



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Acting Mayor Nathan Daniell

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Richard Gladigau
Councillor Chris Grant
Councillor Malcolm Herrmann
Councillor Lucy Huxter
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Alex Trescowthick
Councillor Lisa Clare Woolcock

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 11 November 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.

Greg Georgopoulos
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 11 November 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 Kaurna 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

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 28 October 2025

That the minutes of the ordinary meeting held on 28 October 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

- 9.1 Presentation by the Adelaide Hills Region Waste Management Authority (AHRWMA) on the AHRWMA Annual Report 2024-25

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

- 11.1. Amy Gillett Bikeway Final Stage (Cr Malcolm Herrmann)
1. *That the CEO investigates and provides a report to Council by 31 March 2026 on the feasibility of completing the Amy Gillett Bikeway from Onkaparinga Valley Road to Randell Road Birdwood; the report to examine, inter alia, design, vegetation clearance, cost of construction, responsibility for and cost of maintenance, tourism possibilities, possible funding sources and any implications of not proceeding with the extension.*

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Boundary Change Committee Membership Appointments

Decision 1 (required if one candidate per position indicates intention to nominate)

1. *That the Boundary Change Committee Membership Appointments report be received and noted.*
2. *To appoint _____, _____, _____, _____, _____ as members of the Boundary Change Committee from 1 December 2025 until the conclusion of the Council term.*

Decision 2 (required if more than one candidate per position indicates intention to nominate)

1. *To determine that the method of selecting the Boundary Change Committee Members be by an indicative vote to determine the preferred persons for the five (5) positions utilising the process set out in this Agenda report.*
2. *To adjourn the Council meeting for the purpose of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Boundary Change Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared.*

Decision 3 (required if meeting adjourned)

1. To appoint _____,
_____, _____
as members of the Boundary Change Committee from 1 December 2025
until the conclusion of the Council term.

12.2. Boundary Change Committee Presiding Member Appointment

Decision 1 (if there is only one nominee for Presiding member)

1. That the Boundary Change Committee –Presiding Member Appointments report be received and noted.
2. To appoint _____ to the position of Boundary Change Committee Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.

Decision 2 (required if more than one candidate indicates intention to nominate)

1. To determine that the method of selecting the Boundary Change Committee Presiding Member be by an indicative vote to determine the preferred person for the position utilising the process set out in this Agenda report.
2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Boundary Change Presiding Member role and for the meeting to resume once the results of the indicative vote have been declared.

Option 3 (required if meeting adjourned)

1. To appoint _____ to the position of Boundary Change Committee Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.

12.3. Audit and Risk Committee Council Member Appointments

Decision 1 (required if one candidate per position indicates intention to nominate)

1. That the report be received and noted.
2. To appoint _____ and _____ as members of the Audit and Risk Committee from 1 December 2025 until the conclusion of the Council term.

Decision 2 (required if more than one candidate per position indicates intention to nominate)

1. That the report be received and noted
2. To determine that the method of selecting the Audit and Risk Committee Member to be by an indicative vote to determine the preferred persons for the two (2) Council Member positions utilising the process set out in this Agenda report.
3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred Council members for the Audit and Risk Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Decision 3 (required if meeting adjourned)

1. To appoint _____ and _____ as members of the Audit and Risk Committee from 1 December 2025 until the conclusion of the Council term.

12.4. Audit and Risk Committee Presiding Member Appointment

1. That the report be received and noted.
2. To appoint _____ as Presiding Member of the Audit and Risk Committee from 1 December 2025 for a _____ year term.

12.5. Gumeracha Opportunity Shop Service Review Consultation

1. That the Gumeracha Opportunity Shop Service Review Consultation report 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 as a Council-run program, noting the findings and recommendations in the Service Review in Appendix 1, including that there are strategic, operational and financial challenges in continuing to provide this service.
4. That Council requests Administration to undertake an Expression of Interest (EOI) process with a focus on identifying a community-based group to assume the operations of the Opportunity Shop or establish another community offering via a property lease agreement with Council.
5. That following the EOI process, the Administration will provide a report to Council recommending a community-based group to assume operations at the site.
6. To note that the Opportunity Shop will continue to be run by Council until an alternative group has been identified to take over the operations of the Opportunity Shop or deliver an alternative offering.
7. To note that current volunteers and stakeholders will be promptly notified of this resolution, and that volunteers will be appropriately recognised and supported throughout any transition period.

12.6. CEO Performance Review Panel Terms of Reference Review

1. That the CEO Performance Review Panel Terms of Reference review report be received and noted.
2. To note resolution 316/24 of the 27 August 2024 Council meeting.
3. To adopt the amended Draft CEO Performance Review Panel Terms of Reference, in Appendix 2, with an effective date of 14 November 2025.
4. To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the proposed policy.

12.7. Appointment of CEO Performance Review Panel Committee Members

Decision 1

1. That the report be received and noted
2. To amend Cr Adrian Cheater and Cr Kirsty Parkins membership terms on the CEO Performance Review Panel to conclude on the 30 November 2025.

Decision 2 (required if one candidate per position indicates intention to nominate)

1. To appoint _____, _____,
_____ as members of the CEO Performance Review Panel
from 1 December 2025 until the conclusion of the Council term.

Decision 3 (required if more than one candidate per position indicates intention to nominate)

1. To determine that the method of selecting the CEO Performance Review Panel Member to be by an indicative vote to determine the preferred persons for the three (3) Council Member positions utilising the process set out in this Agenda report.
2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred Council members for the CEO Performance Review Panel Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Decision 4 (required if meeting adjourned)

1. To appoint _____, _____,
_____ as members of the CEO Performance Review Panel
from 1 December 2025 until the conclusion of the Council term.

12.8. Appointment of the CEO Performance Review Panel Presiding Member

Decision 1 (required if one candidate indicates intention to nominate)

1. To appoint _____ to the position of CEO Performance Review Panel Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.

Decision 2 (required if more than one candidate indicates intention to nominate)

1. To determine that the method of selecting the CEO Performance Review Panel Presiding Member be by an indicative vote to determine the preferred person for the position utilising the process set out in this Agenda report.
2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the CEO Performance Review Panel Presiding Member role and for the meeting to resume once the results of the indicative vote have been declared.

Option 3 (required if meeting adjourned)

1. To appoint _____ to the position of CEO Performance Review Panel Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.

12.9. Recruitment of an Independent Member of the CEO Performance Review Panel

Decision 1 (required if one candidate per position indicates intention to nominate)

1. That the report be received and noted.
2. To undertake a recruitment process for the selection of one Independent Member for the CEO Performance Review Panel.

3. To appoint _____, _____ and the Director of Corporate Services (and/or delegates) as members of the CEO Performance Review Panel Independent Member Selection Panel.

Decision 2 (required if more than one candidate per position indicates intention to nominate)

1. That the report be received and noted
2. To undertake a recruitment process for the selection of one Independent Member for the CEO Performance Review Panel.
3. To determine that the method of selecting the CEO Performance Review Panel Independent Member Selection Panel be by an indicative vote to determine the preferred person(s) utilising the process set out in this Agenda report.
4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for CEO Performance Review Panel Independent Member Selection Panel and for the meeting to resume once the results of the indicative voting has been declared.

Decision 3 (required if meeting adjourned)

1. To appoint _____, _____ and the Director of Corporate Services (and/or delegates) as members of the CEO Performance Review Panel Independent Member Selection Panel.

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

13.1 Council Quarterly Performance Report – Q1 2025-26

1. That the Council Quarterly Performance Report – Q1 2025-26 be received and noted.

14. CORRESPONDENCE FOR NOTING

- 14.1. Letter from the City of Victor Harbour regarding the request for advocacy support on local government reform
- 14.2. Minutes from the Gawler River Floodplain Management Authority Board meeting on 16 October 2025
- 14.3. Letter from the Electoral Commission of South Australia regarding the outcome of the Elector Representation Review.

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 Committee
Nil
- 18.3. CEO Performance Review Panel
Nil
- 18.4. Boundary Change Committee
Nil

19. CONFIDENTIAL ITEMS

Nil

20. NEXT MEETING

Tuesday 25 November 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
JANUARY 2025			
Wednesday 15 January	CAP	Stirling	TBA
Tuesday 28 January	Ordinary Council	Stirling	Skye Ludzay
FEBRUARY 2025			
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
MARCH 2025			
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
APRIL 2025			
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
MAY 2025			
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
JUNE 2025			
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
JULY 2025			
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
AUGUST 2025			
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 27 August	CEO PRP	Stirling	Zoë Gill
SEPTEMBER 2025			
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
OCTOBER 2025			
Tuesday 7 October (Public Holiday)	Workshop	Woodside	N/A
Wednesday 8 October	CAP	Stirling	TBA
Tuesday 14 October	Ordinary Council	Stirling	Skye Ludzay
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	Skye Ludzay
NOVEMBER 2025			
Monday 3 November	Workshop	Woodside	N/A
Tuesday 11 November	Ordinary Council	Stirling	Georgie McKeon
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
DECEMBER 2025			
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	
1 Sep 25 (WS)	LOA	AP	F	F	F		AP	AP		F	F	AP	
16 Sep 25 (WS)	A	AP	F	F	F		F	AP		F	F	AP	

Meeting Date	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Richard Gladigau	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Leith Mudge	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Alex Trescowthick	Cr Lisa Woolcock	-
7 Oct 25 (WS)	F	F	F	F	F	P	F	F	A	LOA	F	F	
21 Oct 25 (PD)	F	F	F	F	F	AP	F	F	F	F	F	F	
3 Oct 25 (WS)	F	A	F	F	AP	F	F	F	A	F	AP	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 Aug 25	LOA	F	F	F	F		F	F		F	F	LOA	
12 Aug 25	LOA	LOA	F	F	F		F	F		F	F	F	
26 Aug 25	LOA	LOA	F	F	F		F	F		F	F	F	
9 Sept 25	LOA	AP	F	F	F		F	F		F	F	AP	
23 Sept 25		AP	F	F	F		F	F		F	F	F	

Meeting Date	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Richard Gladigau	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Leith Mudge	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Alex Trescowthick	Cr Lisa Clare Woolcock	-
14 Oct 2025	F	F	F	F	F	P	F	LOA	F	LOA	F	F	
28 Oct 2025	F	F	F	F	F	F	F	F	F	AP	P	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 ☐

Audit Committee ☐

Special Council ☐

Boundary Change Committee ☐

CEO Performance Review Panel ☐

Other: _____ ☐

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

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 deputy 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

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.

