



## ORDINARY COUNCIL MEETING

### NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Nathan Daniell
Councillor Chris Grant
Councillor Malcolm Herrmann
Councillor Lucy Huxter
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Vacant
Vacant
Vacant

Notice is given pursuant to the provisions under Section 83 of the *Local Government Act 1999* that the next meeting of the Council will be held on:

**Tuesday 26 August 2025**

**6.30pm**

**63 Mt Barker Road Stirling**

A copy of the Agenda for this meeting is supplied under Section 83 of the Act.

Meetings of the Council are open to the public and members of the community are welcome to attend. Public notice of the Agenda for this meeting is supplied under Section 84 of the Act.

A handwritten signature in black ink, appearing to read 'GG', is written over a horizontal line.

**Greg Georgopoulos**  
Chief Executive Officer



## ORDINARY COUNCIL MEETING

**AGENDA FOR MEETING**  
**Tuesday 26 August 2025**  
**6.30pm**  
**63 Mt Barker Road Stirling**

### ORDER OF BUSINESS

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

2.1. *Acknowledgement of Country*

Council acknowledges that we meet on the traditional Country of the Peramangk and Kurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.

2.2. Together we will care for this place for the generations to come and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children's ability to live on this land.

**3. APOLOGIES/LEAVE OF ABSENCE**

3.1. Apology

3.2. Leave of Absence

3.2.1 Mayor Jan-Claire Wisdom - 11 March 2025 to 10 September 2025 - approved 11 March 2025

3.2.2 Cr Kirrilee Boyd – 12 August 2025 to 27 August 2025 – approved 12 August 2025

3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 12 August 2025

*That the minutes of the ordinary meeting held on 12 August 2025 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

**5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**

**6. MAYOR'S OPENING REMARKS**

**7. QUESTIONS ADJOURNED/LYING ON THE TABLE**

- 7.1. Questions Adjourned  
Nil
- 7.2. Questions Lying on the Table  
Nil

**8. PETITIONS / DEPUTATIONS / PUBLIC FORUM**

- 8.1. Petitions
- 8.2. Deputations
- 8.3. Public Forum

**9. PRESENTATIONS (by exception)**

Nil

**10. QUESTIONS ON NOTICE**

- 10.1 Todd Trust and Carripook Park, Bridgewater – Cr Leith Mudge

**1. What is the status of the project to create a landscaped garden and memorial commemorating the 1983 Ash Wednesday fire at Caripook Park, Bridgewater as per the terms of the trust created by Mr Francis Henry Todd (“the Trust”)?**

The terms of the Trust (see **Appendix 1**) outline that the Council shall establish and maintain a landscaped garden for the use and enjoyment of the public, and that a memorial shall be erected on the said land for the use and enjoyment of the public. The Memorial should commemorate the 1983 Ash Wednesday fire and the garden shall be called and designated “The Francis H Todd Garden.”

In terms of the status of the Project to establish and maintain a garden and memorial, on 15 July 2022 the Supreme Court granted approval for the trust variation scheme, including the moving of the Trust to Caripook park and a report was prepared and submitted to the Minister of Local Government seeking approval to revoke the community land classification of the retirement village land (see **Appendix 1**).

The Council must comply with Trust conditions that now apply to Caripook Park.

In practice, this means that the Council must establish and maintain a landscaped garden in Caripook Park, which shall be called The Francis H Todd Garden, and erect a memorial for the 1983 Ash Wednesday fire on the same land. This has not yet been budgeted for in Council’s Annual Business Plan and budget. Council could consider budgeting for this Project in the 2026/2027 financial year or consider a budget review in Council’s current (2025/2026) budget for same.

**2. When is it expected that the requirements of the Trust outlined in 1 above will be completed?**

As outlined above, the Project that would meet the requirements of the Trust is not currently budgeted for. When the Project is budgeted for and implemented, the requirements of the Trust will be able to be met.

**3. How will implementation of the requirements of the Trust affect current activities at the park, including off-the-lead dog exercise?**

The installation of a landscaped garden and memorial will not affect the current activities at the Park as a suitable site for location of the garden and memorial will be ascertained to ensure current activities are not impacted by the Project.

**4. What were the net proceeds of the sale of the Bridgewater Retirement Village?**

The net proceeds of the sale of the Bridgewater Retirement Village were \$1,905,471 as outlined in the report to Council on 9 May 2023.

The Supreme Court order noted that Council could sell the Bridgewater Retirement village land and “apply the proceeds of the sale as it sees fit.” This is mentioned only to confirm that the Supreme Court placed no obligation on Council to use any of the proceeds from the sale of the Bridgewater Retirement Village on improvements to Caripook Park. However, as noted above, Council must comply with the terms of the trust.

**5. What is the estimated cost of implementing the terms of the Trust at Caripook Park?**

The estimated cost of implementing the terms of the Trust at Caripook Park would be approximately \$100,000, broken down as follows:

<b>Item</b>	<b>Approx. Cost</b>	<b>Description / Notes</b>
Seating	\$5,000	1 x bench seats
Signage	\$5,000	2 x signs, incl. design, manufacture and installation
Pathways	\$30,000	200m of cement treated rubble path
Drainage	\$10,000	Reducing water logging
Memorial	\$5,000	Modest and sensitive memorial
Other Costs	\$10,000	Project planning and design, project management, etc
<b>TOTAL</b>	<b>\$70,000</b>	

**6. Has the cost of these works been included in any annual budget or LTFP since 2019 and what is the current status of this in budgeted works?**

No, the cost of the works have not been included in any budget or LTFP since 2019. The works are currently unfunded. It can be confirmed that the footbridge at Caripook Park was renewed as part of the 2024/2025 capital works budget.

**11. MOTIONS ON NOTICE**

Nil

## 12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Revocation of Dedication – 20 Bell Springs Road, Charleston
1. *That the Revocation of Dedication – 20 Bell Springs Road Charleston report be received and noted.*
  2. *That Council supports the revocation of the land at 20 Bell Springs Road Charleston, described as allotment 20 in Deposited Plan 44282 contained in Crown Record Volume 5926 Folio 487 from Council's care, control and management and for the land to revert to the Crown for the purposes of a rededication as a Park under the National Parks and Wildlife Act 1972.*
- 12.2. Gumeracha Opportunity Shop Service Review
1. *That the Report the Gumeracha Opportunity Shop Service Review Report in Appendix 1 be received and noted.*
  2. *To acknowledge and sincerely thank the volunteers and broader community for their valuable contribution to the Opportunity Shop over many years.*
  3. *To cease operating the Gumeracha Opportunity Shop in December 2025 on the advice of the consultants, noting the findings and recommendations in the Service Review in Appendix 2, including that there are strategic, operational and financial challenges in continuing to provide this service.*
  4. *To note that closure of the Gumeracha Opportunity Shop will occur in accordance with the Transition Plan in Appendix 2, which provides a framework for communication and engagement with volunteers and stakeholders.*
  5. *That Council requests Administration to undertake a detailed condition assessment of the building following closure and report back in April 2026 with potential future uses for the site, noting that a range of options, including community-led initiatives, will be considered.*
- 12.3. Proposed new policy: Fees and Charges Policy
1. *To receive and note the report.*
  2. *To adopt the draft Fees and Charges policy at Appendix 1, with an effective date of 9 September 2025.*
  3. *To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the draft policy.*
- 12.4. Harmful Algal Bloom – support to coastal Councils
1. *That the Harmful Algal Bloom – Support to coastal Councils report be received and noted.*
  2. *To approve Acting Mayor Daniell to be a party signatory to the Proposal for Federal Government Action on the South Australia Algal Bloom Crisis in Appendix 1 to be submitted to the Federal Government prior to the delegation to Canberra.*
  3. *To advise LGA South Australia of its decision so that it may collate party signatories.*

## 13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Quarterly Council Performance Report – Q4 2024-25
1. *That the Quarterly Council Performance Report – Q4 2024-25 be received and noted.*

**14. CORRESPONDENCE FOR NOTING**

Nil

**15. QUESTIONS WITHOUT NOTICE**

**16. MOTIONS WITHOUT NOTICE**

**17. REPORTS**

17.1. Council Member Function or Activity on the Business of Council

17.2. Reports of Members/Officers as Council Representatives on External Organisations

17.3. CEO Report

**18. REPORTS OF COMMITTEES**

18.1. Council Assessment Panel  
Nil

18.2. Audit and Risk Committee – 18 August 2025  
*That the minutes of the Audit and Risk Committee meeting held on 18 August 2025 as supplied, be received and noted.*

18.3. CEO Performance Review Panel  
Nil

18.4. Boundary Change Committee  
Nil

**19. CONFIDENTIAL ITEMS**

Nil

**20. NEXT MEETING**

Tuesday 23 September 2025, 6.30pm, 63 Mt Barker Road, Stirling

**21. CLOSE MEETING**

## Council Meetings, Information and Briefing Sessions, CAP and Committee Meetings for 2025

DATE	TYPE	LOCATION	MINUTE TAKER
<b>JANUARY 2025</b>			
Wednesday 15 January	CAP	Stirling	TBA
Tuesday 28 January	Ordinary Council	Stirling	Skye Ludzay
<b>FEBRUARY 2025</b>			
Monday 3 February	Workshop	Woodside	N/A
Tuesday 11 February	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 12 February	CAP	Stirling	TBA
Monday 17 February	Audit Committee	Stirling	Lauren Jak
Tuesday 18 February	Professional Development	Stirling	N/A
Tuesday 25 February	Ordinary Council	Stirling	Skye Ludzay
<b>MARCH 2025</b>			
Monday 3 March	Workshop	Woodside	N/A
Tuesday 11 March	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 12 March	CAP	Stirling	TBA
Tuesday 18 March	Professional Development	Stirling	N/A
Saturday 22 March	Workshop	Stirling	N/A
Tuesday 25 March	Ordinary Council	Stirling	Skye Ludzay
Wednesday 26 March	CEO PRP	Stirling	Zoë Gill
<b>APRIL 2025</b>			
Wednesday 2 April	CEO PRP	Stirling	Zoë Gill
Monday 7 April	Workshop	Woodside	N/A
Tuesday 8 April	Ordinary Council	Stirling	Rebekah Lyons
Wednesday 9 April	CAP	Stirling	TBA
Monday 14 April	Audit Committee	Stirling	Lauren Jak
Tuesday 15 April	Professional Development	Stirling	N/A
Tuesday 15 April	Boundary Change Committee	Stirling	Georgie McKeon
Wednesday 16 April	CEO PRP	Stirling	Zoë Gill
Tuesday 22 April	Ordinary Council	Stirling	Skye Ludzay
<b>MAY 2025</b>			
Monday 5 May	Workshop	Woodside	N/A
Tuesday 13 May	Ordinary Council	Stirling	Skye Ludzay
Wednesday 14 May	CAP	Stirling	TBA
Monday 19 May	Audit Committee	Stirling	Lauren Jak
Tuesday 20 May	Professional Development	Stirling	N/A
Tuesday 27 May	Ordinary Council	Stirling	Brittany Priwer
<b>JUNE 2025</b>			
Monday 2 June	Workshop	Woodside	N/A
Tuesday 10 June	Ordinary Council	Stirling	Skye Ludzay
Wednesday 11 June	CAP	Stirling	TBA
Tuesday 17 June	Professional Development	Stirling	N/A
Tuesday 24 June	Ordinary Council	Stirling	Brittany Priwer
Wednesday 25 June	CEO PRP	Stirling	Zoë Gill

DATE	TYPE	LOCATION	MINUTE TAKER
<b>JULY 2025</b>			
Monday 7 July	Workshop	Woodside	N/A
Tuesday 8 July	Ordinary Council	Stirling	Skye Ludzay
Wednesday 9 July	CAP	Stirling	TBA
Tuesday 15 July	Professional Development	Stirling	N/A
Tuesday 22 July	Ordinary Council	Stirling	Skye Ludzay
<b>AUGUST 2025</b>			
Monday 4 August	Workshop	Woodside	N/A
Tuesday 12 August	Ordinary Council	Stirling	Georgie McKeon
Wednesday 13 August	CAP	Stirling	TBA
Monday 18 August	Audit Committee	Stirling	Lauren Jak
Tuesday 19 August	Professional Development	Stirling	N/A
Tuesday 26 August	Ordinary Council	Stirling	Georgie McKeon
Wednesday 17 August	CEO PRP	Stirling	Zoë Gill
<b>SEPTEMBER 2025</b>			
Monday 1 September	Workshop	Woodside	N/A
Tuesday 9 September	Ordinary Council	Stirling	Skye Ludzay
Wednesday 10 September	CAP	Stirling	TBA
Tuesday 16 September	Professional Development	Stirling	N/A
Tuesday 23 September	Ordinary Council	Stirling	Georgie McKeon
<b>OCTOBER 2025</b>			
Tuesday 7 October (Public Holiday)	Workshop	Woodside	N/A
Wednesday 8 October	CAP	Stirling	TBA
Tuesday 14 October	Ordinary Council	Stirling	Georgie McKeon
Wednesday 15 October	CEO PRP	Stirling	Zoë Gill
Monday 20 October	Audit Committee	Stirling	Lauren Jak
Tuesday 21 October	Professional Development	Stirling	N/A
Tuesday 28 October	Ordinary Council	Stirling	Lauren Jak
<b>NOVEMBER 2025</b>			
Monday 3 November	Workshop	Woodside	N/A
Tuesday 11 November	Ordinary Council	Stirling	Skye Ludzay
Wednesday 12 November	CAP	Stirling	TBA
Monday 17 November	Audit Committee	Stirling	Lauren Jak
Tuesday 18 November	Professional Development	Stirling	N/A
Tuesday 25 November	Ordinary Council	Stirling	Georgie McKeon
<b>DECEMBER 2025</b>			
Monday 1 December	Workshop	Woodside	N/A
Tuesday 9 December	Ordinary Council	Stirling	Lauren Jak
Wednesday 10 December	CAP	Stirling	TBA

*Meetings are subject to change, please check agendas for times and venues. All meetings (except Council Member Professional Development) are open to the public.*

## Council Member Attendance 2025

### Information or Briefing Sessions

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
3 Feb 25 (WS)	F	AP	F	F	AP	F	AP	F	F	F	F	AP	F
18 Feb 25 (WS)	P	AP	F	F	F	P	AP	F	LOA	F	F	F	F
3 Mar 25 (WS)	F	F	F	F	F	F	F	AP	AP	F	F	AP	F
11 Mar 25 (WS)	LOA	F	F	F	LOA	A	F	F	AP	AP	P	F	F
18 Mar 25 (WS)	LOA	F	F	F	LOA	F	AP	F	P	F	F	F	F
22 Mar 25 (WS)	LOA	F	F	F	LOA	F	AP	F	F	F	F	F	F
7 Apr 25 (WS)	LOA	AP	F	F	F	F	F	F	AP	F	F	AP	F
15 Apr 25 (WS)	LOA	F	F	F	AP	F	AP	F	A	F	F	F	F
5 May 25 (WS)	LOA	F	F	F	P	P	AP	A	AP	F	F	P	F
20 May 25 (WS)	LOA	AP	F	F	F	A	F	F	A	F	F	P	F
02 June 25 (WS)	LOA	F	F	P	F		AP	F		AP	F	AP	
17 June 25 (WS)	LOA	AP	F	F	F		F	F		AP	F	F	
7 July 25 (WS)	LOA	LOA	F	F	AP		AP	A		F	F	P	
15 July 25 (PD)	LOA	LOA	F	F	F		AP	F		F	F	AP	

Index: Workshop (WS) / Professional Development (PD) / F = Full Attendance / P = Partial Attendance / AP = Apology / LOA = Leave of Absence / A = Absent

4 Aug 25 (WS)	LOA	F	F	F	F		F	F		F	F	LOA	
19 Aug 25 (WS)	LOA	LOA	F	F	F		F	AP		F	F	F	

## Council Member Attendance 2025

### Council Meetings (including Special Council Meetings)

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
28 Jan 25	AP	F	AP	AP	F	LOA	F	AP	F	F	F	F	F
11 Feb 25	F	AP	LOA	F	F	F	F	F	AP	F	F	F	LOA
25 Feb 25	AP	F	F	F	F	F	F	F	LOA	F	F	LOA	F
11 Mar 25	LOA	F	F	F	LOA	F	F	F	AP	AP	F	F	F
25 Mar 25	LOA	F	F	F	LOA	F	F	F	F	F	F	F	F
8 Apr 25	LOA	LOA	F	F	F	F	F	F	AP	F	F	F	F
22 Apr 25	LOA	LOA	F	F	F	F	F	LOA	AP	F	F	AP	F
13 May 25	LOA	AP	F	F	F	F	F	AP	LOA	F	F	F	LOA
27 May 25	LOA	LOA	F	F	F		F	F		F	F	AP	F
10 Jun 25	LOA	F	F	F	F		F	F		F	F	F	
17 Jun 25	LOA	AP	F	F	F		F	F		AP	F	F	
30 Jun 25	LOA	LOA	F	F	F		F	F		AP	F	F	
8 Jul 25	LOA	LOA	F	F	F		AP	AP		F	F	F	
22 Jul 25	LOA	LOA	F	F	F		AP	F		F	F	F	
4 August	LOA	F	F	F	F		F	F		F	F	LOA	
12 August	LOA	LOA	F	F	F		F	F		F	F	F	

Index: F = Full Attendance / P = Partial Attendance / AP = Apology / LOA = Leave of Absence / A = Absent

# Conflict of Interest Disclosure Form

**CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS**

Date: \_\_\_\_\_

**Meeting Name (please tick one)**

- |                              |                          |                           |                          |
|------------------------------|--------------------------|---------------------------|--------------------------|
| Ordinary Council             | <input type="checkbox"/> | Audit Committee           | <input type="checkbox"/> |
| Special Council              | <input type="checkbox"/> | Boundary Change Committee | <input type="checkbox"/> |
| CEO Performance Review Panel | <input type="checkbox"/> | Other: _____              | <input type="checkbox"/> |

**Item No**                      **Item Name:**  
 \_\_\_\_\_

(Only one conflict of interest entry per form)

I, Mayor / Cr \_\_\_\_\_ have identified a conflict of interest as:

**GENERAL**

**MATERIAL**

**GENERAL**

In considering a General Conflict of Interest (COI), an impartial, fair-minded person might consider that the Council Member’s private interests might result in the Member acting in a manner that is contrary to their public duty.

**MATERIAL**

In considering a Material Conflict of Interest (COI), a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council if a class of persons as defined in s75(1)(a-l) in the Act would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting.

**The nature of my conflict of interest is as follows:**

(Describe the nature of the interest, including whether the interest is direct or indirect and personal or pecuniary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I intend to deal with my conflict of interest in the following transparent and accountable way:**

- I intend to **stay** in the meeting (please complete details below)
- I intend to **stay** in the meeting as exempt under s75A (please complete details below)
- I intend to **leave** the meeting (*mandatory if you intend to declare a Material conflict of interest*)

**The reason I intend to stay in the meeting and consider this matter is as follows:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(This section must be completed and ensure sufficient detail is recorded of the specific circumstances of your interest.)

**Office use only: Council Member voted FOR / AGAINST the motion.**

## 8. DEPUTATIONS

---

*For full details, see Code of Practice for Meeting Procedures on [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)*

1. A request to make a deputation should be made by submitting a Deputation Request Form, (available on Council's website and at Service and Community Centres) to the CEO seven clear days prior to the Council meeting for inclusion in the agenda.
2. Each deputation is to be no longer than ten (10) minutes, excluding questions from Members.
3. Deputations will be limited to a maximum of two per meeting.
4. In determining whether a deputation is allowed, the following considerations will be taken into account:
  - the number of deputations that have already been granted for the meeting
  - the subject matter of the proposed deputation
  - relevance to the Council agenda nominated – and if not, relevance to the Council's powers or purpose
  - the integrity of the request (i.e. whether it is considered to be frivolous and/or vexatious)
  - the size and extent of the agenda for the particular meeting and
  - the number of times the deputee has addressed Council (either in a deputation or public forum) on the subject matter or a similar subject matter.

## 8.3 PUBLIC FORUM

---

*For full details, see Code of Practice for Meeting Procedures on [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)*

1. The public may be permitted to address or ask questions of the Council on a relevant and/or timely topic.
2. The Presiding Member will determine if an answer is to be provided.
3. People wishing to speak in the public forum must advise the Presiding Member of their intention at the beginning of this section of the meeting.
4. Each presentation in the Public Forum is to be no longer than five (5) minutes (including questions), except with leave from the Council.
5. The total time allocation for the Public Forum will be ten (10) minutes, except with leave from the Council.
6. If a large number of presentations have been requested, with leave from the Council, the time allocation of five (5) minutes may be reduced.
7. Any comments that may amount to a criticism of individual Council Members or staff must not be made. As identified in the Deputation Conduct section above, the normal laws of defamation will apply to statements made during the Public Forum.
8. Members may ask questions of all persons appearing relating to the subject of their presentation.

---

## **Questions on Notice**

---

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 August 2025  
AGENDA BUSINESS ITEM**

**Item:** 10.1 Question on Notice

**Originating from:** Cr Leith Mudge

**Subject:** Todd Trust and Caripook Park Bridgewater

---

**1. QUESTION**

1. What is the status of the project to create a landscaped garden and memorial commemorating the 1983 Ash Wednesday fire at Caripook Park, Bridgewater as per the terms of the trust created by Mr Francis Henry Todd (“the Trust”)?
2. When is it expected that the requirements of the Trust outlined in 1 above will be completed?
3. How will implementation of the requirements of the Trust affect current activities at the park, including off-the-lead dog exercise?
4. What were the net proceeds of the sale of the Bridgewater Retirement Village?
5. What is the estimated cost of implementing the terms of the Trust at Caripook Park?
6. Has the cost of these works been included in any annual budget or LTFP since 2019 and what is the current status of this in budgeted works?

**2. BACKGROUND**

Council previously owned six retirement villages in Balhannah, Crafers, Gumeracha, Lobethal, Woodside and Bridgewater. Five of those retirement villages were sold to Clayton Church Homes on 26 October 2018. It was discovered around that time that a charitable trust (the Trust) existed over the Bridgewater Retirement Village land which meant that whilst the land was subject to a trust, that this site could not be sold as part of Council’s divestment of its retirement village portfolio at that time.

The Trust formerly over the Bridgewater Retirement Village land came about as the Land was previously owned by Mr Francis Henry Todd on which a residential dwelling was located. The dwelling was destroyed in the Ash Wednesday Fire on 16 February 1983. Following the Ash Wednesday fire, Mr Todd asked the then District Council of Stirling to accept the Land as a donation on the following conditions:

1. That Council agree to accept and dedicate the said land as a reserve to be held in perpetuity.
2. That a suitable landscaped garden be established thereon for the use and enjoyment of the public.
3. That the garden contain a suitable memorial commemorating the 1983 Ash Wednesday fire and that the garden be designated the Francis H Todd Garden.

The donation of the Land and the conditions agreed above created a charitable trust over the Land which was documented in a Declaration of Trust dated 31 August 1983.

In the intervening years, the terms of the Trust were not complied with and in the early 1990s a Retirement Village was built by Council over the land. Whilst the former owner's son, Mr Frank Todd, approved of the development of a Retirement Village over the Land, the Charitable Trust was not varied and remained in place over the land for many years.

On 28 January 2020 Council resolved to make an application to the Supreme Court of South Australia to vary the Trust to move it to an alternate site, being Caripook Park on the corner of Kain Avenue and Mount Barker Road Bridgewater. On 4 August 2022, the Supreme Court approved the Trust variation (**Appendix 1**). Accordingly, the Trust was removed from the Bridgewater Retirement Village site, to the Caripook Park site at Bridgewater. The terms of the Trust now apply to the Caripook Park as per the three points above.

Subsequently, following changes to the trust and revocation of Community Land status, the Bridgewater Retirement Village was sold to CCH with net proceeds of the sale being estimated at around \$1.9M at the time of sale.

From October-November 2021, public consultation was held on a potential design for upgrades to Caripook Park, including garden landscaping and an Ash Wednesday memorial. The landscaping and memorial components of the design received "lukewarm" support. The consultation report is provided as **Appendix 2**.

There does not appear to have been any further progress on the implementation of the terms of the Trust since 2022. Members of the public have been asking questions and would like to understand where this project is at, some 3 years after the last public action on the Caripook Park design.

### **3. OFFICER'S RESPONSE – Jade Ballantine, Director Environment and Infrastructure**

#### **1. What is the status of the project to create a landscaped garden and memorial commemorating the 1983 Ash Wednesday fire at Caripook Park, Bridgewater as per the terms of the trust created by Mr Francis Henry Todd ("the Trust")?**

The terms of the Trust (see **Appendix 1**) outline that the Council shall establish and maintain a landscaped garden for the use and enjoyment of the public, and that a memorial shall be erected on the said land for the use and enjoyment of the public. The Memorial should commemorate the 1983 Ash Wednesday fire and the garden shall be called and designated "The Francis H Todd Garden."

In terms of the status of the Project to establish and maintain a garden and memorial, on 15 July 2022 the Supreme Court granted approval for the trust variation scheme, including the moving of the Trust to Caripook park and a report was prepared and submitted to the Minister of Local Government seeking approval to revoke the community land classification of the retirement village land (see **Appendix 1**).

The Council must comply with Trust conditions that now apply to Caripook Park.

In practice, this means that the Council must establish and maintain a landscaped garden in Caripook Park, which shall be called The Francis H Todd Garden, and erect a memorial for the 1983 Ash Wednesday fire on the same land. This has not yet been budgeted for in Council's Annual Business Plan and budget. Council could consider budgeting for this Project in the 2026/2027 financial year or consider a budget review in Council's current (2025/2026) budget for same.

**2. When is it expected that the requirements of the Trust outlined in 1 above will be completed?**

As outlined above, the Project that would meet the requirements of the Trust is not currently budgeted for. When the Project is budgeted for and implemented, the requirements of the Trust will be able to be met.

**3. How will implementation of the requirements of the Trust affect current activities at the park, including off-the-lead dog exercise?**

The installation of a landscaped garden and memorial will not affect the current activities at the Park as a suitable site for location of the garden and memorial will be ascertained to ensure current activities are not impacted by the Project.

**4. What were the net proceeds of the sale of the Bridgewater Retirement Village?**

The net proceeds of the sale of the Bridgewater Retirement Village were \$1,905,471 as outlined in the report to Council on 9 May 2023.

The Supreme Court order noted that Council could sell the Bridgewater Retirement village land and “apply the proceeds of the sale as it sees fit.” This is mentioned only to confirm that the Supreme Court placed no obligation on Council to use any of the proceeds from the sale of the Bridgewater Retirement Village on improvements to Caripook Park. However, as noted above, Council must comply with the terms of the trust.

**5. What is the estimated cost of implementing the terms of the Trust at Caripook Park?**

The estimated cost of implementing the terms of the Trust at Caripook Park would be approximately \$100,000, broken down as follows:

<b>Item</b>	<b>Approx. Cost</b>	<b>Description / Notes</b>
Seating	\$5,000	1 x bench seats
Signage	\$5,000	2 x signs, incl. design, manufacture and installation
Pathways	\$30,000	200m of cement treated rubble path
Drainage	\$10,000	Reducing water logging
Memorial	\$5,000	Modest and sensitive memorial
Other Costs	\$10,000	Project planning and design, project management, etc
<b>TOTAL</b>	<b>\$70,000</b>	

**6. Has the cost of these works been included in any annual budget or LTFP since 2019 and what is the current status of this in budgeted works?**

No, the cost of the works have not been included in any budget or LTFP since 2019. The works are currently unfunded. It can be confirmed that the footbridge at Caripook Park was renewed as part of the 2024/2025 capital works budget.

**4. APPENDIX**

- (1) Supreme Court Order dated 15 July 2022 and Original Deed of Declaration of Trust
- (2) 2022 Proposed Upgrades for Caripook Park, Bridgewater

---

# **Appendix 1**

*Supreme Court Order dated 15 July 2022 and Original  
Deed of Declaration of Trust*

---

Case Number: CIV-22-006330

Date Signed 04 August 2022

FDN: 7



## ORDER

SUPREME COURT OF SOUTH AUSTRALIA  
CIVIL JURISDICTION

**Adelaide Hills Council**  
Applicant

**Attorney-General for the State of South Australia**  
Respondent

### Introduction

This is an application for the approval of a trust variation scheme.

### Hearing

Hearing Location: Adelaide  
Date of Hearing: 15 July 2022

**Presiding Officer:** The Honourable Justice Kimber

Application made by: Adelaide Hills Council, the Applicant

### Appearances

Applicant: Represented by Mr T Burke in person  
Respondent: Represented by Mr J Metzger in person

### Recitals

The Respondent does not oppose the application or the orders set out below.

**Date of Order:** 15 July 2022

### Terms of Order

It is ordered that:

1. Pursuant to section 69B of the *Trustee Act 1936* and the inherent jurisdiction of the Court the trust variation scheme set forth in the Schedule hereto in relation to the trusts under the Declaration of Trust dated the 31<sup>st</sup> day of August 1983 and executed by the District Council of Stirling under its common seal be and is hereby approved and that the trust variation scheme be carried into effect.
2. Pursuant to section 56 of the *Trustee Act 1936* and the inherent jurisdiction of the Court the Applicant and all its current and former members and officers be wholly relieved from personal liability for any breach of the trust committed before the date of this Order.
3. The parties may apply for further orders and directions.

To the parties against whom orders are made: **WARNING:**

If you disobey this order, you will be in contempt of court and liable to imprisonment and/or a fine or other punishment and any other person who knows of this order and does anything that helps or permits you to disobey this order may be similarly punished.



.....  
Registrar



**SCHEDULE**

**TRUST VARIATION SCHEME**  
*(Trustee Act 1936, Section 69B)*

**1 Definitions**

In this Scheme, unless a contrary intention appears:

- 1.1 'Carripook Park' means Allotment 12, Deposited Plan 123117, being the whole of the land comprised in Certificate of Title Register Book Volume 6234 Folio 492.
- 1.2 'Council' means the Adelaide Hills Council.
- 1.3 'Court' means the Supreme Court of South Australia.
- 1.4 'Todd land' means Allotment 20 on Filed Plan No.8131 being comprised at the date of the Trust Deed in Certificate of Title Register Book Volume 4190 Folio 64 and described in the Trust Deed as 'the said land'.
- 1.5 'Trust Deed' means the Deed of Declaration of Trust dated the 31<sup>st</sup> day of August 1983 and executed by the District Council of Stirling under its common seal a copy of which is annexed to this Scheme.

**2. Background**

- 2.1 The Council was formed by the amalgamation of the District Council of Stirling and other Councils by a Proclamation made pursuant to sections 7 and 14 of the *Local Government Act 1934* published in the *Government Gazette* of 27 September 1997 at page 1340 and is, as the legal successor to the District Council of Stirling, the current registered proprietor of the Todd land and the trustee under the Trust Deed.
- 2.2 It is not reasonably practicable for the Todd land to be held as a public reserve and to be developed and maintained as a landscaped garden in accordance with the Trust Deed.
- 2.3 Carripook Park is vested in the Council in fee simple and is classified as community land for the purposes of the *Local Government Act 1999*.
- 2.4 The Council proposes a variation of the trusts under the Trust Deed under which the Council would hold Carripook Park in lieu of the Todd land as a reserve in perpetuity and on which the Council would establish and maintain the landscaped garden and memorial in accordance with the Trust Deed.

**3. Variation of Trust**

- 3.1 The trusts under the Trust Deed are varied so that all references to 'the said land' in the Trust Deed refer to Carripook Park in lieu of the Todd land. In all other respects, the provisions of the Trust Deed are to remain in effect according to their terms.
  - 3.2 Subject to the revocation of the classification of the Todd land as community land for the purposes of the *Local Government Act 1999* the Council may sell the Todd land. and apply the proceeds of the sale as it sees fit.
-

7

20  
1

DEED OF DECLARATION OF TRUST

THE DISTRICT COUNCIL OF STIRLING of Mount Barker Road Stirling in the State of South Australia HEREBY ACKNOWLEDGES that the Council has accepted a transfer of the whole of the land comprised in Certificate of Title Register Book Volume 4190 Folio 64 in order to comply with the wishes of FRANCIS HENRY TODD of 4 Churinga Road Aldgate in the said State and that the Council HEREBY UNDERTAKES to hold the said land upon the following trusts:

J1004795



1. That the said land shall be dedicated and held as a reserve by the Council in perpetuity
2. That the Council shall establish and maintain a landscaped garden (hereinafter called "the said garden") on the said land for the use and enjoyment of the public
3. That a memorial shall be erected on the said land in accordance with the wishes of the said Francis Henry Todd to commemorate the bush fire known as "the 1983 Ash Wednesday fire"
4. The said garden shall be called and designated "The Francis H. Todd Garden".

DATED the 31st day of August 1983.

The COMMON SEAL of the )  
DISTRICT COUNCIL OF )  
STIRLING was hereunto )  
affixed in the presence )  
of: )

*Floyd C. Cook* Chairman

*Robert James* District Clerk

---

## **Appendix 2**

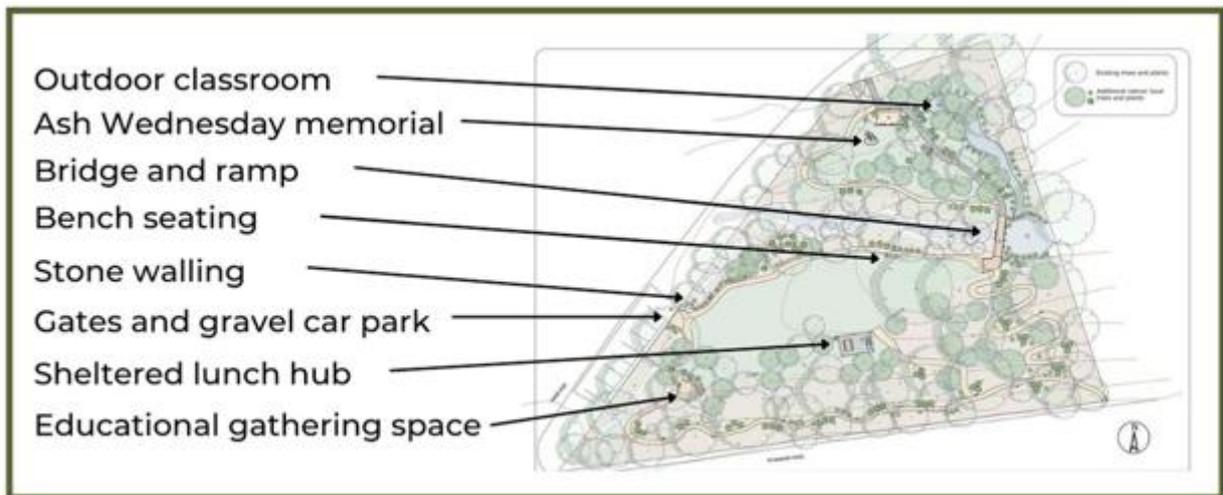
*2022 Proposed Upgrades for Caripook Park,  
Bridgewater*

---

Adelaide Hills Council

[engage.sa.gov.au](http://engage.sa.gov.au)

# Proposed Upgrades for Carripook Park, Bridgewater



## Community Engagement Outcomes Report

February 2022

# TABLE OF CONTENTS

## Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>KEY FINDINGS .....</b>	<b>4</b>
<b>3</b>	<b>SUMMARY OF ENGAGEMENT .....</b>	<b>6</b>
<b>3.1</b>	<b>Background .....</b>	<b>6</b>
<b>3.2</b>	<b>Community Engagement Strategy .....</b>	<b>6</b>
<b>3.3</b>	<b>Engagement Approach.....</b>	<b>6</b>
<b>3.4</b>	<b>Distribution and Promotion .....</b>	<b>7</b>
<b>4</b>	<b>PARTICIPANTS .....</b>	<b>8</b>
<b>4.1</b>	<b>Participation Rate.....</b>	<b>8</b>
<b>4.2</b>	<b>Participant Characteristics .....</b>	<b>9</b>
<b>5</b>	<b>SURVEY FEEDBACK .....</b>	<b>10</b>
<b>5.1</b>	<b>Review of Proposed Upgrades to Carripook Park .....</b>	<b>10</b>
<b>5.2</b>	<b>Support For Elements Within The Draft Design Plans .....</b>	<b>10</b>
<b>5.3</b>	<b>Additional Comments .....</b>	<b>12</b>
<b>6</b>	<b>EMAIL, WRITTEN AND PHONE FEEDBACK .....</b>	<b>14</b>
<b>7</b>	<b>FACE TO FACE MEETING.....</b>	<b>15</b>
<b>8</b>	<b>SOCIAL MEDIA FEEDBACK .....</b>	<b>15</b>
<b>9</b>	<b>CONCLUSION.....</b>	<b>16</b>
	<b>Appendix A – Information Provided and Feedback Form.....</b>	<b>18</b>
	<b>Appendix B – Verbatim Comments .....</b>	<b>25</b>
	<b>Appendix C – Emails, Written and Phone Feedback.....</b>	<b>37</b>
	<b>Appendix D – Face to Face Meeting .....</b>	<b>41</b>

## 1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 13 October to 8 November 2021 regarding proposed upgrades to Carripook Park, Bridgewater.

This report will be presented to Council and made available to those who participated in the consultation on Council's Have Your Say Engagement Platform.

The consultation comprised an opportunity for the Community to provide feedback via online and hardcopy survey response as well as providing submissions by email, letter or phone contact. Participants were also provided the opportunity to meet Council staff face to face on site. A copy of information provided on Council's Have Your Say Engagement Platform and feedback form is available in Appendix A.

There were a total of 122 Participants providing feedback on the proposed upgrades to Carripook Park, Bridgewater. 104 Respondents provided their feedback via an online or hardcopy survey. A further 5 Participants provided a response by email and 1 Participant by phone. 12 Participants attended Council's face to face meeting on Thursday 4 November 2021.

Verbatim comments received through online and hardcopy surveys are provided in Appendix B.

Email submissions are provided in Appendix C.

Face to face meeting notes are provided in Appendix D.

There was no engagement via social media posts.

## 2 KEY FINDINGS

The key findings from the consultation are:

- A total of 122 Participants provided feedback on the proposed upgrades to Carripook Park, Bridgewater.
- 74 Respondents were Adelaide Hills Council Residents/Ratepayers, 27 of which resided within 300m of Carripook Park, Bridgewater. 51 Respondents were visitors to Carripook Park.
- The most supported elements of the upgrade in order of most supported to least supported included:
  - 86.5% (n=90) Shade structure
  - 83.5% (n=87) New bridge and ramps
  - 82.5% (n=86) Bench seats
  - 80% (n=83) Drainage swale
  - 74% (n=77) Stone walling
  - 74% (n=77) Educational landscaped native garden
  - 67% (n=70) Additional signage
  - 64% (n=67) Educational gathering space
  - 51.9% (n=54) Ash Wednesday Memorial
- The least supported elements of the proposed upgrades included:
  - The Ash Wednesday Memorial with 33.5% (n=35) of Respondents not supporting it, and
  - The educational gathering space with 26% (n=27) of Respondents not supporting it.
- Significant and consistent feedback to be considered included:
  - Leave the park as a natural space, with minimal changes and any changes to compliment natural feel and native element of park
  - Keeping the park as a dog friendly off leash park
  - Keep signage simple and subtle and include information on birds, history, ecology, acknowledging First Nations People / Aboriginals, dog park behaviour
  - Reconsider design and location of Ash Wednesday Memorial
  - Consideration of bogginess issues when considering swale, pathways, stone walls and any other structures

- Ensure all upgrades are natural, informal and minimal (i.e. bench seats, bridge, signs, etc) and consider ongoing maintenance in regard to weed management, restoration of local vegetation and no tree loss
- Educational elements not necessary as already have other opportunities nearby at Arbury Park and Deanery, they are not compatible with a dog park and the park would require a toilet for children (Educational gathering space and educational landscaped native garden)
- Proposed changes clash with an off-leash dog park
- If educational features provided with focus for schools then a toilet should be considered.

## 3 SUMMARY OF ENGAGEMENT

### 3.1 BACKGROUND

Adelaide Hills Council is currently considering upgrades to Carripook Park, Bridgewater including an educational landscaped native garden and an Ash Wednesday memorial which are both requirements of a trust that Council is proposing to transfer to this location.

Proposed upgrades will improve the facilities at the Park and will be great features that can be utilised by the community and school groups.

This consultation will be about the proposal to undertake upgrades to Carripook Park to improve the facilities and create an educational native landscaped garden that can be utilised by the community as well as school groups. There will be a focus on learning about native vegetation and the role it plays in the ecological system and also how it regenerates from fire.

Council are not proposing to change the current off-leash dog permissions at the park.

Feedback from local residents, key stakeholders and users of Carripook Park should be prioritised for this consultation.

Consultation should be undertaken in reference to Council's Public Consultation Policy.

All feedback provided will be considered and presented back to Council.

### 3.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 27 days from Wednesday 13 October to Monday 8 November 2021. The consultation was extended by 6 days from its original planned dates to accommodate the need to delay the face to face meeting due to extreme weather.

Consultation was undertaken in accordance with Council's Public Consultation Policy.

### 3.3 ENGAGEMENT APPROACH

Council's engagement approach aimed to collect and collate community feedback about level of support and additional information on each of the proposed upgrades being considered. The community could provide feedback on what aspects they supported, what they had concerns about and any other ideas they may have. Feedback could be provided via an online or hardcopy survey, email, mail, phone or by attending Councils face to face opportunity on site.

A survey was developed which contained 16 questions, including both closed and open style questions. Questions were designed to determine the type of participants providing

feedback and to seek detailed feedback on each of the upgrades being proposed for Carripook Park.

Anyone could participate in the survey which was made available online and as a hardcopy at Council Libraries and service centres and the face to face opportunity.

A copy of the survey questions is included in Appendix A.

### 3.4 DISTRIBUTION AND PROMOTION

The opportunity to provide feedback was promoted through a number of channels including:

- Letter to 149 local Ratepayers living within approximately 300m of Carripook Park.
- Corflute sign erected on-site at Carripook Park
- Notices posted on Council’s website and Hills Voice e-newsletter.
- Advertisement in the Courier on 13 October 2021.
- Email to targeted EHQ registrants and hills voice registrants
- Information and hardcopy feedback forms available at libraries/customer service centres at Gumeracha, Stirling and Woodside.
- AHC social medial

Email promotion statistics are presented below:

Hills Voice: headlines (Courier) 6 October 2021 “Have Your Say about local matters...” 25,000 readership (approximate)	Hills Voice: your Adelaide Hills 8 October 2021 “Carripook Park Reserve Upgrades, opens 13 October...” 1,271 opens (33.69%) 36 unique click throughs to EHQ generic
Have Your Say Newsletters 13 October 2021 1096 sent 580 opens 56 unique clicks	Twitter 26 October 2021 “Have you registered for our face-to- face...” 142 impressions 5 engagements
Facebook 26 October 2021 “Have you registered for our face-to- face...” 634 people reached 2 likes	Facebook 3 November 2021 “It’s not too late to have your say...(face- to-face rescheduled)” 730 people reached 4 likes

## 4 PARTICIPANTS

This section provides details about participation during the engagement period and demographic information about Respondents who completed a survey.

Participants are considered to be those who were not only aware of and informed about the consultation process but who also went on to provide their feedback via survey, email, phone and/or at the face to face opportunity with Council staff. The number of aware and informed people who chose not to provide feedback is presented within the table below:

*Table 1 Aware, informed and engaged community*

	Email	Social Media	EHQ Platform
Aware <i>Sighted information that the consultation was open</i>	1851	1506	275
Informed <i>Accessed information via visiting multiple sites or downloading information</i>	92	11	170
Engaged Participants <i>Provided feedback</i>	<b>Completed survey or sent email</b>		101

### 4.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

*Table 2 Level of Participation*

Activity	Number Participating
Online surveys	101
Hardcopy surveys	3
Written response – email	5
Phone	1
Face to face meeting	12
<b>TOTAL CONSULTATION PARTICIPATION</b>	<b>122</b>

## 4.2 PARTICIPANT CHARACTERISTICS

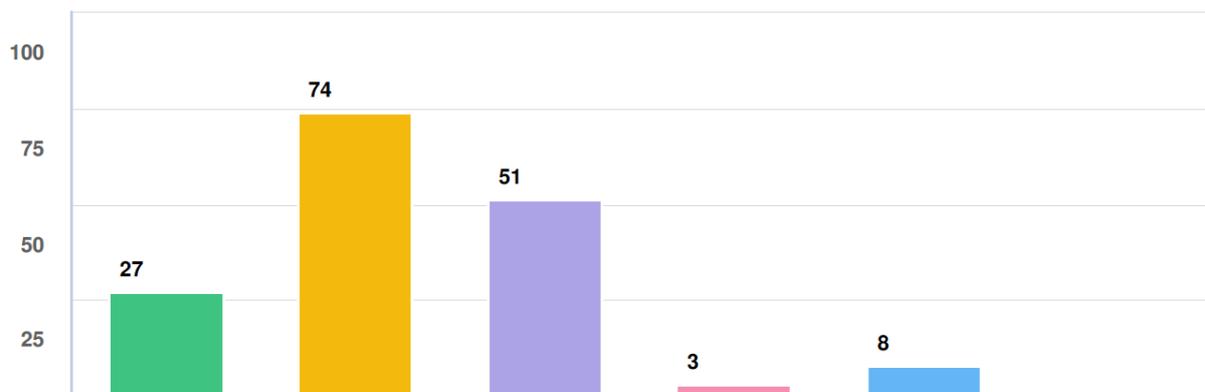
Participant characteristics can only be obtained from the online and hardcopy survey. Those participating in the online and hardcopy survey are referred to as ‘Respondents’ in this report.

Respondents were asked if they were a local resident within 300m of Carripook Park, an Adelaide Hills Council Resident/Ratepayer, a visitor to Carripook Park, a local school/education advocate, school student or other.

Respondents were able to select more than one response that represented who they were.

As presented below, 74 Respondents were Adelaide Hills Council Residents/Ratepayers, 27 of which resided within 300m of Carripook Park, Bridgewater. 51 Respondents were visitors to Carripook Park and 8 Respondents represented something other than those already mentioned.

3 Respondents were local school/education representatives and no school students responded to this feedback opportunity.



### Question options

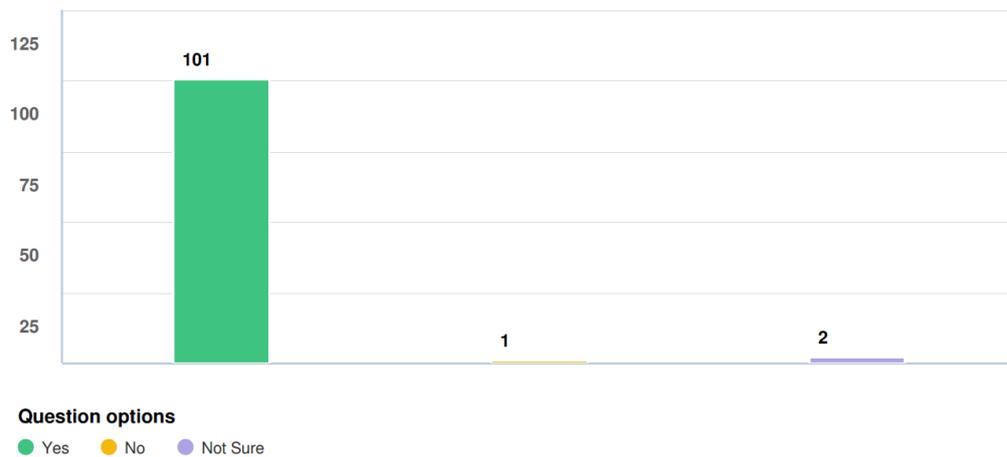
- a local resident living within 300m of Carripook Park, Bridgewater
- an AHC resident/ratepayer
- visitor to Carripook Park, Bridgewater
- local school/education advocate
- Other (please specify)
- school student

## 5 SURVEY FEEDBACK

104 online and hardcopy survey responses were received as part of this consultation. Analysis of each question in the survey on the proposed upgrades to Carripook Park, is provided below.

### 5.1 REVIEW OF PROPOSED UPGRADES TO CARRIPOOK PARK

Respondents were asked if they had reviewed the proposed upgrades to Carripook Park, Bridgewater. This was a mandatory question with 104 Respondents. 97% (n=101) of Respondents said they had reviewed the proposed upgrades to Carripook Park in the full draft design plans.



### 5.2 SUPPORT FOR ELEMENTS WITHIN THE DRAFT DESIGN PLANS

Respondents were asked if they supported each of the key upgrades in the draft design plan. All 104 Respondents indicated whether they supported, didn't support or were unsure whether to support each element within the concept design plan. Upgrades supported from most support to least support are presented in the table below. Values in the table represent the number of Respondents:

Proposed Upgrade	Support	Don't support	Not sure
Shade Structure	90	8	6
New bridge and ramps	87	8	9
Bench seats	86	15	3
Drainage swale	83	11	10
Stone walling	77	16	11
Educational landscaped native garden	77	21	6
Additional signage	70	22	12
Educational gathering space	67	27	10
Ash Wednesday Memorial	54	35	15

The highest level of support was for the shade structure upgrade with 86.5% (n=90) of Respondents supporting it. 83.6% (n=87) of Respondents supported the new bridge and ramp, 82.6% (n=86) of Respondents supported bench seats and 79.8% (n=83) supported the drainage swale.

The Stone walling and educational landscaped native garden was supported by 74% (n=77) of Respondents as was the additional signage by 67.3% (n=70) of Respondents.

The educational gathering space and Ash Wednesday Memorial were the lowest supported elements of the upgrade with 64% (n=67) of Respondents supporting the educational gathering space and 51.9% (n=54) supporting the Ash Wednesday Memorial.

Respondents were then asked if they had any **comments in regard to the elements they supported**. 62 Respondents provided comment 29 of which were simply general positive comments. Other supportive comments were around:

- Keeping the park as a dog friendly off leash park (n=14)
- Supportive of signage but keep it simple and subtle and include information on birds, history, ecology, acknowledging First Nations People / Aboriginals (n=6)
- Ash Wednesday Memorial not attractive, preference not to have glass, design to be more subtle and fit in with natural environment (n=5)
- Swale should consider water sensitive urban design and alleviate boggy issues (n=5)
- Ensure all upgrades are natural, informal and minimal (n=5)
- Ensure all upgrades consider and show preference for ongoing maintenance in regard to weed management, restoration of local vegetation and no tree loss (n=5)
- Shelter supported and to include sides to protect from wind, size variations and signage included (n=4)
- Bridge construction should be solid and natural, fitting in with natural environment (n=3)
- Bench seats supported but more comfortable, less intrusive and several provided (n=3)

Respondents were also asked if they could please explain what **elements they did not support and the concerns they had with them**. 53 Respondents provided comment with 107 concerns raised. Concerns for particular elements are presented below in order of most raised concern:

- Leave the park as a natural space, with minimal changes and any changes to compliment natural feel and native element of park (n=38)
- Educational elements not necessary as already have other opportunities nearby at Arbury Park and Deanery, they are not compatible with a dog park and the park

would require a toilet for children (Educational gathering space and educational landscaped native garden) (n=20)

- Ash Wednesday Memorial – concerns were raised in regard to the location, look and relevance for the area. Many suggested relocating and redesigning (n=18)
- Current use as an off leash dog park is valued and (n=9) Respondents raised concerns if this was to change and felt the park should remain as a dog park. Many (n=15) raised issues with the educational space not being compatible with a dog park. One person raised the need for dog park signage and 1 person did not support the current use as a dog park.
- Concerns in regard to signage varied but in particular Respondents wanted no more or very minimal signage, wanted to keep the current historical signage in the shelter and value add to that. Consider signage at entry, welcome to country signage, dog park use signs, (n=10)
- 3 Respondents raised concerns with parking not being adequate for increased use and the need for an upgrade.
- 2 Respondents suggested that the only seating required was a few proper park benches.
- A single but valuable comment worth consideration included having pathways that absorb water and accommodate prams and all-inclusive access.
- A few singular comments were made in regard to the shade structure, bridge and ramps, stone walling and drainage swale each of which can be reviewed in Appendix B, Q14 verbatim comments.

### 5.3 ADDITIONAL COMMENTS

Respondents were asked if there was anything else that they had not already mentioned that they felt Council should consider in regard to the proposed upgrade to Carripook Park. 78 Respondents provided an additional 109 themed comments. Presented below are the themed comments provided by 2 or more Respondents:

Remains a dog park off leash	31
Consider toilets especially if used as education space	9
Additional dog park features large concrete pipes, signage, poo bags, improved fencing	7
Incorporate a children’s playground and other kids activities (large concrete pipes, bike track)	5
Address boggy area in winter	5
Plant trees native and flora to area/revegetation	5

Current dogs off leash use not compatible with changes	5
Recognition for Aboriginal people - memorial, signage	4
Minimalistic changes (signage, structures, keep natural and open)	5
Fix and maintain (fences, gates, paths)	4
Manage invasive weeds	3
Negative / not supportive of this project	3
Better connections (between Cox Creek and Bridgewater play space and oval, connect train lines, bike tracks)	2
Asphalt paths instead of gravel to reduce maintenance and wheelchair friendly	2
Consult neighbouring property and reduce impacts to neighbours	2
Include history signage (parcel of land industrial uses and origin of name, old mill original early settlement park establishment in 90's)	2
Relocate bins away from food area and provide adequate bins	2
Relocate ash wed memorial	2

All responses from surveys are provided verbatim in Appendix B.

## 6 EMAIL, WRITTEN AND PHONE FEEDBACK

5 Participants provided a response by email and one provided a response by phone. 1 Participant was supportive of the concept plan while the other 5 raised the following concerns:

- Don't support plan, prefer the park as it is and to be left alone (n=2)
- Ash Wednesday Memorial would be better suited elsewhere and not in this locations (n=2)
- Retain as an off-leash dog park (n=2)
- Proposed changes clash with the purpose of a dog park
- Upgrades should include natural revegetation (include rare *Spyridium* which can be located nearby), improved weed management, bat and bird boxes
- Proximity of proposed structures too close to neighbours
- Concerns with parking and behaviour with increased use
- Consider toilets
- Engage Bush for Life Volunteers

All emails and written feedback are provided in Appendix C.

## 7 FACE TO FACE MEETING

Adelaide Hills Council provided the community with the opportunity to register interest to meet with AHC staff on Thursday 4 November at Carripook Park from 5:30 – 6:30pm to discuss the proposed upgrades to Carripook Park, Bridgewater. The Community could provide feedback about the level of support and additional information on each of the proposed upgrades being considered. The community could provide feedback on what aspects they supported, what they had concerns about and any other ideas they may have.

There were 15 people in attendance including 2 staff and 1 Elected Member. The following key points and discussions were raised:

- It would be good to have a path right around the outside of the park without mud
- Stone walling may stop water flowing back into creek
- Central grassed area is very boggy a lot of the time (2)
- Top northern gate off Kain Ave often doesn't shut properly as closing mechanism not working
- South East gate off Mt Barker Road has a closing mechanism not working properly
- Often see locals picnicking
- See a lot of use by dog owners
- Preference for updates to remain informal
- More seating would be good
- Please keep as a dog park
- Shelters and seating ok but keep minimal
- Memorial ok
- Maintain a natural feel.

All Participants attending the face to face meeting were provided with the opportunity to provide additional feedback over the weekend via the online and hardcopy survey.

## 8 SOCIAL MEDIA FEEDBACK

Social media promotion of the Carripook Park Upgrades consultation was undertaken and there was no specific feedback received via these platforms. Information was liked and shared but no comments provided.

## 9 CONCLUSION

Of the 122 Participants providing feedback on the proposed upgrades to Carripook Park, Bridgewater the majority were either Adelaide Hills Council Residents/Ratepayers (n=75), Residents residing within 300m of Carripook Park (n=27), or Respondents who were visitors to Carripook Park (n=51). Therefore, Participants in this consultation would either be directly impacted or would benefit from any upgrades made to the Park.

Although there was a reasonable level of support for most of the elements in the upgrade, higher levels of support were seen for the least intrusive elements including:

- Shade structure
- New bridge and ramps
- Bench seats
- Drainage swale
- Stone walling
- Educational landscaped native garden
- Additional signage.

The above features were supportive of what was important to many who participated in the consultation including:

- Leaving the park as a natural space, with minimal changes and any changes to compliment natural feel and native element of park and ensuring all upgrades are natural, informal and minimal (i.e. bench seats, bridge, signs, etc) and consider ongoing maintenance in regard to weed management, restoration of local vegetation and no tree loss
- Keeping the park as a dog friendly off leash park
- Keeping signage simple and subtle and include information on birds, history, ecology, acknowledging First Nations People / Aboriginals, dog park behaviour
- Consideration of bogginess issues when considering swale, pathways, stone walls and any other structures.

The Ash Wednesday Memorial and educational gathering space were the least supported elements of the proposed upgrades. This was a direct reflection of feedback received where these two features are in conflict with the current use and values of the park by those using it and living near it.

If the educational features are included feedback indicates they would clash with the current use as an off-leash dog park, due to dog and hygiene risks to children, requirement for better parking and toilets for schools and lack of space to fit all features into the park without impacting the natural, environmental and rustic feel of the park. Nearby parks already offer educational focuses for schools at Arbury Park and the Deanery.

In regard to the Ash Wednesday Memorial other locations and designs were considered more appropriate than the one proposed in this concept plan.

Feedback received suggests Council may like to modify the upgrades to Carripook Park and consider less major features/upgrades and ensure those upgrades implemented compliment the natural environment and enhance the current use which is highly valued as a natural, rustic dog park and picnic area for locals.

Extra features including revegetation, stone walling, bridge, swale and pathways to improve bogginess of the area will be highly valued as well as any new seating, weed management and other natural features as mentioned in the feedback.

If upgrades including the educational gathering space and Ash Wednesday memorial are reconsidered in either design or location then Council will need to consider how this impacts the current proposal.

Feedback and proposed actions will be reviewed and presented to Council.

This report will be shared with the wider community and anyone who participated in the consultation via Councils Have Your Say Engagement Platform.

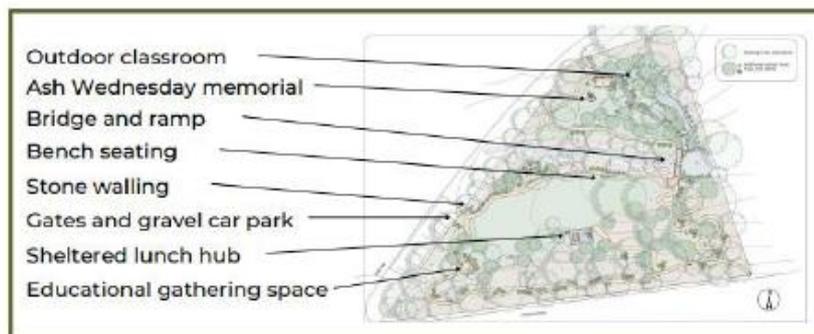
## APPENDIX A – Information Provided and Feedback Form



Adelaide Hills Council is currently considering upgrades to Carripook Park, Bridgewater including an educational landscaped native garden and an Ash Wednesday memorial which are both requirements of the trust that Council is proposing to transfer to this location.

Proposed upgrades will improve the facilities at the Park and will be great features that can be valued and utilised by the community and school groups.

Below is an overview of the proposed upgrades being considered and you can view the full draft design plans at [engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au) or a hardcopy is available at Council Libraries for viewing.



You can Have Your Say by:

- Preferably using the online feedback form at [engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)
- Send an email to [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au)
- Write a letter to Community Engagement Coordinator PO Box 44, Woodside SA 5244
- Phone 8408 0400
- Complete the attached hardcopy feedback form and return to any Council Service Centre or Library at Stirling, Gumeracha or Woodside or via any of the ways mentioned above.
- Register and join us for our face to face opportunity at Carripook Park at 5:30pm, Thursday 28 October 2021 via any of the ways mentioned above.

Consultation closes 4pm, Tuesday 2 November 2021.

Adelaide Hills Council  
Communications, Engagement and Events Team

[engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au) | [engagement@ahc.sa.gov.au](mailto:engagement@ahc.sa.gov.au) | 8408 0400

## Have Your Say Feedback Form Proposed Upgrades for Carripook Park, Bridgewater

Please submit your feedback by 4pm, Tuesday 2 November 2021

Please provide your details below:

Name \_\_\_\_\_

Suburb \_\_\_\_\_

1. Are you: (Choose all that apply) (Required)

- a local resident living within 300m of Carripook Park
- an AHC resident/ratepayer
- visitor to Carripook Park
- local school/education advocate
- school student
- Other (please specify)

2. Have you reviewed the proposed upgrades to Carripook Park in the full draft design plans? (Choose 1 option) (Required)

- Yes
- No
- Not Sure

3. Do you support the Educational Landscape Native Garden? (Required)

- Yes
- No
- Not Sure

4. Do you support additional signage? (Required)

Please note that images are examples only.



Entrance signage, Acknowledgment of Country and information regarding First Nations peoples, culture and perspectives.



Bright educational signage detailing information about the area's eco systems.



Entrance map and information explaining the different sections of the reserve and its history.

- Yes
- No
- Not Sure

engage.ahc.sa.gov.au | engagement@ahc.sa.gov.au | 8408 0400

5. Do you support the Ash Wednesday Memorial?

Image examples include steel sculptures in a levelled circle of compacted yank stone and local quarry rock edging. Opportunity for inscription writing or stained glass features. (Required)



- Yes
- No
- Not Sure

6. Do you support the shade structure? (Required)

Note: Please note that images are examples only



- Yes
- No
- Not Sure

7. Do you support the new bridge and ramps? (Required)

Note: Please note that image is example only.



- Yes
- No
- Not Sure

8. Do you support the educational gathering space? (Required)

Note: Please note that image is example only.



- Yes
- No
- Not Sure

9. Do you support the bench seats? (Required)

Note: Please note that image is example only.



- Yes
- No
- Not Sure

10. Do you support the stone walling? (Required)

Please note that image is example only.



- Yes
- No
- Not Sure

11. Do you support the drainage swale? (Required)

Note: Please note that image is example only.



- Yes
- No
- Not Sure

12. Do you have any comments in regard to the elements you support?

13. If there were any upgrades you did not support can you please explain what they were and the concerns you had with them?

14. Is there anything else that you have not already mentioned that you feel Council should consider in regard to the proposed upgrade to Carripook Park?

15. How do you generally feel about the proposed upgrades to Carripook Park? (Required) (Please circle the corresponding face)



Very Unhappy



Unhappy



Neutral



Happy



Very Happy

16. If you would like to be kept in the loop with the outcomes of this consultation please provide your email address.

---

Thank you for taking the time to provide your feedback 😊

Please return this form by:

- Email to [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au)
- Mail to Community Engagement Coordinator PO Box 44, Woodside SA 5244
- Hand in to any Council Service Centre or Library at Stirling, Gumeracha or Woodside

Consultation closes 4pm, Tuesday 2 November 2021.

## APPENDIX B – Verbatim Comments

Q13 Do you have any comments in regard to the elements you support?
I'm pleased that the park is to be dog friendly.
Concept is good but the ash wednesday memorial is not attractive
Please included a memorial to the Peramangk Aboriginal people and an acknowledge of their fate at the hands of European settlement.
I really like the proposed changes from aesthetic, functional and educational point of view; I will be likely to use the park more often as a result of these changes.
Looks great.
This will be a space for the whole community and those that come to visit. We are lucky to live in the Hills.
Basic structures are fine, replacing the old gazebo is ok.
I think the overall concept is good, although the future on-going maintenance, for the Council needs to be considered
We support elements that enhance the park. The swale is an excellent idea as drainage is a problem. We support a new bridge as this too is needed. The rock walling would be a good enhancement too and make the park attractive. We like to design of the park benches.
Great additions to any park - but how will this change dog access? If it changes current dog access - I am strongly against it and I dont own a dog anymore. There are very few places left to walk with a dog off lead and this is one of them. It will be yet another area that dogs off lead will be banned and I do not support that.
Looks good. Only question is how many hardwood bench seats do we need?
Yes, it should be a dog park to move the dogs off the oval so my son isn't covered in dog poo when he goes to kick a ball.
5. Ash Wednesday Memorial. Please no glass it only encourages vandalism. 7. Bridge. Steel support, timber cladding would be a longer term structure into the future.
I cannot see the need for any upgrade to this dog park other than improving the fencing.
Dogs on leash at all times please
So long as it remains an "off leash " dog park
The bench seats are a bit boring but I can't suggest a better option. The native garden will be great. We have converted our garden to mainly natives and will look forward to seeing what other plants suit this area.
The improved design will increase usage so I hope that adequate resources will be allocated to upkeep, waste management etc.
KEEP IT AS A DOG PARK!!!!!!!!!!!!!!!!!!!!!!
I am supportive of all suggestions so long as no significant trees are removed in the process. I also hope dogs will still be allowed off lead.
Drainage and wetland planting and signage I think it's important.
I don't want signage in park
Leave it alone as a lovely off lead dog park
Please, please dogs love this park and so, so many people come here to exercise their dogs as some can not be off leash in other areas of Bridgewater. I will be in support of this if dogs will still be allowed at the park, otherwise I'm not supporting this at all. So many people have dogs in this area who don't like other dogs or cannot be trusted off leash. The park is essential for the happiness of dogs in the area.
The shelter certainly needs an upgrade to be larger. Also the drainage will assist the boggy marsh that it becomes in winter.

I support an informal park setting where locals and others can relax and be active as chosen. I agree with land and stream plantings to prevent erosion. I like some informal paths and informal seating options placed within the park.
The additional elements look like a great addition to make the space more useable for children and families
It all looks very nice.
I am not familiar enough with compacted yankstone to know whether this would be a wheelchair- and pram-friendly surface. It is important that it is. I am guessing that it is a WSUD (water-sensitive urban design) feature, which is good, and preferable to creating large areas of impervious surfaces.
None.
We live within 50m to the park and support all the upgrades. It is a very un utilised park with potential for so much more.
This is the only off leash dog area at Bridgewater and should continue to be designated for this. There is significant divide between dog owners/ non owners in the community and this would not be remotely helpful.
The Ash Wednesday memorial is a horrible idea and irrelevant to that area.
It would be great if the educational signage could include references to some of the local birds that inhabit the area. I would support an Ash Wednesday memorial if it fit into the natural surroundings.
We live directly opposite the park and think the proposed upgrade is relevant and aesthetically pleasing
My kids love this park more than my dog. They regularly play/swim in the creek (all seasons). The new additions would make what is already wonderland for kids, even more inviting. I'm so glad there will be more families encouraged to enjoy the park.
The design plan looks amazing - can't wait to see if all come together. Will be a great space to enjoy.
they look good and will make the park more useable
Support practical developments (eg bridge) and those elements that enhance / sustain natural landscape
No
signage should be subtle
Drainage is needed at Carripook Park. The drainage swail will assist with this.
Swale is great but can we please also have some management of invasive weeds? Otherwise the swale of going to be horrendous in a few years.
I do! An upgraded bridge, or 2 would be ideal. As long as this doesnt take the ambiance away from that part of the creek and waterway, and works in with the environment. The Shelters look good. There is a need for a larger shelter to cater for more people. The swale is good. It is very boggy up there. As long as it works with the natural environment of that natural spring flowing down and the native flora. The stone walling is beneficial for the creek lining. Especially next to the roadside. More seating is beneficial. THANK YOU for this.
I do not support ANY of this!
The landscape textures and materials selection suits the rural feel of the park while also giving it a 'lift'. It will be a much nicer place to spend time. I like the design of the Ash Wednesday memorial because it conjures images of flames, trees, but also resilience (but please see my comments about location below).