Motions on Notice

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Amy Gillett Bikeway Final Stage

1. MOTION

I move that:

- 1. That the CEO investigates and provides a report to Council by 31 March 2026 on the feasibility of completing the Amy Gillett Bikeway from Onkaparinga Valley Road to Randell Road Birdwood; the report to examine, inter alia, design, vegetation clearance, cost of construction, responsibility for and cost of maintenance, tourism possibilities, possible funding sources and any implications of not proceeding with the extension.**

2. BACKGROUND

Council has completed the second last stage of the Amy Gillett Bikeway from Mount Torrens to Birdwood. The official opening will take place later this week on Thursday 13 November 2025.

The District Council of Barossa has advised that it has provided funds in its 2025/26 budget to construct a three (3) km shared use path from Mount Pleasant to Randall Road (the Council boundary.) In addition, it was successful in obtaining a grant under the State Bicycle Fund program to supplement its own funds. The path will generally follow the disused railway corridor.

The Editorial column in the Courier on 5 Jul 2023 reported that the project extension was to be completed in December 2021, but history has shown that investigating and liaising with government departments, principally DIT, can take an extended time due to complexities of such a project and sourcing of funds. The opening date is almost five (5) years after the initial estimate. Clearly there is a long lead time to get all the approvals, both construction and funding, in place. The motion suggests that Council initiate an investigation now rather than have a repeat of the last process.

This section, a distance of 8.4km, 4.6km of which is located within Adelaide Hills Council, is shorter than the recently completed section. It has three (3) council road crossings - Blocks Lane, (one house-unsealed), McQueen Lane (one house - unsealed) and Blocks Road (sealed) which services a number of dwellings). In addition, there is rail bridge over Blumberg Creek (near Blocks Road) which has all the concrete side walls, but no decking and a large culvert pipe to allow waters of Stoney Creek near Randell Road to pass. This should require little, if any, work to bring it up to a usable standard.

There is also a short section (460m) of undefined Amy Gillett Bikeway along Station Road Woodside. Following the recent application for a ninety-nine-year lease with DIT, this section can now be formally planned, consulted and developed as a funding proposal also.

Council has not yet adopted its Long-Term Financial Plan. If the project is to proceed, provision for funding could be incorporated sometime in the future. As the corridor is owned by the State Government, any costs associated with the project would be classified as an Operating expense, rather than Capital expense.

The Amy Gillett shared use path forms part of a strategic plan for a wine trail from the Clare Valley, through the Barossa region, the Adelaide Hills council and eventually through to the southern wine regions.

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

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 – Your Place, Your Space

Goal	Built Form and Economy
Objective 3	Develop and maintain infrastructure to support livability and sustainable economic activity.
Priority 3.1	Continue to pursue co-funding for community infrastructure and road safety improvement projects.

- | | |
|--------------|--|
| Priority 3.5 | Prioritise planning for new footpath, trail and cycling infrastructure where it will foster better health, wellbeing, economic and transport outcomes. |
| Objective 5 | Promote sustainable prosperity by supporting tourism, creative industries, primary production and vibrant townships. |
| Priority 5.1 | Explore opportunities to support the growth of eco-tourism in the Adelaide Hills. |

Trails and Cycling Routes Management Policy

Support Tourism and economic development within the Adelaide Hills Region.

Foster community involvement and stewardship of trails and cycle routes

This motion is directly aligned with Councils current policy position and strategic plan priorities.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

There are no risk management implications related to providing a feasibility report. There are many risk implications associated with completing the Amy Gillett Bikeway from Onkaparinga Valley Road to Randell Road Birdwood and these will be examined in depth through the feasibility report.

➤ **Financial and Resource Implications**

There are no financial or resource implications with preparing a feasibility report as this can be completed utilising current staff resourcing.

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

There has been substantial community interest in the ongoing development of the Amy Gillett Bikeway, and a feasibility report will allow Council to make informed decisions regarding completing the Amy Gillett Bikeway from Onkaparinga Valley Road to Randell Road Birdwood.

➤ **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: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

4. ANALYSIS

This motion particularly aligns with priority 3.5 of the *Strategic Plan 2024 – Your Place, Your Space*:

Prioritise planning for new footpath, trail and cycling infrastructure where it will foster better health, wellbeing, economic and transport outcomes.

Producing a feasibility report signals Councils commitment to Priority 3.5, with planning beginning without delay after the finalisation of Stage 4 of the Amy Gillett Bikeway. Should the report be delivered to Council by end of March 2026, this will allow provision to be made in Councils Long Term Financial Plan should the completion be approved by Council.

Should the motion be carried there is no impediment to Council producing a report into the feasibility of completing the Amy Gillett Bikeway from Onkaparinga Valley Road to Randell Road Birdwood which examines, inter alia, design, vegetation clearance, cost of construction, responsibility for and cost of maintenance, tourism possibilities, possible funding sources and any implications of not proceeding with the extension.

5. APPENDICES

- (1) Mount Barker Courier editorial 5 July 2023
- (2) Map of the completed AG Bike way from Mount Torrens to Birdwood
- (3) Map showing the disused rail corridor from Birdwood to Randell Road (Council Boundary)

Appendix 1

Mount Barker Courier editorial 5 July 2023



Courier

The Courier - delivered to your home or online.
Visit courier.net.au or contact your local newsagent.

Bikeway deadline

JOSEPH MOORE

The State Government has less than three months to commit to progressing the delayed fourth stage extension of the Amy Gillett Bikeway or risk losing Federal funding, according to the Adelaide Hills Council.

At a council meeting last month, Councillor Malcolm Herrmann asked for an update on the status of the bikeway's extension from Mt Torrens to Birdwood.

The extension was originally due to be completed in December 2021, but works have yet to begin despite the former Federal Coalition Government allocating \$2.5m to the project.

The council had previously allocated \$100,000 to the project, with the cumulative \$2.6m believed to now only be sufficient for part of the works, due to the rising cost of labor and materials.

Council acting chief executive David Waters told the council that meetings had been held between council staff and the Transport Minister Tom Koutsantonis, in addition to Department for Infrastructure and Transport (DIT) executives and staff.

"Two levels of Government have made funding commitments and are very keen to see this project proceed," Mr Waters said.

"We were hoping ... to see something in the State Budget, which was handed down just a couple of weeks ago.

"Unfortunately there was nothing in there for the Amy Gillett Bikeway."

But Mr Waters said DIT had advised the council it was looking into existing "funding programs" for "facilitating cycling as a form of transport".

"We do have a very firm deadline from Canberra of (October 28)," he said.

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Appendix 2

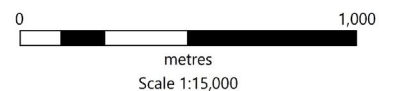
*Map of the completed AG Bike way from Mount Torrens to
Birdwood*

AMY GILLETT BIKEWAY



LEGEND

- Amy Gillett Bikeway / Path Stage 4
Mt. Torrens to Birdwood
 - Amy Gillett Bikeway / Path
Oakbank to Mt. Torrens
 - Main (SA Govt.) Roads
 - Sealed (Bituminised) Roads
 - Unsealed (Dirt) Roads
- Rivers by Size
 - River
 - Creeks
 - Streams
 - Property Boundaries



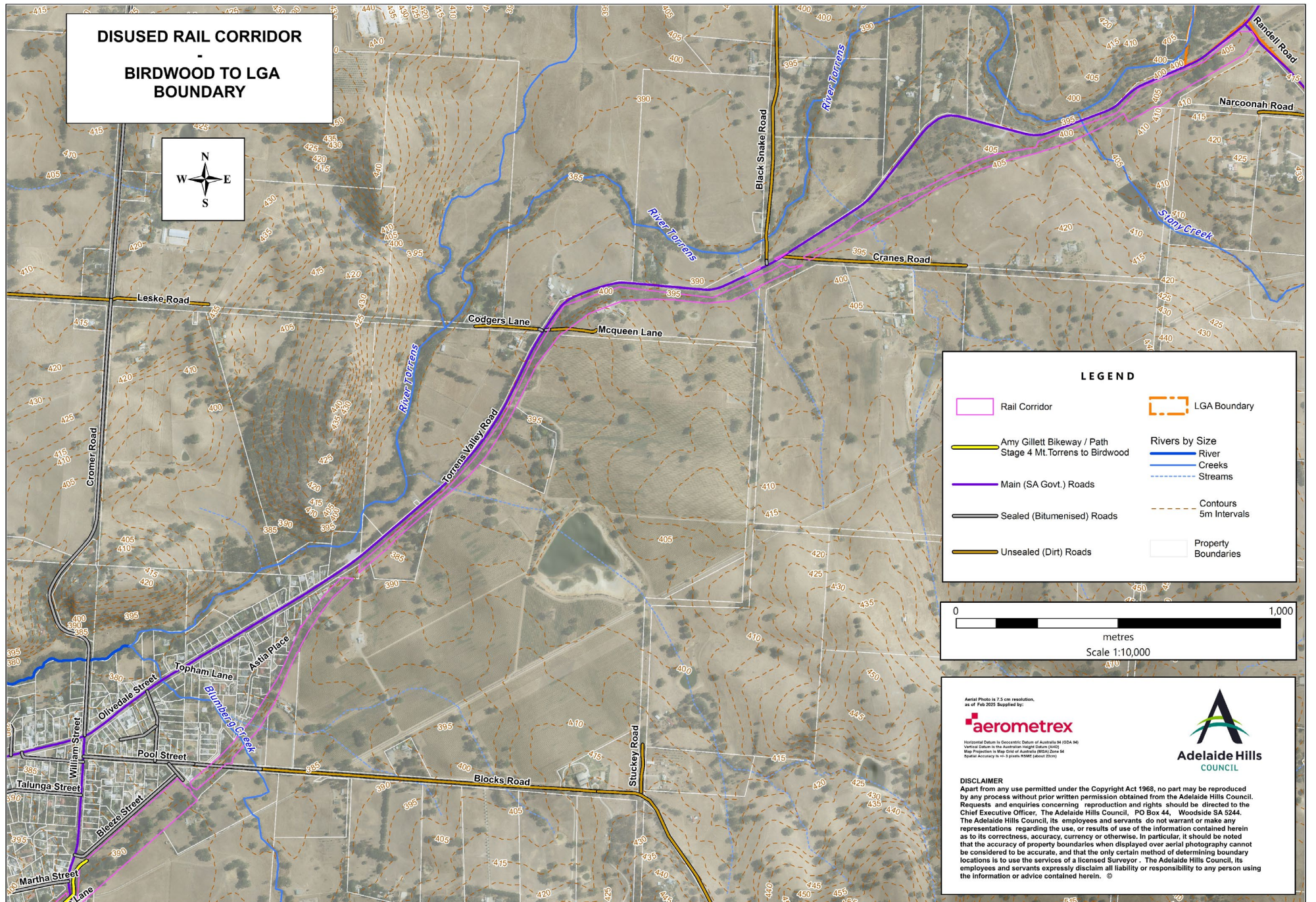
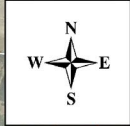
Aerial Photo is 7.5 cm resolution,
as of Feb 2025 supplied by:
aerometrex
Horizontal Datum is Geocentric Datum of Australia 1984 (GDA 84)
Vertical Datum is the Australian Height Datum (AHD)
Map Projection is Map Grid of Australia (MGA Zone 54)
Spatial Accuracy is +/- 3 metres (RMSE) (ground distance)