I am approaching the upgrades from the perspective of a dog owner. Caripook is really handy for times I either don't have time to give my dogs a walk or I am unwell as they can have a run and I can see them from my seat. It is also a handy park for the elderly dogs and their owners because it is small (I find the Crafers dog park quite threatening as I cannot see the whole park at one time which also means other dog owners can't see what their dogs are doing near my dogs, and I am not that old). The inclusion of well made paths is good.

More bench seating would be great. I can see groups of benches becoming a nice meeting area for dog owners. I am thinking particularly of the group of elderly people who regularly meet in the Mt George picnic grounds, a non-lead free area, could be encouraged to move to Caripook.

An updated sheltered area is a great idea as I have noticed that a lot of people do meet and eat in the park. A wall on the side of the prevailing winds would be a good place to have historical information and anything else relevant to the area.

I support the new bridge as the current one can get very slippery, even for people steady on their feet, in wet conditions. Generous swales would also help with the soggy ground too.

The shaded area, creek drainage, landscaping, and bridge are all upgrades that are simple and pleasant and wont change the lovely natural feeling space

The support is in principle only.

Would expect better examples integrated better into the landscape.

Educational signs should be designed by an ecologist and teacher together.

Forget the use your senses sign. My senses tell me it is an eyesore that will be vandalised.

The educational gathering space with rock photographed is nice but very large for this park - I suggest it would have to be cut somewhat into the hill below the main road with rock wall behind.

Really need toilet facilities otherwise I can't see how this will be used to it's full potential.

Atvleast half of the park remain a off leash dog park

With the proposed upgrades and potential uses and location that will attract varied use like down the road at Bridgewater playground there needs to be toilet facilities considered as well as a plan for where cars will park. The corner of Kain and Mt Barker Rd can be tricky to navigate with the corner and cross street.

Bench seating is a good idea, though this looks extremely uncomfortable and intrusive

Looks like a very nice evolution of a nice location

I especially support the proposed new stone pathways and drainage works that will allow me to use the park in winter without getting wet feet.

I really like that an acknowledgment of country and First Nations people being recognised. Maybe some conservation education about the ecosystem I.e invertebrates all the way to mammals, birds and lizards.

waste of money - just leave it as a dog park

An "educational setting" must provide adequate toilets. As a teacher, I would never take a class to a place that did not have toilets.

An "educational setting" cannot co-exist within an off-leash dog park.

The fencing should be better as there have been holes allowing for dogs to get out. Not really enclosed as one would expect.

Some signage would be good like the acknowledgement of country and things related to plants etc.

I think it's fantastic you are proposing upgrades but can we keep this as an off leash dog park PLEASE. So important for the local community. I the park three to four times a week with my dog. We love the park and enjoy the contact with other residents and their dogs. It's especially a great place for elderly residents to take their dogs. I see many of them there and we all enjoy a chat. Great community spirit.

I bring my dog here, please keep it off leash. There are many play areas for children and very few off leash areas for dogs.

Some more protection from the weather around the sides of the shade structure would be beneficial for wintry conditions.

The site has quite a natural feel to it atm especially along the waterway and near the bridge. I would like for this to be retained with upgrades being sensitive to the park as it is.

**Q14 If there were any upgrades you did not support can you please explain what they were and the concerns you had with them?**

I'm not sure about the Ash Wednesday memorial and wonder if the focus should be more on the regeneration of bush damaged by people's activities rather than bush damaged by fire.

Please included a memorial to the Peramangk Aboriginal people and an acknowledge of their fate at the hands of European settlement.

No

NA

I would not want to see this park over-developed. It is a small local park that is well used, has limited parking and no toilet facility, it is not wise to turn it into an attraction.

The rock line swale, it will have to be very carefully planned & built, otherwise it will become the perfect breeding ground for black berry weed infestation.  
With the Shelter, use materials which last along time & don't require much ongoing maintenance (i.e. don't use soft to medium wood & limit the amount of "varnished" surfaces).

The Outdoor Education Centre and the Ash Wednesday Memorial sit near the fence line adjoining our home. Our yard adjoins the park at the points where you are intending to place these two features. We think these two features would be best placed on the other side of the park where the current pergola is as this would provide access from the car park. There is no car parking on the side where the Ash Wednesday Memorial is suggested. We don't understand the educational aspects and wonder how this came into being? Would it be possible to call for artists to contribute ideas for the sculpture as this is only one example. I'm sure there would be so many more options if this process was opened up.

Just not sure about the style of the memorials

Yeah, dog play facilities.

3. Educational landscape native garden. (= a few easily obtained common native plants) High maintenance to establish in a wet area with high weed load. There is an abundance of good quality high diversity native vegetation at several bush reserves within walking distance. Why not provide information on these and leave the reserve as open space.

8. Educational Space. I can't think how this is justified. Has there been overwhelming requests for this or is it just a feel good addition!

They are unnecessary in a dog park.

Dogs on leash at all times please

I don't dislike any elements but I like the park's current rustic, natural, old-school feel - not everything has to be fancy and upgraded. I wonder if these funds could be better spent upgrading foot paths and gutters around Bridgewater?

UNNECESSARY COMPLETE WASTE OF MONEY

See above.

I want open space for interactive activities. Maintained off leash. Updated native plants and meandering paths. Minimal signage . Allow people to use the space without guided interference. Upgrade parking area.

WASTE MONEY - STOP BEING A DOG PARK AND DOESNT WANT TO GO TO STIRLING

I believe the Ash Wednesday memorial probably should be more in the fire area

all a waste of money

PLEASE ALLOW DOGS!

Please this a beautiful relaxed area that is consistently used by families and dog owners where they can play and relax safely without another manicured rule driven native space.

Arbury Park and the deanery are plenty enough space for children and learning.

Please leave an area in this council that is not overly developed and swamped with signage and rules as to who can and cannot use !

Unsure about necessity of additional cost versus amenity benefit.

<p>Far too formally cluttered. Too many bench seats and formal structures which channel and restrict. The creek needs rehabilitation and protection but the stone swalling imprisons the natural flow. Ashfelt paths? Blocking water absorption and causing water erosion downhill. Alternative earth friendly option if needed for disability/pram access. Remove all formal signs but a small Acknowledgement of Country . The vast majority of visitors come to enjoy NOT be educated. We can get that elsewhere. Ball games, running, dog exercise, Yoga , painting, talking in gatherings , walking and just experiencing should be the aim. It is what is enjoyed at the moment.</p>
<p>Signage ideally in car park area prior to bridge entrance.</p>
<p>I'm not sure signage is helpful for a small, local park where the aim is not to bring in lots of outside visitors, but to provide a pleasant green space for locals to use and enjoy. Signage will just make the place feel like yet another tourist destination.</p>
<p>I don't believe the "educational" space will be used sufficiently to warrant these proposed developments, nor should this compromise the off leash status of the park</p>
<p>I want the area to be a dog park, not some naff "outdoor classroom". We have enough of those already. Make it a better dog park and ban dogs from the oval!</p>
<p>I don't believe that the educational gathering space will be utilised by enough people to warrant its inclusion.</p>
<p>Any chance of a toilet or drink fountain facility could be included? Then it would be a birthday party/gathering paradise.</p>
<p>I am concerned with the shelter design attracting birds to nest in it, all nesting birds in this structure are non-native and cause mess etc. Unsure if the area needs a stone wall or any other wall, what purpose would it serve as no retaining wall needed. The swale will need to be considered carefully to remove the surface and groundwater and in building it will remove existing veg, native?</p>
<p>We walk past / use this park on a daily basis. This is a park used by local residents to meet and exercise their dogs. We enjoy the rural, undeveloped nature of the park and while we support developments to improve and enhance the natural landscape, we feel that the other elements are intrusive man-made objects that detract from the natural landscape and will negatively affect the usability of the park for dogs and their owners.</p>
<p>I am concerned about the Ash Wednesday memorial because the fire did not come through this park as far as I know. There is a significant community sentiment suggesting a more appropriate location for the memorial would be AL Vincent Reserve on Oak Avenue, which is much closer to where the fire swept across the hill.</p>
<p>I doubt very much the area would be used as frequently for educational purposes as it is as an off leash area for local dogs. It would be a waste of money to do so. Yes the park needs improvements but not for education but for whole community use including dog space. I like the idea of a memorial for Ash Wednesday but think what is being proposed is ugly.</p>
<p>The waterway looks very natural and it would be good for that to fit in.</p>
<p>It is not needed. If a memorial is to be erected then it should be at the eastern end of Bridgewater, not the western end.</p>

Carripook Park is small and the proposed upgrades will potentially bring more people into the park. There is already an inadequate amount of parking for the numbers of people who use it as an off leash area for dogs. As the only property that shares a boundary fence with the park we are impacted by barking dogs, yelling children, and people walking along our boundary fence. This is a problem as we work from home. The proposed upgrade will continue to impact on our privacy and peaceful enjoyment of our property. Both the outdoor classroom and Ash Wednesday Memorial will be in close proximity to our house and yard and this is an issue as sound carries. They will create additional areas for people to gather and this may also invite after-hours anti-social behaviour.

I would question the placement of the Ash Wednesday Memorial at Carripook Park as it was not effected by the Ash Wednesday fires. There are communities nearby that were and it would be more respectful to the memory of those who died in the fires or lost property to locate it somewhere more appropriate.

We believe the current design for the memorial is very uninspiring and simply a reminder of the devastation. Further consultation on other ideas and designs for a memorial should be undertaken.

As neighbours and ratepayers, we would like the Council's assurance that we will have privacy and peaceful enjoyment of our property should the proposal proceed.

Firstly- It MUST remain as a Dog Friendly Off -the -Lead Park! First Priority.

2. There MUST be On-Going Maintenance and Management plan of this parks improvements and additions, as there hasnt been much given to this beautiful place up-to-date.

3. I do not agree with having signage on the Bridge(s) railing. This takes away the enjoyment of looking over the edge of the bridges and looking down into the water. Keep signage to a minimum and off the bridge. Place them else where.

4. NO GLASS within the structures, at all. Keep it basic and minimal. Reduce the interest of vandalism.

5. The Bushfire Monument is quite ugly. It will not serve a purpose within this park. Keep this park space Open. Less is more.

It is a beautiful park. Lets improve it without changing its already good feel/vibe. All the grass area it has, is the drawcard.

Thank you for this opportunity. Muchly appreciated AHC.

I do not support Carripook becoming an educational park. There is only one school (non-state) within walking distance and they could easily walk to The Deanery. If the council wants to make a local park an educational area make it Woorabinda - a brilliant educational area.

I also don't support increased signage - we are over-signed these days - I would support a sign-free zone!

I don't think Carripook is the right spot for an Ash Wednesday memorial either - somewhere harder hit by the fires, and more public, would be more meaningful. A memorial in a small, out of the way, park could be seen as not taking the event seriously.

Why is an asphalt path needed?

Not sure of the need for a specific educational gathering space. No idea of how often it is intended to be used. Not sure whether the bridge needs to be replaced or not.

This park is a wonderful resource for local dog owners. It is one of the few places in the area where dogs can play off lead without getting in the way of nearby roads. I feel that with an education area in place it will mean that dogs will not be able to be off lead in case they interrupt the class. There is a great outdoor school area just up the road at Arbury Park

- 1) Signage - this will still be a park used for dogs. There is nothing relating to this. Pick up after your dog signs. Poo dispenser bags at at least 3 points.
- 2) There is nothing to support use of stained glass in a public park that will be vandalised. A proper sculptor in steel should be commissioned for ideas and then a sensible, good practical design chosen. Not by the "landscaper" who gets his ideas from others.
- 3) Why are we draining a natural spring and running directly downhill? This should be utilised as a natural spring with native plants applicable to a natural spring in the Adelaide Hills and other plants below it to absorb the moisture. This is a ridiculous. We will end up with rocks thrown about etc etc. You will damage tree roots cutting it in. The photo shows a gentle sloped swale. The location for this is a steel slope in reality. This is not natural. Better to have the whole area subject to water just planted up appropriately.
- 4) Too much other unnecessary signage - park not big enough.
- 5) What is happening to the history display that is currently in the shelter. That is lovely and important. Why has it gone out the window?
- 6) The cheap splintery sleeper type wood "benches" would be very uncomfortable and not permit relaxation. I would like proper garden/park seats.  
The only place for stone walling would be on the slope below the main road. That area is currently under-utilised because it is dry (north facing). It is stony with dead sticks etc. A well designed wall could cut back into the hill a little to give more grass area and plant up behind the wall.
- 7) The Path up to the gate on the main road needs to be improved and the landscaping does not even address this area.

The signs look patronizing in the kind of content they project and intrusive in appearance, for goodness sake :Use your senses"!!!! the memorials are downright ugly and not at all in keeping with the Nature theme, If you have to put "educational" signs around the place, put them in the education centre, and get the kids to explore. Surely this is meant to be a Natural space, not a civilized, urbanized garden.

The Ash Wednesday memorial is inappropriate and ugly. It takes some imagination as to what it is supposed to represent. It is unsympathetic to the environment. It is also in the wrong place as this end of Bridgewater was not so severely impacted by either of the Ash Wednesday fires.

No

This needs to be a public park NOT A DOG PARK! It is terrible to go there and sit down and have a giant dog run over to you and attack you.

unnecessary and will never be used

Ash Wednesday Memorial- why? Did it go through Caripook?

Educational ideas are nice but without toilets, are a complete waste of money. Also means council are trying to stop the area being used as an off leash dog park.

World rather actual flowing creek than whatever that Swale is.

Please don't put a large memorial structure in the middle of the lawn area. If you must put it somewhere, why not on an edge? Please leave the park as spacious as possible. Put the memorial on an edge somewhere.

In the end the dogs will end up peeing on it so is that what you want?

What about putting a small memorial near the Bridgewater hall or somewhere else?

Do we even need a memorial? Better to put money into the CFS to help us when the next fire comes through!

The upgrades that I do not support seem unnecessary and elaborate. Local school children already have an abundance of outdoor educational and environmental opportunities and experiences available to them, eg mt george, the Deanery, Arbury Park etc. It's not necessary to turn Caripook into a more formal educational space.

A few bench seats would be nice but the photo shows too many. There are already a few bench seats there. No need to upgrade it

It seems like the proposal is to fit too many things into what is quite a small area. The memorial would be better placed elsewhere...perhaps near the library. The current bridge seems adequate. It would be a pity if this natural space were dominated by structures and signage.

I bring my dog here, please keep it off leash. There are many play areas for children and very few off leash areas for dogs.

**Q15 Is there anything else that you have not already mentioned that you feel Council should consider in regard to the proposed upgrade to Carripook Park?**

The park is a bit isolated from other places people can walk. Is there a way to better connect the park to the Cox Creek walking paths and/or the Bridgewater playground and oval areas?

Stop wasting money on things that are not required we have enough educational facilities close by.

Please included a memorial to the Peramangk Aboriginal people and an acknowledge of their fate at the hands of European settlement.

Carripook Park is in close proximity to Bridgewater Park  
Bridgewater Park has already recently received significant funding for its rejuvenation  
Maybe the Council money should be prioritised to other areas where resources are lacking  
Balhannah for example is in desperate need of rejuvenation. Its parks are looking very tired and unkept

These changes (particularly to the wet areas) will only be worthwhile if there is sufficient budget for on-going maintenance...the drainage swale will be pretty ordinary full of weeds like blackberry.

Unsure from the plans but will the park continue to be off-leash for dogs? That is my current primary use for this park.

Toilets are needed

Bird watching or feeders, large pipes for children and dogs to play in and keep out of the sun and rain, plant trees native to the area

My main concern is that current park users, many of whom visit the park to let their dogs run off-lead, will be sidelined by turning this area into an over-developed nature theme park. I am strongly in favour of native plantings, removal of invasive species and generally caring for the space, but excessive signage and an overly structured approach is not appropriate. Any development needs to be sensitive and minimal. I would also oppose any changes that would turn this into a de facto outdoor classroom for a private enterprise in the area if this were to reduce accessibility of the park in any way to the general public.

Be aware of the SA Water Easement which spans the reserve (West to East) & the sewer gravity main in it. Also the footpaths would be better as asphalt rather than a rubble or gravel which easily erodes & requires on going maintenance

Can we please preserve it as an off-leash area (perhaps before 9am and after 3pm), unless other users request we leash our dogs?

As the neighbouring property will we be personally consulted on these developments? How will council ensure that we will have peaceful enjoyment and privacy?

Yeah, it should be for dog owners.

If trying to encourage school visitors or children in general you need public bathrooms close by.

As the only dog Park in the area nothing has been stated about its continuance. Once the reserve is upgraded the additional visitors will complain about the dogs and we will lose another off leash area. I used to use the reserve with my dog but it is not securely fenced and she escaped a few times, so I no longer use it as off leash but still visit regularly. It is an excellent reserve for dogs and people as it is, but has been poorly maintained except for regular lawn mowing which is appreciated

It remains one of the very few off-leash dog areas in the area: this should be retained, otherwise there will be an increase in off-leash exercising in other areas not so suitable.

Please ensure it remains an off-leash dog park.

Dogs on leash at all times please. Upgrade is pointless unless dogs are on leash.

Toilets would be great

<p>The work done on the playground at Bridgewater Mill is excellent. It is great to see the park is so widely used.</p> <p>Not really related...I would love to see trains diverted from Murray Bridge to North of the city, and the train line converted to a bike track.</p>
<p>I would like to see the park maintain its current dog off leash status - priority given to picnics, school groups etc but dogs allowed off leash when not in use by others. This seems to work really well.</p>
<p>KEEP IT AS A DOG PARK!!!!!!!!!!!!!!!!!!!!!!</p>
<p>I would like to see a Childrens playground incorporated.</p>
<p>I hope dogs will still be allowed off lead.</p>
<p>Lunch hub, would be good to have a tap near this area.</p> <p>Great to see some information about the Peramangk people being included, just make sure it is locally relevant and interesting, not just token signage.</p>
<p>Provide full fencing. At the moment there is a large gap in fence near drain and Kain road.</p>
<p>there should be an asphalt (or wheel chair friendly) path directly to the undercover area which is for people with mobility issues. Presently it looks as though you would have to transverse through grass to get to that structure</p>
<p>Love it - just hope that we will still be able to have our dogs off leash in the park.....</p>
<p>Aldgate Primary would be interested in students being involved if possible - planting etc</p>
<p>Drainage in the central are of the park is very poor. I.proves drainage in this are would greatly improve the amenity of the park in winter months as it gets very boggy. The park is currently mostly used by dog owners, its essential that improvements are sympathetic to this use. The inclusion of some lighting would also be greatly appreciated in the winter months.</p>
<p>Please actually realistically consider the people that use the park and not the egos of council to have yet another area that is not comfortable for a large majority of rate payers.</p>
<p>Additional revegetation if possible.</p>
<p>Playground/exercising equip or kids bike track and toilets</p>
<p>Money not spent should be utilised elsewhere to improve informal interactions with the Bridgewater environment. Paths along the Bridgewater creek are uneven, boggy and heavily utilised by locals, walking groups and bike riders (with no bells!) Todd Reserve granted to Council was converted to Retirement Housing (needed in Bridgewater and the Hills area.) Now sold. Many severe bushfires have destroyed many homes in Bridgewater since 1830's . More may come. There is a memorial plaque which few knew existed. A new structure will serve nothing.</p>
<p>It's Important that it's still a Dog PK,I live in Bridgewater &amp; use it daily weather permitting.</p>
<p>Has consideration been given to toilet facilities? Given the location of the park, there are very limited options for this and if the intent is to provide a space for greater educational use then not having these facilities seems like it will create a challenge for users of the area, particularly with larger groups of children.</p>
<p>No thanks.</p>
<p>As well as the signs already proposed, it would be interesting to include a sign about the history of this parcel of land and its industrial uses, as well as the origin of the name Carripook.</p>
<p>There are too many car park places at the entrance. The current grassed area is much nicer to look at than yet another bitumen surface for those of us who live here. This is very much a local park, so I'd question the need for so many car park places anyway.</p>
<p>Toilet</p>
<p>Signage that makes it clear it is an off lead area</p>
<p>This is not in keeping with how Mr Todd wanted his property used. If there is a memorial to either Mr Todd or the fires it should be in the eastern area of Bridgewater where he lived, not the other end.</p>
<p>It is vital that this remains an off-leash area for local dog owners. There are very limited off-leash zones near this community and the park is used by dozens of locals without any issue or damage.</p>

<p>There are some people/person who live around the park who clearly do not enjoy the dogs/kids noise. We regularly are yelled at and told to “shut up” from across the valley. I understand kids and dogs are noisy, and I try to keep a lid on the noise but it’s not always possible. Not sure what can be done but think it’s best you’re aware of this, if not already.</p>
<p>There are significant drainage issues at this site, particularly the grassed area on the low side which is very boggy after rain and rendered unuseable in winter. This needs to be addressed. The space also has to be left as a dog park as well. Lots of people, including myself use the space to exercise our dogs.</p>
<p>It needs to remain a dog-friendly park, as very popular with locals and visitors. The grassed areas on both sides of the creek remain soggy underfoot and inundated for long periods of the year, even now (October-Nov) it is very wet. How do you propose to manage the water that moves through here with the modifications so they are still functional and undamaged by water movement? Many walking groups meet at the carpark prior to setting out, to be considered.</p>
<p>Refer above</p>
<p>Small playground component (wooden climbing structures etc)</p>
<p>Public Toilet</p>
<p>more deciduous trees for shade in summer upgrade gate/path in south east corner opening to main rd as it is currently rough and steep</p>
<p>We are concerned that Carripook Park will also continue to be used as an off leash area for dogs. Many people are responsible dog owners but there are those who do not pick up after their dogs and who do not control their dogs and share the space. A dedicated dog park is needed, not one that tries to mix dogs and people in such a small area. If it remains an off leash area more needs to be done to clean the park and additional signage is needed to alert users to control excessive barking.</p>
<p>Please ensure the park remains a dog park. As mentioned before, please invest proper funds in managing invasive weeds.</p>
<p>To encourage the flora that is already there is a good sustainable option. - Something will need to be done with that top gate on Kain Ave. It opens from the wrong side. Thank you.</p>
<p>is it still going to be a DOG PARK</p>
<p>Two points: 1. DOGS. At present, it is a shared park, with probably the major use being that of an off leash dog park. Nowhere in this document is there any mention of dogs, let alone it being retained as a shared off leash area. I have no problem with a need to have dogs on a leash when school groups or family groups are present - this happens now. Presently dog owners are the most common park users, and this would likely be the case after redevelopment. Given the lack of any mention of dogs in the document, I can only be suspicious that there is an intention to ban or limit dogs. THEREFORE, I HAVE A MAJOR OBJECTION IF THE PARK LOSES IT'S OFF LEASH STATUS. 2. DRAINAGE. The land between the current gate to the current BBQ area is mostly a soft muddy mire for most of the autumn, winter and spring months, whenever there is regular rain. There is a small creek which picks a little water from near Mt Barker road, but this does not drain the main grass area. The water in this soft area seeps out of the side of the hill, just down from Mt Barker road. THERE IS NO MENTION OF THIS DRAINAGE ISSUE OR A SOLUTION IN THE DOCUMENTATION.</p>
<p>I would like the Council to remedy the 'escape routes' where dogs can run onto the road. The creek line on Kain Avenue is the main area, plus the gate on the high side of Kain Ave, near the railway line, does not meet the ground. Regular users are often fixing the bottom of carpark gate. Other areas around the boundary need regular maintenance. I think there needs to be another bin, with poo bags, on the high side of the park to encourage the lazy dog owners to do the right thing. On the subject of bins, I think the bins need to be a bit further away from the food areas as they stink in warm weather.</p>

<p>1) There is nothing related to the creek - absolutely nothing. What about blackberry control and removing weeds and environmental weeds. The revegetation along the creek has been good. The creek is the main feature and should be incorporated. Access to the creek needs to be improved. The banks need to be consolidated sympathetically.</p> <p>2) This will still be a park used for dogs. There is nothing relating to this.</p> <p>3) The lawn area gets saturated in winter but that's ok because the lawn never has to be watered and stays green all year.</p> <p>4) Blackberries around the park must be removed.</p> <p>5) I have little confidence in the landscape designer chosen. Does not seem to get the critical issues properly.</p> <p>6) Adequate rubbish bins? Could say more.</p>
<p>Off leash dog park. I'm crafers west resident and regularly use the park with bridgewater residents for my dog to socialise. I have only met responsible dog owners. Crafers dog park turns into a bog in winter and has no family picnic facilities</p>
<p>A recognition and memorial to the Peramangk First Nations people</p>
<p>Not at all sure what "yankstone" is, but it sure aint dirt, grass, leaves, and mulch.</p>
<p>Please keep it as an off leash dog area (if no-one is using the BBQ/picnic area) as is current practice.</p>
<p>No</p>
<p>I use Carripook once to twice a day to exercise my dog off the leash. It is very important to me that Carripook park remains an off the leash area for dogs. I would like upgrades to all three gates and their closure mechanisms. At the moment the gate off Mt Barker Rd is very hard to close. I've found it partially closed so that dogs could have escaped. It would be good to have a circular path around the southern lawn area.</p>
<p>Retain enough open space for dogs and kids/families to run around or kick a ball</p>
<p>the meorial should be nearer Second Ave where Todd lived</p>
<p>Please keep the park an off leash zone for dogs!!</p>
<p>Consulting community before you spend \$\$\$\$ on professional consultation/design/draft fees. This whole design does not make sense. What is the purpose? If the answer is educational setting, then put toilets in. If not, then get rid of the educational stuff. People want a nicely kept park.</p>
<p>It's a great place to let the dog off lead and if council puts lots of structures up that will restrict the movement for the dogs and owners. Please keep it as a dogs off lead space. I don't know how this could be balanced with an educational space? If there is a class using the park are dogs still allowed off leash? Sounds problematic to me.</p>
<p>It is currently a lovely park. These changes seem unnecessary and too elaborate. Please keep it as a dog park and dog off leash area.</p>
<p>I hope that some open "natural" space will remain and that the park can still be an off leash area for residents to enjoy with their dogs</p>
<p>Add play things for dogs instead.</p>
<p>I would like the historical information of the old mill across the road to be highlighted and mention made of the original early settlement that was in the Arbury Park car park area. Also for there to be acknowledgment made of the guys who worked to originally establish this as a park in their spare time back in the nineties. Also for the dog park to still be a major use.</p>
<p>Leave it alone as a great dog park and ban dogs from the oval instead.</p>
<p>No mention has been made about the off leash dog status of the park. I often take our dog there because it is a nice, relaxed space for both me and my dog. I don't think educational spaces for children and an off leash dog area are a good combination. It's a lovely space as it is and I'm not sure the proposed changes make it a better place.</p>

I am concerned that with the new facilities, the park will become so popular that it will no longer be appropriate as an off-leash reserve for dogs. This park has become a popular alternative to Bridgewater Oval for off-leash dog exercise since there have been clashes with sports at the Oval. My suggestion is that one side of the creek is dedicated and developed to be appropriate for off-leash dog exercise, while the other could be on-leash and better suited for picnics, child play, outdoor education, etc.

Overall, looking forward to seeing the upgrade.

Keep it an off leash space for dogs!

## APPENDIX C – EMAILS, WRITTEN AND PHONE FEEDBACK

### Email Feedback 1 (same participant sent 3 separate emails which are collated together as Feedback 1):

Sent: Wednesday, 13 October 2021 6:01 PM  
To: AHC Communications Engagement & Events  
<[AHCCommunicationsEngagementEvents@ahc.sa.gov.au](mailto:AHCCommunicationsEngagementEvents@ahc.sa.gov.au)>  
Subject: Carripook Park

As a volunteer involved in the development of the Park I think it should be left alone. Stop wasting money

Sent: Friday, 15 October 2021 4:21 PM  
To: Vanessa Geerts <[vgeerts@ahc.sa.gov.au](mailto:vgeerts@ahc.sa.gov.au)>  
Subject: RE: Caripook Park

Hi Vanessa

During my research for the display I put in Carripook Park I discovered that there was a bitumen plant on the site.

It was used when the main road was bitumenised.

It may be worth checking out. We found chunks of bitumen.

In terms of a Memorial I think the Park on Orontes Avenue would be more suited as it is nearer the Todd Homes.

Sent: Thursday, 11 November 2021 3:54 PM  
To: Vanessa Geerts <[vgeerts@ahc.sa.gov.au](mailto:vgeerts@ahc.sa.gov.au)>  
Subject: RE: Caripook Park

Hi Vanessa

More thoughts because I received some positive feedback from an idea I had.

Carripook Park was the brainchild of the Bridgewater Tidy Towns Group (Now disbanded).

Its name reflects the Railway siding the was nearby.

Its informality was a given and for quite a few years volunteers maintained it.

My suggestion for a different location:

There is an area of grass alongside the Bridgewater Institute and extends behind the Bridgewater CFS OP Shop.

It already has toilets, a barbecue area, playground and even a cute coffee shop (The Cog) nearby.

Consultation with the CFS, the Todd Family and other interested parties seating and plantings of favourite plants or Mr Todd and some of the CFS Heroes of that time could be established

in the area.

In addition a mural depicting the history of Ash Wednesday could be painted on the back of the CFS Shop. (The side of the Institute might also lend itself to this.)

The Bridgewater CFS lost a vehicle during that day and several volunteers were badly burnt and Volunteers came from all around the State to assist.

There would be no concerns about dogs as this area is not used for that purpose and it is a very prominent part of Bridgewater not on the edge of town.

I don't know who chose Carripook Park or why and I think my idea will attract more attention and be a less expensive option and easier to maintain.

If children are involved vehicles can park at the oval as there is safe access to this area under the main road.

It may even increase patronage at the OP Shop and interest in the CFS.

**Email Feedback 2:**

Sent: Wednesday, 13 October 2021 4:59 PM

To: AHC Communications Engagement & Events

<[AHCCommunicationsEngagementEvents@ahc.sa.gov.au](mailto:AHCCommunicationsEngagementEvents@ahc.sa.gov.au)>

Subject: Carripook Park.

I think it's a great suggestion to upgrade Carripook Park.

I look forward to visiting it, if and when the improvements are in place.

Thankyou for giving us the opportunity to comment on your plans.

**Email Feedback 3:**

Sent: Saturday, 23 October 2021 10:36 AM

To: AHC Communications Engagement & Events

<[AHCCommunicationsEngagementEvents@ahc.sa.gov.au](mailto:AHCCommunicationsEngagementEvents@ahc.sa.gov.au)>

Subject: Carripook park redevelopment proposal

The proposed redevelopment is mostly unsuitable for the park and I am puzzled as to why this tiny park was chosen where many other larger ones would be wholly more suitable and fitting. Please consider the following:

- the park is very small, it has been used for years successfully as mainly a dog park- one of the very few accessible off-leash parks in the area which should be retained as such-and is regularly used as a meeting place for small groups of dog owners to get together
- following from the above, it is certain that the park will continue to be frequented by dog owners, making the idea of a food trail rather unappetising for obvious reasons, and not providing a suitable background for proposed class outings
- the park is essentially too small to redevelop into a mainstream park, and whilst the idea of a memorial plaque is nice, that would be better suited to an area that was actually affected by the fires which Caripook was not
- the existing shelter and BBQ area are perfectly functional in their current state
- redevelopment of the park should rather focus on care of vegetation and revegetation with suitable natives. Large areas of the park have for years been liberally sprayed with herbicides, creating an ugly environment and without low plantings to replace this, has ultimately only resulted in encouraging annual weeds to grow instead, creating a cycle. According to local people knowledgeable in plants, many species have been lost from the park and the creekline through this sustained practise of broadscale poisoning.

Please consider a more suitable site for redevelopment, perhaps one that is frequented by and would be more suited to, a more broad section of the community, such as Larapinga, or if an Ash Wednesday plaque site is wanted, perhaps a park that was impacted by this.

Kind regards,

**Email Feedback 4:**

Sent: Thursday, 28 October 2021 1:18 PM  
To: AHC Communications Engagement & Events  
<[AHCCommunicationsEngagementEvents@ahc.sa.gov.au](mailto:AHCCommunicationsEngagementEvents@ahc.sa.gov.au)>  
Subject: carripook pk

Hi as a Bridgewater resident and regular visitor to Carripook Park Im happy for the upgrades especially the drainage.

Im concerned theres no mention of DOGS as I meet several other dog owners with their dogs there.

Its the only safe area for dogs and children. Toilets also would be a great upgrade.

Regards

**Email Feedback 5:**

Sent: Friday, 5 November 2021 5:43 PM

To: AHC Communications Engagement & Events

<[AHCCommunicationsEngagementEvents@ahc.sa.gov.au](mailto:AHCCommunicationsEngagementEvents@ahc.sa.gov.au)>

Subject: Rare Plants near Caripook Park - Attention Natalie Westover

Caripook Park - Attention Natalie Westover

Hi Natalie,

I was at the consultation on site on Thursday evening. You mentioned a corridor linking to the other biodiversity areas in Bridgewater and Aldgate – Arbury Park etc.

It occurred to me that there is a site with rare plants and this is cared for by Bush For Life and which connects with Caripook.

It is the native vegetation along the main road between the properties, footpath and road. On the upper side of the road. There are signs at each end by the footpath – this is immediately across the road from Caripook.

The rare plant is Spyridium which could be planted at Caripook on the north facing slope. It is a sweet, unusual shrub of up to 1 m height.

Maybe Bush For Life would like to be involved with this site too??

Bat and bird boxes could be installed if made correctly and supervised by a proper group.

Please NO Possum boxes.

Best regards

**Phone Feedback 1:**

Concerns with Park behaviours, parking, proximity of memorial and other aspects.

Leith Mudge Shared on residents page. Queried other promotion being undertaken and I explained letter in mail and F2F. Follow up why educational aspect is now included. Concerns with proximity to house. Ash Wednesday memorial would be appropriate where greater bushfire impacts were relevant (fatalities). Concerned RE: parking issues and some negative behaviour from park users. Have completed survey and will register for F2F.

## APPENDIX D – FACE TO FACE MEETING



Adelaide Hills Council provided the community with the opportunity to register interest to meet with AHC staff to discuss the proposed upgrades to Carripook Park, Bridgewater. The Community could provide feedback about the level of support and additional information on each of the proposed upgrades being considered. The community could provide feedback on what aspects they supported, what they had concerns about and any other ideas they may have.

There were 15 people in attendance including 2 staff and 1 Elected Member. The following key points and discussions were raised:

- It would be good to have a path right around the outside of the park without mud.
- Stone walling may stop water flowing back into creek.
- Central grassed area is very boggy a lot of the time (2).
- Top northern gate off Kain Ave often doesn't shut properly as closing mechanism not working.
- South East gate off Mt Barker Road has a closing mechanism not working properly.
- Often see locals picnicking.
- See a lot of use by dog owners.
- Preference for updates to remain informal.
- More seating would be good.
- Please keep as a dog park.
- Shelters and seating ok but keep minimal.
- Memorial ok.
- Maintain a natural feel.

All Participants attending the face to face meeting were provided with the opportunity to provide additional feedback over the weekend via the online and hardcopy survey.

---

# **Administration Reports Decision Items**

---

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 August 2025  
AGENDA BUSINESS ITEM**

**Item:** 12.1

**Responsible Officer:** Jade Ballantine  
Director Environment and Infrastructure  
Environment and Infrastructure

**Subject:** Revocation of Dedication – 20 Bell Springs Road Charleston

**For:** Decision

---

**SUMMARY**

The purpose of this report is to:

- advise Council of a request from the Department for Environment and Water (DEW) to have a parcel of land at 20 Bell Springs Road Charleston (also known as Bell Springs Water Reserve) revoked from Council's care, control and management under the *Crown Land Management Act 2009*.
- to seek Council's support for this requested revocation

The purpose of the revocation is to have the parcel of land identified as a priority for the Adelaide and Mount Lofty Region for protection under the *National Parks and Wildlife Act 1972*. The property would be proclaimed as a Park under this Act.

**RECOMMENDATION**

**Council resolves:**

1. That the Revocation of Dedication – 20 Bell Springs Road Charleston report be received and noted.
  2. That Council supports the revocation of the land at 20 Bell Springs Road Charleston, described as allotment 20 in Deposited Plan 44282 contained in Crown Record Volume 5926 Folio 487 from Council's care, control and management and for the land to revert to the Crown for the purposes of a rededication as a Park under the *National Parks and Wildlife Act 1972*.
- 

**1. BACKGROUND**

During the period 2019-2021 Council undertook a review of some 87 parcels of dedicated Crown Land under Council's care, control and management to ascertain if those parcels of land were required for strategic or community purposes. At a Council meeting held on 28

May 2019 Council determined that 19 of the 87 parcels of land could be removed from Councils custodianship and either reverted back to the Crown or moved to another more appropriate government agency.

In particular, on 28 May 2019 Council resolved as follows:

**12.6 Options for Crown Reserves**

**Moved Cr Malcolm Herrmann  
S/- Cr John Kemp**

**116/19**

**Council resolves that:**

- 1. The report be received and noted**
- 2. A formal approach be made to the Department for Environment and Water to seek its support for**
  - a. the revocation of dedications for the following Crown Records**
    - i. CR 5752/186, Lot 32 Fullgrave Road, Crafras**
    - ii. CR 5753/725, Section 1609 Illert Road, Mylor**
    - iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek**
    - iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside**
    - v. CR 5753/742, Section 547 Schuberts Road, Lobethal**
    - vi. CR 5753/744, Section 553 Pedare Park Road, Woodside**
    - vii. CR 5753/745, Section 556 Tiers Road, Woodside**
    - viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling**
    - ix. CR 5753/751, Section 489 Chapman Road, Inglewood**
    - x. CR 5753/754, Section 511 North East Road, Inglewood**
    - xi. CR 5753/758, Section 262 Reserve Road, Forreston**
    - xii. CR 5763/631, Section 1591 Silver Road, Bridgewater**
    - xiii. CR 5763/634, Section 71 Magarey Road, Mount Torrens**
    - xiv. CR 5763/635, Section 72 Magarey Road, Mount Torrens**
    - xv. CR 5763/636, Section 84 Forreston Road, Forreston**
    - xvi. CR 6142/329, Lot 501 Greenhill Road, Balhannah**
  - b. a change in custodian of Crown records CR 5753/718, Section 1544 Reserve Terrace Aldgate, and CR 5753/753, Section 495 off Kersbrook Road Kersbrook, subject to no objections being received from the proposed custodians of Meals on Wheels (SA) Inc and the delegate to the Minister for Forests respectively.**
  - c. the revocation of dedication for Crown Record CR 5926/487, Lot 20 Bell Springs Road Charleston, to be incorporated into the protected areas system.**
  - d. In principle support for division of Crown condition agreements CT 5168/474, 140 Upper Sturt Road Upper Sturt, and CT 5880/219, Section 83 Cromer Road, Birdwood, with part to revert to The Crown for incorporation into the protected area system, subject to further determination by Council as to the appropriate areas (if any).**
- 3. Following a formal response from the Department for Environment and Water, community consultation be undertaken with the public being offered a minimum of 21 days in which to comment on the recommendations.**
- 4. A further report be presented to Council following conclusion of the consultation period.**

<b>Carried</b>
----------------

Following the May 2019 Council report, consultation was undertaken with the Department for Environment and Water (DEW) as well as a direct mail contact with adjoining owners of

the Crown Land. Initial wider community consultation was also undertaken during this time which included notifications in the local printed media and information on Council's website. A second report was then presented to Council on 22 October 2019 providing an update on the status of the Project.

At its meeting on 22 October 2019 Council resolved as follows:

## **12.5 Crown Land Review**

**Moved Cr Malcolm Herrmann  
S/- Cr John Kemp**

**249/19**

**Council resolves:**

- 1. That the report be received and noted**
- 2. That Council commence a community land revocation process in relation to the following land:**
  - i. CR 5752/186, Lot 32 Fullgrabe Road, Crafers**
  - ii. CR 5753/725, Section 1609 Illert Road, Mylor**
  - iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek**
  - iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside**
  - v. CR 5753/742, Section 547 Schuberts Road, Lobethal**
  - vi. CR 5753/744, Section 553 Pedare Park Road, Woodside**
  - vii. CR 5753/745, Section 556 Tiers Road, Woodside**
  - viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling**
  - ix. CR 5753/751, Section 489 Chapman Road, Inglewood**
  - x. CR 5753/754, Section 511 North East Road, Inglewood**
  - xi. CR 5753/758, Section 262 Reserve Road, Forreston**
  - xii. CR 5763/631, Section 1591 Silver Road, Bridgewater**
  - xiii. CR 5763/634, Section 71 Magarey Road, Mount Torrens**
  - xiv. CR 5763/635, Section 72 Magarey Road, Mount Torrens**
  - xv. CR 5763/636, Section 84 Forreston Road, Forreston**
  - xvi. CR 6142/329, Lot 501 Greenhill Road, Balhannah**
  - xvii. CR 5926/487, Lot 20 Bell Springs Road, Charleston**
  - xviii. CR 5753/718, Section 1544 Reserve Terrace, Aldgate**
  - xix. CR 5753/753, Section 495 off Kersbrook Road, Kersbrook**
- 3. Community consultation be undertaken in accordance with the Council's Public Consultation Policy.**
- 4. A further report be presented to Council following completion of the community consultation process.**

**Carried Unanimously**

At the Council meeting on 22 October 2019 Council resolved to undertake a Community Land revocation process in relation to 19 of the 87 parcels of land under Council's care, control and management.

Some time passed, and public consultation on the proposal occurred during October 2020.

Following the public consultation and analysis of the responses received, another report was submitted to Council in March 2021.

On 23 March 2021 Council resolved as follows:

## **12.5 Crown Land Revocation**

**Moved Cr Malcolm Herrmann  
S/- Cr Ian Bailey**

**52/21**

**Council resolves:**

- 1. That the report be received and noted**
- 2. That the consultation report (*Appendix 1*) be received and noted**
- 3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:-**
  - i. CR 5752/186, Lot 32 Fullgrabe Road, Crafers**
  - ii. CR 5753/725, Section 1609 Illert Road, Mylor**
  - iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek**
  - iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside**
  - v. CR 5753/742, Section 547 Schuberts Road, Lobethal**
  - vi. CR 5753/744, Section 553 Pedare Park Road, Woodside**
  - vii. CR 5753/745, Section 556 Tiers Road, Woodside**
  - viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling**
  - ix. CR 5753/754, Section 511 North East Road, Inglewood**
  - x. CR 5753/758, Section 262 Reserve Road, Forreston**
  - xi. CR 5763/631, Section 1591 Silver Road, Bridgewater**
  - xii. CR 5763/634, Section 71 Magarey Road, Mount Torrens**
  - xiii. CR 5763/635, Section 72 Magarey Road, Mount Torrens**
  - xiv. CR 5763/636, Section 84 Forreston Road, Forreston**
  - xv. CR 6142/329, Lot 501 Greenhill Road, Balhannah**
  - xvi. CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water)**
  - xvii. CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels)**
  - xviii. CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Forestry SA)**
- 4. That a further report be presented to Council once a response from the Minister for Planning is received.**

Following the meeting on 23 March 2021, the Minister took some time to respond and in December 2022 Council received a letter back from the Minister for Local Government advising that due to recent reforms in the *Crown Land Management Act 2009*, that Council need not apply to the Minister for Local Government to revoke the Community Land classification, but liaise with representatives from the Crown (via DEW). Under the *Crown Land Management Act 2009*, land is taken to be revoked from the Community Land

classification if the Minister removes the Crown Land dedication. The Crown can do that by consulting with Council (via letter).

On 7 July 2025, Council received a letter from the Department for Environment and Water (DEW) noting that the proposal from Council to revoke various parcels of land from its Care, Control and Management has not proceeded to date. The letter seeks Council's support to remove the parcel of land at 20 Bell Springs Road from the Crown Land Revocation review and proceed to have this property dealt with separately and handed back to the Crown.

A copy of the letter from DEW dated 7 July 2025 is provided as **Appendix 1**.

A copy of the Crown Land Record CR Volume 5926 Folio 487 is provided as **Appendix 2**.

An aerial map showing the land and a photograph of the land is provided as **Appendix 3**.

A background paper on the environmental features of the land and current management arrangements has been provided as **Appendix 4**.

A copy of the letter from the (then) Minister for Local Government regarding revocation of the Community Land classification under the *Local Government Act 1999* dated 5 December 2022 has been provided as **Appendix 5**.

## 2. ANALYSIS

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2024 – Your Place, Your Space*

Goal 1 Natural Environment

Objective NE3 Protect, improve, expand and connect habitat

Priority NE3.1 Protect remnant native vegetation from threats or threatening activities.

*Strategic Plan 2024 – Your Place, Your Space*

Goal 1 Natural Environment

Objective NE3 Protect, improve, expand and connect habitat

Priority NE3.4 Nurture valuable community and stakeholder partnerships and collaborations to care for country.

The revocation of the Dedication over the land at 20 Bell Springs Road Charleston will enable the land to be managed and protected ongoing by the State Government (Department for Environment and Water) as a "park" under the *National Parks and Wildlife Act 1972*.

### ➤ Legal Implications

#### Local Government Act 1999

As outlined in this report the revocation of the Community Land classification under Section 194 of the *Local Government Act 1999*, and the processes associated with revocation of land under that Act, is not required for land held by Council's as Crown Land under the *Crown Land Management Act 2009*. This report refers to a different definition of revocation under the *Crown Land Management Act 2009*.

Crown Land Management Act 2009

The proposal received from DEW is for a revocation of the Dedication of land under *Crown Land Management Act 2009*. As outlined in the letter from the (then) Minister for Local Government on 5 December 2022, under Section 20A of the *Crown Land Management Act 2009*, the classification of the relevant land as Community land is taken to be revoked when the dedication of the relevant land to the Council is revoked, or the relevant land is withdrawn from the care, control and management of a Council.

Further, Section 20A of the *Crown Land Management Act* does not require a formal resolution from the Council or agreement from the Council for the land to be revoked from its care, control and management. The request for Council’s support as outlined in the letter dated 7 July 2025 is in effect a courtesy whereby DEW is seeking comments and support from Council before it commences the steps necessary to remove the land from Council’s care, control and management.

National Parks and Wildlife Act 1972

The recent correspondence from DEW outlines that the parcel at 20 Bell Springs Road Charleston has been identified as a priority for the Adelaide Mount Lofty Region for protection under the *National Parks and Wildlife Act 1972* and that once revoked from Councils care, control and management it will be proclaimed as a Park.

Under the *National Parks and Wildlife Act 1972* three types of parks are referenced: National Parks, Conservation Parks and Recreation Parks. Enquiries were made with DEW as to what sort of Park the land will be proclaimed under the Act. The advice from DEW is that first the land will revert back to the Crown as unalienated Crown Land, and that following that there are approval processes within State Government before the type of Park will be determined. The advice is that the most likely outcome will be that the land will be proclaimed as an addition to the Charleston Conservation Park nearby and would therefore likely take on the status of Conservation Park.

➤ **Risk Management Implications**

The reversion to The Crown of the land subject to this report will assist in mitigating the risk of:

*Future liabilities in relation to land management.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Extreme (3A)	High

*Future liabilities in relation to biodiversity management*

Inherent Risk	Residual Risk	Target Risk
Extreme (5A)	High (3B)	High

*Future liabilities in relation to public liability claims*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Extreme (4B)	High

Whilst the land remains under the care, control and management of Council, Council may still face liabilities for this land relating to fire risks, declared species control and public liability risks.

The return of the land to the Crown will permanently remove any future liabilities from Council and ensure that the site is managed with appropriate resources as a park under the *National Parks and Wildlife Act*.

Retention of the land likely means that Council will need to allocate further resources to better manage the land according to the objectives for which the land is held and to mitigate future risks which may arise in relation to the land.

➤ **Budget, Financial and Resource Implications**

As outlined, a background on the environmental features of the land and current management arrangements has been provided as **Appendix 4**.

Under Council's *Biodiversity Strategy*, Council has invested funding and staff resources into managing the biodiversity values of the Reserve. Field staff have undertaken works on the site one day per year since 2019 and operational funds in the sum of approximately \$2,800 per year for contracted Bushcare activities was spent in 2024/2025.

Relinquishing the land to the Crown to manage ongoing will result in the abovementioned savings.

➤ **Customer Service and Community/Cultural Implications**

Not applicable.

➤ **Sustainability Implications**

As outlined in **Appendix 4** the site has species that are considered of conservation significance and are underrepresented within the reserve system. The site is considered a "water reserve" and given its close proximity to Charleston Conservation Park, the Water Reserve is an important area to supplement the habitat conserved within both the Charleston Conservation Park and the water reserve at 20 Bell Springs Road Charleston.

➤ **Engagement/Consultation conducted in the development of the report**

Whilst no community consultation has occurred in relation to the preparation of this report, previous community consultation was undertaken on the proposal to relinquish the parcel of land at 20 Bell Springs Road Charleston to the Crown. There were no particular issues raised with the proposal to relinquish the land to the Crown on the basis that it would be retained for rededication to the Department for Environment and Water (DEW).

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not applicable.
<i>Council Workshops:</i>	Not applicable.
<i>Advisory Groups:</i>	Not applicable.
<i>External Agencies:</i>	Department for Environment and Water (DEW)
<i>Community:</i>	Not applicable.

➤ **Additional Analysis**

As outlined the proposal to relinquish the land at 20 Bell Springs Road, Charleston to the Crown is not a new proposal and was considered as one of the parcels surplus to Council's requirements as part of the Crown Land management review which commenced in 2019.

Following receipt of the more recent correspondence from DEW seeking Council's support to have the land revoked from Council's care, control and management, feedback was sought from Council's Biodiversity team and Open Space Manager. Feedback from Council's Open Space team is that they are pleased that DEW is keen to proclaim the site for incorporation into the reserves system for conservation purposes. Council's Biodiversity Officers are of the view that the site has many biodiversity and conservation values and have been managing the site for the purposes of conservation since 2019. They are supportive of DEW initiating the process to allow the land to become a conservation park and (with Council's support) Council will continue to manage the site until such time as the formal revocation and proclamation is in place.

**3. OPTIONS**

Council has the following options:

- I. That Council supports the revocation of the land at 20 Bell Springs Road Charleston, described as allotment 20 in Deposited Plan 44282 contained in Crown Record Volume 5926 Folio 487 from Council's care, control and management and for the land to revert to the Crown for the purposes of a rededication as a Park under the *National Parks and Wildlife Act 1972* (Recommended)
- II. That Council does not support the revocation of the land at 20 Bell Springs Road Charleston, described as allotment 20 in Deposited Plan 44282 contained in Crown Record Volume 5926 Folio 487 from Council's care, control and management and for the land to revert to the Crown for the purposes of a rededication as a Park under the *National Parks and Wildlife Act 1972* (Not Recommended)

**4. APPENDICES**

- (1) Letter from DEW dated 7 July 2025
- (2) Crown Record Volume 5926 Folio 487
- (3) Aerial map and photograph
- (4) Bell Springs Water Reserve background and biodiversity summary
- (5) Letter from Minister for Local Government dated 5 December 2022

---

# **Appendix 1**

*Letter from DEW dated 7 July 2025*

---



DEW-D0031593

Ms Karen Cummings  
Manager Property Services  
Adelaide Hills Council  
63 Mount Barker Road  
STIRLING SA 5152

**National Parks and Protected  
Area Program**

81-95 Waymouth Street  
Adelaide

GPO Box 1047  
Adelaide SA 5001  
Australia

Ph: +61 8 8204 1910

[www.environment.sa.gov.au](http://www.environment.sa.gov.au)

[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)  
[kcummings@sa.gov.au](mailto:kcummings@sa.gov.au)

Dear Karen,

I am writing in follow up to earlier email correspondence with Tammie Edwards, Property Officer, Proclamations, regarding land located at 20 Bell Springs Road Charleston. The subject land is Crown land dedicated under the care, control and management of the Adelaide Hills Council since 1995 for Recreation purposes.

This land is one of a group of land parcels investigated by AHC in 2019 for possible revocation of dedication. After significant, ongoing liaison between AHC and the Crown Lands Program within the Department for Environment and Water (DEW), I understand no applications for the proposed revocation of the list of land parcels under consideration, were ever submitted by AHC and the process did not proceed.

This particular land parcel has been identified as a priority for the Adelaide, Mount Lofty Region of DEW for protection under the *National Parks and Wildlife Act 1972*, by proclamation as a park.

DEW Protected Areas is keen to isolate this one land parcel from the previous process and proceed with revocation of this land parcel only. The Crown Lands Program have been consulted and are supportive. If the transaction proceeds, it will be led by Tammie Edwards, from the National Parks and Protected Areas Program and the Crown lands Program will be kept informed of the outcome.

DEW is prepared to offer to progress the required approvals as a section 20A approval, under the *Crown Lands Management Act 2009*, whereby the Minister will take the lead and formal revocation of Community Land Status is not required. As DEW is initiating the process on behalf of the Minister, to allow the land to become a conservation park in the future, no application form or fee would be required.

OFFICIAL

Under section 20A CLM Act, no formal resolution by Council is required but where possible it is good to know that there is support for the revocation by the relevant council. I am therefore seeking comment on behalf of AHC for the proposed revocation of dedication for the purpose of freeing up the land for future proclamation as a Conservation Park.

I would appreciate your response as soon as is practically possible, understanding that you may prefer to submit a report to Council and seek a formal position.

For further information regarding this matter, please contact Tammie Edwards Property Officer, Proclamations within the Department for Environment and Water on [tammie.edwards@sa.gov.au](mailto:tammie.edwards@sa.gov.au) or 0419 361 613

Thank you for your assistance.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'A. Burnell', is written over a horizontal line.

Andrew Burnell  
**Team Leader**  
**Park Strategy and Establishment.**

7 / 7 / 2025

OFFICIAL

---

## **Appendix 2**

*Crown Record Volume 5926 Folio 487*

---

This Crown Record Register Search is a true and correct extract of the Register of Crown Records maintained by the Registrar-General. Crown Land is administered pursuant to the Crown Land Management Act 2009 by the Department for Environment and Water.

## Crown Record - Volume 5926 Folio 487

Parent Title(s) CR 5286/174  
Creating Dealing(s) RTD 8010891  
Title Issued 11/10/2004 Edition 1 Edition Issued 11/10/2004

### Estate Type

CROWN LAND (ALIENATED)

### Owner

THE CROWN

### Custodian

ADELAIDE HILLS COUNCIL  
OF PO BOX 44 WOODSIDE SA 5244

### Description of Land

ALLOTMENT 20 DEPOSITED PLAN 44282  
IN THE AREA NAMED CHARLESTON  
HUNDRED OF ONKAPARINGA

TOTAL AREA: 3.77HA (APPROXIMATE)

### Easements

NIL

### Schedule of Dealings

NIL

### Schedule of Interests

LAND DEDICATED FOR RECREATION PURPOSES PURSUANT TO THE CROWN LANDS ACT, 1929 BY GAZETTE  
07/12/1995

### Notations

Dealings Affecting Title NIL  
Priority Notices NIL  
Registrar-General's Notes NIL  
Administrative Interests NIL

---

## **Appendix 3**

*Aerial map and photograph*

---

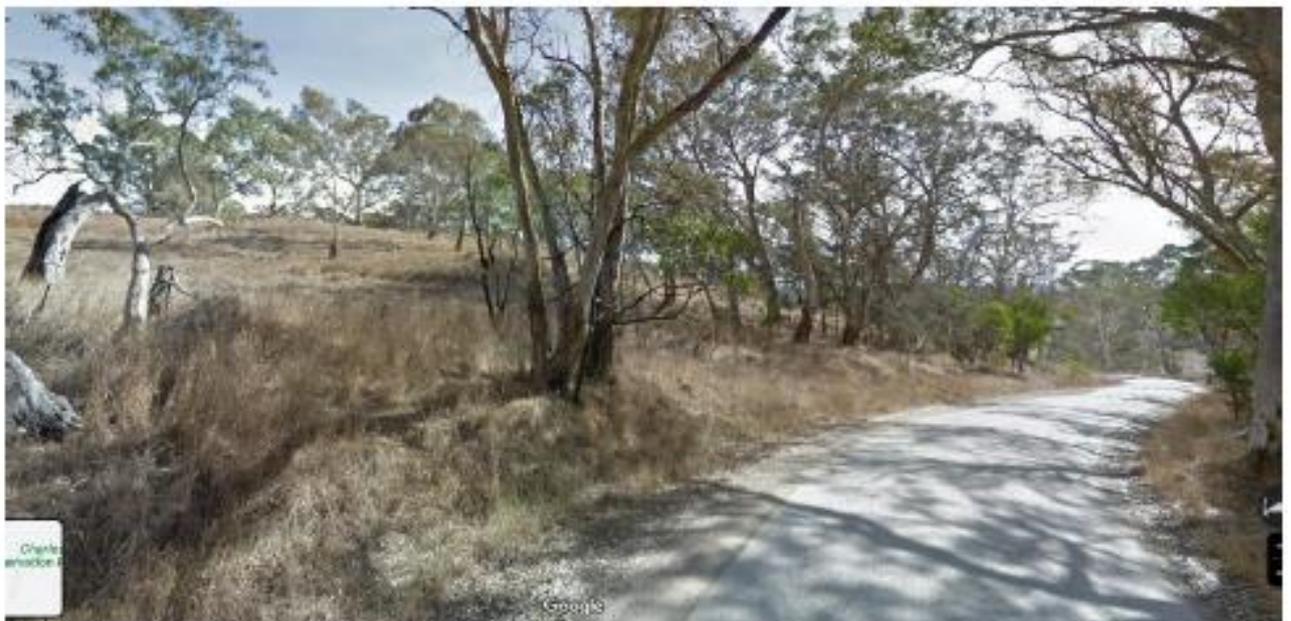
Property xvi.

CR 5926/487, Lot 20 Bell Springs Road Charleston 3.82ha

38220 sqm<sup>2</sup>

To be dedicated direct to Department of Environment & Water

[Bell Springs Rd - Google Maps](#)



---

## **Appendix 4**

*Bell Springs Water Reserve  
Background and biodiversity summary*

---

## Bell Springs Water Reserve - CR 5286/174



Bell Springs Water Reserve is a Crown parcel (approximately 4.2ha) informally named Bell Springs Reserve and located approximately 200m east of Charleston Conservation Park (NPW reserve).

### Vegetation

The Water Reserve consists of a *Eucalyptus camaldulensis* (Red Gum) / *Eucalyptus viminalis ssp cygnetensis* (Manna Gum) / *Eucalyptus leucoxylon ssp. leucoxylon* (SA Blue Gum) grassy woodland. The understorey consists of a mixture of native and introduced grasses. The main weeds are Cocksfoot, Fennel, Thistle, some scattered Tagasaste, Rosa sp, SA Daisy and small amount of Blackberry.

There is a small creekline running east-west along the northern sections of the block which is in reasonable condition with a moderate diversity of sedges and riparian natives including *Cycnogeton procerum* (Water Ribbons), *Acacia provincialis* (Swamp Wattle), *Acacia melanoxylon* (Blackwood), *Leptospermum continentale* (Prickly Teatree) *Juncus* sp, *Carex* sp, *Cyperus* sp, etc.

### Conservation Values

The Charleston Water Reserve is within the Eden Valley Environmental Association which has 6% of pre-European vegetation remaining, of which only 3% is protected within conservation reserves.

Much of the surrounding area is used for intensive agriculture and grazing and grassy woodlands have been preferentially cleared due to the generally fertile soils on which

they occur. They are therefore considered of conservation significance, and are underrepresented within the reserve system.

Grassy woodlands also provide vital habitat for a range of declining woodland bird species across the MLR. During a recent site visit in 2024, the State Vulnerable Diamond Firetail, State Rare Crested Shrike-tit and regionally Endangered Brown Treecreeper were identified. In addition, the and Black-chinned Honeyeater have been recorded from the nearby Charleston Conservation Park.

A small population of the State rare *Dianella longifolia* var. *grandis* (Pale Flax-lily) was also recorded during the 2024 site visit.

Given its proximity to Charleston Conservation Park, the Water Reserve is an important area to supplement the habitat conserved within the park.

### **Management History**

The site has been grazed by cattle in the past by a neighbour but is now being managed for conservation. The parcel is poorly fenced along the private property boundaries, but not along Bell Springs Road since the Cudlee Creek Bushfire destroyed the fence and it was not replaced.

The New Springs Landcare Group have had some involvement in managing the site, mainly toward the western end associated with the creekline.

The *New Springs Landcare Group Management Strategy – Charleston Water reserve 2005* was developed in 2005 and a consolidated species list developed in 2019, with data from Amelia Hurren (Trees for Life) and AHC Biodiversity staff. See below.

### **Investment**

Under the Biodiversity Strategy, Council have invested funding and staff resources in managing the biodiversity values of the reserve. Field staff commitment since 2019/20 is 1 day / year. Operational investment for contracted bushcare activities - 2024/25 - \$2800.

## Species list

Botanical name	Common Name	AUS	SA	AMLR
<i>Acacia acinacea</i>	Wreath Wattle			RA
<i>Acacia melanoxylon</i>	Blackwood			LC
<i>Acacia paradoxa</i>	Kangaroo Thorn			LC
<i>Acacia provincialis</i>	Swamp Wattle			NT
<i>Acacia pycnantha</i>	Golden Wattle			LC
<i>Acacia retinodes</i>	Wirilda			RA
<i>Acaena echinata</i>	Sheep's Burr			LC
<i>Allocasuarina verticillata</i>	Drooping Sheoak			LC
<i>Arthropodium strictum</i>	Common Vanilla-lily			LC
<i>Austrostipa mollis</i>	Soft Spear-grass			LC
<i>Austrostipa semibarbata</i>	Fibrous Spear-grass			LC
<i>Banksia marginata</i>	Silver Banksia			LC
<i>Baumea tetragona</i>	Square Twig-rush			NT
<i>Bulbine bulbosa</i>	Bulbine-lily			NT
<i>Bursaria spinosa ssp. spinosa</i>	Sweet Bursaria			LC
<i>Carex appressa</i>	Tall Sedge			LC
<i>Carex breviculmis</i>	Short-stem Sedge			LC
<i>Carex tereticaulis</i>	Rush Sedge			LC
<i>Cheilanthes austrotenuifolia</i>	Annual Rock-fern			LC
<i>Cycnogeton procera</i>	Water Ribbons			NT
<i>Cyperus vaginatus</i>	Stiff Flat-sedge			LC
<i>Dianella longifolia var. grandis</i>	Pale Flax-lily		R	VU
<i>Dodonaea viscosa ssp. spatulata</i>	Sticky Hop-bush			LC
<i>Eucalyptus camaldulensis ssp. camaldulensis</i>	River Red Gum			NT
<i>Eucalyptus leucoxylon ssp. leucoxylon</i>	South Australian Blue Gum			NT
<i>Eucalyptus viminalis ssp. cygnetensis</i>	Rough-bark Manna Gum			NT
<i>Exocarpos cupressiformis</i>	Native Cherry			LC
<i>Ficinia nodosa</i>	Knobby Club-rush			LC
<i>Geranium retrorsum</i>	Grassland Geranium			LC
<i>Geranium sp.</i>	Geranium			
<i>Goodia lotifolia</i>	Western Golden-tip			RA
<i>Juncus kraussii</i>	Sea Rush			LC
<i>Juncus pallidus</i>	Pale Rush			LC
<i>Juncus subsecundus</i>	Finger Rush			LC
<i>Kennedia prostrata</i>	Scarlet Runner			LC
<i>Leptospermum continentale</i>	Prickly Tea-tree			LC

<i>Lomandra collina</i>	Sand Mat-rush			RA
<i>Lomandra densiflora</i>	Soft Tussock Mat-rush			LC
<i>Lomandra sororia</i>	Sword Mat-rush			NT
<i>Microlaena stipoides</i> var. <i>stipoides</i>	Weeping Rice-grass			LC
<i>Olearia ramulosa</i>	Twiggy Daisy-bush			LC
<i>Pimelea humilis</i>	Low Riceflower			LC
<i>Pteridium esculentum</i> ssp. <i>esculentum</i>	Bracken Fern			LC
<i>Rytidosperma caespitosum</i>	Common Wallaby-grass			LC
<i>Rytidosperma geniculatum</i>	Knead Wallaby-grass			LC
<i>Rytidosperma racemosum</i> var. <i>racemosum</i>	Slender Wallaby-grass			LC
<i>Samolus repens</i>	Creeping Brookweed			NT
<i>Themeda triandra</i>	Kangaroo Grass			LC
<i>Tricoryne elatior</i>	Yellow Rush-lily			NT

---

## **Appendix 5**

*Letter from Minister for Local Government dated  
5 December 2022*

---

Hon Geoff Brock MP

Government  
of South Australia

22MINLG-0257

Mr David Waters  
Chief Executive Officer  
Adelaide Hills Council  
PO Box 44  
WOODSIDE SA 5244  
[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)

Dear Mr Waters **DAVID**

Thank you for the correspondence from the former Chief Executive Officer of the Adelaide Hills Council (the Council) to the former Minister for Planning and Local Government, regarding the Council's application to revoke the community land status of eighteen (18) parcels of Crown Land (the Subject Land) in the Council area.

I am advised that the Office of Local Government (OLG) has discussed this application with Council officers as well as reforms contained within section 20A of the *Crown Land Management Act 2009* (the CLM Act) that commenced in late 2021.

I can advise that, under section 20A of the CLM Act, the classification of the relevant land as community land is taken to be revoked when the dedication of the relevant land to the council is revoked, or the relevant land is withdrawn from the care, control, and management of a council.

Accordingly, OLG has liaised with the Crown Lands Program in the Department for Environment and Water, which is now considering the Council's application as the basis for revoking the dedication of the Subject Land under the CLM Act. I am also advised that this will save the Council from commencing its own process to seek the revocation of the dedication under the CLM Act. For further information, please contact the Crown Lands Program via [DEW.CrownLands@sa.gov.au](mailto:DEW.CrownLands@sa.gov.au) or by telephone on (08) 8429 7680.

Further information about community land revocation and the new CLM Act provisions are available in *Guidance Paper No. 5 - Community Land Revocation* at [www.dit.sa.gov.au/local-government/office-of-local-government/publications](http://www.dit.sa.gov.au/local-government/office-of-local-government/publications).

Thank you again for your correspondence and I trust this information is of assistance.

Yours sincerely

A handwritten signature in blue ink that reads 'Brock'.

Hon Geoff Brock MP  
**MINISTER FOR LOCAL GOVERNMENT**

**S/D** / 2022

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 August 2025  
AGENDA BUSINESS ITEM**

**Item:** 12.2

**Responsible Officer:** Jess Charlton  
Director Community and Development

**Subject:** Gumeracha Opportunity Shop Service Review

**For:** Decision

---

**SUMMARY**

The Gumeracha Opportunity Shop, operated by the Adelaide Hills Council (AHC), has served the local community for many years with the support of dedicated volunteers. A recent service review conducted by BRM Advisory (**Appendix 1**) has identified several strategic, operational, and financial challenges in operating the service.

The review has found that operating an opportunity shop is not aligned with Adelaide Hills Council’s strategic priorities and does not reflect a core function of local government. While the shop does generate some income, it operates at a net loss. This is a significant consideration when determining how best to allocate Council resources to deliver maximum community benefit.

Furthermore, the presence of ten other opportunity shops within a 25 km radius—including one in Gumeracha—alongside a wide range of existing volunteering opportunities, limits the shop’s unique value to the community. In this context, the service does not offer a distinct or essential benefit that cannot be accessed elsewhere.