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Appendix 3

*Map showing the disused rail corridor from Birdwood to
Randell Road (Council Boundary)*

DISUSED RAIL CORRIDOR - BIRDWOOD TO LGA BOUNDARY



LEGEND

- | | |
|---|--------------------------|
| Rail Corridor | LGA Boundary |
| Amy Gillett Bikeway / Path
Stage 4 Mt. Torrens to Birdwood | Rivers by Size |
| Main (SA Govt.) Roads | River |
| Sealed (Bitumenised) Roads | Creeks |
| Unsealed (Dirt) Roads | Streams |
| | Contours
5m Intervals |
| | Property
Boundaries |

0 1,000
metres
Scale 1:10,000

Aerial Photo is 7.5 cm resolution,
as of Feb 2025. Supplied by:
aerometrex
Horizontal Datum is Geocentric Datum of Australia 84 (GDA 84)
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Administration Reports Decision Items

Item:	12. 1
Responsible Officer:	Zoe Gill Executive Governance Officer Office of the Chief Executive
Subject:	Boundary Change Committee Membership Appointments
For:	Decision

2. To adjourn the Council meeting for the purpose of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Boundary Change Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Decision 3 *(required if meeting adjourned)*

Council resolves:

- 3. To appoint _____ , _____ , _____ ,
_____, _____ , as members of the Boundary Change
Committee from 1 December 2025 until the conclusion of the Council term.**

1. BACKGROUND

The Terms of Reference for the Committee requires a membership of five (5) elected members:

5. MEMBERSHIP

- 5.1 The Committee will comprise five (5) members of Council.
- 5.2 All members of the Committee will generally be appointed by the Council for a period of three (3) years but will expire at each periodic local government election.
- 5.3 In considering appointments to the Committee, Council should give consideration to:
 - 5.3.1 The diversity of the membership
 - 5.3.2 Whether the Elected Member has a real or perceived conflict of interest in relation to the boundary change proposal
 - 5.3.3 Whether the Elected Member has a sound understanding of provisions of Chapter 3, Part 2 of the Act and the details of the boundary change proposal.
- 5.4 Members of the Committee are eligible for reappointment at the expiration of their term of office.
- 5.5 The Committee may be assisted by independent advisors that the Committee may determine from time to time.

The Boundary Change Committee currently comprises:

- Cr Mark Osterstock (Presiding Member)
- Acting Mayor Nathan Daniell
- Cr Kirsty Parkin
- Cr Chris Grant
- Cr Leith Mudge

All positions are due to expire on 30 November 2025.

At its 29 November 2022 Council meeting, Council appointed Cr Leith Mudge, Cr Mark Osterstock, and Cr Kirsty Parkin as members for a 36-month term to commence 30 November 2022 and conclude on 30 November 2025 (inclusive). Cr Daniell was a member as a result of his role as Deputy Mayor:

12.7.1 Boundary Change Committee - Council Member and Presiding Member Appointment

Moved Cr Malcolm Herrmann

S/- Cr Nathan Daniell

304/22

- 1. To appoint Council Members Cr Leith Mudge, Cr Mark Osterstock and Cr Kirsty Parkin as members of the Boundary Change Committee for a 36 month term to commence 30 November 2022 and conclude on 30 November 2025 (inclusive).**
- 2. To appoint Cr Mark Osterstock to the position of Boundary Change Committee Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).**

carried

On 19 December 2023 Cr Grant was appointed as a member of the Committee commencing 19 December and concluding on 30 November 2025:

DECISION 2

Moved Cr Leith Mudge

S/- Cr Kirrilee Boyd

329/23

- 5. To appoint Cr Chris Grant to the position of Boundary Change Committee Member, effective forthwith and concluding on 30 November 2025.**

Carried Unanimously

At the 13 August 2024 Council Meeting, under a previous Terms of Reference, Council appointed Cr Nathan Daniell as a member of the Committee to commence from that date and conclude on 30 November 2025 (inclusive):

Moved Cr Mark Osterstock

S/- Cr Melanie Selwood

278/24

That notwithstanding the Boundary Change Committee Terms of Reference [Appendix 1], effective forthwith, Council appoints Councillor Nathan Daniell to the committee, in place of the Deputy Mayor Melanie Selwood for the period up to and including 30 November 2025.

8:32pm Cr Louise Pascale left the meeting room.

Carried Cr Selwood voted in favour of the item

2. ANALYSIS

- **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

Strategic Plan 2024 – Your Place, Your Space

Goal 4	Organisation
Objective 02	Operate with integrity using best practice governance processes
Priority 02.01	Demonstrate accountable and transparent decision making

➤ **Legal Implications**

Section 41 of the *Local Government Act 1999* (the Act) outlines the process for establishing council committees. These committees may be formed to assist Council in performing its functions, to inquire into matters, to provide advice, or to exercise delegated powers, functions, and duties. The Boundary Change Committee is established as a Section 41 Committee.

Section 74 of the Act outlines provisions for General Conflicts of Interest, where it could be considered that a Council Member's private interests could conflict with their public duty. Members seeking appointment should consider declaring any general conflict and act in accordance with Section 75B.

Section 75 of the Act addresses Material Conflicts of Interest. 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. Members should declare any material conflict and act in accordance with Section 75C.

➤ **Risk Management Implications**

The Council's consideration of membership of the Boundary Change Committee will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

An Independent Remuneration Tribunal has jurisdiction under section 76 of the Act to determine the allowances payable to council members. The Tribunal determines the annual allowance for councillors, principal members, deputy mayor, prescribed and non-prescribed committee presiding members and travel time allowances with the applicable determination of this term of council being *Determination 2 of 2022 – Allowances for Members of Local Government Councils*.

A prescribed committee is 'a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assist council or provides advice to the council.' The Boundary Change Committee is deemed a prescribed committee.

There is no allowance payment for Council Members who are members of Council Committees, aside from the Presiding Member (which is discussed in a separate report in this agenda).

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not applicable.

➤ **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**

Boundary Change Committee Membership

As identified in the Background section above, the discretionary Council Member membership of the Boundary Change Committee is limited to four (5) Council Members.

Clause 5.2 provides that members of the Committee will generally be appointed for a period of three (3) years but will expire at each periodic local government election.

Clause 5.3 of the Boundary Change Committee TOR provides that it is desirable for the Council Members to be appointed to the Committee to have a sound understanding of the provisions of Chapter 3, Part 2 of the Act, and the Campbelltown City Council Woodforde/Rostrevor boundary change proposal.

Indicative Voting Process for Determining Council Appointed Positions

It is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person for the positions of Boundary Change Committee Members.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session for the purposes of s90A and the *Information or Briefing Sessions Policy* (the 'Policy'). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Mayor enquires as to how many members intend to nominate for the position of Committee Member;
2. if only five (5) elected members indicate their candidacy, those members will declare a material conflict of interest and leave the meeting, whilst the Mayor invites a motion to appoint those members to the positions (Decision 1);
3. the meeting will then deal with the motion;
4. if there are more candidates than positions, the Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 2);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will announce a vote for the first position on the Committee
6. the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
7. The method of voting will be by secret ballot utilising the preferential counting system;
8. Each Council Member (including the Mayor) shall have one vote;
9. Ballot papers will be provided to each Member;
10. The nominees' names will be drawn to determine the order on the ballot paper;
11. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
12. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
13. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
14. After all votes have been counted, the Returning Officer shall formally declare the result of the election.
15. The Chief Executive Officer (or their delegate) will announce a vote for the second position on the Panel
16. The process from 6-14 above will be repeated (excluding any speaking to the candidacy unless there are new candidates)
17. The Chief Executive Officer (or their delegate) will announce a vote for the third position on the Committee
18. The process from 6-14 above will be repeated (excluding any speaking to the candidacy unless there are new candidates)
19. The Chief Executive Officer (or their delegate) will announce a vote for the fourth position on the Committee

20. The process from 6-14 above will be repeated (excluding any speaking to the candidacy unless there are new candidates)
21. The Chief Executive Officer (or their delegate) will announce a vote for the fifth position on the Committee
22. The process from 6-14 above will be repeated (excluding any speaking to the candidacy unless there are new candidates)
23. The ballot papers will be shredded.

Council can then resolve for the preferred persons to be nominated as the CEO PRP Member.

3. OPTIONS

Council has the following options:

- I. To resolve to appoint the Boundary Change Committee Council Members
- II. To determine not to resolve the Boundary Change Committee Council Member appointments.

4. APPENDICES

- (1) Terms of Reference for the Boundary Change Committee

Appendix 1

Terms of Reference of the Boundary Change Committee

ADELAIDE HILLS COUNCIL

Boundary Change Committee



TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Boundary Change Committee (the 'Committee') of Council is established under Section 41 of the *Local Government Act 1999* (the 'Act').
- 1.2 The Committee does not have executive powers or authority to implement actions in areas which management has responsibility.
- 1.3 The Committee and its Members do not have any delegations except as provided for in this Terms of Reference.

2. ROLE

- 2.1 The role of the Committee is to oversee and authorise the development and operationalisation of plans and strategies that advance Council's endorsed position to oppose the Campbelltown City Council Woodforde/Rostrevor boundary change proposal (the boundary change proposal).