The report recommends ceasing operations in a thoughtful and well-communicated manner, with a Transition Plan (**Appendix 2**) in place to support and recognise volunteers and stakeholders. A detailed condition assessment of the building will follow the closure, with a report to Council in 2026 outlining a range of options for the site’s future, which may include community-led initiatives.

This report recommends that Council cease providing the Gumeracha Opportunity Shop service in accordance with the Service Review recommendations. This approach acknowledges the contributions of volunteers and the community and enables resources to be redirected toward initiatives that deliver greater strategic and community benefit.

## RECOMMENDATION

### Council resolves:

1. That the Report the Gumeracha Opportunity Shop Service Review Report in *Appendix 1* be received and noted.
  2. To acknowledge and sincerely thank the volunteers and broader community for their valuable contribution to the Opportunity Shop over many years.
  3. To cease operating the Gumeracha Opportunity Shop in December 2025 on the advice of the consultants, noting the findings and recommendations in the Service Review in *Appendix 2*, including that there are strategic, operational and financial challenges in continuing to provide this service.
  4. To note that closure of the Gumeracha Opportunity Shop will occur in accordance with the Transition Plan in *Appendix 2*, which provides a framework for communication and engagement with volunteers and stakeholders.
  5. That Council requests Administration to undertake a detailed condition assessment of the building following closure and report back in April 2026 with potential future uses for the site, noting that a range of options, including community-led initiatives, will be considered.
- 

## 1. BACKGROUND

The Gumeracha Opportunity Shop (Op Shop) is owned and operated by the Adelaide Hills Council (AHC) in a small standalone building originally built with funds raised by the local Country Women's Association. The Op Shop commenced trading prior to the formation of AHC in 1997 and was first established to meet a local need in the community at a time when this type of alternative shopping offering was limited.

The Op Shop currently operates Monday to Thursday from 10-3pm and is supported by volunteers who usually work one day per week each, with a minimum of two volunteers required on site at any time. Volunteers undertake duties such as customer service, processing sales, setting up displays, pricing items for sale and selecting items for sale. Community Centre Staff support the volunteers and are responsible for volunteer recruitment, induction and support, management of illegal dumping, disposal of surplus unsaleable items, administration, budgeting and Work, Health and Safety (WHS).

Council's *Strategic Plan 2024 Your Place Your Space*, includes a commitment to evolving Council's functions and services to meet the current and future needs of the community, including undertaking reviews of services. Some recent issues have prompted the Administration to prioritise a review of the Op Shop. These issues include WH&S risks, considerable illegal dumping, increasing costs and staff time required to manage surplus donations and mitigate risks.

In June 2025, BRM Advisory were engaged to undertake the Service Review of the Gumeracha Op Shop, and a detailed report of their investigations is provided in **Appendix 1**.

The Service Review has considered the rationale and long-term viability of the Op Shop by examining matters that include:

- trends in community demand, competition, and demographic shifts
- alignment of the service with AHC’s strategic priorities and objectives
- financial performance
- WHS issues and building condition
- current and future resource requirements
- challenges and opportunities

## 2. ANALYSIS

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2024 – Your Place, Your Space*

Goal 4 Organisation

Objective O5 Evolve Councils functions and services to meet the current and future needs and aspirations of our community

Priority O5.1 Undertake a high-level review which considers the effectiveness, efficiency and opportunities of all council services.

Goal 2 Community Wellbeing

Objective CW2 Enrich, empower and support connected communities

Priority O5.1 Support community members to gain skills, experience, and connections through our volunteering programs, and strengthen pathways to external volunteering opportunities in our region.

Undertaking service reviews, like the one the subject of this report, is one of the ways that Council delivers on its commitment in the Strategic Plan to evolve Council services to meet community needs. The Strategic Plan also includes an objective around supporting the community through volunteering programs. This is an important factor when considering the review and recommendations. It should be noted that Council delivers on this strategic priority through multiple volunteering programs in Council’s Libraries, Community Wellbeing and Fabrik services. The report emphasises that a decision to cease operations at the Op Shop can be implemented while acknowledging the contribution of volunteers and supporting them with other volunteering opportunities.

### ➤ Legal Implications

Not applicable.

### ➤ Risk Management Implications

The review has considered a range of risks, including workplace health and safety concerns related to stock handling and shop operations. More critically, it has assessed the broader strategic risk of maintaining a service that limits Council’s capacity to respond to higher priority community wellbeing needs.

The recommendation to cease operations of the Gumeracha Opportunity Shop is guided by a framework that acknowledges and honours the significant contributions of volunteers and the broader community over many years. The Transition Out Plan provides a flexible approach to communication and support, ensuring individual needs are considered during the process.

This recommendation also helps mitigate key risks, including the continued use of Community Centre resources for activities that are not aligned with Council’s strategic priorities—potentially diverting attention from higher-impact wellbeing initiatives. It also reduces the risk of community dissatisfaction by ensuring the transition is respectful and well-managed.

The resolution to cease operations of the Gumeracha Opportunity Shop will assist in mitigating the risk of:

*Using Community Centre resources to undertake activities that are not a strategic priority leading to diversion of resources away from key activities.*

Inherent Risk	Residual Risk	Target Risk
High 3B	Low 3E	Low 3E

➤ **Budget, Financial and Resource Implications**

A detailed analysis of income and expenses is provided in the Gumeracha Community Op Shop Review (**Appendix 1**). In summary, the Op Shop operates at a net cost to Council. Additionally, to address identified WHS risks and provide adequate support to volunteers, an increase in staff hours would be required, further impacting the financial sustainability of the service.

➤ **Customer Service and Community/Cultural Implications**

The proposed cessation of the Gumeracha Op Shop presents both strategic opportunities and community considerations in relation to customer service and local engagement.

Opportunities include the ability to reallocate staff time and resources toward programs that are expected to deliver broader and more impactful outcomes for the community. This approach aligns with current organisational priorities focused on community wellbeing and efficient resource utilisation. The shift is anticipated to enhance the reach and effectiveness of council-supported initiatives, particularly those targeting identified needs across a wider demographic. This may include delivering community programs in other townships, linked to strategic priorities around other community connections, lifelong learning, youth, multiculturalism, supporting community groups and community level action on the prevention of domestic and family violence.

Considerations include the potential for concern among a small but committed group of volunteers who have supported the Op Shop over time and may hold strong views regarding its operation. For some members of the local community, the Op Shop may represent a familiar and trusted service, and its closure may be perceived as a loss of a valued offering.

To mitigate these impacts, a transition plan will be implemented to ensure respectful communication and appropriate recognition of volunteer contributions. This will include acknowledging the historical value of the Op Shop while clearly articulating the rationale for its closure and guiding the community toward alternative services. Engagement with local stakeholders will also be undertaken to inform future use of the building.

➤ **Sustainability Implications**

The Service Review of the Gumeracha Op Shop and the recommendation to cease its operations presents a range of environmental and social implications.

Environmental Impacts

Op Shops contribute to circular economy principles by diverting usable goods from landfill. Closure may reduce local reuse opportunities unless alternative donation or recycling pathways are promoted. There is also a chance of increased illegal dumping if the community is unclear about alternative disposal pathways. The Transition Plan includes proactive communication to the public to guide the community toward other local Op Shops and appropriate disposal options.

Social Impacts

Redirecting resources to more inclusive and targeted wellbeing programs may enhance social outcomes across a broader demographic. These programs are expected to provide greater reach and alignment with current community needs, without removing access to similar services available through other Op Shops and online platforms. This could include rolling out of other community initiatives across more townships aimed at youth, community groups and other target audiences.

The closure may affect a small group of volunteers who have developed a strong connection to the Op Shop. Their contributions will be acknowledged through a formal transition plan, including recognition activities and engagement in discussions regarding the future use of the building.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Workshop held on Tuesday 15 July
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	BRM Advisory
<i>Community:</i>	Community consultation was not part of the Service Review process. Staff who work closely with volunteers and engage regularly with the community were able to convey to BRM Advisory the strong sense of ownership and connection many volunteers and community members feel toward the Op Shop as a valued local service.

➤ **Additional Analysis**

The Service Review Report, provided in **Appendix 1**, presents a comprehensive assessment of the Gumeracha Opportunity Shop, including financial performance, resourcing, operational aspects and strategic considerations. It outlines a number of recommendations, including that Council cease to provide this service, based on the following observations:

- Operating an Opportunity Shop is not aligned with Council’s strategic priorities.
- The financial performance of the Op Shop does not offset the full costs and risks to Council.
- Council is not appropriately geared for this type of service delivery and current resources being used to manage the store are being diverted from delivering other Council community centre priorities.
- Continued management of WH&S risks, including appropriate management, display and disposal of stock, requires increased resourcing and support for volunteers which will further impact on delivery of other community wellbeing priorities by staff.
- The intended purpose of the Op Shop can be fulfilled through alternative means that better align with Council’s goals, objectives and priorities, including other community connection opportunities, lifelong learning, youth, multiculturalism and sustainability.
- While there is a value to a small number of community members, including Op Shop volunteers, there are limited broad community benefits from continued operation.
- There may be other organisations (such as charities or not for profits entities) more suited to continuing to provide this service either at the current location (subject to further assessment of the condition of the building and its suitability for leasing) or at another location in the township.

Should Council resolve to cease operations, it is important that the transition is managed respectfully and thoughtfully, recognising the contributions of volunteers and community members. BRM Advisory has recommended an engagement plan to support staff, volunteers, and the community in understanding and implementing the change. This includes specific support for volunteers to explore alternative opportunities. Per this recommendation, a Transition Plan has been developed (**Appendix 2**), with a focus on communication, engagement, and volunteer support. The plan outlines strategies to finalise operations by December 2025.

Following the cessation of the Op Shop, it is recommended that a detailed condition assessment of the building is undertaken. The Administration proposes that a report be brought back to Council in 2026, advising on the building’s condition and identifying potential future uses, which may include various community-focused purposes.

While the idea of another group taking over the Gumeracha Op Shop was considered, it was determined that—given the presence of an existing community-run op shop in the town—it would be more beneficial to take a broader view of potential future uses.

### **3. OPTIONS**

Council has the following options:

#### **I. Cease Operations**

Council may resolve to cease providing the Gumeracha Opportunity Shop service in accordance with the review recommendations. This approach acknowledges the contributions of volunteers and the community and enables resources to be redirected toward initiatives that deliver greater strategic and community benefit. This option would also involve undertaking a condition assessment of the building following closure with a report detailing potential future uses for the site, with a range of options, including community-led initiatives, to be considered.

#### **II. Maintain Current Operations**

The Council could resolve to continue providing the Gumeracha Op Shop with existing resources. This is not recommended, as the Service Review identified that additional staff support is needed to operate to the required standard to mitigate risk and provide value to the community. It is also not considered viable for volunteers to take an oversight or management role as they lack understanding of Council obligations and there are differing views of the minimum standards that need to be met. Should Council pursue this option, the Administration would need to undertake further assessment of the implications on service delivery and staff capacity.

#### **III. Continue Operations with Additional Resourcing**

Council could choose to allocation additional resources to cover the operating costs and the necessary staff support to provide this service. This would be in the realm of \$14,000 per annum in additional staff and operating costs. It is also an option to allocate additional investment to pursue strategies that might increase the financial performance of the Op Shop. An allocation of \$10,000 as a once-off cost for consultancy and retail advice could be expected.

#### **IV. Expression of Interest Process**

Seek expressions of interest from alternative organisations or groups to manage and operate an Op Shop at this site. This would involve a lease to the group who would be responsible for all operating costs and responsibilities, including work, health and safety. In considering this option, important factors include whether there is a community need for the service, that another Op Shop operates in Gumeracha and that there may be strategic benefit in exploring other uses for the site. It is open to the Council to decide to cease Council run-operations and run an expression of interest process.

### **4. APPENDICES**

- (1) Gumeracha Opportunity Shop Service Review
- (2) Gumeracha Opportunity Shop Transition Plan

---

# **Appendix 1**

*Gumeracha Opportunity Shop Service Review*

---



Adelaide Hills Council

Gumeracha Opportunity Shop  
Service Review

August 2025

# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>1</b>
Overview and History.....	1
Scope of Work .....	2
Methodology .....	2
WHS Audit.....	3
<b>STRATEGIC ALIGNMENT .....</b>	<b>4</b>
<b>MARKET SCAN .....</b>	<b>6</b>
Council operated Op Shops .....	6
Distribution of Other Op Shops.....	6
<b>CURRENT STATE .....</b>	<b>7</b>
Service Delivery .....	7
Financial performance .....	10
Asset condition .....	13
<b>KEY ISSUES .....</b>	<b>14</b>
<b>RECOMMENDATIONS.....</b>	<b>15</b>

## Disclaimer

This document has been prepared based on an agreed scope of work for the exclusive use of the Client named on the front page. While BRM Advisory exercises all reasonable skill and care in the provision of its professional services, this document (including any attachments) must not be relied upon by any other party. BRM Advisory takes no responsibility for loss, damage or injury caused by use, misuse or misinterpretation of the information in this document by any other party.

This document may not be reproduced in whole or in part without permission.

## INTRODUCTION

### Overview and History

The Gumeracha Opportunity Shop (Op Shop) is owned and operated by the Adelaide Hills Council (AHC). The Op Shop commenced trading prior to the formation of AHC in 1997, and was first established to meet a local need in the community at a time when this type of alternative shopping offering was limited. The Op Shop operates from a small detached building adjacent to the AHC owned Torrens Valley Community Centre (Community Centre). We understand that the Country Women's Association (CWA) was initially involved in raising funds to support the original construction of the now Op Shop building.

The parking facilities for the Op Shop are shared with the Community Centre which also neighbours the Gumeracha Oval at 45 Albert Street Gumeracha. An external photo and position of the Op Shop are shown Figures One and Two.

AHC's Community Centres Team, within the Community and Development Department is responsible for the management of the Op Shop supported by a volunteer workforce. This team collectively allocates time to the Op Shop as required as part of its broader duties and there are no individual council employees who serve customers of the Op Shop or who directly manage the service. There are no leasing or other contractual arrangements in place in relation to the Op Shop.

**Figure One: Gumeracha Op Shop**



Figure Two: Position of Gumeracha Op Shop



## Scope of Work

In the AHC 2024 Strategic Plan, Council includes a commitment to “Undertake a high-level review which considers effectiveness, efficiency and opportunities of all council services (O5.1)”<sup>1</sup>. Some recent issues have prompted the AHC Administration to prioritise a review of the Op Shop.

This Service Review has considered the rationale and long-term viability of the Op Shop by examining matters that include:

- trends in community demand, competition, and demographic shifts
- alignment of the service with AHC’s strategic priorities
- financial performance
- WHS issues and building condition
- current and future resource requirements
- challenges and opportunities.

## Methodology

BRM Advisory attended the Community Centre and Op Shop on Tuesday, 24 June. AHC staff including the Director Community and Development, Manager Community Capacity, Community Centre Operations Officer and Community Development Officer provided a tour of the Op Shop which was followed by an interview to gather information for the review.

The site inspection and interview were complemented by a detailed review of the following documents:

---

<sup>1</sup> Your Place Your Space Strategic Plan 2024 Adelaide Hills Council pg 25

- Volunteer roster
- Financial reports
- Audit reports
- AHC Strategic Plan 2024
- AHC Annual Report 2023-24
- AHC Annual Business Plan 2024-25
- Gumeracha Opportunity Shop Volunteer Role Description

Consultation with Op Shop volunteers was not within the scope of the work undertaken for this Service Review.

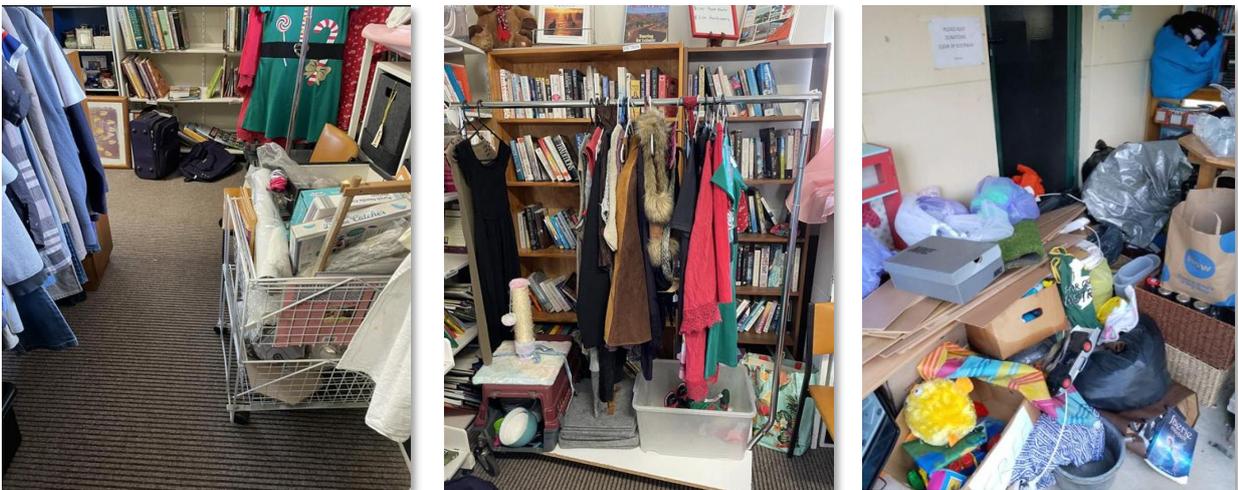
### WHS Audit

To fulfil Work Health and Safety (WHS) requirements, regular audits of the Op Shop are undertaken by AHC. A recent WHS audit confirmed long standing issues relating to the building and the broader site, including:

- insufficient access into and within the shop with concern raised about stock blocking walkways and goods overflowing into the outside veranda area.
- overstocking was identified as the predominant issue presenting a hazard to volunteers and staff, creating tripping hazards and the risk of crush injury, manual handling and emergency planning risks.
- concerns about whether the emergency alarm could be heard in the shop when activated in the Community Centre.
- no hot water or drinking water available in the building.
- the need to clear donations promptly to reinforce that the site is monitored and thereby discourage illegal dumping.

A deep clean and consolidation of stock was undertaken in May 2025 to make the space accessible and safe for volunteers, staff and customers. Excess items were donated to the Red Nose Foundation or managed through responsible recycling practices. **Figure Three** shows photos taken prior to this process.

**Figure Three: Photos prior to deep clean**



Council has worked with volunteers to support them through this process and to maintain conditions that will minimise WHS issues from recurring.

## STRATEGIC ALIGNMENT

In accordance with the *Local Government Act, 1999*, AHC has in place clear documentation that details its goals, objectives and priorities. The Strategic Plan Goals below, as set out in the AHC Annual Business Plan 2024-25 provide the basis for setting objectives and priorities under each of these streams.

### Our goals

 <p style="font-size: 24px; font-weight: bold; color: #76b82a;">1</p>	 <p style="font-size: 24px; font-weight: bold; color: #8e44ad;">2</p>	 <p style="font-size: 24px; font-weight: bold; color: #f39c12;">3</p>	 <p style="font-size: 24px; font-weight: bold; color: #e91e63;">4</p>
<h4 style="margin-top: 0;">Natural Environment</h4> <p><b>NE 1</b> Pursue our adopted pathway to achieve net zero carbon emissions.</p> <p><b>NE 2</b> Support the community and businesses to decarbonise and transition to sustainable lifestyle practices (green communities).</p> <p><b>NE 3</b> Protect, improve, expand and connect habitat.</p> <p><b>NE 4</b> Build resilience in the natural environment to adapt to climate and other environmental changes.</p> <p><b>NE 5</b> Improve landscape character and amenity value on Council managed land.</p> <p>See more about this goal on page 13.</p>	<h4 style="margin-top: 0;">Community Wellbeing</h4> <p><b>CW 1</b> Promote and support reconciliation.</p> <p><b>CW2</b> Enrich, empower and support connected communities.</p> <p><b>CW 3</b> Embrace diversity in our community and build on community strengths.</p> <p><b>CW 4</b> Build community resilience for the future.</p> <p><b>CW 5</b> Foster cultural identity and connection to place.</p> <p><b>CW 6</b> Promote physical, mental and social wellbeing.</p> <p>See more about this goal on page 16.</p>	<h4 style="margin-top: 0;">Built Form and Economy</h4> <p><b>BFE 1</b> Guide development that fosters vibrant and resilient communities, promotes appropriate design and enhances livability.</p> <p><b>BFE 2</b> Nurture a distinctive sense of place, support activation activities and recognise and celebrate our rich heritage.</p> <p><b>BFE 3</b> Develop and maintain infrastructure to support livability and sustainable economic activity.</p> <p><b>BFE 4</b> Improve the utilisation of Council and community facilities.</p> <p><b>BFE 5</b> Promote sustainable prosperity by supporting tourism, creative industries, primary production and vibrant townships.</p> <p>See more about this goal on page 20.</p>	<h4 style="margin-top: 0;">Organisation</h4> <p><b>O1</b> Embrace technology solutions and digital transformation to enhance our organisation and the community experience.</p> <p><b>O2</b> Operate with integrity using best practice governance processes.</p> <p><b>O3</b> Support and develop a skilled organisation that is aligned to Council's priorities.</p> <p><b>O4</b> Engage and advocate for our communities.</p> <p><b>O5</b> Evolve Council's functions and services to meet the current and future needs and aspirations of our community.</p> <p>See more about this goal on page 23.</p>

AHC's strategic documents also state that the Council's focus is on:

*'Supporting and strengthening our community, environment and region by developing a responsible budget which recognises our unique constraints and is geared towards delivering essential services, prudent resource management, and sustainability'.*

The AHC Annual Business Plan 2024-25 highlights the initiatives that will be delivered throughout the year. In the Community Wellbeing stream this includes implementing further action in the Towards Community Led Resilience Program and Activating the Fabrik Arts and Heritage Hub.

The AHC Annual Business Plan 2024-25 also provides details on the services and day to day activities of the Council. The services of importance to this Service Review are Community Centres under the Community and Development Department which are described as follows:

**Community Centres:** *Providing opportunities to improve health and wellbeing, participate in lifelong learning and sharing skills with others.*

**Community Development:** *Overseeing community wellbeing and disability access and inclusion programs, as well as a number of regional support programs, including provision of funding to The Hut Community Centre and the Adelaide Hills Community Passenger Transport Network.*

No reference to the Op Shop was found in the Council's strategic documents and this activity is not directly contributing towards delivery of the Community Centre or Community Development services as described above.

The following AHC Annual Business Plan 2024-25, Objectives and Corporate Performance Indicators are relevant to the Op Shop. These are:

- Objective C3.2 - Support volunteering with a target of 3500 hrs per annum set as a Corporate Performance Indicator.
- Objective N5 - Assist the community reduce the impact of waste to landfill on the environment to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins.

While operating the Op Shop can contribute to these objectives, consideration is needed as to whether this is the most efficient and sustainable way for AHC to achieve these objectives.

After reviewing Council's strategic documents, it is evident that operating an Opportunity Shop is not core business for AHC and does not align with its key focus, priorities or description of its service delivery, including Council's strategic intent to focus on delivering essential services.

## MARKET SCAN

### Council operated Op Shops

We undertook research to determine whether there are other Councils in South Australia that own and operate Opportunity Shops.

There is limited information available. Of the information found shops were either clearly run by charity, Church, not for profit or other identifiable group such as the CFS or designated as run by a local community group usually in regional areas. It is evident that very few, if any, metropolitan Councils own and operate an Opportunity Shop as is the case in Gumeracha.

### Distribution of Other Op Shops

Table One lists the location of other Opportunity Shops in the surrounding area. These shops are operated by charity, not for profit, church and community groups as well as organisations such as the Country Fire Service (CFS) and Carers and disAbility Link. There is also another Op Shop located in Gumeracha that is operated by the Uniting Church.

**Table One: Other Opportunity Shop Operators**

Location	Operator	Distance from Op Shop (km)
Gumeracha	Uniting Church	0.6
Birdwood Cross Shop	Uniting Church	7.9
Kersbrook	Local community – supports the Kersbrook Soldiers Memorial Park	9.2
Lobethal CFS	CFS	10
Woodside Op Shop	Carers and disAbility Link	17
Ridgehaven	RSPCA	20
St Agnes	ReGEN – cooperative of non-profit charity and community groups	21
St Agnes	Save the Children	23
Balhannah	Anglican Church	23
Williamstown	Wirraminna Little Shop of Treasure	23
Para Hills	Salvation Army	27
Hahndorf	Christian Care and Share	30
Bridgewater	CFS	32
Aldgate	Salvation Army	33
Stirling	Founded to support RDNS – now local community group	33

From the available information owning and operating an opportunity shop is not usual practice for South Australian Councils as this service is usually provided by the Not-For-Profit sector as a fund-raising activity. There are 10 other opportunity shops within a 25km radius of Gumeracha.

## CURRENT STATE

### Service Delivery

#### Day to Day Operation and Volunteers

The Op Shop is currently open to the public over the following times:

Monday, Tuesday, Wednesday and Thursday	10am – 3pm
Friday, Saturday and Sunday	Closed

13 Council volunteers currently support the operation of the Op Shop serving customers, sorting donations, pricing goods and maintaining displays. Volunteers are signatories to the Op Shop Retail Assistant Role Description which states:

- The position is on a roster basis, usually 5 hours per week or fortnight.
- Duties include sorting, cleaning and selling donations from the community for resale as well as store display and staging items for sale.
- Daily operations of the retail store include:
  - service to all customers both face to face and phone enquiries
  - processing sales, handling cash and recording all transactions manually in the receipt book and total of end of day sales on daily statistic sheets
  - promoting a proactive approach to WHS policies and procedures
  - pricing and merchandising new stock
  - maintaining shop displays, pop up sales and housekeeping standard

Volunteers live across the Adelaide Hills and beyond. They are asked to sign in and out at the Community Centre reception at the start and end of each shift for site emergency planning purposes. While full names and addresses have not been provided for this Review, volunteers' localities and years of service have been shared. These are summarised in Table Two. There are two volunteers with Services Australia Mutual Obligations. These activities are undertaken to fulfill the requirements of the Commonwealth Government when receiving payments such as JobSeeker allowance.

**Table Two: Volunteer Profile**

Volunteer residence	Distance (km) approximate	Council Area	Years of service
Tungkillo (2)	19	Mid Murray	8 & 11
Birdwood (3)	8	AHC	2,7 & 7
Kenton Valley	4	AHC	10
Houghton (2)	15	AHC	9 & <1
Forreston (2)	3	AHC	1& 8
Kongolia (Cambrai)	59	Mid Murray	3
Gumeracha	from within township	AHC	15

A minimum of two volunteers are required each day to operate the shop. There are different volunteers each day working one day a week. The same volunteers usually work on their designated days effectively operating as their own team which is different each day. There are usually four in Monday's team, three in Tuesday's and Wednesday's teams and two in Thursday's Team. If

volunteers are unavailable for their rostered shift or are unwell on the day, they notify the Community Centre staff. Staff then seek to fill the vacancy with other volunteers or make the decision to not open that day. If this occurs staff post a notification on local social media and erect a sign at the Shop entrance.

## **Stock Management**

The building has a semi-enclosed veranda near the front door which provides an area for donations to be left when the store is closed. It was noted at the site inspection that despite a prominent sign stating electrical items could not be accepted, an electrical item had been left as a donation and this would need to be managed by Council staff.

Donations that cannot be sold in the shop are stored in the Community Centre. At the time of the site visit there was multiple bags containing goods being stored in the Community Centre awaiting disposal or on-donation. The goods in these bags had been sorted from new donations received in the 4-week period following the clean and consolidation process. This highlighted the need for constant monitoring and management of stock to prevent overcrowding. There was also concern raised that storage in the Community Centre could create a WHS issue itself and prevent the space being available for other activities.

Council was informed on 7 July 2025 that due to logistical constraints, the company currently used to collect unsaleable cloth items (Industrial Rags, Wingfield) is no longer able to offer bagged clothing collections from the Community Centre. The company remains willing to receive items if the Council ships or delivers them to the Wingfield facility.

Staff estimate there are on average 10 full bags per month (these are larger in volume than a large size garbage bag) stored in the Community Centre until they are collected by this company. Other options are currently being considered for the economical and environmentally responsible disposal of unwanted donations.

## **Current Council Resource Allocation**

It is estimated the Community Centres Team currently spends about one day per week supporting the Op Shop.

The volunteer role description and signage in the Op Shop indicates that volunteers are to direct issues or questions to the Council staff, with the Community Centre number prominently displayed in the Op Shop as the number for volunteers to call for help.

The main roles performed by the team are:

1. Management of illegal dumping
2. Sorting of stock
3. Management of items that cannot be sold
4. Volunteer management
5. Op Shop administration

Daily monitoring of donated items is required to ensure the site remains safe and discourage illegal dumping. Items left can be unsellable (such as electrical items) and require sorting and appropriate disposal via skip bins or through the Councils Quick Response Team. Excess or unsold items are bagged and on-donated to Red Nose Foundation as this organisation has a bigger market. Items not fit for on-donation are bagged for collection by Industrial Rags. Volunteers assist in this process.

Operational management involves:

- volunteer rostering and organising replacements or closures when volunteers are sick with the associated social media notifications and signage,
- cash handling, financial reconciliation and receipting and banking of cash takings
- ordering stock
- responding to volunteer and customer queries.

Volunteers are also supported through quarterly meetings conducted by the Community Centre Staff.

Other Council resources are also deployed to perform tasks including provision of skip bins, undertaking building maintenance and repairs, deploying Quick Response teams for dangerous/unacceptable donations and meeting obligations such as WHS audits.

### **Current Issues**

The recent WHS audit and response to mitigate these risks has highlighted the need to increase oversight of the Op Shop operations and to further support volunteers.

With no single officer dedicated to the Op Shop, staff are responding on an ad hoc basis and balancing other role requirements. This task is made more difficult as there are times when only one staff member is available at the neighbouring Community Centre.

The recent clean and consolidation undertaken in the Op Shop has been positively received by staff. It has however highlighted the importance of maintaining the Op Shop in its current state and being proactive in managing donations to minimise the risk of WHS issues recurring.

Council has advised there are volunteers that have a strong sense of ownership over the Op Shop and require more support to work to Council standards and legislated requirements in matters such as WHS.

### **Additional Resources Required to Manage Risks**

To operate to the required standard to mitigate risk and provide value to the community, more staff support is needed. Staff have reported finding it difficult to manage the needs of the Op Shop and their other duties, and that increasing the commitment to the Op Shop is not possible within the current resource allocation. To do so would require diversion from delivering other priority community centre programs.

It is also not considered viable for volunteers to take an oversight or management role as they lack understanding of Council obligations and there are differing views of the minimum standards that need to be met.

The Community Centres Team envisages a more hands on approach estimating approximately 12 hours per week is needed. This will enable more consistent and additional on-site support to volunteers and monitoring and management of donations including:

- Daily Management of illegal dumping
- Providing back up when volunteers are away to maintain continuity
- Daily volunteer support and support to ensure consistency (different volunteers each day)
- Direct attendance in the shop – supporting volunteers, customer service, Council/community interactions
- Supporting decision making around accepting and pricing stock
- Ensuring that displays meet WHS standards
- Ensuring manual handling is carried out appropriately
- Marketing and promotion on social media
- Risk management documentation/ understanding shop specific requirements
- Coordinating building maintenance requirements.

### Financial performance

Financial records from 2015 to 17 June 2025 have been reviewed to assess the income and costs associated with the Op Shop. It should be noted that the expenses captured in this summary are only those directly related to the budget line for the Op Shop and do not include overheads and other expenses incurred by AHC including staff time, electricity, phone costs, asset planning, audit costs, information technology and corporate support.

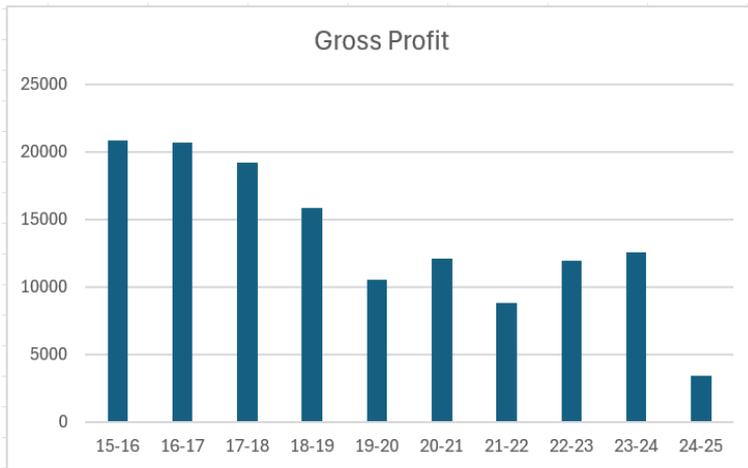
Figure Two provides a summary of income generated by the Op Shop during this period. From the high point in FY2016 of \$22,943 there was a gradual decline down to \$11,960 in FY2019 with income at a relatively steady level since then. The Council staff understand that the other Uniting Church Op Shop in Gumeracha was opened in 2018 which could be a contributing factor to this income decline as could the existence of other stores in surrounding towns and a greater use of on-line shopping during and post the COVID-19 pandemic.

**Figure Two: Op Shop Income 2015 to 17 June 2025**



When operational expenses are subtracted from this income the gross profit from the Op Shop is provided below in Figure Three (noting that gross profit does not include overhead and other expenditure attributable to the service).

**Figure Three: Op Shop Gross Profit 2015 to 17 June 2025**



Year	Net \$
15-16	20,882
16-17	20,697
17-18	19,219
18-19	15,870
19-20	10,512
20-21	12,099
21-22	8,816
22-23	11,894
23-24	12,554
24-25	3,399

The expenses captured to produce this gross profit include once off items such as new furniture and equipment required within the Op Shop and waste pick up and disposal charges. The lower figures since 2018 reflects not only the decrease in income from sales described above but also an increase in costs such as waste pick up and disposal. Budget figures in 2015-16 indicate this was charged at \$76 per attendance compared with the 2024-25 cost listed as \$231 per attendance.

In addition, these figures include the costs associated with the clean and consolidation required in response to WHS issues. An item of \$5,070 is listed to conduct the declutter, rubbish removal and deep clean process on 7 May 2025 and a separate item of \$824 on 31 May 2025.

**Historical and Estimated Profit/Loss**

Table Three provides a summary of the Op Shop’s overall profit / loss position using the data in Figure Two and Figure Three as well as staff costs and estimated costs for the 2025-26 financial year. Table Three does not include building maintenance costs that are currently estimated to be an approximately \$5,000 per year.

The data has been grouped into the first four financial years (FY 2015-16 to 2018-19) and the following five financial years (FY 2019-20 to 2023-24) to provide average costs and income for these time periods and the resulting average profit/loss position in order to show the decrease in financial performance which occurred after the 2018-19 year. Financial year 2024-25 has been presented separately as there was additional expenditure on the clean up and consolidation process undertaken in that year which is not representative of an average year.

**Table Three: Historical and Projected Op Shop Profit/Loss**

	FY 15-16 to 18-19 average	FY 19-20 to 23-24 average	FY 24-25 (full year)	FY 25-26 estimate	Notes
<b>Material/ contractor costs</b>	\$1,652	\$1,463	\$7,726	\$7,420	<ul style="list-style-type: none"> <li>FY 25-26 increased costs reflect increased dumping (an issue for many op shops) these costs include general materials, rag disposal, rapid response services and skip bins.</li> </ul>
<b>Staff costs</b>	@\$40/hr 14,400	@\$45/hr 16,200	@\$50/hr 18,000	@\$50/hr 27,000	<ul style="list-style-type: none"> <li>Average hourly rate estimate based on 2.5% wage growth per year. Staff time estimated at 8 hours per week for 15-16 to FY 24-25 increasing to 12 hours per week for FY 25-26.</li> <li>Annual staff time based on Op Shop being open for 45 weeks per year.</li> <li>FY 25-26 increased staff costs are a result of additional staff time required to meet WHS and contemporary volunteer management practices.</li> </ul>
<b>TOTAL COSTS</b>	\$17,852	\$17,663	\$25,726	\$34,420	
<b>TOTAL INCOME</b>	\$20,819	\$14,155	\$12,471	\$12,471	
<b>PROFIT / (LOSS)</b>	\$2,967	(\$3,508)	(\$13,255)	(\$21,949)	

The financial analysis shows the direct operational costs of the Op Shop can be offset by income from sales, however the gross profit is not sufficient to cover Council staff and overhead costs particularly given the need to increase staff hours to manage WHS risks and better support volunteers.

Financial performance of the Op Shop decreased in around 2018/19 which coincided with COVID and the opening of a competing opportunity shop in Gumeracha.

## **Asset condition**

The building that houses the Op Shop has been included in a Council wide building asset assessment (undertaken by Sproutt) that noted this building is structurally sound. This assessment did not however consider matters relating to fixtures and amenity such as access to hot and potable water.

At the site visit it was noted:

- a deep clean had been conducted in May, i.e. four weeks prior to this visit which it was reported had made a significant difference to the building
- clear signage relating to asbestos construction was visible
- there were no obvious building issues observed (other than some areas that appeared to be mould spots) that would prevent continued use as an Op Shop.

Should the building continue to be used as an Op Shop or repurposing considered, further investigation is needed as to whether there are underlying issues such as dampness or other matters that would impact its continued use.

Further investigation (i.e. a detailed building condition assessment) is required to determine whether there are any upgrades required to ensure the building meets standards for continued or alternative use.

## KEY ISSUES

This review has identified the following key issues relating to the continued operation of the Op Shop:

1. Lack of strategic alignment with AHC goals, objectives and priorities.
2. Diversion of Community Centre resources away from initiatives aligned with the strategic plan.
3. No financial benefit with performance not sufficient to offset the full cost of service delivery.
4. Increased staff resources required to mitigate risks and increase support to volunteers to ensure a safe environment.
5. Limited community benefit due to the presence of an alternative opportunity shop in the township of Gumeracha as well as over a dozen in other hills townships.

### Fulfilling the intended purpose of the Op Shop

The purposes put forward for operating the Op Shop were to provide:

1. Access for the community to low-cost goods
2. Opportunities to reuse and recycle goods and textiles
3. Connection and opportunities for volunteers
4. Income source to support other community centre initiatives

The existence of alternative Op Shops in Gumeracha and surrounding townships provides an alternative way to fulfil purposes 1 and 2.

In relation to purpose 3, the Council has advised alternative volunteering opportunities can be made available to the existing volunteers that have Services Australia Mutual Obligation requirements. These include working in the Green Shed, which both of these volunteers are already involved with. Additionally, if there is an appropriate match, roles for other volunteers may also be available either within the Council or closer to the volunteers homes. These include:

- Gumeracha Treasures Op Shop
- Chat and Connect Program Mt Barker (3 positions)
- Woodside Op Shop
- AHC Gardening program (proposed to be activated)
- AHC Green Shed

In relation to purpose 4, the income being generated by the Op Shop has declined and is no longer meeting the full cost of service delivery. This financial performance is not sufficient to help fund other Community Centre initiatives.

## RECOMMENDATIONS

### **Recommendation 1: Council should consider putting in place a plan to cease operations of the Gumeracha Opportunity Shop in consultation with stakeholders**

#### **Observations**

- Operating an Opportunity Shop is not aligned with AHC priorities and is not a service offered by other comparable Adelaide councils.
- The financial performance of the Op Shop does not offset the full costs and risks to Council.
- Council is not appropriately geared for this type of service delivery and current resources being used to manage the store are being diverted from delivering other Council community centre priorities.
- The recent clean and consolidation process has provided an opportunity to take some time to consider the future of the Op Shop as immediate WHS issues have been mitigated in the short term.
- Continued management of these risks requires increased resourcing and support for volunteers which will further prevent Community Centre staff delivery on AHC priorities.
- The intended purpose of the Op Shop can be fulfilled through alternative means that better align with the goals, objectives and priorities of AHC.
- There are limited identified benefits from continued operation.
- There may be other organisations (such as charities or not for profits entities) more suited to continuing to provide this service either at the current location (subject to further assessment of the condition of the building and its suitability for leasing) or at another location in the township.

### **Recommendation 2: Develop and implement an engagement plan that supports staff, volunteers and the community to understand and implement this change**

#### **Observations**

- Community interest since the clean and consolidation process has raised awareness and in some cases concern about the future of the Op Shop.
- Targeted engagement would benefit the local community and volunteers.
- Development and implementation of a communication plan to inform staff, volunteers and the community of the outcomes of this review and future of the Op Shop will support those involved in implementation.
- Information for volunteers on how they will be supported through the change will be important
- The community can be supported through information on alternative Opportunity Shops and equivalent offerings.

### **Recommendation 3: Work with volunteers to explore alternative volunteering opportunities**

#### **Observations**

- There are volunteers that will require support to continue to fulfil their Services Australia Mutual Obligation requirements.
- Alternative volunteering opportunities can be explored where there is a skill match
- It is understood other Opportunity Shops in Gumeracha and in other areas of the Adelaide Hills are seeking volunteers

### **Recommendation 4: Undertake a detailed condition assessment of the building before deciding on further use of the site**

#### **Observations**

- A current building report is available but it only considers the structural integrity of the building and was part of a broader review of Council assets.
- A more detailed assessment and identification of any compliance and building standard requirements is needed prior to decisions on whether to use, renovate, mothball or demolish the building.

---

## **Appendix 2**

### *Gumeracha Opportunity Shop Transition Plan*

---



## Gumeracha Opportunity Shop Transition Plan 2025

### Background

The Gumeracha Opportunity Shop (Op Shop) has served the local community for many years, providing a space for volunteer engagement and access to affordable goods. Following a comprehensive service review, Council has determined that continued operation of the Op Shop is not aligned with strategic priorities and presents financial and operational challenges. The review considered factors such as the presence of other opportunity shops in the region, the net cost of operations, and the increasing need for staff resources to manage safety and support volunteers. In light of these findings, the Council has resolved to cease operations and implement a structured transition plan to ensure respectful communication, volunteer support, and orderly closure.

### Key Dates

26 August 2025	Council Meeting
27 August 2025	Meeting with Volunteers and Commence Communications
30 November 2025	Final Dates for accepting Donations
18 December 2025	Final Day of Operations
21 December 2025	Commence stock removal and clean up

### Transition Plan Overview

Strategy Area	Actions/ Timeframe	Responsibility
Communications	<ol style="list-style-type: none"> <li>1. Issue media release and social media posts (within a day of a decision by Council)</li> <li>2. Hold dedicated meetings with impacted volunteers (within a day of a decision by Council)</li> <li>3. Notify all other TVCC volunteers (within a day of a decision by Council)</li> <li>4. Notify AHC staff including the Customer Service team. (within a day of a decision by Council)</li> <li>5. Proactive messaging regarding closure information and alternatives Op Shops in the area, including signage at the location (August – December)</li> <li>6. Public messaging regarding alternative waste disposal, including signage at the location (August – December)</li> </ol>	Community Centre Staff  Communications Team  Manager Community wellbeing

	<ol style="list-style-type: none"> <li>7. Thank you to volunteers and the community via social media (August – December)</li> <li>8. Staff available for community queries. (August – December)</li> <li>9. Record feedback (August – December)</li> </ol>	
Volunteer Support	<ol style="list-style-type: none"> <li>1. Inform volunteers promptly and hold meetings (within a day of a decision by Council – through to September)</li> <li>2. Staff to make themselves available for support (within a day of a decision by Council – through to December)</li> <li>3. Volunteers invited to continue until closure (within a day of a decision by Council – through to December)</li> <li>4. Volunteering Coordinator to assist with identifying new opportunities with each interested volunteer. (Within a day of a decision by Council – through to December)</li> <li>5. Host appreciation event (December)</li> <li>6. Provide certificates and formal recognition (End of year celebration or before)</li> </ol>	<p>Community Centre Staff</p> <p>Volunteering Coordinator</p> <p>Manger Community wellbeing</p>
Risk Management	<ol style="list-style-type: none"> <li>1. Continue operations per Op Shop Operations Manual (ongoing)</li> <li>2. Adjust timeline if volunteer availability drops (as required)</li> <li>3. Mange excess stock levels and illegal dumping (ongoing)</li> <li>4. Donate unsold stock to local Op Shop in the first instance or charities thereafter (from end of December or in advance if required)</li> </ol>	Community Centre staff

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 August 2025  
AGENDA BUSINESS ITEM**

**Item:** 12.3

**Responsible Officer:** Zoë Gill  
Executive Governance Officer  
Office of the CEO

**Subject:** Proposed new policy: Fees and Charges Policy

**For:** Decision

---

**SUMMARY**

This report presents a proposed new policy for Council’s consideration and adoption, in response to Council resolution 136/25 on 22 April 2025. The resolution directed the administration to review delegations or develop a Fees and Charges Policy that enables the CEO to vary or waive adopted fees and charges during the financial year. The resolution also called for the establishment of parameters around how minor fees may be varied or waived under delegation.

The proposed policy seeks to provide guidance for the assessment and implementation of reducing, waiving or refunding fees and charges within Council’s Fees and Charges Register. It introduces a framework that allows the CEO, in defined circumstances, to reduce, waive or refund certain adopted fees and charges. It provides that no other staff have a delegation to reduce, waive or refund fees and charges. This approach supports more efficient decision-making and reduces administrative burden, while ensuring decisions are fair and equitable.

In the absence of such a policy, under the current delegations framework, any request to reduce, waive or refund a fee would require formal Council approval. This process is not only time-consuming but also diverts Council’s attention from strategic matters. It may also result in delays for individuals or organisations seeking fee relief, which could impact service delivery and community satisfaction. Conversely, the policy provides protection against inconsistencies or influence in providing fees and charges relief.

On 18 August 2025, the Audit and Risk Committee resolved to recommended that Council adopt the draft Fees and Charges Policy. The draft policy is provided at **Appendix 1** for Council’s consideration.

In accordance with Council’s Public Consultation Policy, there is no requirement to undertake public consultation on the proposed Fees and Charges Policy.

**RECOMMENDATION**

**Council resolves:**

- 1. To receive and note the report.**

2. To adopt the draft Fees and Charges policy at *Appendix 1*, with an effective date of 9 September 2025.
  3. To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the draft policy.
- 

## 1. BACKGROUND

On 22 April 2025 Council resolved as follows:

Moved Cr Chris Grant  
S/- Cr Leith Mudge

136/25

Council resolves:

1. That the Bush Kindy - School Programs – Bushland Park – Lobethal Community Kindergarten and Lobethal Primary School – Hire fees for 2025 report be received and noted.
2. That Council approves the discounted hire fee of \$25 per day in lieu of \$34 per three-hour block of time be granted and no bond to be charged to the Lobethal Community Kindergarten for their Nature Connect Bush Kindy Program for 2025.
3. That Council approves the discounted hire fee of \$25 per day in lieu of \$25 per three-hour block of time be granted and no bond to be charged to the Lobethal Primary School for their Bush School Program for 2025.
4. That a report be brought back to Council that considers a review of delegations or a fees and charges policy, whichever is more appropriate, to enable the CEO to vary or waive adopted Fees and Charges during the financial year including parameters around how minor fees may be varied or waived under delegation.

Carried Unanimously
---------------------

Council Resolution 136/25 requested that the administration bring back a report that considers either a review of delegations or the development of a Fees and Charges Policy to enable the CEO to vary or waive adopted fees and charges during the financial year, including parameters for how minor fees may be varied or waived under delegation.

In response, the administration has reviewed the existing schedule of delegations and examined the practices of other South Australian councils. The CEO holds delegated authority to reduce, waive or refund fees and charges under Council’s formal Instrument of Delegation, dated 11 April 2025. However, this delegation is conditional on compliance with observance of the Fees and Charges Register and Council Policy observance, and if silent, Council approval. There is currently no supporting policy framework. As a result, any request to vary or waive fees has required formal Council approval, creating inefficiencies and delays.

Given this context, the development of a Fees and Charges Policy is the most appropriate and effective way to operationalise the existing delegation. The policy will provide the necessary procedural clarity and governance safeguards to enable the CEO to waive or reduce certain fees.

To ensure the proposed policy reflects contemporary standards and best practice, the administration reviewed the approaches taken by other South Australian councils. A summary of the findings is provided in the analysis section below and at **Appendix 2**.

On 18 August 2025, the Audit and Risk Committee resolved to recommend the draft policy to Council, with some changes:

#### 8.4 Fees and Charges Policy

**Moved Leith Mudge**  
**S/- Pamela Lee**

**ARC41/25**

**The Audit and Risk Committee resolves:**

1. **To receive and note the report (item 8.4, 18 August 2025, Audit and Risk committee meeting).**
2. **To recommend to Council that it adopt the draft Fees and Charges policy at Appendix 1 (item 8.4, 18 August 2025, Audit and Risk committee meeting), with the following modified definition of Financial Hardship in 4.1.2:**
  - **4.1.2 - Financial Hardship means an individual or group that does not have the capacity to pay Council a fee or charge:**
    - a. **For an individual: without causing significant detriment to their basic living or operating needs (such as food, housing, medical care and education); or**
    - b. **For a group: without causing a material and adverse impact on an organisation’s financial viability.**

<b>Carried Unanimously</b>
----------------------------

In line with the above resolution, the draft Fees and Charges Policy has been amended to incorporate the revised definition of Financial Hardship

## 2. ANALYSIS

### ➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

*Strategic Plan 2024 – Your Place, Your Space*

Goal Organisation

Objective O2 Operate with integrity using best practice governance processes.

Priority O2.3 Enhance governance structures and systems to be agile and support our legislative obligations.

The creation of a Fees and Charges policy aligns with the Strategic Plan 2024 - *Your place, your space*, particularly supporting the goal of fostering an effective and transparent organisation. The draft policy directly contributes to Objective O2 by ensuring governance processes are clear, consistent, and aligned with best practices.

### ➤ **Legal Implications**

Section 132A of the *Local Government Act 1999* (the Act) states that a council must ensure that appropriate policies, practices and procedures are implemented and maintained in order:

- (a) to ensure compliance with any statutory requirements; and
- (b) to achieve and maintain standards that reflect good administrative practices.

The development of a Fees and Charges policy aims to ensure that the Adelaide Hills Council is compliant with this section of the Act.

The Act also empowers councils to impose fees and charges for a range of services and facilities, either as part of their statutory functions or on a discretionary basis.

Section 188 of the Act outlines the types of fees and charges a council may impose and provides that councils may also provide for the reduction, waiver, or refund of such fees and charges, in whole or in part (section 188(3)(f)). Specifically, subsections 188(1)(a) to (c) relate to discretionary fees for the use of Council property, services provided at a person’s request, or work carried out at a person’s request — all of which may be delegated.

Under Section 44 (2)(d) of the Act, Council may delegate powers and functions to any officer of Council.

However, subsection 44(3)(j) prohibits the delegation of powers to fix, vary, or revoke fees under Section 188(1)(d) to (h), which relate to statutory or regulatory fees (e.g. for applications, permits, or matters prescribed by other Acts).

A summary of the types of fees and charges under Section 188 of the Local Government Act 1999, and whether they may be delegated, is provided at Table 1 below.

**Table 1: Authority to fix, vary or revoke fees and charges under delegation**

<b>Section of the Act</b>	<b>Fee Type</b>	<b>Delegation permitted</b>
s188(1)(a)	For the use of any property or facility owned, controlled, managed or maintained by the council;	Yes
s188(1)(b)	For services supplied to a person at his or her request;	Yes
S188(1)(c)	For carrying out work at a person's request;	Yes
s188(1)(d)	For providing information or materials, or copies of, or extracts from, council records;	No
s188(1)(e)	In respect of any application to the council;	No
s188(1)(f)	In respect of any authorisation, licence or permit granted by the council;	No
s188(1)(g)	In respect of any matter for which another Act provides that a fee fixed under this Act is to be payable;	No
s188(1)(h)	In relation to any other prescribed matter.	No

The proposed policy has been drafted to apply only to discretionary fees under subsections 188(1) (a) to (c), ensuring compliance with these limitations.

The draft Fees and Charges policy has been reviewed to ensure alignment with the *Local Government Act 1999*, and no provisions have been identified that would contravene legislative requirements. The draft Fees and Charges has also been drafted to ensure alignment with Council’s Combined Instrument of Delegation. By establishing clear parameters for when and how fees may be varied or waived, the policy enhances transparency and accountability while remaining within the scope of Council’s legislative powers.

➤ **Risk Management Implications**

The new draft Fees and Charges policy will assist to mitigate the risk of:

*Poor governance practices leading to a loss of stakeholder confidence and/or legislative breaches.*

Inherent Risk	Residual Risk	Target Risk
High (SC)	Low (3E)	Low

➤ **Budget, Financial and Resource Implications**

While the adoption of the Policy itself does not have a direct financial impact, its operation may result in foregone revenue through the potential reduction and waiving of fees and charges. These decisions will be made under delegated authority and guided by the principles outlined in the Policy.

➤ **Customer Service and Community/Cultural Implications**

Not applicable.

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* Audit and Risk Committee, 18 August 2025, ARC41/25

*Council Workshops:* Not applicable.

*Advisory Groups:* Not applicable.

*External Agencies:* Not applicable.

*Community:* Not applicable.

In accordance with Council's Public Consultation Policy, there is no requirement to undertake public consultation on the proposed Fees and Charges Policy.

➤ **Additional Analysis**

To inform the development of a fit-for-purpose Fees and Charges Policy, the administration undertook a review of metropolitan councils across South Australia, as well as neighbouring councils. The purpose of the review was to identify whether other councils had adopted a Fees and Charges Policy and, if so, to examine the structure and content of those policies to ensure Council's approach reflects contemporary practice and aligns with sector standards.

The review found that slightly less than half of the councils examined had adopted a Fees and Charges Policy. Among those that had, there was considerable variation in structure, content, and the level of operational detail provided. Some policies were high-level, while others included detailed criteria and frameworks for assessing fee relief.

Notably, not all policies provided for delegation to staff to waive or reduce fees. In several cases, only Council retained the authority to approve fee variations, which may limit administrative flexibility and responsiveness. In contrast, the policies of Holdfast Bay, the City of Burnside and the City of Port Adelaide Enfield were found to be particularly clear and well-structured. These policies include detailed eligibility criteria, a structured subsidy matrix, and provisions for case-by-case assessment, offering a transparent and equitable approach to fee relief.

**Appendix 2** provides a summary table of councils that have adopted a Fees and Charges Policy and highlights key provisions within them.

The draft Fees and Charges Policy is designed to be practical, legally compliant, and responsive to community needs.

### **3. OPTIONS**

Council has the following options:

- I. Receive and note the report and adopt the draft Fees and Charges policy listed at Appendix 1. (Recommended).
- II. Receive and note the report and seek to propose further amendments to the draft Fees and Charges policy listed at Appendix 1.
- III. Receive and note the report and seek to not adopt the Fees and Charges policy listed at Appendix 1 (Not Recommended).

### **4. APPENDICES**

- (1) Draft Fees and Charges policy
- (2) Summary table of councils that have adopted a Fees and Charges policy

---

# **Appendix 1**

## *Draft Fees and Charges Policy*

---

# *Council Policy*

## Fees and Charges Policy



## COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<h3>FEES AND CHARGES POLICY</h3>
--	----------------------------------

<b>Policy Number:</b>	<i>To be entered administratively following Council meeting</i>
<b>Responsible Department(s):</b>	Governance
<b>Responsible Officer</b>	Zoe Gill
<b>Relevant Delegations:</b>	As per the Delegations Register and as detailed in this Policy
<b>Other Relevant Policies/procedures:</b>	Complaints Handling Policy Rating Policy
<b>Relevant Legislation:</b>	<i>Local Government Act 1999</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Nil (new policy)
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be entered administratively following Council meeting</i>
<b>Effective From:</b>	<i>To be entered administratively following Council meeting</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively following Council meeting</i>
<b>Next Review:</b>	<i>No later than &lt;date&gt; (three (3) years) or as required by legislation or changed circumstances</i>

---

**Version Control**

<b>Version No.</b>	<b>Date of Effect</b>	<b>Description of Change(s)</b>	<b>Approval</b>
1.0	<i>To be entered administratively following Council meeting</i>	New Policy	<i>To be entered administratively following Council meeting</i>

DRAFT

## FEES AND CHARGES POLICY

### 1. INTRODUCTION

- 1.1 This policy responds to the provisions of Section 188 (Fees and Charges) of the *Local Government Act 1999* (“the Act”), empowering a Council to impose fees and charges.
- 1.2 As part of the annual budgeting process, Council sets a number of fees and charges as provided for by the Fees and Charges Register.
- 1.3 Fees and charges enable Council to apply a ‘user pays’ principle to certain services, activities and infrastructure. Fees and charges also support the generation of non-rate revenue, which enables Council to keep rates as low as possible.
- 1.4 Where it can be demonstrated that members of the community are unable to meet the full cost of certain fees and charges, a reduction, waiver, or refund may be applied under certain circumstances.

### 2. PURPOSE

- 2.1 To ensure that fees and charges are set and applied transparently and consistently across Council operations.
- 2.2 To ensure that fees and charges are reduced, waived, or refunded in a fair, equitable and consistent way.

### 3. SCOPE

- 3.1 This policy applies to Council’s fees and charges pursuant to section 188 of the *Local Government Act 1999*, excluding statutory charges set by legislative instruments or government declarations.
- 3.2 This policy does not apply to Council rates and associated charges. Please see the Council’s Rating Policy for guidelines concerning rates.

### 4. DEFINITIONS

- 4.1 For the purpose of this policy:
  - 4.1.1 “**Council**” means the Adelaide Hills Council.
  - 4.1.2 “**Financial hardship**” means an individual or group that does not have the capacity to pay Council a fee or charge:
    - (a) For an individual: without causing significant detriment to their basic living or operating needs (such as food, housing, medical care and education); or
    - (b) For a group: without causing a material and adverse impact on an organisation’s financial viability.
  - 4.1.3 “**Legislation**” means all relevant State and Federal legislation and Council By-Laws.
  - 4.1.4 “**Statutory Fees and Charges**” means fees, charges and expiations set by statutory legislation and administered by Council.
  - 4.1.5 “**the Act**” means the *Local Government Act 1999* for South Australia.
  - 4.1.6 “**Relief from fees and charges**” means any reduction, waiver or refund to fees and charges.

## 5. POLICY STATEMENT

5.1 Section 188 of the *Local Government Act 1999* enables councils to impose fees and charges as follows:

Fee Type	Pricing Parameters	Delegation Permitted
The use of any property or facility owned, controlled, managed or maintained by Council (s188(1)(a))	Need not be fixed by reference to the cost to Council. One or more of the pricing methodologies outlined in 5.5 below may be employed.	Yes
Services supplied to a person's request (s188(1)(b))		Yes
Carrying out work at a person's request (s188(1)(c))		Yes
Providing information or materials, or copies of, or extracts from, Council records (s188(1)(d))	Must not exceed a reasonable estimate of direct costs to the Council in providing information, materials, copies or extracts.	No
Any application to Council (s188(1)(e))	One or more of the pricing methodologies outlined in 5.5 below may be employed.	No
Any authorisation, license or permit granted by Council (s188(1)(f))	Statutory pricing methodology should be used	No
Any matter for which another Act provides that a fee under this Act is to be payable (s188(1)(g))	Section 188 (4) stipulates that Council cannot set fees and charges when set by another Act or when an Act specifies that no fee or charge can be set. Statutory pricing methodology should be used.	No
Any other prescribed matter (s188(1)(h))	One or more of the pricing methodologies outlined in 5.5 below may be employed.	No

5.2 Fees and charges are reviewed and set annually via the Annual Business Planning process but fees and charges can be amended, added or revoked at any time during the year by Council resolution.

5.3 Community members are encouraged to participate in the Annual Business Planning process via the statutory community engagement process which occurs every year.

5.4 In setting fees and charges, Council must give due consideration to:

- the cost of providing the service, including overhead costs
- user pays principles, to ensure full cost recovery where possible
- agreed financial principles to keep rate revenue as low as possible and to maximise opportunities for non-rate revenue
  - market comparisons if there are other providers that offer similar goods or services
  - competitive neutrality principles wherever relevant
  - applying a commercial approach where a council asset or service is used for commercial purposes
  - the value of the goods or services to the community
  - the differing levels of capacity to pay throughout the community
  - whether targeted concessions are warranted on social or public good grounds
  - the requirements of any relevant legislation.

5.5 In determining fees and charges, one of the following methodologies must be approved by the relevant Executive Leadership Team for use:

Pricing methodology	When to use
Full cost recovery	<p>The preferred method when the costs of service can be established and,</p> <ul style="list-style-type: none"> <li>(a) The service benefits particular users, contributes to their individual income, wellbeing or profits, or provides a predominately private benefit without broader benefit to the community, or</li> <li>(b) Council has a monopoly over the provision of the services and there are no community service or equity considerations.</li> </ul> <p>The price should include the full recovery of annual maintenance, on-costs, overheads, and debt-servicing costs, as applicable. The price may also include opportunity costs for the loss of value or benefit to the community, if applicable.</p>
Partial cost recovery	<p>When the cost of service can be established and</p> <ul style="list-style-type: none"> <li>(a) The service benefits the community generally or substantial parts of the community, or</li> <li>(b) Charging for the service at full cost may result in widespread evasion, or</li> <li>(c) The service is targeted to low-income users, or needs to be differentially priced to maximise access to the service, or</li> <li>(d) The service promotes or encourages local economic activity.</li> </ul>
Comparative	<p>Direct costs or service are difficult to establish or the costs of service can be established but,</p> <ul style="list-style-type: none"> <li>(a) Are provided competitively by another provider and there is pressure to set a price that will attract adequate usage of the service, or</li> <li>(b) The service is a profit-making activity and the price should recover more than the costs of delivery.</li> </ul>

Market value	The service is commercial in nature and a market valuation is appropriate so as to maintain competitive neutrality and meet other policy principles.
Statutory	The service is regulatory or statutory and the fee is determined, either (a) By Council in accordance with parameters set in regulations (for example, a maximum price), or (b) By legislation or another authority, and Council has no discretion to determine the amount
Demand management	The price may be higher or lower than cost of service, to (a) Encourage greater uptake of the service, or (b) To provide a disincentive for use, or (c) recognise indirect costs associated with providing the service
Security deposit	A refundable fee against possible loss or damage to Council property
No charge	The service is provided at no charge, having considered all matter is 5.4 of this policy

5.6 Fees and charges should be fair and equitable and generally comparable to similar councils.

5.7 When setting fees and charges, Council must consider broader economic conditions and may make adjustments accordingly.

5.8 When exceptional or unexpected conditions occur, Council may, by resolution, adjust fees and charges outside the Annual Business Planning process. Statutory fees and charges will be updated whenever statutes change, which may occur outside the Annual Business Planning process.

5.9 Public funds should not subsidise losses that are attributable to individual business operations or decisions, or to subsidise non-viable business models or operations.

#### **5.10 Administrative fees**

5.10.1 Administrative fees such as those charged for providing information or materials, or copies of, or extracts from, Council records will not exceed a reasonable estimate of the direct cost to Council in providing the information, materials, copies or extracts.

#### **5.11 Relief from fees and charges**

5.11.1 The decision about whether to provide a reduction, waiver or refund, pursuant to section 188(3)(f) of the Local Government Act 1999, will be made by the CEO. The CEO must not sub-delegate this power.

5.11.2 The CEO, may, at their discretion, offer relief from fees and charges where:

- there is a clear benefit such as heritage, environmental, economic or community outcomes; and
- there is a strategic rationale aligned with Council's objectives; or
- it can be demonstrated that an individual or group are experiencing financial hardship and are unable to meet the full cost of a fee or charge.

5.11.3 In determining whether to provide a reduction, waiver or refund of fees, the CEO should consider the following guiding principles:

- the financial impact to Council
- contributions to public health, safety, and environmental outcomes
- recognition of financial hardship and support for marginalised or vulnerable individuals and groups
- whether the decision may establish a precedent and the implications of such a precedent
- the importance of open, fair, accountable, and transparent decision-making.

5.11.4 Any request for a reduction, waiver or refund of a fee or charge must be made and approved in writing.

## **5.12 Review of decisions**

5.12.1 Statutory provisions prescribed in the Act compel Council to provide a complaints framework whereby an individual or group may request a review of a decision made by Council or a delegate.

5.12.2 Council has a *Complaints Handling Policy* that sets the principles and guidelines to be used when addressing complaints made about the actions of the Council, employees of the Council, or other people acting on behalf of the Council.

## **6. DELEGATION**

6.1 The CEO has the delegation to make any formatting, nomenclature or other minor changes to the policy during the period of its currency.

## **7. AVAILABILITY OF THE POLICY**

7.1 This policy is available on Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)

---

## **Appendix 2**

*Summary table of councils that have adopted a  
Fees and Charges Policy*

---

**Table 2: Adoption of fees and charges policies by South Australian metropolitan councils**

Council	Policy	Notes
City of Burnside	Yes	<p><i>Prescriptive policy with guidance around reduction limits. Includes a subsidy and criteria matrix.</i></p> <p><i>policy establishes a controlled framework by which Council and its delegates where allowed, approve fee reductions.</i></p> <p><i>Discretionary fees and charges approved and set by Council can be reduced according to any Council approved price reduction framework which may be in the form of:</i></p> <ul style="list-style-type: none"> <li>• <i>a matrix (Appendix 1 – Subsidy Fee Structure) according to a particular type of user or group or;</i></li> <li>• <i>A case-by-case assessment at Council’s, or its delegate’s discretion.</i></li> </ul> <p><i>Under the provisions of the Act, authority to approve fee and charge variations rests with Council or its delegates</i></p>
City of Playford	Yes	<p>General procedure providing delegation of refunds or waivers of certain fees and charges. Includes a subsidy and criteria matrix</p> <p><i>The Council may waive or refund the whole, or any part of any fee or charge if it is satisfied that there are exceptional circumstances that justify such a waiver or refund.</i></p> <p><i>This Policy and the associated Fees and Charges Procedure apply to all workers with delegated authority within the Organisation who are responsible for setting, waiving or amending a fee or charge. This applies to all functions delegated or sub-delegated in accordance with the delegations register</i></p>
City of Port Adelaide Enfield	Yes	<p>Prescriptive policy that provides guidance around approval levels and reduction limits. <i>Includes a subsidy and criteria matrix.</i></p> <p><i>Council may delegate the power to fix, vary or revoke a fee under Section 188(1)(a) to (c):</i></p> <p><i>Discretionary fees and charges approved and set by Council are able to be reduced according to any Council approved price reduction framework which may be in the form of:</i></p> <p><i>(a) a matrix (Appendix 1 - Subsidy Fee Structure) according to a particular type or user or group, or;</i></p>

		<p><i>(b) a case-by-case assessment at Council's, or its delegate's, discretion.</i></p> <p><i>Council or its delegates may also reserve the right to waive, reduce or cancel a discretionary fee to an individual or group on a case-by-case basis arising from extraordinary circumstances.</i></p>
City of Marion	Yes	<p>General policy. Council has full control of concessions.</p> <p><i>Concessions can be applied for by members of the community in relation to User Charges. These applications are required to be in writing on the basis that it can be demonstrated that due to financial hardship they are unable to meet the full cost. Council will consider applications for concessions on a case by case basis.</i></p>
City of Holdfast Bay	Yes	<p>Prescriptive policy that includes a detailed 'relief from fees and charges' section and allowance for delegation of this power.</p> <p><i>Clause 2.17 Council, or the relevant delegate, may, at their discretion, offer relief from fees and charges from time to time where...</i></p> <p><i>Clause 2.22 The decision about whether to provide a reduction, waiver or refund in whole or in part, pursuant to section 188(3)(f) of the Local Government Act 1999 will be made by the relevant delegate.</i></p>
Town of Walkerville	Yes	<p>Simple policy with CEO discretion clause: 3.5. Fees and charges may be waived at the discretion of the CEO.</p>
City of Adelaide	No	No formal policy identified
Campbelltown City Council	No	No formal policy identified
City of Charles Sturt	No	No formal policy identified
City of Mitcham	No	No formal policy identified
City of Norwood, Payneha and St Peters	No	No formal policy identified
City of Onkaparinga	No	No formal policy identified
City of Salisbury	No	No formal policy identified

Town of Gawler	No	No formal policy identified
City of Tea Tree Gully	No	No formal policy identified
City of Unley	No	No formal policy identified
City of West Torrens	No	No formal policy identified
District Council of Mount Barker	Yes	General policy that allows for the subsidisation of fees by Council.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 August 2025  
AGENDA BUSINESS ITEM**

**Item:** 12.4

**Responsible Officer:** Zoë Gill  
Executive Governance Officer  
Office of the CEO

**Subject:** Harmful Algal Bloom – support to coastal Councils

**For:** Decision

---

**SUMMARY**

This report is to seek Council approval for the Acting Mayor to be a party signatory to the Proposal for Federal Government Action on the South Australia Algal Bloom Crisis (in **Appendix 1**) to be submitted to the Federal Government in relation to the harmful algal bloom (HAB) being experienced on the South Australian coast.