3. SPECIFIC FUNCTIONS

- 3.1 Within the context of the role of the Committee, its specific functions are:
 - 3.1.1 To oversee and provide advice to Council on:
 - 3.1.1.1 risk and risk management associated with any potential boundary change;
 - 3.1.1.2 financial and other budgetary considerations associated with any potential boundary change;
 - 3.1.2 To allocate resources within the financial delegation approved by Council;
 - 3.1.3 To review and respond to any correspondence or reports produced by the South Australian Local Government Boundaries Commission (the 'Boundaries Commission');
 - 3.1.4 The development and endorsement of project plans and strategies relevant to the boundary change proposal;
 - 3.1.5 The development and endorsement of communications strategies to the affected residents and ratepayers;
 - 3.1.6 The development and endorsement of submissions to the Boundaries Commission or its associated parties;
 - 3.1.7 To seek legal and/or other professional advice to enable the Committee to discharge its role and functions within the limits of its applicable financial delegation;
 - 3.1.8 Report regularly to Council on its activities related to its functions; and

- 3.1.9 Any other matters relevant to Council's opposition to the boundary change proposal.

4. OTHER MATTERS

4.1 The Committee shall:

- 4.1.1 Have access to reasonable resources in order to carry out its duties, recognising the constraints within Council's Budget.
- 4.1.2 Be provided with appropriate and timely training, both in the form of an induction programme for new committee members and on an ongoing basis for all committee members.
- 4.1.3 Have delegated financial responsibility as approved by Council from time to time. Any procurement activity resulting from the Committee's use of its delegation will be undertaken by the Administration. For clarity, individual Committee Members do not have any authority to commit Council funds.
- 4.1.4 At least once in each full term, review its own performance and these Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.
- 4.1.5 Upon being provided notification by the Boundaries Commission and/or the Minister for Local Government that the boundary change proposal has either been concluded, withdrawn, or will not be proceeding in a timely manner, the Committee will provide advice to the Council on the continuance of the Committee.

4.2 The Presiding Member of the Committee, or their delegate, will be the Principal spokesperson for Council in relation to the boundary change proposal and related matters.

4.3 For the avoidance of doubt, Council retains decision making powers in relation to approving a total budget for boundary change matters and does not delegate this financial responsibility to the Committee.

5. MEMBERSHIP

5.1 The Committee will comprise five (5) members of Council.

5.2 All members of the Committee will generally be appointed by the Council for a period of three (3) years but will expire at each periodic local government election.

5.3 In considering appointments to the Committee, Council should give consideration to:

- 5.3.1 The diversity of the membership
- 5.3.2 Whether the Elected Member has a real or perceived conflict of interest in relation to the boundary change proposal
- 5.3.3 Whether the Elected Member has a sound understanding of provisions of Chapter 3, Part 2 of the Act and the details of the boundary change proposal.

5.4 Members of the Committee are eligible for reappointment at the expiration of their term of office.

- 5.5 The Committee may be assisted by independent advisors that the Committee may determine from time to time.

6. PRESIDING MEMBER

- 6.1 The Council will appoint the Presiding Member of the Committee.
- 6.2 The Council authorises the Committee to determine if there will be a Deputy Presiding Member of the Committee and, if so, authorises the Committee to make the appointment to that position for a term determined by the Committee.
- 6.3 If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.
- 6.4 The role of the Presiding Member includes:
- 6.4.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations); and
 - 6.4.2 Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner.
 - 6.4.3 Being the Principal spokesperson for Council in relation to the boundary change proposal and related matters as per 4.2.
 - 6.4.4 Where information is required to be provided to the Boundaries Commission or an associated party in a timeframe that does not reasonably allow the Committee to meet in a timely fashion to consider the requested information, the Committee Presiding Member has the delegation, following consultation with the CEO, to approve the provision of the requested information directly to the requesting party. A report will be provided to the next meeting of the Committee on the exercise of this delegation.

7. SITTING FEES

- 7.1 No additional allowance will be paid to the Members of the Committee over and above the allowance already received by Council Members in accordance with the determination of the Remuneration Tribunal.

8. REPORTING RESPONSIBILITIES

- 8.1 For the purposes of Section 41(8) of the Act, the Committee's reporting and accountability requirements are:
- 8.1.1 Minutes of a meeting of the Panel will be provided to all Committee members as soon as practicable after the meeting and, in accordance with the Act, to all Council members within five (5) days after the meeting.

- 8.1.2 All resolutions of the Committee, including recording the names of those present will be minuted and the minutes will otherwise comply with the requirements of the Regulations.
- 8.1.3 Agendas and Reports of the Committee forwarded to the Committee will also be forwarded to Council members for their information prior to the Committee meeting, having regard for any confidentiality provisions that may apply.
- 8.1.4 The minutes of each Committee meeting will be included in the agenda papers of the next ordinary meeting of the Council;
- 8.1.5 Agenda, Reports and Minutes will be made available to the public consistent with legislative requirements.
- 8.1.6 The Presiding Member will attend a meeting of the Council at least once per annum to present a report on the activities of the Committee;
- 8.1.7 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within these terms of reference where in its view action or improvement is needed; and
- 8.1.8 The Presiding Member may attend a Council meeting at any time that the Presiding Member sees fit to discuss any issue or concern relating to the Committee's functions. Depending on the nature of the matter, this may be held in confidence in accordance with Section 90 of the Act and staff may be requested to withdraw from the meeting.
- 8.1.9 The Committee shall report to Council on an as-needs basis or upon Council's request with a summary of its activities.

9. CONFLICTS OF INTEREST

Where a member of the committee has a conflict of interest in a matter before the Committee, the member must act in accordance with the requirements of section 73 to 75D of the *Local Government Act 1999*.

10. QUORUM

A quorum for a meeting of the Committee will be three (3) members. No business can be transacted at a meeting of the Committee unless a quorum is present.

11. MEETING PROCEDURE

- 11.1 The meeting procedure for the Committee is as set out in the Act, Parts 1, 3 and 4 of the Regulations. Insofar as the Act, the Regulations, or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.
- 11.2 In accordance with Section 90(7a) of the Act, one or more Committee members may participate in the meeting by telephone or other electronic means provided that members of the public can hear the discussion between all Committee members.
- 11.3 Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

- 11.4 All decisions of the Committee shall be made on the basis of a majority decision of the Members present and in the event of a tied vote the matter be referred to the Council for decision.
- 11.5 Council Employees may attend any meeting as observers, to provide advice and/or be responsible for preparing papers for the Committee.
- 11.6 The Committee can request and/or engage other persons or organisations to make presentations and/or provide advice and/or respond to questions.
- 11.7 The Committee enjoys the delegation of powers, functions and duties of the Council as set out in these Terms of Reference.

12. SECRETARIAL RESOURCES

- 12.1 The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.

13. FREQUENCY OF MEETINGS

- 13.1 The Committee shall meet at least four times a year at appropriate times and places as determined by the Committee. A special meeting of the Committee may be called in accordance with the Act.
- 13.2 If after considering advice from the CEO or delegate, the Presiding Member of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting.

14. NOTICE OF MEETINGS

- 14.1 Notice of the meetings of the Committee will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:
 - 14.1.1 To members of the Committee by email or as otherwise agreed by Committee members; and
 - 14.1.2 To the public as soon as practicable after the time that notice of the meeting is given to members by causing a copy of the notice and agenda to be displayed at the Council's principle office and on the Council's website.

14.2 PUBLIC ACCESS TO MEETINGS & DOCUMENTS

- 14.3 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.
- 14.4 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 91 of the Act.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the Chief Executive

Subject: Boundary Change Committee Presiding Member Appointment

For: Decision

SUMMARY

The purpose of this report is to seek Council's appointment of the Presiding Member of the Boundary Change Committee.

Cr Mark Osterstock is the current Presiding Member and his appointment expires on 30 November 2025.

RECOMMENDATION

Decision 1 *(if there is only one nominee for Presiding member)*

Council resolves:

1. That the *Boundary Change Committee –Presiding Member Appointments* report be received and noted.
2. To appoint _____ to the position of Boundary Change Committee Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.

Decision 2 *(required if more than one candidate indicates intention to nominate)*

Council resolves:

1. To determine that the method of selecting the Boundary Change Committee Presiding Member be by an indicative vote to determine the preferred person for the position utilising the process set out in this Agenda report.
2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Boundary Change Presiding Member role and for the meeting to resume once the results of the indicative vote have been declared.

Option 3 *(required if meeting adjourned)*

Council resolves:

1. To appoint _____ to the position of Boundary Change Committee Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.
-

1. BACKGROUND

At its 29 November 2022 Council meeting, Council appointed Cr Mark Osterstock as the Presiding Member of the Committee:

12.7.1 Boundary Change Committee - Council Member and Presiding Member Appointment

Moved Cr Malcolm Herrmann
S/- Cr Nathan Daniell

304/22

1. To appoint Council Members Cr Leith Mudge, Cr Mark Osterstock and Cr Kirsty Parkin as members of the Boundary Change Committee for a 36 month term to commence 30 November 2022 and conclude on 30 November 2025 (inclusive).
2. To appoint Cr Mark Osterstock to the position of Boundary Change Committee Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).

carried

At the 28 November 2023 Council Meeting, Council reappointed Cr Osterstock to the Presiding member position:

MOTION AS AMENDED

Moved Cr Melanie Selwood
S/- Cr Chris Grant

302/23

Council resolves:

1. That the report be received and noted.
2. To retain the Boundary Change Committee for the term of the Council with the Terms of Reference, as contained in Appendix 1.
3. To appoint Cr Mark Osterstock to the position of Boundary Change Committee Presiding Member for a 24 month term to commence 30 November 2023 and conclude on 30 November 2025 (inclusive).

Carried Unanimously

Cr Osterstock's position expires on 30 November 2025 and Council is now invited to appoint a Presiding Member of the Committee.

The Boundary Change Committee currently comprises:

- Cr Mark Osterstock (Presiding Member)
- Acting Mayor Nathan Daniell
- Cr Kirsty Parkin
- Cr Chris Grant
- Cr Leith Mudge

All positions are due to expire on 30 November 2025.

In Agenda item 12.1 in this Council meeting, Council is being invited to make appointments to the Committee from 1 December 2025. The Presiding Member can be selected from one of the newly appointed Committee Members.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective 02 Operate with integrity using best practice governance processes

Priority 02.01 Demonstrate accountable and transparent decision making

➤ Legal Implications

Section 41 of the *Local Government Act 1999* (the Act) outlines the process for establishing council committees. These committees may be formed to assist Council in performing its functions, to inquire into matters, to provide advice, or to exercise delegated powers, functions, and duties. The Boundary Change Committee is established as a Section 41 Committee.

Chapter 3, Part 2 of the Act contains provisions for administrative and general boundary change proposals. It was a general proposal from Campbelltown City Council to realign the boundary between the two councils in the Woodforde and Rostrevor areas that led to the creation of the Boundary Change Committee.