The current harmful algal bloom along the South Australian coast has had significant environmental, economic, social, public health and mental health concerns to coastal councils and the communities they represent. While Adelaide Hills Council is not a coastal Council, it may wish to provide support to its neighbouring Councils, recognising the impact of the algal bloom on all South Australians.

Advocating for federal support is crucial to ensure affected communities receive the resources and coordinated response needed to address both the immediate and long-term impacts of the algal bloom crisis. Engagement with the Federal Government can help secure comprehensive funding, scientific expertise, and policy interventions.

**RECOMMENDATION**

**Council resolves:**

- 1. That the Harmful Algal Bloom – Support to coastal Councils report be received and noted.**
  - 2. To approve Acting Mayor Daniell to be a party signatory to the Proposal for Federal Government Action on the South Australia Algal Bloom Crisis in Appendix 1 to be submitted to the Federal Government prior to the delegation to Canberra.**
  - 3. To advise LGA South Australia of its decision so that it may collate party signatories.**
- 

**1. BACKGROUND**

A marine heatwave (MHW) has been affecting southern Australia since September 2024.

Parts of South Australia have been affected by the microalgae bloom, *Karenia mikimotoi* since March 2025, threatening coastal ecosystems, and impacting tourism, fishing and aquaculture industries. This is a dynamic situation as the bloom travels depending on weather and water conditions and the impact can therefore be unpredictable. The bloom cannot be diluted or dissipated. Similar outbreaks around the world have generally lasted between a week to several months depending on wind, rain and ocean temperature fluctuations.

## 2. ANALYSIS

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2024 – Your Place, Your Space*

Goal 1 Natural Environment

Objective NE4 Build resilience in the natural environment to adapt to climate and other environmental changes.

Priority NE4.2 Collaborate and advocate for greater investment in environmental protections and improvements.

### ➤ Legal Implications

Not applicable

### ➤ Risk Management Implications

The Acting Mayor participating as a Party Signatory will assist in mitigating the risk of:

*Negatively impacting Council's reputation as a leader in environmental cross-sector collaboration/representation leading to a loss of community confidence.*

Inherent Risk	Residual Risk	Target Risk
Medium (3C)	Low (2D)	Low

### ➤ Financial and Resource Implications

Not applicable.

### ➤ Customer Service and Community/Cultural Implications

Participating in sector wide initiatives such as being a party signatory to a proposal is an important part of developing strong Local Government sector advocacy and representation on a State and Federal level.

### ➤ Sustainability Implications

Although Adelaide Hills Council is not a coastal council and directly impacted by the Algal Bloom, there are onflow environmental impacts that may directly affect all South Australians.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

As at 12 August 2025, the Federal Government had announced a package of \$14 million to combat the effects of this current event and prepare for future events. This package focuses on four priority areas:

- science and research
- business assistance
- community awareness and support and
- clean-up efforts.

This announcement has been matched by the South Australian Government, taking the total investment into addressing this crisis to \$28 million. However, the Federal Government has not declared a natural disaster which could unlock additional funding and resources for longer-term support for the communities and industries most impacted by this disaster.

Coastal councils believe that this issue needs to be elevated to the national stage, given its severe impacts on South Australia, and possible national impacts in the future. Many coastal councils have been very active in supporting their communities, advocating to State and Federal Government, and working with LGA on a submission to the Senate Inquiry into Algal Blooms in South Australia.

The Mayor of the City of Holdfast Bay, Mayor Amanda Wilson, has initiated leading a delegation of council Mayors and relevant experts to Canberra to meet with members of Parliament and Senators, heads of the relevant departments (including Agriculture, Environment, Trade, Prime Minister and Cabinet and Treasury), climate related agencies and Canberra media to raise the profile of the harmful algal bloom .

Mayor Wilson has brought together a delegation comprising:

- Mayor Holmes-Ross, President of LGA South Australia
- Mayor Wilson, City of Holdfast Bay
- Mayor Boan, City of Port Adelaide Enfield
- Mayor Pengilly, Kangaroo Island Council
- Mayor Mislov, City of Port Lincoln
- Mayor Stone, Whyalla City Council
- Acting Mayor Carruthers, Yorke Peninsula Council
- Ms Alison Lloyd-Wright, Chair, Seafood Industry South Australia

- Mr Shaun De Bruyn, CEO, Tourism Industry Council SA
- Professor Charlie Huvneers, Director, Marine and Coastal Research Consortium, Flinders University
- Mr Stefan Andrews, Marine Biologist / Filmmaker, Great Southern Reef Foundation
- Dr Zoe Doubleday, Senior Research Fellow, University of South Australia
- Ms Georgina Wood, Early Career Australian Research Council Fellow, Flinders University
- Mr Ian Smith, Director, Bespoke Approach.

In addition, interest is being sought for representatives from interstate councils within the Great Southern Reef region to also join the delegation.

The delegation has tentatively been named the 'Great Southern Reef Harmful Algal Bloom Delegation' and will be formed pending approvals from individual councils. The priorities for the delegation are captured in *Appendix 1*.

The ALG has invited all Mayors of South Australian Councils to attend the delegation. Given Adelaide Hills Council is not a coastal Council, it may not be a responsible use of Council funds for the Acting Mayor to attend the delegation. However, Council may decide to show support for the delegation by signing the Proposal for Federal Government Action on the South Australia Algal Bloom Crisis in *Appendix 1*.

### **3. OPTIONS**

Council has the following options:

- I. Approve the Acting Mayor being a party signatory to the Proposal for Federal Government Action on the South Australia Algal Bloom Crisis to be submitted to the Federal Government.
- II. Do not approve Acting Mayor being a party signatory to the Proposal for Federal Government Action on the South Australia Algal Bloom Crisis to be submitted to the Federal Government.

### **4. APPENDICES**

- (1) LGA Draft Proposal

---

# **Appendix 1**

*LGA Draft Proposal*

---

# Proposal for Federal Government Action on the South Australian Algal Bloom Crisis

Submitted by: Coastal Mayors of South  
Australia **Date: ...**

Draft

## Executive Summary

The recent harmful algal bloom along the South Australian coast has caused significant environmental degradation, economic disruption, and growing public health concern.

This event is not isolated, nor is it an anomaly. It is a clear signal of the growing vulnerability of our coastal environments to climate change, pollution, and under-resourced marine management frameworks.

We, the undersigned coastal mayors, jointly call on the Federal Government to recognise this event as a national disaster and to commit to an urgent, coordinated national response.

## Objectives of the Canberra Delegation

### Objective 1 – National Response & Market Confidence

To establish a national legislative and policy framework recognising *large-scale marine mortality events* — such as those caused by harmful algal blooms or severe marine heatwaves — as eligible for a coordinated national response.

This framework should:

1. Enable rapid access to coordinated federal support for affected industries, particularly tourism, fishing, and aquaculture.
2. Provide funding to assist with **environmental clean-up, restoration activities, and safe reopening of affected areas.**
3. Be **paired with a national market-confidence and communications plan** to protect seafood and tourism reputations, reassure consumers, and counter misinformation.
4. Include a **dedicated national marine information portal** providing real-time, science-based updates on seafood safety, water quality, and tourism conditions.
5. Fund rapid deployment of consumer-confidence campaigns led by trusted science and industry voices.

### Objective 2 – Community Wellbeing & Resilience

To secure funding for the development and delivery of a **Community Wellbeing and Resilience Framework** to support social and mental health outcomes in communities affected by harmful algal blooms and other large-scale marine mortality events.

The framework should recognise the significant psychological, social, cultural, and economic impacts these events can have on individuals, families, and communities — particularly those whose livelihoods and identities depend on healthy marine ecosystems — and provide:

1. Embedded, locally delivered mental-health services.

2. Peer support networks.
3. Targeted workforce-retention initiatives.
4. Long-term resilience planning for coastal communities.

## Objective 3 – Permanent Monitoring, Baselines & Testing

To secure sustained State–Commonwealth investment in permanent coastal and marine biological and ecological monitoring and baseline data collection — covering the **Great Southern Reef and other key habitats** — building on existing commitments and integrating with national observation networks.

This funding should:

1. Support the establishment of **local, accredited biotoxin-testing capacity in South Australia** with publicly reported turnaround targets (e.g., <48 hours from sample receipt to result).
2. Provide the ecological baselines needed to measure change, assess impacts of marine mortality events, and track recovery or restoration success.
3. Be **modelled on the Great Barrier Reef Foundation funding arrangements**, ensuring it does not place additional financial burdens on affected industries or local governments.

## Why Federal Action Is Essential

- Environmental Consequences:

This event is creating ecosystem disruption, loss of marine life, and degradation of water quality.

- Public Health Risks:

Growing community concern regarding the public health risks of the algal event with reports of respiratory irritation and potential toxic exposure in the community.

- Economic Impacts:

There is an increasing economic impact with the loss of beach use, events, tourism visitation, and commercial confidence impacting businesses and having the potential of significantly impacting sectors of the economy.

- Climate Lens:

This event exemplifies the frontline impacts of climate change on coastal communities—requiring scalable, national investment.

## Recommendations

We recommend that the Prime Minister and relevant federal ministers:

1. Meet with the coastal mayoral delegation as a matter of urgency.
2. Declare the algal bloom a national disaster requiring federal coordination.
3. Establish a National Coastal and Marine Resilience Fund for local governments to respond to current and future events.

## Conclusion

The challenges facing South Australia's coastline today are a preview of what many Australian communities may face tomorrow. We are ready to work in partnership with the Commonwealth to protect our coasts, support our communities, and ensure science leads the way.

But we cannot do this alone.

Signed:

Mayor of [Council]

[Continue list]

---

# **Administration Reports Information Items**

---

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 26 August 2025  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Responsible Officer:** Gary Lewis  
Director  
Corporate Services

**Subject:** Quarterly Council Performance Report – Q4 2024-25

**For:** Information

---

**SUMMARY**

As a local government entity, Council has a number of legislative obligations regarding the preparation and distribution of corporate planning and reporting information to the elected body and the community. In addition to these mandated requirements, Council has over time created a number of additional elements to improve the integration, transparency and accountability of its activities. The Quarterly Council Performance Report is just one of these elements.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the *2020-21 Annual Business Plan* process and have continued to be incorporated into the *Annual Business Plan 2024-25*.

The Quarterly Council Performance Report for Q4 (**Appendix 1**) covers the period 1 April to 30 June 2025.

The purpose of this report is to inform Council of its performance against the *Annual Business Plan 2024-25* targets in order to assist the adequacy and effectiveness of processes involving financial management, reporting, risk and governance.

**RECOMMENDATION**

**Council resolves:**

1. That the Quarterly Council Performance Report – Q4 2024-25 be received and noted.
- 

**1. BACKGROUND**

At its 19 June 2018 meeting, Council adopted (Res 128/18) the Corporate Planning & Performance Framework, of which a key element was the establishment of a suite of Corporate Business Performance Indicators which are aligned with Adelaide Hills Council's Strategic Plan goals and will enable the tracking of performance over time.

Over the 2019-20 financial year, Quarterly Council Performance Reports were drafted showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the 2019-20 Annual Business Plan.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the 2020-21 Annual Business Plan process. These were aligned to the then new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020. These indicators have continued to be used in the Annual Business Plan 2024-25.

## 2. ANALYSIS

### ➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

*Strategic Plan 2024 – Your Place, Your Space*

Goal 4 Organisation

Objective O5 Evolve Council’s functions and services to meet the current and future needs and aspirations of our community

Priority O5.2 Demonstrate financial sustainability through long term financial planning and annual budget setting which aligns with adopted targets.

The Quarterly Council Performance Report is part of the performance reporting suite contained in the Corporate Planning & Performance Framework.

### ➤ Legal Implications

Chapter 8 - Administrative and financial accountability of the *Local Government Act 1999* sets out the key legislative obligations regarding corporate planning and reporting obligations, as follows:

- S122 – Strategic management plans – development, content requirements, consultation, review and availability of strategic plan, asset management plan and long-term financial plan;
- S123 – Annual business plans and budgets - development, content requirements, consultation, review and availability of annual business plan and budget
- S127 – Financial statements – preparation, content, auditing and availability of the financial statements;
- S131 – Annual reports – preparation, content, distribution and availability of the annual report

Additional requirements are contained in the *Local Government (General) Regulations 2013* and the *Local Government (Financial Management) Regulations*.

### ➤ Risk Management Implications

Quarterly Council Performance Reporting will assist in mitigating the risk of:

*Ineffective performance management and reporting processes leading to poor performance and/or loss of stakeholder confidence.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk. The quarterly performance reports are part of the current control suite and therefore there is no additional mitigating impact of this report.

➤ **Budget, Financial and Resource Implications**

Quarterly Council Performance Reporting assists in showing the financial and resource performance to plan as per the targets, initiatives and activities outlined in the Annual Business Plan 2024-25.

➤ **Customer Service and Community/Cultural Implications**

Providing integrated, consultative corporate planning and effective and transparent performance reporting to the Council and community has the potential to increase the level of trust and confidence in Council.

➤ **Sustainability Implications**

Quarterly Council Performance Reporting assists in demonstrating the outcomes related to Council's economic, social and environmental initiative.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Audit and Risk Committee
<i>Council Workshops:</i>	Not applicable
<i>Advisory Groups:</i>	Not applicable
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

➤ **Additional Analysis**

The Quarterly Council Performance Report format is aligned to the related financial year's Annual Business Plan (ABP). While still aligned to the *Strategic Plan 2020-24 – A brighter future*, the 2024-25 ABP format was changed so that the plan was no longer split into the goals. As such, the quarterly report format has been adjusted to remove the visual alignment to the strategic goals and instead has been split into the categories:

- Annual Business Plan strategic initiatives
- Quarterly performance updates, and
- Performance indicators

Adelaide Hills Council Major Project reporting

The Major project reporting refers to those 3-5 projects which Council decides are the most interesting to them and the community for reporting on during the financial year.

In Quarter 4, the topics that have been reported on are either those major projects from 2023-24 which are continuing or are finalising, and some suggested new projects identified in the 2024-25 Annual Business Plan.

Customer service standards

With the implementation of Salesforce and the new CRM in July 2024, many of the current customer service standards are no longer able to be easily measured. As such, the customer service standards have been temporarily removed from the report and replaced with some of the customer service statistics (in the “performance indicators” section).

The customer service standards will return in future reports.

**3. OPTIONS**

N/A

**4. APPENDICES**

(1) Quarterly Council Performance Report – Q4 2024-25

---

# **Appendix 1**

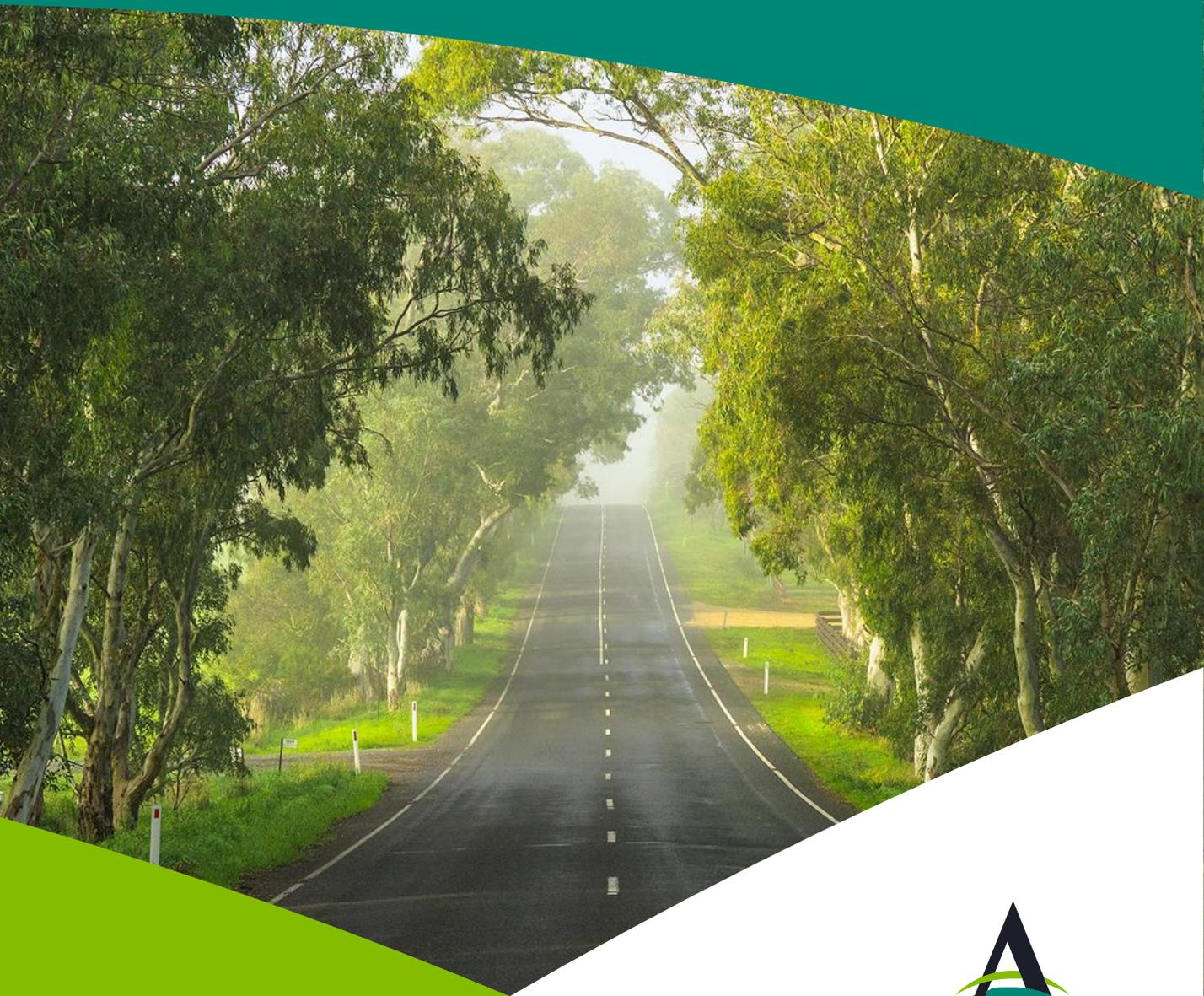
*Quarterly Council Performance Report – Q4 2024-25*

---

# Quarterly Council Performance Report

---

Quarter 4 – 1 April to 30 June 2025



**Adelaide Hills**  
COUNCIL

# Executive Summary

## Highlights

- Federal funding for the Towards Community Led Emergency Resilience Project concluded on 31 March 2025, with the final report and audit accepted by the Federal Government.
- The draft Towards Zero Emissions – A Carbon Management Plan for the Adelaide Hills was adopted by Council in April.
- Practical completion for the Adelaide Hills War Memorial Swimming Centre Splash Park was reached. The Splash Park is set to open to the public alongside the pool later this year.
- Council launched its Innovate Reconciliation Action Plan on 31 May, followed by a First Nations Business Event at Fabrik. National Reconciliation Week was marked with a strong program across community facilities.
- Recent CRM and customer portal upgrades include 32 new online forms with workflows, improved event tracking via Humanitix integration, and enhanced syncing of field staff notes from Confirm. The portal now features a refreshed login with quick links and an inbox. A new Investigation case type and refined status options support better compliance handling and customer communication.
- Planning is progressing for changes to township kerbside collections, with weekly FOGO and fortnightly waste services proposed.

## Risks and Challenges

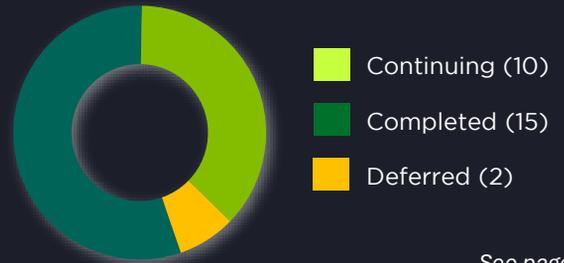
- Capital program delivery continues to be concentrated in the fourth quarter, with ongoing risks of project delays potentially requiring budget carry-overs into the 2025/26 Financial Year. Council remains focused on financial sustainability, balancing service levels with affordability.

# Contents

Executive Summary	2
Adelaide Hills Council Major Projects	3
Annual Business Plan Strategic Initiatives	5
Quarterly Performance Updates	7
Performance Indicators	10
Other Performance Metrics	14
Capital Works Performance	15
Quarterly Financial Performance	16

## Performance Dashboard

### Annual Business Plan Strategic Initiatives



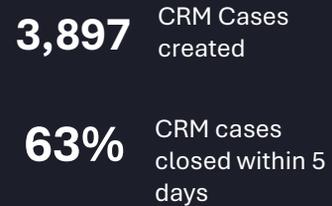
See page 5

### Performance Indicators



See page 11

### Customer Service



See page 13

### Capital Performance



See page 14

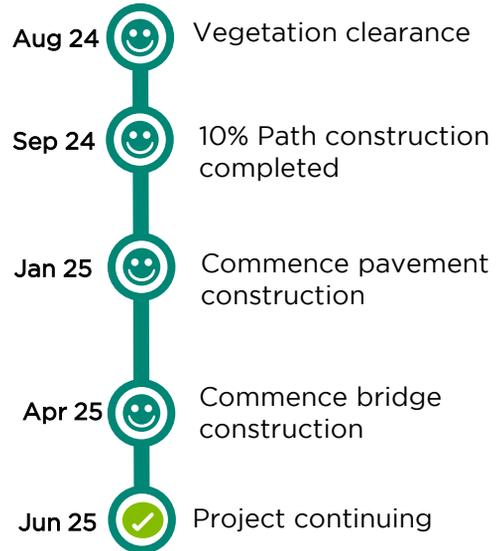
# Adelaide Hills Council Major Projects

## Stage 4 of Amy Gillett Bikeway

Stage 4 will extend the Amy Gillett Bikeway by 6 km from its current end point in Mount Torrens at Oval Road, to the intersection with Onkaparinga Valley Road in Birdwood.

### Latest News

- Remediation works on Burfords Hill Bridge have been successfully completed, with offsite fabrication of bridge trusses now underway.
- Construction progress on Angus and William Creek Bridges has reached approximately 50%, with works continuing as scheduled.
- Final asphalt surfacing will be undertaken following the completion of all bridge construction activities.



## Towards Community Led Emergency Resilience Program (TCLERP)

Following on from the Community Resilience and Readiness pilot, the program has evolved to focus on community led emergency preparedness. The name of the program also changed to be Toward Community Led Emergency Resilience Program (TCLERP).

The program has several areas of focus including:

- Community Engagement
- Psychological and emotional emergency preparedness community education
- Recovery ready halls project - emergency preparedness for select community facilities
- Vegetation management project - ensuring practices are based on best fire science and within shared land owners existing capacity

### Latest News

- Federal funding for the *Towards Community Led Emergency Resilience* Project concluded on 31 March 2025, with the final report and audit accepted by the Federal Government.
- The *Community Support Hub* Project was completed, delivering factsheets, planning templates, media packs, volunteer resources, and physical kits for participating communities. These resources are now available on council's website and will be formally presented in the new financial year.
- Stage 2 of the *Workforce Safety in Emergencies* Project was finalised, including annual WHS actions and training tools for Site Emergency Plans and Fire Danger Days procedures.
- Independent members have been appointed to the *Community Bushfire Reference Group*, which held its inaugural meeting on 18 June 2025.



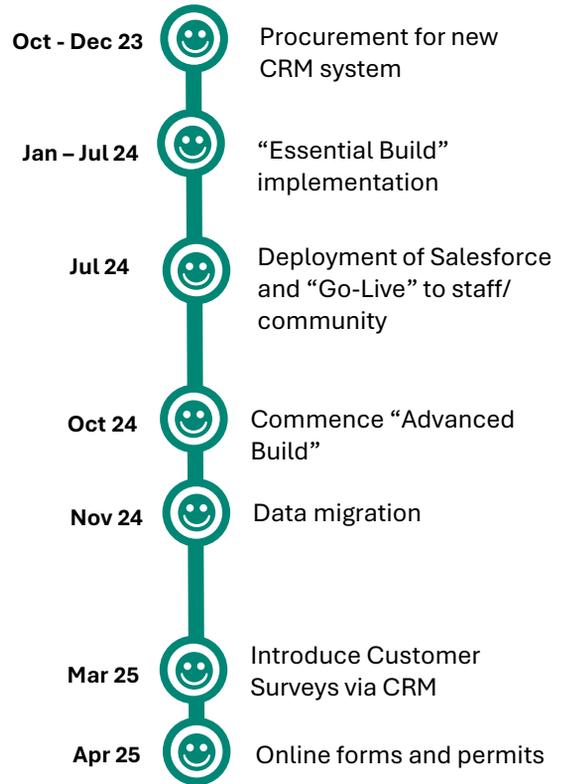
# Adelaide Hills Council Major Projects

## CRM project implementation

The CRM Renewal project comprises of 2 stages, Essential Build and Advanced Build and is aimed at Improving the customer experience through easier online services and improved communication and response times.

### Latest News

- Recent enhancements to the CRM and customer portal improvements include 32 new online forms for applications and permits, many of which include supporting workflows to streamline processing. Humanitix ticket orders for Council events are now visible within CRM, providing better event tracking.
- Integration with Confirm has been enhanced, allowing field staff notes to sync directly into CRM for improved case management.
- The customer portal now features a refreshed login with an inbox and quick service links.
- Additionally, a new *Investigation* case type supports better handling of compliance issues, and refined case status options improve communication with customers.



## Installing a Splash Park at the Adelaide Hills War Memorial Swimming Centre

A Splash Park will be constructed at the Adelaide Hills War Memorial Swimming Centre in Woodside. This new play space provides an alternative for toddlers and children who are still learning to swim and is designed to enhance recreational facilities for local families.

The 205sqm splash pad will feature a range of engaging elements, including a dumper bucket, water cannons, spray mushrooms, and random ground sprays all designed to create a safe and enjoyable environment for children.

### Latest News

Practical completion for the Splash Park was reached largely on schedule, with staff and the contractor making some final adjustments into July.

The Splash Park is set to open alongside the pool later this year, with planning for celebratory opening events underway.



# Annual Business Plan Strategic Initiatives

Project ID	Operating initiatives	Objective and/or Priority*	Status
B1008	Amy Gillet Bikeway net contribution (Grant funding of \$5.2 million)	B1.1	
B2008	Local Heritage (Privately Owned) Planning and Design Code Amendment	B2.4	
B2010	Adelaide Hills Subzone Code Amendment	B2.3	
B3014	Review of carbon management plan	B3.1	
B4043	Hamilton Hill - Dunfield Estate & Crest Maintenance	B4	
C4012	Continue to adapt to climate change with an all hazards emergency management approach to support the community and the emergency services	C4	
C4022	Towards Community Led Resilience Program (Fully grant funded)	C4.5	
C4025	Continue Towards Community Led Resilience Work	C4.5	
C4042	Implement activities from Our Watch's "Prevention Toolkit for Local Government"	C4	
C6006	Tour Down Under	C6	
E1004	Stirling main street support	E1.5	
E4001	Additional Tree safety work required to support the Tour Down Under	E4	
N1006	Best practice procedure for maintenance of AHC riparian zones	N1	
N1007	Implementation of the Tree Strategy	N1.1	
N4002	Kerbside bin system collection frequency change and rural FOGO trial	N4	
O4005	Representation Review	O4	
O5007	Customer Relationship Management (CRM) renewal	O5	
O6008	Digital Transformation Program	O6	

**Legend:**  = Continuing  = Deferred  = Completed

# Annual Business Plan Strategic Initiatives

Project ID	Capital initiatives	Objective and/or Priority*	Status
B1004	New and upgraded footpaths	B1	
B3005	Carbon Management Plan - Energy Upgrades, Battery & Efficiency Actions	B3	
B4009	Norton Summit land purchase	B4	
B4014	Road Safety Program including co-contribution to Road Blackspot (Grant Funded)	B4	
B4045	Stormwater projects	B4	
B4053	Automated External Defibrillator Project	B4	
B4054	Road safety at Heathfield	B4	
C1006	Splash park at the Adelaide Hills War Memorial Swimming Centre (\$600k Grant funded)	C1.1	
C4006	Play Space Framework Implementation - Uraidla play space upgrade	C4	

**Legend:**  = Continuing     = Deferred     = Completed

# Quarterly Performance Updates

## Annual Business Plan Strategic Initiatives

### Amy Gillet Bikeway

- The sealed path connection into Birdwood has been finalised.
- Rehabilitation of the old railway bridge at Burford Hill Road was reached completion.
- Achievement of the Federal Government's Milestone 3 has resulted in the receipt of \$1.56M in federal grant funding.
- The project will continue in 2025-2026 financial year due to some technical issues.

### Local Heritage (Privately Owned) Planning and Design Code Amendment

- Preliminary investigations and engagement with property owners will commence in 2025-26 after finalising structure and resourcing of strategic policy planning.

### Adelaide Hills Subzone Code Amendment

- Progress on the Code Amendment has been paused while preliminary consultation on a Housing Strategy is undertaken with Council members.

### Review of Carbon Management Plan

- The draft Towards Zero Emissions – A Carbon Management Plan for the Adelaide Hills was endorsed on 8 April 2025.

### Towards Community Led Resilience Program

- Federal funding for the project concluded on 31 March 2025. A final project report was prepared and submitted to the Federal Government, along with an external audit. The report was accepted by the Federal Government

### Play Space Framework Implementation – Uraidla play space upgrade

- Staff continue to work with the Landscape Architect to finalise concept plans that reflect the site's constraints and project budget.
- Due to the late inclusion of the project in the 2024-25 budget, and extensive community engagement undertaken, progress has been delayed.
- Funding to complete the play space upgrade has been included in the 2025-26 budget.

### Customer Relationship Management (CRM) renewal

- Recent CRM and customer portal enhancements include new online forms with integrated workflows, improved event tracking, and enhanced Confirm integration for syncing field staff notes.
- The portal now features a refreshed login with an inbox and quick service links. A new 'Investigation' case type and refined case status options further support efficient compliance handling and clearer customer communication.
- Further integration and development will occur into the next financial year.

### Digital Transformation Program

- Progress continues on the Digital Transformation Project SP365 departmental data migration and Purview configuration, while the Asset Management System has successfully transitioned to the cloud, enhancing field access via mobile devices.
- Council's approval of the 2025-26 budget in June enables formal planning for the multi-year Enterprise Resource Planning system replacement to commence.
- The project is currently undergoing a review of its structure and approach, including SharePoint and Purview components. In addition, work is planned for August 2025 to enhance user access through Single Sign-On, in collaboration with the vendor and relevant departments

### Road Safety Program including co-contribution to Road Blackspot

- Following receipt of Blackspot funding, Council has completed the Fox Creek Road seal, shoulder, and safety barrier.

### Implementation of the Tree Strategy

- During Quarter 4, a restructure of the Open Space team occurred to enable the recruitment of additional office-based and field staff to support the implementation of the Tree Strategy.
- Plant and fleet procurement requirements have also been adjusted to support the strategy implementation.

# Quarterly Performance Updates

## Other highlights

### Fabrik Arts & Heritage

- Fabrik participated in the History Festival with an exhibition celebrating the Mill's history, opened by JamFactory Director Brian Parkes and attended by many locals, including former Mill workers.
- The centre received its first sponsorship from Acme Vineyards, supporting exhibition openings and events.
- A new Heritage Workshop program launched, showcasing cultural skills such as Pakistani dyeing, Palestinian tatreez embroidery, and Greek tapitha applique. All workshops were fully booked.
- Fabrik also hosted the Artcelerate program, a two-day business skills workshop for artists, and partnered with Guildhouse to present Guildhouse Greetings, connecting South Australian artists with opportunities at Fabrik.

### Arts, Culture and Reconciliation

- Council launched its Innovate Reconciliation Action Plan on 31 May, followed by a First Nations Business Event at Fabrik. National Reconciliation Week was marked with a strong program across community facilities.
- Other highlights included the Winter Words program, a mural at Upper Sturt Tennis Club, Harmony Week activities, and Fabrik's ongoing Heritage workshops celebrating traditional crafts.

### Volunteering

- Council has a total of 159 registered volunteers who have contributed 3517 hours to various programs this quarter.
- 585 volunteers from across Adelaide Hills Council, Mount Barker District Council, and Alexandrina Council attended volunteer recognition events at Wallis Cinema Mt Barker and Lobethal Cinema. The initiative was very well-received, and feedback has been sought via a survey. The results will be available at the end of August.
- Four Adelaide Hills Council Volunteer Leaders also attended the Volunteering SA and NT State Conference, gaining valuable training and networking.

### Libraries

- During NAIDOC and Reconciliation Week. The library hosted a range of cultural NAIDOC Week posters and a

collaborative exhibition with Friends of Reconciliation and Mt Lofty History Centre. Highlights included the "Walking Together with Kaurana Family" storytelling session and a traditional basket weaving workshop.

- The school holiday program saw full attendance across all three library sites.
- In April, the library partnered with Uraidla Kindergym and Adelaide Hills Toy Library to deliver a range of initiatives to promote early literacy through play.

### Positive Ageing

- The Hills Home Support / Positive Ageing program delivered over 1,950 hours of in-home support and 5,400 hours of social support through group activities, exercise programs, and outings. Additionally, 530 transport trips were provided, and \$7,150 worth of home safety modifications were completed to help eligible community members live independently.

### Community Centres

- Harmony Week was celebrated through collaborative activities across libraries, community centre, and the Positive Ageing Centre, replacing the Gumeracha Harmony Picnic with inclusive cultural experiences that reduced logistical demands while maintaining strong community engagement.
- The April school holiday program delivered sold-out sessions including mono printing for teens, mural decorating, and young driver awareness workshops.
- Community Centres completed their biannual survey with 390 participants and 139 volunteers. Attendance figures for the period were 1,845 at The Summit Community Centre and 2,572 at Torrens Valley Community Centre.

### Governance

- Council has submitted its Representation Review Report to the Electoral Commission of South Australia for approval, continued advocacy against the proposed Campbelltown boundary change, and provided a formal submission to the Minister for Local Government requesting withdrawal from the Gawler River Floodplain Management Authority.

# Quarterly Performance Updates

## Other highlights

### Civil Services

- Civil Crews completed 878 enquiries and 1,004 jobs via the Confirm system. Spray seal and asphalt programs renewed 23 km of roads. A proactive grading program was established, and 64 civil projects were delivered, including footpaths, sealed roads, and unsealed segments.

### Open Space Biodiversity

- A Project Officer was recruited for the Cox Creek Restoration Project.
- A draft Monitoring, Evaluation, Reporting, and Improvement reporting framework was submitted to the Department of Climate Change, Energy, Environment and Water for approval.
- The Virtual Wildlife Fencing Trial was successfully installed, and letters of support contributed to two successful community grant applications for Ploughshare and Sunnyspring Reserves.

### Fire Prevention

- As at the end of 2024-25, Regulatory Services completed 17,526 property inspections. Of those, 161 formal requests to landowners to take steps to make their properties safer from bushfires (105F notice) were issued. Subsequently, 19 properties were cleared by the AHC contractor and 89 expiations were issued.
- The team responded to 668 burning permit enquiries, 42 illegal burning enquiries and issued 4 expiations.

### Property

- The Automated External Defibrillator Project was completed with devices installed at 72 identified sites. Building upgrades were finalized at Lobethal Senior Citizens Club and Aldgate Hall, including gutter and kitchen renewals.
- Roof repairs and heritage stack restoration have commenced at Uraidla Hall. The scope of works has increased due to unforeseen issues, including the need to replace irreparable roof-mounted ventilation stacks with replicas and the replacement of split timber ceiling joists connected to a damaged ceiling rose.

### Community Wastewater Management System (CWMS)

- Design works for the pumping main linked to the Department for

Infrastructure and Transport (DIT) River Road junction project were completed, with costs reimbursed and site works funded by DIT.

- Supervisory Control and Data Acquisition (SCADA) hardware and software at Birdwood treatment plant were upgraded.
- Verdun Pump Station 1 experienced pressure issues, leading to temporary pump installation; permanent replacements are scheduled for Q1 2025-26.

### Waste

- Planning is progressing for changes to township kerbside collections, with weekly FOGO and fortnightly waste services proposed.
- Council was also recognised as South Australia's top mobile phone recycler for 2025.

### Planning & Development

- Two Council Assessment Panel (CAP) meetings were held, with a total of four applications considered by the Panel with all applications granted Planning Consent.
- In Quarter 4 there were 22 new dwellings applied for and 13 ancillary accommodation applications. A further 2 applications for tourist accommodation were also lodged.

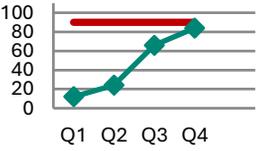
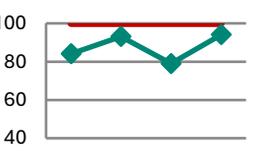
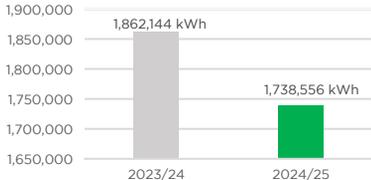
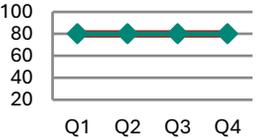
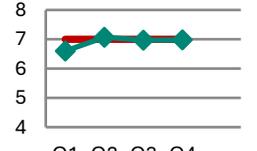
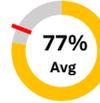
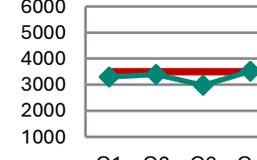
### Environmental Health

- The team conducted 75 food premises inspections (including 60 routine, 3 audits, and 12 follow-ups), received 59 new wastewater applications (40 approved), completed 114 wastewater inspections, and responded to 51 health-related complaints.

### Communications, Engagement & Events

- The Community Survey was completed with feedback received from 462 community members. Community engagement was completed on the ABP and LTFP and the final two community forums for the year were held with great success in Uraidla and Mt Torrens. A launch event was held for Council's new Innovate RAP and the Your Place Your Space campaign was launched in the foothill suburbs of Woodforde, Teringie and Rostrevor.

# Performance Indicators

Indicator	Result	Trends	Comments
<b>– CPI-B02</b> Delivery of capital works program	Target = $\geq 90\%$ Annual Budget  84%		This indicator measures actual spend (\$16.1m) against the Annual Budget (\$19.4m). Supply delays, sequencing delays and complex negotiations contributed to approximately \$3M of carry forwards.
<b>– CPI-B03</b> Compliance inspections after development completion notification, completed within 10 business days.	Target = 100%  94%		1 case did not meet the 10 business days due to timing of the inspection to accommodate the client.
<b>✓ CPI-B04</b> Compliance inspections completed within 5 business days of notification of alleged unlawful development	Target = 80% per annum  80%	NA – annual target	41 investigations into alleged breaches of development conditions and unauthorised development were undertaken in Quarters 3 and 4 with 33 of these inspections occurring within the timeframe and the target being met.
<b>✓ CPI-B05</b> Comparison of Council's Energy Usage (kWh) against previous financial year	Target = Less than previous FY 	1,900,000 1,850,000 1,800,000 1,750,000 1,700,000 1,650,000 1,862,144 kWh 1,738,556 kWh 2023/24 2024/25	The usage in 2023/24 was 1,862,144 KWh in comparison to 1,738,556 kWh in the 2024/25 financial year (approx. 7% variation).
<b>✓ CPI-B07</b> Operational tasks completed within the Civil Zone Maintenance Program	Target = $\geq 80\%$  80%		Civil Crews have completed 878 enquiries, and 1004 jobs through Confirm Maintenance Management System.
<b>✓ CPI-C01</b> Positive Ageing Wellbeing Score	Target = $\geq 7$  6.98		The wellbeing score is based on the responses of participants in a post event survey.
<b>– CPI-C02</b> Community Centre participants who feel better connected to others or community	Target = 85% per annum  81.5% Avg	NA – annual target	
<b>– CPI-C03</b> Community Centre participants who would use the knowledge/skills gained in the future	Target = 80% per annum  77% Avg	NA – annual target	
<b>✓ CPI-C04</b> Number of volunteer hours contributed to AHC programs each year	Target = $\geq 3,500$ per quarter  3,517		The Volunteering Program received 10 new enquiries, and 8 new volunteers were onboarded.

**Legend:**
✓ = Target Met or N/A
 – = Target not met
 ⊖ = N/A – can't be assessed  
 $\geq$  Greater than or equal     $\leq$  Less than or equal

# Performance Indicators

Indicator	Result	Trends	Comments
<b>✓ CPI-C05</b> Library visits per capita compared with Australian Library and Information Association (ALIA) Standards	Target = exceed the enhanced ALIA 4.8	NA - annual target	The result exceeds the ALIA standard of 4.5 library visits per capita.
<b>✓ CPI-C06</b> Library loans per capita compared with Australian Library and Information Association (ALIA) Standards	Target = exceed the enhanced ALIA 9.3	NA - annual target	The result exceed the ALIA standard of 7 library loans per capita.
<b>✓ CPI-C07</b> Attendance at programs, events and workshops at Fabrik Arts + Heritage Hub	Target = 8,000 per annum 10,100	NA - annual target	An average of 1,000 visitors per month attended Fabrik Arts + Heritage.
<b>✓ CPI-C08</b> Percent of available studio spaces occupied	Target = 50% per annum 90%	NA - annual target	The high occupancy rate reflects the success of flexible hire arrangements. Instead of 4 expected long-term tenants, 11 artists have used the studios for periods ranging from 4 weeks to 12 months, with some returning for additional tenancies.
<b>✓ CPI-C09</b> Number of events and programs celebrating cultural diversity	Target = 8 per annum 13	NA - annual target	A diverse program of cultural and community activities included African drumming and literary streaming, Asian textile and craft workshops, multicultural cooking for positive ageing, and inclusive initiatives across the community centres.
<b>✓ CPI-E03</b> Average number of days for Building Consents	Target = ≤ 20 Business Days 14.5		In Quarter 4, there were 92 building decisions with an average assessment time of 14.5 days and 75.8% of building decisions were issued within statutory timeframes.
<b>⊖ CPI-E04</b> Percent of new development application decisions upheld in Council/CAPs favour under appeal			No new appeals of CAP decisions were lodged during Quarter 4. There is one on-going appeal of CAP awaiting a Court Decision
<b>✓ CPI-E05</b> Percentage of Planning Consents completed within statutory timeframes	Target = ≥ 85% 88.6%		In Quarter 4 there were 201 Planning Consents granted of which 88.6% were issued within the statutory timeframes.

**Legend:** = Target Met or N/A = Target not met = N/A – can't be assessed

≥ Greater than or equal ≤ Less than or equal

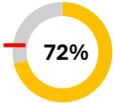
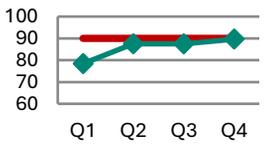
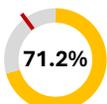
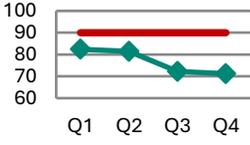
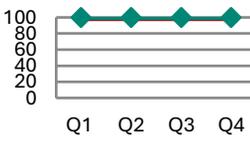
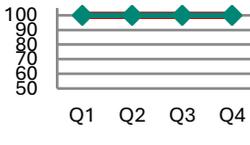
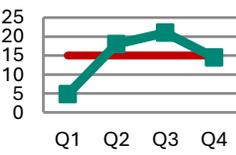
# Performance Indicators

Indicator	Result	Trends	Comments									
<b>✓ CPI-N01</b> Number of biodiversity sites monitored using the BushRAT methodology (actual vs planned)	Target = 60 NVMS sites per annum and 5 reserves	<table border="1"> <caption>Target vs Result Data</caption> <thead> <tr> <th>Category</th> <th>Target</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>NVMS sites</td> <td>60</td> <td>18</td> </tr> <tr> <td>Reserves</td> <td>5</td> <td>21</td> </tr> </tbody> </table>	Category	Target	Result	NVMS sites	60	18	Reserves	5	21	Staff hours normally allocated to NVMS assessments were re-directed to implementing the Urban Rivers and Catchments Program Grant for the Cox Creek Restoration Project.
Category	Target	Result										
NVMS sites	60	18										
Reserves	5	21										
<b>✓ CPI-N02</b> Weed control in biodiversity sites - no. of sites complete (actual vs planned)	Target = 31 sites per annum		Weed control was undertaken in a total of 152 sites across the Adelaide Hills Council region.									
<b>✓ CPI-N03</b> Percent of nuisance and litter queries resolved	Target = ≥ 90% 92%		Requests outstanding at the end of Quarter 4 included 10 nuisance complaints across the areas of Health, Quick Response, and Civil Services.									
<b>✓ CPI-N04</b> Percent of private properties inspected prior to bushfire season that comply with fuel load management requirements	Target = at least 90% per annum 99%	NA - annual target	AHC Regulatory Services inspected 17,526 properties during fire danger season. Of the properties inspected, 17,371 were found to be compliant prior to the season.									
<b>✓ CPI-N05</b> Tonnes of green organics collected on green organic days	Target = 50 Tonnes 357		2391 vehicles visited the 3 sites on 6 dates during the quarter.									
<b>✓ CPI-N06</b> Percentage change in tonnes of waste disposed to landfill compared to previous financial year	Target = Reduction in waste % per annum		The 2024/25 financial year resulted in a <b>0.69%</b> reduction in tonnes of waste sent to landfill compared to 2023/2024.									
<b>✓ CPI-N07</b> Number of community education actions delivered (actioned vs planned)	Target = 6 per annum 20		Community education actions were delivered at the Birdwood Farm Day, Uraidla Community Forum, ICAW library display Stirling, textile collection day with GISA and AHRWMA support, plus 5 educational Facebook posts.									
<b>⊖ CPI-O01</b> Number of lost time injuries	Target 0 per annum 4		4 injuries were recorded in quarters 1 and 2, with 0 recorded in quarters 3 and 4. Additional control measures include ergonomic upgrades i.e. engineered retractable tarp installation in some trucks to improve WHS practices.									
<b>⊖ CPI-O02</b> Customer Net Ease Score (NES)	Target = Score of 50 per annum 35+	NA - annual target	It is important to note that the new survey mechanism went live in January 2025. This result is from 401 survey responses since that time.									

Legend: **✓** = Target Met or N/A **⊖** = Target not met **⊖** = N/A – can't be assessed

≥ Greater than or equal ≤ Less than or equal

# Performance Indicators

Indicator	Result	Trends	Comments
- CPI-O03 Overall customer satisfaction	Target = 75% per annum  72%	NA - annual target	Overall customer satisfaction is 72%, from 401 survey responses since the new survey mechanism went live in January.
✓ CPI-O07 Decisions (Council Resolutions) considered in open Ordinary & Special Council meetings during reporting period	Target = 90%  89.6%	 Q1 Q2 Q3 Q4	Nil
- CPI-O08 Council member attendance at Ordinary & Special meetings	Target = 90%  71.2%	 Q1 Q2 Q3 Q4	This quarter there were 9 apologies and 13 leave of absences for Ordinary and Special Council meetings.
✓ CPI-O09 Freedom of Information (FOI) requests received, in progress, and completed within the legislated timeframe	Target = 100%  100%	 Q1 Q2 Q3 Q4	3 new FOIs received 6 FOIs completed Nil FOIs outstanding
✓ CPI-O10 FOI External reviews upholding Council's decisions	Target = 100%  100%	 Q1 Q2 Q3 Q4	Nil Freedom of Information Internal or External reviews for 2024-25 fourth quarter
✓ CPI-O11 Employee Turnover	Target = <15%  14.48%	 Q1 Q2 Q3 Q4	Administration is aware of the challenges in collating accurate data using current methodologies. A review is underway to improve the monitoring and reporting of employee turnover.

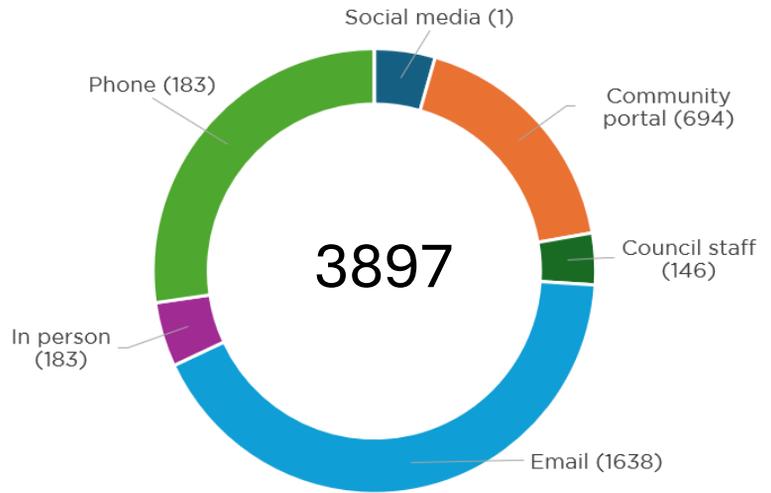
Legend: ✓ = Target Met or N/A    - = Target not met    ⚪ = N/A – can't be assessed

≥ Greater than or equal    ≤ Less than or equal

# Other performance metrics

Expiation Statistics	Volume
Parking	375
Animals	13
By-law	0
Local Nuisance	9
Fire Prevention	0
Public Health	15
Development & Building	24

## Volume of CRM cases created by source



## CRM Cases closed by Category

Category	Volume of cases					
	completed	1 day or less	2-5 days	6-10 days	11-20 days	over 20 days
Animals	336	49%	24%	10%	6%	11%
Buildings and Facilities	109	23%	28%	17%	12%	21%
Community Development	14	21%	21%	14%	21%	21%
Development	107	21%	14%	13%	15%	37%
Environment	17	18%	29%	18%	0%	35%
Events & Tourism	107	12%	10%	7%	29%	41%
Feedback	34	24%	21%	15%	3%	38%
Fences	2	50%	0%	0%	0%	50%
Fire	273	37%	44%	7%	7%	4%
General Enquiry	123	50%	24%	11%	5%	10%
Graffiti	16	63%	13%	13%	6%	6%
Grass & Vegetation	35	0%	0%	3%	0%	97%
Information Management	31	10%	16%	13%	3%	58%
Library	16	44%	44%	6%	6%	0%
Nuisance	178	31%	31%	10%	9%	19%
Parking	177	29%	29%	24%	14%	5%
Parks, Gardens & Ovals	66	8%	18%	15%	8%	52%
Rates	447	84%	11%	4%	1%	0%
Roads and Footpaths	366	17%	20%	13%	16%	34%
Signs	35	26%	9%	14%	17%	34%
Sport and Rec	5	0%	80%	20%	0%	0%
Trees	300	26%	13%	4%	5%	52%
Update Details	293	70%	25%	4%	0%	0%
Waste & Recycling	84	49%	18%	15%	7%	11%
	<b>3171</b>	<b>41%</b>	<b>22%</b>	<b>10%</b>	<b>8%</b>	<b>20%</b>

# Capital Works Program

The capital works program is on track with early budget spend in sync with expected delivery for this period. Quarter 4 works involve most of the tendering for the financial year allowing for construction through the remaining quarters.

## Highlights

- Footpath renewal program - complete
- Road patching in prep for seal - complete
- Court Resurfacing Program - complete
- Resheeting program - complete
- Montacute Road Bridge - complete
- Woodside Splash Park - complete
- Amy Gillet Bikeway - Asphalt complete, bridges under construction
- Fabrik 95% complete
- Fabrik Arts + Heritage - complete
- Plant and Fleet Program - complete
- Unsealed Road Program Complete
- 72 defibrillators installed
- Safety upgrades at Fox Creek and Basket Range Road - complete

## What's Next

- Uraidla Hall, Lobethal Senior Citizens, Bridgewater Institute Renewals
- AHTBC carpark and driveway
- Delivery of the 2025/26 Capital Works Program per the Annual Business Plan

## Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000	YTD Budget \$'000
Bridges	535	705
Buildings	945	1,415
Cemeteries	44	65
CWMS	186	154
Footpaths	662	775
Fleet	2,857	3,513
ICT	480	1,306
Kerbing	53	76
LRCIP	1,673	1,751
Other: Retaining Walls, St Furniture, Traffic Mgt	337	266
Plant & Equipment	29	40
Roads	6,675	7,062
Sport & Recreation	391	350
Stormwater	243	559
Project Management Costs	1,000	1,314
	<b>16,108</b>	<b>19,350</b>

# Financial Performance

## Overall Funding Statement as at 30 June 2025

Note: These figures are preliminary only. The fully reconciled figures will be presented to Council as part of the Budget Review report.

	YTD Actual	YTD Budget	YTD Variance	Annual Revised Budget
	\$'000	\$'000	\$'000	\$'000
<b>Total Operating Income</b>	63,784	61,670	● 2,114	61,670
<b>Total Operating Expenditure</b>	62,990	64,524	● 1,533	64,524
<b>Operating Surplus / (Deficit) before Capital</b>	795	(2,854)	● 3,648	(2,854)
<b>Capital Expenditure</b>	16,108	19,350	● 3,242	19,350
<b>Capital Income</b>	3,170	3,876	● (706)	3,876
<b>Net expenditure - Capital projects</b>	12,938	15,474	● 2,536	15,474
<b>Depreciation and amortisation</b>	14,144	13,441	● 704	13,441
<b>Net Lending / (Borrowing) Result for Year</b>	2,001	(4,887)	● 6,888	(4,888)

Adelaide Hills Council Operating Summary				
By Directorate				
as of June 2025				
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Annual Revised Budget \$'000s
<b>Income</b>				
CEO	19	37	● (17)	37
Community & Development	4,033	4,127	● (94)	4,127
Corporate Services	51,633	50,985	● 648	50,985
Environment & Infrastructure	8,100	6,522	● 1,578	6,522
<b>Income Total</b>	<b>63,784</b>	<b>61,670</b>	<b>● 2,114</b>	<b>61,670</b>
<b>Expenditure</b>				
CEO	3,242	3,257	● 15	3,257
Community & Development	12,100	12,970	● 870	12,970
Corporate Services	10,514	11,239	● 725	11,239
Environment & Infrastructure	37,134	37,058	● (76)	37,058
<b>Expenditure Total</b>	<b>62,990</b>	<b>64,524</b>	<b>● 1,533</b>	<b>64,524</b>
<b>Operating Surplus / (Deficit)</b>	<b>795</b>	<b>(2,854)</b>	<b>● 3,648</b>	<b>(2,854)</b>



More Information:

---



(08) 8408 0400



[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)



63 Mount Barker Road  
Stirling SA 5152



**Adelaide Hills**  
COUNCIL

---

# **Minutes of Committees**

---

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

---

**In Attendance****Members:**

Cr Malcolm Herrmann	Presiding Member
Cr Leith Mudge	Council Member
David Moffatt	Independent Member
Pamela Lee	Independent Member
Natalie Simmons	Independent Member

**In Attendance:**

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Director Corporate Services
Zoë Gill	Executive Governance Officer
Jade Ballantine	Director Environment and Infrastructure
Bruce Smith	Manager Financial Services
Lauren Jak	Minute Secretary

**Guests in Attendance:**

Michell Brenner	BDO Australia
-----------------	---------------

**1. COMMENCEMENT**

The meeting commenced at 6:01pm.

**1.1 Acknowledgement of Country**

Council acknowledges that we meet on the traditional Country of the Peramangk and Kurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.

**2. APOLOGIES/LEAVE OF ABSENCE****2.1 Apology**

Nil

**2.2 Leave of Absence**

Nil

**2.3 Absent**

Nil

---

Presiding Member \_\_\_\_\_ 20 October 2025

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

---

**3. MINUTES OF PREVIOUS MEETINGS**

**3.1 Audit and Risk Committee Meeting – 19 May 2025**

Moved Pamela Lee  
S/- David Moffatt

ARC35/25

**That the minutes of the Audit and Risk Committee meeting held on 19 May 2025, as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried Unanimously</b>
----------------------------

**4. PRESIDING MEMBER'S OPENING REMARKS**

The Presiding Member gave the following update to the Committee:

- Welcome to Natalie Simmons the committee's latest member. Natalie has been appointed until June 2029.
- Welcomed Cr Mudge to the Committee.
- Welcomed Jade Ballantine, Director Environment and Infrastructure.
- Noted that his and Cr Mudge's term of appointment expires 30 November 2025, which is after the three new Council members will have joined Council.
- A supplementary election will be held for one vacancy in Ranges Ward and two vacancies in Valleys Ward. Ballots will be posted on 26 August and voting closes on 22 September. There are six nominees for each Ward.
- Council has adopted the 2025/26 AB Plan and budget. There seemed to be very little adverse reaction to the 6.4% rate rise.
- The report of the Local Government Boundaries Commission is yet to be received.

**5. DELEGATION OF AUTHORITY**

The Audit and Risk Committee operates in accordance with the relevant sections of the Local Government Act 1999, and its Terms of Reference.

**6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT AND RISK COMMITTEE**

Nil

**7. PRESENTATIONS, ACTION REPORT & WORKPLAN**

**7.1 Interim Management Letter - BDO**

Moved Natalie Simmons  
S/- Leith Mudge

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

---

The Audit and Risk Committee resolves: ARC36/25

1. That the report be received and noted (item 7.1, 18 August 2025, Audit and Risk Committee meeting).
2. To note the communication received from BDO Audit from their interim visit relating to the 2024-25 Annual Financial Statement and Internal Financial Control Audits and the management responses to their findings from the interim audit, as contained in Appendix 1 (item 7.1, 18 August 2025, Audit and Risk Committee meeting).

<b>Carried Unanimously</b>
----------------------------

**7.2 Action Report and Work Plan Update**

Moved Leith Mudge  
S/- David Moffatt

The Audit and Risk Committee resolves: ARC37/25

1. To receive and note the Action Report and Work Plan Update Report (item 7.2, 18 August 2025, Audit and Risk Committee meeting).
2. To note the 2025 Action Report, August 2025, in Appendix 1 (item 7.2, 18 August 2025, Audit and Risk Committee meeting).
3. To adopt the 2025 Work Plan and Reporting Schedule in Appendix 2 (item 7.2, 18 August 2025, Audit and Risk Committee meeting).

<b>Carried Unanimously</b>
----------------------------

**8. OFFICER REPORTS – DECISION ITEMS**

**8.1 Quarterly Risk Management Report**

Moved Pamela Lee  
S/- Natalie Simmons

ARC38/25

The Audit and Risk Committee resolves:

1. To receive and note the Quarterly Risk Management Report (item 8.1, 18 August 2025, Audit and Risk committee meeting).
2. After discussion, to endorse the Quarterly Risk Management Report (item 8.1, 18 August 2025, Audit and Risk committee meeting).

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

3. To receive and note the draft Strategic Risks in Appendix 1 and separately distributed Project Risks (item 8.1, 18 August 2025, Audit and Risk committee meeting).
4. After review and evaluation, to recommend for the risks to be finalised and provided to Council for information (item 8.1, 18 August 2025, Audit and Risk committee meeting).
5. To note the Incomplete Actions from Old Strategic Risks in Appendix 2 (item 8.1, 18 August 2025, Audit and Risk committee meeting), which Administration will either close, if no longer relevant or achievable, or incorporate into an operational risk.

<b>Carried Unanimously</b>
----------------------------

## 8.2 Placement of Councils Insurance Portfolio 2025-2026

Moved Pamela Lee  
S/- Leith Mudge

ARC39/25

The Audit and Risk Committee resolves:

1. To receive and note the Placement of Council's Insurance Portfolio 2025-2026 Report through Local Government Risk Services (item 8.2, 18 August 2025, Audit and Risk Committee meeting).
2. To note a 3.5% average increase in premium for Council's insurance portfolio to \$1.925M (item 8.2, 19 May 2025, Audit and Risk Committee meeting).
3. To note LGRS have advised LG Income Protection Fund remains unchanged from FY2025 (item 8.2, 18 August 2025, Audit and Risk Committee meeting).
4. To note the Un-Insured Roadside Stallholders insurance is not required for FY2025-26 as the stall holders are required by Council to have public liability insurance (item 8.2, 18 August 2025, Audit and Risk Committee meeting).

<b>Carried Unanimously</b>
----------------------------

## 8.3 Review of Public Interest Disclosure Policy and Procedure

Moved Natalie Simmons  
S/- Pamela Lee

ARC40/25

The Audit and Risk Committee resolves:

1. That the report on the Review of Public Interest Disclosure Policy be received and noted (item 8.3, 18 August 2025, Audit and Risk committee meeting).
2. To note no substantive changes to legislation or internal procedures to the management of public interest disclosures and only minor amendments have been included in the policy

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

3. To recommend to Council that with an effective date of 1 September 2025, to revoke the 27 April 2021 Public Interest Disclosure Policy and to adopt the 26 August 2025 Public Interest Disclosure Policy as per Appendix 2 (item 8.3, 18 August 2025, Audit and Risk committee meeting), with the following change:
  - 7.1.1.4 - replace 'on a regular basis' to 'at least once every three years'
4. To note the proposed amendments to the Public Interest Disclosure Procedure as per Appendix 3, which will be approved by the CEO (item 8.3, 18 August 2025, Audit and Risk committee meeting), with the following change:
  - 5.2.1.4 - replace 'on a regular basis' to 'at least once every three years'

<b>Carried Unanimously</b>
----------------------------

#### **8.4 Fees and Charges Policy**

Moved Leith Mudge  
S/- Pamela Lee

ARC41/25

The Audit and Risk Committee resolves:

1. To receive and note the report (item 8.4, 18 August 2025, Audit and Risk committee meeting).
2. To recommend to Council that it adopt the draft Fees and Charges policy at Appendix 1 (item 8.4, 18 August 2025, Audit and Risk committee meeting), with the following modified definition of Financial Hardship in 4.1.2:
  - 4.1.2 - Financial Hardship means an individual or group that does not have the capacity to pay Council a fee or charge:
    - a. For an individual: without causing significant detriment to their basic living or operating needs (such as food, housing, medical care and education); or
    - b. For a group: without causing a material and adverse impact on an organisation's financial viability.

<b>Carried Unanimously</b>
----------------------------

#### **8.5 Community Loans Policy**

Moved Pamela Lee  
S/- Natalie Simmons

ARC42/25

The Audit and Risk Committee resolves:

1. To receive and note the report (item 8.5, 18 August 2025, Audit and Risk committee meeting).

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

2. To recommend to Council that it adopt the draft Community Loans policy at Appendix 1 (item 8.5, 18 August 2025, Audit and Risk committee meeting), incorporating changes:
- 4.2 dot point 10 – Add ‘in accordance with the signed agreement including repayment schedule executed under SEAL’
  - 4.2 dot point 14 – amend to ‘approved by the Community Group’s management committee’ and remove text in brackets

<b>Carried Unanimously</b>
----------------------------

**8.6 Asset Accounting Policy**

Moved Leith Mudge  
S/- David Moffatt

ARC43/25

The Audit and Risk Committee resolves:

1. That the report on the Asset Accounting Policy be received and noted (item 8.6, 18 August 2025, Audit and Risk committee meeting).
2. To provide feedback to the Administration on the Asset Accounting Policy (item 8.6, 18 August 2025, Audit and Risk committee meeting).
3. To note that after consideration of the feedback and incorporation thereof into the Asset Accounting Policy, the Policy will be presented to Council for adoption (item 8.6, 18 August 2025, Audit and Risk committee meeting).

<b>Carried Unanimously</b>
----------------------------

**8.7 Director Corporate Services Update**

Moved Pamela Lee  
S/- Natalie Simmons

ARC44/25

The Audit and Risk Committee resolves:

1. That the report encompassing the Director Corporate Services Update be received and noted (item 8.7, 18 August 2025, Audit and Risk Committee meeting).

<b>Carried Unanimously</b>
----------------------------

**8.8 End of Financial Year Update**

Moved Leith Mudge

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

S/- David Moffatt

ARC45/25

The Audit and Risk Committee resolves:

1. To note the 2024-25 preliminary financial position as presented (item 8.8, 18 August 2025, Audit and Risk Committee meeting). which include:
  - 1.1 Total operating income of \$63.784m (budget \$61.698m)
  - 1.2 Total operating expenditure of \$62.989m (budget \$64.551m)
  - 1.3 An operating surplus of \$795k (budget \$2.853m deficit)
    - 1.3.1 That this represents an operating surplus ratio of 1.25% (noting the target ration of 1-5%)
  - 1.4 Capital works program expenditure of \$16.108 (budget of \$19.350m)
2. To note the results presented are subject to external audit review and are subject to change (item 8.8, 18 August 2025, Audit and Risk Committee meeting).
3. To note the Strategic Initiatives carry forward update in Appendix 1 (item 8.8, 18 August 2025, Audit and Risk Committee meeting).
4. To note the Capital Projects carry forwards (item 8.8, 18 August 2025, Audit and Risk Committee meeting).
5. To note the operational carry forwards update in appendix 2 (item 8.8, 18 August 2025, Audit and Risk Committee meeting).

<b>Carried Unanimously</b>
----------------------------

**8.9 Debtors Report**

Moved David Moffatt

S/- Natalie Simmons

ARC46/25

The Audit and Risk Committee resolves:

1. That the report be received and noted (item 8.9, 18 August 2025, Audit and Risk committee meeting).

<b>Carried Unanimously</b>
----------------------------

**8.10 Quarterly Council Performance Report – Q4**

Moved Natalie Simmons

S/- Pamela Lee

ARC47/25

The Audit and Risk Committee resolves:

1. That the report on the Quarterly Council Performance Report – Q4 2024-25 be received and noted (item 8.10, 18 August 2025, Audit and Risk Committee meeting).

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE  
MINUTES OF MEETING  
MONDAY 18 AUGUST 2025  
63 MT BARKER ROAD STIRLING**

---

<b>Carried Unanimously</b>
----------------------------

**9. QUESTIONS WITHOUT NOTICE**

Nil

**10. CONFIDENTIAL ITEMS**

Nil

**11. NEXT MEETING**

The next ordinary meeting of the Audit and Risk Committee will be held on Monday 20 October 2025 from 6.00pm at 63 Mt Barker Road, Stirling.

**12. CLOSE MEETING**

The meeting closed at 8:23pm.