Section 74 of the Act outlines provisions for General Conflicts of Interest, where it could be considered that a Council Member's private interests could conflict with their public duty. Members seeking appointment should consider declaring any general conflict and act in accordance with Section 75B.

Section 75 of the Act addresses Material Conflicts of Interest. 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. Members should declare any material conflict and act in accordance with Section 75C.

➤ **Risk Management Implications**

The Council's consideration of membership of the Boundary Change Committee will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

An Independent Remuneration Tribunal has jurisdiction under section 76 of the Act to determine the allowances payable to council members. The Tribunal determines the annual allowance for councillors, principal members, deputy mayor, prescribed and non-prescribed committee presiding members and travel time allowances with the applicable determination of this term of council being *Determination 2 of 2022 – Allowances for Members of Local Government Councils*.

A prescribed committee is 'a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assist council or provides advice to the council.' The Boundary Change Committee is deemed a prescribed committee.

The Determination sets the annual allowance for a councillor who is a presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowance for councillors of that council. This amount will be adjusted in accordance with the consumer price index at the next anniversary of the 2022 Local Government election in accordance with statutory requirements.

There is no allowance payment for Council Members who are members of Council Committees.

Should the Acting Mayor, Acting Deputy Mayor or another Council Member who is in receipt of a Presiding Member's allowance be appointed as the Boundary Change Committee Presiding Member, there is no additional allowance payable.

Council's current budget has provision for the costs associated with the Boundary Change Committee Ordinary and Presiding Member roles.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not applicable.

➤ **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**

Boundary Change Committee Presiding Member

Clause 6.1 of the TOR provides that the Council will appoint the Presiding Member of the Committee. Council has the flexibility to appoint the Presiding Member for a term of its choice within the bounds of the 3-year term or expiry of the Council term as per clause 5.2.

Characteristics of a Presiding Member

The Boundary Change Committee TOR does not set out any specific qualifications or experience for the Boundary Change Committee Presiding Member position however Council may wish to consider general suitability factors including (but not limited to):

- Understanding of the role and functions of the Boundary Change Committee;
- Understanding of the ability to acquire the same in meeting procedure generally and the meeting procedure set out in the *Local Government (Procedures at Meetings) Regulations 2013* and Meeting Procedure provisions set out in the Boundary Change Committee TOR (clause 11);
- expertise in chairing meetings of s41 Committees (if past experience exists), or other boards/committees in other organisations, public and private;
- ability to preside efficiently, firmly, impartially, and fairly over Boundary Change Committee meetings;
- ability to manage conflict and differing opinions;
- integrity, good conduct, and diligence;
- the opportunity to further strengthen presiding member skills;
- the opportunity to consider diversity in the role;
- current and future time commitments (i.e. there are a number of Council Committees, Regional Subsidiaries and other Groups that will also require Council Member representation); and
- the financial implications of the appointment.

Indicative Voting Process for Determining Council Appointed Positions

It is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person for the positions of Boundary Change Committee Presiding Member.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session for the purposes of s90A and the *Information or Briefing Sessions Policy* (the 'Policy'). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Mayor enquires as to how many members intend to nominate for the position of Boundary Change Committee Presiding Member;
2. if only one (1) elected member indicates their candidacy, that member will declare a material conflict of interest and leave the meeting, whilst the Mayor invites a motion to appoint that member to the position (Decision 1);
3. the meeting will then deal with the motion;
4. if there are two (2) or more candidates, the Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 2);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
6. The method of voting will be by secret ballot utilising the preferential counting system;
7. Each Council Member (including the Mayor) shall have one vote;
8. Ballot papers will be provided to each Member;
9. The nominees' names will be drawn to determine the order on the ballot paper;
10. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
11. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
12. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
13. After all votes have been counted, the Returning Officer shall formally declare the result of the election.
14. The ballot papers will be shredded.

Council can then resolve for the preferred person to be nominated as the CEO PRP Presiding Member.

3. OPTIONS

Council has the following options:

- I. To resolve to appoint the Boundary Change Committee Presiding Member appointment.
- II. To determine not to resolve the Boundary Change Committee Presiding Member appointment.

4. APPENDICES

- (1) Note the Terms of Reference for the Boundary Change Committee have been provided in the appendix to Agenda Report 12.1.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the Chief Executive

Subject: Audit and Risk Committee Council Member Appointments

For: Decision

SUMMARY

The purpose of this report is to seek for Council to determine the appointment of two (2) Council Members for a specified term to the Audit and Risk Committee.

The Audit and Risk Committee is created under Section 41 of the *Local Government Act 1999* (the 'Act') to satisfy the requirements of Section 128 of the Act.

The membership of the Audit and Risk Committee, as per the Committee's Terms of Reference (**Appendix 1**), is two (2) Council Members and three (3) Independent Members.

The membership term for two (2) Council Members (Cr Malcolm Herrmann and Cr Leith Mudge) concludes on 30 November 2025.

RECOMMENDATION

Council resolves:

Decision 1 ([required if one candidate per position indicates intention to nominate](#))

1. That the report be received and noted.
2. To appoint _____ and _____ as members of the Audit and Risk Committee from 1 December 2025 until the conclusion of the Council term.

Decision 2 ([required if more than one candidate per position indicates intention to nominate](#))

1. That the report be received and noted
2. To determine that the method of selecting the Audit and Risk Committee Member to be by an indicative vote to determine the preferred persons for the two (2) Council Member positions utilising the process set out in this Agenda report.

3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred Council members for the Audit and Risk Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Decision 3 *(required if meeting adjourned)*

3. To appoint _____ and _____ as members of the Audit and Risk Committee from 1 December 2025 until the conclusion of the Council term.
-

1. BACKGROUND

Audit Committee Membership

The relevant elements of the Committee's Terms of Reference regarding membership are contained in clause 4, as follows:

4. MEMBERSHIP

The following provisions are subject to regulation 14 of the *Local Government (Transitional Provisions) Regulations 2021*.

4.1 CONFIGURATION & TERMS

- 4.1.1. Members of the Committee are appointed by Council in accordance with Section 126(2) of the Act and these Terms of Reference.

Committee Members	Method of Appointment	Term
Council Member	Council Resolution	Determined by Council Resolution
Independent Members	- Expression of Interest - Selection Panel Assessment Process and Recommendation report to Council - Appointment Approval by Council Resolution	Partially overlapping terms with other Independent Members of up to four (4) years. Maximum of eight (8) years consecutively.

- 4.1.2 The Committee will comprise five (5) members comprising:

- I. Three (3) Independent Members determined by Council; and
- II. Two (2) members of Council determined by Council

- 4.1.3 All members of the Committee must have skills, knowledge and experience relevant to the functions of the Committee, including financial management, risk management, governance and any other prescribed matter.

At its 14 November 2023 ordinary Council meeting, Council resolved to appoint Cr Malcolm Herrmann as a member of the Audit and Risk Committee:

12.1.1 Audit Committee – Council Member Appointments

Moved Cr Mark Osterstock
S/- Cr Chris Grant

284/23

Council resolves:

- 1. To appoint Cr Malcolm Herrmann and Cr Melanie Selwood as members of the Audit Committee for a 24 month term to commence 30 November 2023 and conclude on 30 November 2025 (inclusive).**
- 2. To determine that the method of selecting the Audit Committee Presiding Member to be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.**
- 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Audit Committee Presiding Member role and for the meeting to resume once the results of the indicative vote have been declared.**

Carried Unanimously

At its 10 June 2025 ordinary Council meeting, Council resolved to appoint Cr Leith Mudge as a member of the Audit and Risk Committee:

Moved Cr Chris Grant
S/- Cr Malcolm Herrmann

204/25

- 1. That the report be received and noted**
- 2. To appoint Cr Leith Mudge as member of the Audit and Risk Committee from 11 June 2025 to 30 November 2025.**

Carried Unanimously

As of 30 November 2025, Cr Malcolm Herrmann and Cr Leith Mudge's terms as Council Members on the Audit and Risk Committee conclude.

2. ANALYSIS

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

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective O2 Operate with integrity using best practice governance processes.

Priority O2.1 Demonstrate accountable and transparent decision making.

➤ **Legal Implications**

Section 41 of the *Local Government Act 1999* sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers, functions and duties. The Audit and Risk Committee is a s41 committee.

Section 74 – General conflicts of interest of the Act set out the provisions regarding General Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the Committee may have a General COI and should consider declaring the interest and acting in accordance with *s75B – Dealing with general conflicts of interest*.

Section 75 – Material conflicts of interest of the Act set out the provisions regarding Material Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the Committee may have a Material COI and should consider declaring the interest and acting in accordance with *s75C – Dealing with material conflicts of interest*.

Council's *Information or Briefing Sessions Policy* created under s90A(1) sets out the provisions for the conduct of an Information or Briefing Session such as the session recommended for the purposes of indicative voting. The above COI provisions do not apply to an Information Session, if it occurs

Council adopted the current Audit and Risk Committee Terms of Reference (TOR) at its 25 March 2025 meeting (Res: 109/25). The TOR sets out the role, functions and membership provisions which are compliant with the provisions of s126 of the Local Government Act.

Section 6 of the Terms of Reference outlines the appointment process:

6. COUNCIL MEMBERS

- 6.1. Appointments of Council Members to the Committee shall be made by resolution of Council.
- 6.2 The term of a Council member appointment shall expire at the determination of, and resolution by, Council, subject to Section 41(5) of the Act and these Terms of Reference at clause 7.2.

➤ **Risk Management Implications**

The Council's consideration of membership of the Audit and Risk Committee will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

There is no allowance payment for Council Members who are members of Council Committees, unless they are Presiding Members.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not applicable.

➤ **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**

Audit Committee Membership

As identified in the Background section above, the Council Member membership of the Audit and Risk Committee is limited to two (2) Council Members.

Appointment to the Audit and Risk Committee would most effectively be managed via the *Indicative Voting Process for Determining Council Appointed Positions* as detailed below and by undertaking separate votes for each individual position.

In considering the Audit and Risk Committee Council Member position, Council may wish to consider suitability and knowledge of the following areas, as per Clause 3 of the TOR:

- Financial reporting
- Internal controls and risk management policies
- External auditing
- Internal auditing
- Governance

Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the Material Conflict of Interest provisions under s75 of the *Local Government Act 1999*, it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred persons for the Selection Panel.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the *Information and Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Acting Mayor enquires as to how many members intend to nominate for the position of Panel Member;
2. if only two (2) persons indicate their candidacy, they will declare a material conflict of interest and leave the meeting, whilst the Acting Mayor invites a motion to appoint that member to the position;
3. the meeting will then deal with the motion;
4. if there are more candidates than positions, the Acting Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 1);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will announce a vote for the first position on the Committee
6. the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
7. The method of voting will be by secret ballot utilising the preferential counting system;
8. Each Council Member (including the Acting Mayor) shall have one vote;
9. Ballot papers will be provided to each Member;
10. The nominees' names will be drawn to determine the order on the ballot paper;
11. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
12. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
13. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
14. After all votes have been counted, the Returning Officer shall formally declare the result of the election.
15. The Chief Executive Officer (or their delegate) will announce a vote for the second position on the Committee

16. The process from 6-14 above will be repeated (excluding any speaking to the candidacy unless there are new candidates)
17. The ballot papers will be shredded.

Council can then resolve for the preferred Council Members to be appointed as the Audit and Risk Committee Member for an identified term.

3. OPTIONS

Council has the following options:

The Council has the following options:

- I. To resolve to appoint the two (2) Audit and Risk Committee Council Member appointments for a determined period (**Recommended**).
- II. To determine not to resolve the Audit and Risk Committee Council Member appointments (**Not Recommended**). Doing so would effectively breach Council's legislative obligations.

4. APPENDICES

- (1) Terms of Reference of the Audit and Risk Committee

Appendix 1

Terms of Reference of the Audit and Risk Committee

ADELAIDE HILLS COUNCIL

Audit and Risk Committee



TERMS OF REFERENCE

Adopted 26 March 2025

1. ESTABLISHMENT AND PURPOSE

- 1.1 The Audit and Risk Committee (Committee) has been established in accordance with Sections 41 and 126 respectively of the *Local Government Act 1999* (Act)
- 1.2 The purpose of the Committee is to provide independent assurance and advice to Council on accounting, financial management, internal controls, risk management, and governance matters.
- 1.3 The Committee is independent from Council management.
- 1.4 The Committee reports to Council and provides appropriate advice and recommendations on matters relevant to these Terms of Reference and statutory functions, to facilitate informed decision making in relation to the discharge of Council's responsibilities.

2. DEFINITIONS

Unless the context indicates otherwise, the following terms have the following meanings in these Terms of Reference:

Act means the *Local Government Act 1999* (SA).

Presiding Member means the Presiding Member of the Committee, appointed in accordance with clause 8 of these Terms of Reference.

Committee means the Audit and Risk Committee established by resolution of the Council, to be governed by these Terms of Reference.

Council means the Adelaide Hills Council.

Member means a member of the Committee.

Procedures at Meetings Code of Practice means the Council's Code of Practice – Meeting Procedures or any replacement Code of Practice adopted by the Council for the purpose of the *Local Government (Procedures at Meetings) Regulation 2013*.

Regulations includes the *Local Government (Financial Management) Regulations 2011* and *Local Government (Procedures at Meetings) Regulations 2013*.

Terms of Reference means these terms of reference.

3. FUNCTIONS OF THE COMMITTEE

Subject to the Act and Regulations, the functions of the Committee are to:

3.1 FINANCIAL REPORTING

- 3.1.1 Review the annual financial statements to ensure that they present fairly the state of affairs of Council.
- 3.1.2 Review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of Council on a regular basis.
- 3.1.3 Review and challenge where necessary:
 - i. The consistency of, and/or any changes to, accounting policies.
 - ii. The methods used to account for significant or unusual transactions where different approaches are possible.
 - iii. Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor.
- 3.1.4 Monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements which they contain.

3.2 STRATEGIC MANAGEMENT PLANS

- 3.2.1 Propose and provide information relevant to a review of Council's strategic management plans and annual business plans.

3.3 INTERNAL CONTROLS & RISK MANAGEMENT POLICIES

- 3.3.1 Review and evaluate the effectiveness of policies, systems and procedures established and maintained for:
 - i. the identification, assessment, monitoring, management, and review of strategic, financial, operational and corporate governance risks on a regular basis; and
 - ii. internal financial controls in accordance with the Better Practice Model – Internal Financial Controls.
- 3.3.2 Review and monitor the responsiveness of Council to Committee recommendations for improvements in internal controls and risk management, based on previous audits and risk assessments, including those raised by Council's auditor.

3.4 EXTERNAL AUDITOR

- 3.4.1 Make recommendations to the Council in relation to the selection, appointment, and removal of the Council's external auditor.
- 3.4.2 Assess the quality and effectiveness of the external audit conducted and evaluate the performance of the auditor, including:
 - i. Review the scope and terms of the audit and the audit fee, including a review on non-audit services provided by the external auditor.

- ii. Review the audit plan for coverage of material risks and financial reporting requirements.
 - iii. Monitor and review the external auditor's independence and objectivity.
 - iv. Discuss matters relating to the conduct of the audit, including any difficulties encountered, any restrictions on scope of activities or access to information, significant disagreements with management and the adequacy of management responses.
- 3.4.3 Review the findings of the audit with the external auditor, including but not limited to:
 - i. A discussion of any major issues which arose during the external audit.
 - ii. Any accounting and audit judgements.
 - iii. Levels of errors identified during the external audit.
- 3.4.4 Review any representation letter requested by the external auditor before they are signed by management.
- 3.4.5 Review the subsequent audit management letter from the external auditor and management's proposed response, by the Council, to the external auditor's findings and recommendations in that audit management letter.
- 3.4.6 Meet with the external auditor on at least one (1) occasion each year on a confidential basis, ensuring that a majority of members of the Committee are present for the meeting and that no Council members (other than Council members who are members of the Committee), or Council employees are present at the meeting.
- 3.4.7 Liaise with the Council's auditor in accordance with any other requirements prescribed by the Act or Regulations.

3.5 INTERNAL AUDIT

- 3.5.1 Provide oversight of planning and scoping of the internal audit work plan;
- 3.5.2 Consult with the Chief Executive Officer of Council as to the Chief Executive Officer's responsibility for appointing a person to be primarily responsible for the internal audit function, or assignment of such responsibility to an employee of Council.
- 3.5.3 Review and comment on reports provided directly to the Committee by the person primarily responsible for the internal audit function at least on a quarterly basis.
- 3.5.4 Review and monitor management's responsiveness to internal audit findings and recommendations.

3.6 GOVERNANCE

- 3.6.1 Review the adequacy of the governance systems and practices of Council on a regular basis.

- 3.6.2 Review Council's arrangements and processes for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other governance matters—the Committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.
- 3.6.3 Request an examination and report on any matter relating to financial management, or the efficiency and economy with which the council manages or uses its resources to achieve its objectives, that would not otherwise be addressed or included as part of an annual audit, in accordance with Section 130A of the Act.
- 3.6.4 Review any report obtained by Council under Section 48(1) of the Act in accordance with Council's prudential management policies, practices and procedures;
- 3.6.5 Perform any other governance function determined by Council or prescribed by the Regulations.

4. MEMBERSHIP

The following provisions are subject to regulation 14 of the *Local Government (Transitional Provisions) Regulations 2021*.

4.1 CONFIGURATION & TERMS

- 4.1.1. Members of the Committee are appointed by Council in accordance with Section 126(2) of the Act and these Terms of Reference.

Committee Members	Method of Appointment	Term
Council Member	• Council Resolution	Determined by Council Resolution
Independent Members	• Expression of Interest • Selection Panel Assessment Process and Recommendation report to Council • Appointment Approval by Council Resolution	Partially overlapping terms with other Independent Members of up to four (4) years. Maximum of eight (8) years consecutively.

- 4.1.2 The Committee will comprise five (5) members comprising:

- I. Three (3) Independent Members determined by Council; and
- II. Two (2) members of Council determined by Council

- 4.1.3 All members of the Committee must have skills, knowledge and experience relevant to the functions of the Committee, including financial management, risk management, governance and any other prescribed matter.

5. INDEPENDENT MEMBER

- 5.1. Recruitment of Independent Members will be undertaken by administration calling for expressions of interest.

- 5.2 A selection panel will be formed by the Council to assess applications and recommend to Council the preferred candidate for appointment to the Committee, and the term for which they should be appointed.
- 5.3 Senior Council Staff and Council Members and/or Independent Members of the Committee may be included on the selection panel. The selection panel is not a committee of the Council and will conduct its proceedings as it sees fit.
- 5.4 On the panel completing its assessment, a selection panel assessment and recommendation report will be prepared by the Panel and put to Council for a decision.
- 5.5 Appointments of Independent Members shall be made by resolution of Council.
- 5.6 Independent Member appointments will not align with timing of periodic Council elections (to maintain membership continuity over the Council election period). Each term of appointment for an Independent Member will be subject to the Act and these Terms of Reference.
- 5.7 Independent Member appointment terms will be for up to a maximum of four (4) years, as determined by the Council.
- 5.8 Independent Members may be re-appointed if assessed and subsequently recommended for re-appointment by an independent member selection panel at the time.
- 5.9 An independent member may not serve for more than eight (8) years continuously as a Committee member.

6. COUNCIL MEMBERS

- 6.1. Appointments of Council Members to the Committee shall be made by resolution of Council.
- 6.2 The term of a Council member appointment shall expire at the determination of, and resolution by, Council, subject to Section 41(5) of the Act and these Terms of Reference at clause 7.2.

7. MEMBERSHIP CESSATION

- 7.1. A person ceases to be a Member upon any of the following circumstances occurring:
 - 7.1.1. the Member's term of appointment to the Committee expires and they are not reappointed;
 - 7.1.2. the Member is removed from office by a resolution of Council in accordance with Section 41(5) of the Act;
 - 7.1.3. the Member resigns from office by written notice to the Council;
 - 7.1.4. the Member ceases to hold the office which entitles them to be a member

(for example they cease to be a Member of Council); or

7.1.5. the Member dies or becomes of unsound mind.

7.2. Nothing in these Terms of References gives rise to any right of procedural fairness or otherwise derogates from the Council's ability to remove any Member from the Committee at the Council's pleasure subject to Section 41(5) of the Act.

8. PRESIDING MEMBER

8.1 Subject to regulation 14 of the *Local Government (Transitional Provisions) Regulations 2021*, the Presiding Member of the Committee will be an Independent Member appointed by Council for a term decided by a resolution of Council.

8.2 Council may decide, by resolution, to extend the term or reappoint an Independent Member as the Presiding Member (noting however that the appointment of the Independent Member to the Committee cannot exceed a maximum consecutive period of eight (8) years as per clause 5.8).

8.3 The Council may make an appointment to the position of Deputy Presiding Member for a term from one (1) of the Independent Committee members , not appointed as the Presiding Member.

8.4 If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if there is one) will preside at that meeting. If the Deputy Presiding Member is absent or there is no Deputy Presiding Member, then an Independent Member will be chosen from those present to preside at the meeting as the Acting Presiding Member.

8.5 The Presiding Member appointed by Council (or other Member presiding in accordance with clause 8.4) is the Presiding Member of the Committee for the purposes of the Act and the Regulations.

8.6 Without limiting the functions conferred upon the office of the Presiding Member by virtue of above clause 8.4, the Presiding Member is to:

8.6.1 Oversee the orderly conduct of meetings in accordance with the Act and the Regulations;

8.6.2 Ensure all Members have an opportunity to participate in discussions in an open and reasonable manner;

8.6.3 Liaise with council administration between meetings regarding the preparation of the Committee's agenda and minutes;

8.6.4 Prepare, on behalf of the Committee, a written report to Council once per year as per clause 12.2 below, to be made publicly available; and

8.6.5 Execute, along with Council's Chief Executive Officer, the 'Independence of External Audit' certification required under the Regulations as part of the end of financial year audit process.

9 SITTING FEES

9.1 Independent Members of the Committee will receive a sitting fee determined by Council

- 9.2. Sitting fees will be reviewed and set by Council within six (6) months of a periodic Council election.
- 9.3. Professional fees will also be paid for the advice and attendance of the person primarily responsible for the internal audit function (if they are not a Council employee), External Auditors, and legal and other professionals at the Committee Meetings.
- 9.4. The applicable Determination of the Remuneration Tribunal (or its successor) outlines the applicable allowances for Council Members on the Committee.

10 ADMINISTRATION

- 10.1 The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.

11 MEETINGS

Committee meetings will be conducted primarily in accordance with the Act as well as Parts 1, 3 and 4 respectively of the *Local Government (Procedures at Meetings) Regulation 2013* applicable to any Council Committee meetings.

11.1 FREQUENCY

- 11.1.1 The Committee shall meet at least once per quarter.
- 11.1.2 A schedule of meetings, including the date and time of Committee meetings to be held, shall be determined by the Committee annually.
- 11.1.3 Council's Chief Executive Officer is delegated the authority to vary the Committee's meeting schedule after liaison with the Presiding Member.
- 11.1.4 Subject to clause 11.1.1 Council's Chief Executive Officer is delegated the authority to not call a meeting of the Committee within the meeting schedule, should the Committee have no matter for consideration, after liaison with the Presiding Member.

11.2 SPECIAL MEETINGS

- 11.2.1 Special meetings of the Committee may be called in accordance with the powers of any Council committee, outlined within the Act.

11.3. QUORUM

- 11.3.1. The quorum necessary for the Committee to conduct a meeting shall be three (3) members.
- 11.3.2. A Committee meeting can be conducted once a quorum has been formed and present to conduct the meeting.

11.4 NOTICE OF MEETINGS

- 11.4.1. The Committee shall conduct its meetings in the Adelaide Hills Council Chambers, 63 Mount Barker Road, Stirling unless otherwise determined by the Committee.

11.4.2 In accordance with Section 87 of the Act, notice of each meeting confirming the venue, time, and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee no later than three (3) clear days before the date of the meetings

11.4.3 Supporting papers shall, whenever possible, be sent to Committee Members (and to other attendees as appropriate) at the same time.

11.4.4 Notice of meeting, agenda and supporting information will be placed on public display at Council's Customer Service Centre and Council's website.

11.5 PROCEDURES

11.5.1 Meeting procedures for the Committee are subject to Council's current Code of Practice – Procedures at Meetings, informed by the Act and Parts 1,3 and 4 of the Local Government (Procedures at Meetings) Regulation 2013.

11.5.2 Insofar as the Act, the Regulations, or these Terms of Reference do not prescribe the procedures to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.

11.5.3 In accordance with Section 90(7a), one or more Committee members may participate in the meeting by telephone or other electronic means provided that members of the public can hear the discussion between all Committee members.

11.5.4 Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

11.5.5 Council Employees may attend any meeting as observers or be responsible for preparing papers for the committee.

11.6 ACCESS TO MEETINGS & DOCUMENTS

11.6.1. In accordance with the principles of open, transparent, and informed decision-making, Committee meetings must be conducted in a place open to the public, subject to the confidentiality provisions in the Act.

11.6.2 Members of the public can attend all meetings unless excluded by order of the Committee under Section 90(2) of the Act or part 17B of the *Local Government (Procedures at Meetings) Regulations 2013*.

11.6.3 Members of the public shall have access to all documents related to the Committee except documents subject to an order of the Committee under Section 91(7) of the Act.

11.7 MINUTES

11.7.1 Conflict of Interest declarations are required pursuant to Section 73 through to Section 75D of the Act and will be recorded in the minutes.

11.7.2 Council's Chief Executive Officer shall ensure that minutes are kept of the proceedings and resolutions of all meetings of the Committee and that the minutes comply with the requirements of the Regulations.

11.7.3 Minutes of Committee meetings shall be circulated within five (5) days after a meeting to all Members of the Committee and all Members of the Council.

11.7.4 Minutes of the Committee meeting will be placed on Council's website and on public display at Council's Customer Service Centre.

12. RESPONSIBILITIES & REPORTING

Without derogating from any of the above provisions, the Committee:

12.1. Shall always act in accordance with the Act, Regulations and these Terms of Reference in the performance of its functions.

12.2. Shall prepare an annual report on the work of the Committee in the 12 months preceding the preparation of the report, to be presented to Council by the Committee Presiding Member (refer clause 8.6.4), and to be made publicly available.

12.3 May make recommendations to the Council it deems appropriate on any area within its terms of reference where in its view action or improvement is needed; and

12.4 Will undertake an annual self-assessment for inclusion in the Committee's annual report; and recommend any changes it considers necessary to Council for approval.

13. AUTHORITY

The Committee is authorised:

13.1. to obtain any relevant Council document it requires to perform its duties, by making a request to the Council's Chief Executive Officer; and

13.2. to obtain, at the Council's expense (after consultation with the Council's Chief Executive Officer) outside legal or other professional advice on any matter within its Terms of Reference.

14. REVIEW

14.1 The Committee shall review its Terms of Reference every four (4) years, so that it is operating at maximum effectiveness and recommend any changes it considers necessary to Council for approval.

14.2 Council may review and amend these Terms of Reference at any time, as required.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Zoë Gill
Executive Governance Officer
Corporate Services

Subject: Audit and Risk Committee Presiding Member Appointment

For: Decision

SUMMARY

The purpose of this report is to seek for Council to appoint the Presiding Member of the Audit and Risk Committee for a specified term.

The Audit and Risk Committee is created under Section 41 of the *Local Government Act 1999* (the 'Act') to satisfy the requirements of Section 128 of the Act.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To appoint _____ as Presiding Member of the Audit and Risk Committee from 1 December 2025 for a ____ year term.
-

1. BACKGROUND

Audit and Risk Committee Membership

The relevant elements of the Committee's Terms of Reference regarding the appointment and role of the Presiding Member are contained in clause 8, as follows:

8. PRESIDING MEMBER

- 8.1 Subject to regulation 14 of the *Local Government (Transitional Provisions) Regulations 2021*, the Presiding Member of the Committee will be an Independent Member appointed by Council for a term decided by a resolution of Council.
- 8.2 Council may decide, by resolution, to extend the term or reappoint an Independent Member as the Presiding Member (noting however that the appointment of the Independent Member to the Committee cannot exceed a maximum consecutive period of eight (8) years as per clause 5.8).
- 8.3 The Council may make an appointment to the position of Deputy Presiding Member for a term from one (1) of the Independent Committee members , not appointed as the Presiding Member.
- 8.4 If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if there is one) will preside at that meeting. If the Deputy Presiding Member is absent or there is no Deputy Presiding Member, then an Independent Member will be chosen from those present to preside at the meeting as the Acting Presiding Member.
- 8.5 The Presiding Member appointed by Council (or other Member presiding in accordance with clause 8.4) is the Presiding Member of the Committee for the purposes of the Act and the Regulations.
- 8.6 Without limiting the functions conferred upon the office of the Presiding Member by virtue of above clause 8.4, the Presiding Member is to:
 - 8.6.1 Oversee the orderly conduct of meetings in accordance with the Act and the Regulations;
 - 8.6.2 Ensure all Members have an opportunity to participate in discussions in an open and reasonable manner;
 - 8.6.3 Liaise with council administration between meetings regarding the preparation of the Committee's agenda and minutes;
 - 8.6.4 Prepare, on behalf of the Committee, a written report to Council once per year as per clause 12.2 below, to be made publicly available; and
 - 8.6.5 Execute, along with Council's Chief Executive Officer, the 'Independence of External Audit' certification required under the Regulations as part of the end of financial year audit process.

Council has historically elected not to appoint a Deputy Presiding member.

At its 14 November 2023 ordinary meeting, in relation to the Presiding Member position on the Audit and Risk Committee, Council resolved as follows:

12.1.2 Audit Committee – Presiding Member Appointment

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

285/23

Council resolves:

1. To appoint Cr Malcolm Herrmann to the position of Audit Committee Presiding Member for a 24 month term to commence 30 November 2023 and conclude on 30 November 2025 (inclusive).

Carried Unanimously

Audit Committee Presiding Member

Clause 8.1 of the Terms of Reference provides that the Council will appoint the Presiding Member, who will be an Independent Member of the Committee. Council has the flexibility to appoint the Presiding Member for a term of its choice within the bounds of the independent member's term of appointment. The current terms of appointment for the Independent members are as follows:

Name	Term Commenced	Term Concludes	Council Resolution to appoint
Pamela Lee	1 May 2023	30 April 2027	86/23 at the 11 April 2023 Council meeting
David Moffatt	1 December 2023	30 November 2027	86/23 at the 11 April 2023 Council meeting
Natalie Simmons	9 July 2025	30 June 2029	243/25 at the 8 July 2025 Council meeting

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective O2 Operate with integrity using best practice governance processes.

Priority O2.1 Demonstrate accountable and transparent decision making.

➤ Legal Implications

Section 41 of the *Local Government Act 1999* sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers, functions and duties. The Audit and Risk Committee is a s41 committee.

Council adopted the current Audit and Risk Committee Terms of Reference (TOR) at its 25 March 2025 meeting (Res: 109/25). The TOR sets out the role, functions and membership provisions which are compliant with the provisions of s126 of the Local Government Act.

➤ Risk Management Implications

The Council's consideration of membership of the Audit and Risk Committee will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

While the allowances payable to Council Members are set by the Remuneration Tribunal, Council determines the sitting fees payable to Independent Members of Council Committees.

The ongoing costs associated with Independent Members are the sitting fees paid for meeting attendance and any training-related costs. At its 28 August 2021 meeting Council resolved the sitting fees for Audit and Risk Committee Presiding Members as follows:

Moved Cr Nathan Daniell
S/- Cr Mark Osterstock

184/21

Council resolves:

1. That the report be received and noted.
2. That in relation to the Audit Committee and the Chief Executive Officer Performance Review Panel:
 - a. To determine the sitting fees for Members, effective 1 December 2021, as follows:
 - i. Independent Presiding Member - \$575 (excl GST) per attended meeting.
 - ii. Independent Ordinary Member - \$450 (excl GST) per attended meeting.
 - iii. Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate.
 - b. That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that Member receives the \$575 (excl GST) sitting fee for that meeting.

Carried Unanimously

Independent Members that are also the Presiding Member or preside at the meeting are paid \$575 sitting fee per meeting. There are generally 6 Audit and Risk Committee meetings each year, although this can vary depending on requirements.

Council's current budget has provision for the costs associated with the Presiding Member role.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not applicable.

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

There is no requirement for community consultation in relation to the appointment of the Presiding Member to the Audit and Risk Committee.

➤ **Additional Analysis**

Audit Committee Presiding Member

In considering the Audit and Risk Committee Presiding Member position, Council may wish to consider suitability factors including (but not limited to):

- Understanding, or the ability to acquire the same, of the role and functions of the Audit and Risk Committee;
- Understanding, or the ability to acquire the same, in meeting procedure generally and the meeting procedure set out in the *Local Government (Procedures at Meetings) Regulations 2013* and Meeting Procedure provisions set out in the Audit and Risk Committee TOR (clause 11.5);
- expertise in chairing meetings of s41 Committees (if past experience exists), or other boards/committees in other organisations, public and private;
- ability to preside efficiently, firmly, impartially, and fairly over Committee meetings;
- ability to manage conflict and differing opinions;
- integrity, good conduct, and diligence;
- the opportunity to provide professional development in presiding member skills;
- the opportunity to consider diversity in the role;
- current and future time commitments (i.e. there are a number of Council Committees, Regional Subsidiaries and Advisory Groups that will also require Council Member representation); and
- the financial implications of the appointment.

Indicative Voting Process for Determining Council Appointed Positions

So as to enable candidates to present their expression of interest, it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred persons for the Presiding Member.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the Information and Briefing Sessions Policy (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's Code of Practice for Council Meeting Procedures with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Acting Mayor enquires as to how many people intend to nominate for the position of Presiding Member;
4. if there are more candidates than positions, the Acting Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 1);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
6. The method of voting will be by secret ballot utilising the preferential counting system;
7. Each Council Member (including the Acting Mayor) shall have one vote;
8. Ballot papers will be provided to each Member;
9. The nominees' names will be drawn to determine the order on the ballot paper;
10. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
11. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
12. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
13. After all votes have been counted, the Returning Officer shall formally declare the result of the election.
14. The ballot papers will be shredded.

Council can then resolve for the preferred Independent Member to be appointed as the Audit and Risk Presiding Member for an identified term.

3. OPTIONS

The Council has the following options:

- I. To resolve to appoint the Audit Committee Presiding Member appointments for a determined period (**Recommended**).
- II. To determine not to resolve the Audit and Risk Committee Presiding Member appointment (**Not Recommended**).

4. APPENDICES

- (1) Note the Terms of Reference for the Audit and Risk Committee have been provided in the appendix to Agenda Report 12.3.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item:	12.5
Responsible Officer:	Jess Charlton Director Community and Development Community and Development
Subject:	Gumeracha Opportunity Shop Service Review Consultation
For:	Decision

SUMMARY

On 26 August 2025, Council considered a report on the Gumeracha Opportunity Shop Service Review conducted by BRM Advisory (Appendix 1). The review identified strategic, operational, and financial challenges, including misalignment with Council's core functions and a net operating loss. It recommended ceasing operations aligned with a transition plan to support volunteers and stakeholders followed by an exploration of future uses for the building.

Council resolved to undertake an engagement process, guided by the IAP2 Spectrum, to involve volunteers and key stakeholders in the ongoing operation of cessation of the service. This process was undertaken in September 2025 with the results summarised in the Gumeracha Opportunity Shop Community Engagement Outcomes Report (Appendix 2). Engagement included online and hardcopy feedback forms and hosted drop-in sessions and stakeholder meetings, with 31 formal feedback responses received. While views were mixed, approximately two-thirds of respondents supported the continued operation of an Op Shop, citing its social value. Many felt it would be better operated by a not-for-profit, community-based group. Others proposed alternative uses for the building, with a general sentiment that maintaining the vibrancy of the main street was important.

This report presents the feedback received through the stakeholder engagement process for further consideration with the findings of the BRM Advisory Service Review. It is recommended that Council resolve to cease operating the Op Shop as a council-run program and initiate an EOI process to identify community-based parties interested in operating the shop or using the building for other community-focused uses. This process acknowledges the interest already expressed by a local community group while remaining open to other potential applicants.

Should the Council proceed as recommended, it is expected that the EOI process would be undertaken in November to December 2025 with the Op Shop remaining open until the EOI process has been undertaken.

RECOMMENDATION

Council resolves:

- 1. That the Gumeracha Opportunity Shop Service Review Consultation report 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 as a Council-run program, noting the findings and recommendations in the Service Review in Appendix 1, including that there are strategic, operational and financial challenges in continuing to provide this service.**
 4. **That Council requests Administration to undertake an Expression of Interest (EOI) process with a focus on identifying a community-based group to assume the operations of the Opportunity Shop or establish another community offering via a property lease agreement with Council.**
 5. **That following the EOIR process, the Administration will provide a report to Council recommending a community-based group to assume operations at the site.**
 6. **To note that the Opportunity Shop will continue to be run by Council until an alternative group has been identified to take over the operations of the Opportunity Shop or deliver an alternative offering.**
 7. **To note that current volunteers and stakeholders will be promptly notified of this resolution, and that volunteers will be appropriately recognised and supported throughout any transition period.**
-

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 to 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 unsellable 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 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 review identified several strategic, operational, and financial challenges associated with

Council operating the service and it was presented to Council at its meeting on 26 August 2025. Key findings included:

- 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 generates some income, it operates at a net financial loss, raising concerns about the effective allocation of Council resources.
- The presence of ten other opportunity shops within a 25 km radius, including one in Gumeracha, and a wide range of existing volunteering opportunities, limits the shop’s ability to provide a unique or essential community benefit.

The report recommended that Council cease operations in a thoughtful and well-communicated manner to acknowledge and assist volunteers and stakeholders. It also proposed further work to explore future uses of the building.

Following consideration of the report on 26 August 2025, Council resolved to undertake a community engagement process, guided by the International Association of Public Participation (IAP2) Spectrum, to consult with volunteers and key stakeholders regarding the ongoing operation or cessation of the service and the proposed transition plan.

Moved Cr Adrian Cheater
S/- Cr Malcolm Herrmann

278/25

Council resolves:

- 1. Receive and note the *Gumeracha Opportunity Shop Review Report Appendix 1*.**
- 2. Request the CEO bring recommendations in relation to the *Gumeracha Opportunity Shop Review Report Appendix 1* back to Council at the 28 October 2025 meeting, incorporating any feedback received through stakeholder engagement.**
- 3. Request the CEO prepare and deliver a community engagement process, guided by the IAP2 Community Engagement Framework, to directly involve volunteers and key stakeholders in the ongoing operation or cessation of the service and inform redevelopment of the *Gumeracha Opportunity Shop Transition Plan 2025 Appendix 2*, should it be required.**
- 4. Note that, in light of the absence of direct stakeholder engagement in the service review process, no decision will be made on closure of the Gumeracha Opportunity Shop until outcomes of stakeholder engagement have been reported to Council before the 28th of October 2025 meeting.**

Carried Unanimously

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 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

➤ **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 as a Council-run program 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 concern among a small but committed group of volunteers who have supported the Op Shop over time and hold strong views regarding its operation. For some members of the local community, the Op Shop represent a familiar and trusted service, and its closure is perceived as a loss of a valued offering in the main street.

To mitigate these impacts, volunteers and stakeholders will be advised of the progress of transitioning the Op shop from Council run service to a community based not for profit Op Shop or other offering. The transition will be implemented to ensure respectful communication and appropriate recognition of volunteer contributions.

➤ **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 2025
<i>Advisory Groups:</i>	Not applicable.
<i>External Agencies:</i>	BRM Advisory.
<i>Community:</i>	Council undertook a community engagement process, guided by the International Association of Public Participation (IAP2) Spectrum, to consult with volunteers and key stakeholders.

The *Gumeracha Opportunity Shop Community Engagement Outcomes Report* is provided in **(Appendix 2)** with the details and feedback summarised below.

Council received 31 formal feedback responses and hosted drop-in sessions and stakeholder meetings. While views were mixed, approximately two-thirds of respondents supported the continued operation of an Op Shop, citing its social value. Many felt it would be better operated by a not-for-profit, community-based group. Others proposed alternative uses for the building, with a general sentiment that maintaining the vibrancy of the main street was important. The Torrens Valley Lions Club expressed interest in assuming full responsibility for the Op Shop's operations including maintaining current volunteers. Additionally, several community members suggested initiating an Expression of Interest (EOI) process to explore future uses of the building.

During September, Council invited feedback from key stakeholders and local residents through:

- Online and hardcopy feedback forms
- Written submissions via email
- Drop-in sessions and stakeholder meetings

Engagement was promoted via Council's social media platforms, hardcopy materials at the Civic Centre, and through community groups and informal networks.

A total of 31 formal responses were received:

- 30 responses via online and hardcopy forms
- 1 response via email

While the engagement targeted local residents, 5 respondents (11.9%) indicated they reside outside the Council area. Council also hosted drop-in sessions attended by 15 community members and held stakeholder meetings/conversations with approximately 10 participants. Although many attendees had already submitted formal feedback, these sessions provided valuable opportunities for deeper conversations and exploration of specific concerns. This combination of formal and informal engagement enabled Council to identify several key themes and priorities.

Of the 29 respondents who answered the question regarding how Council resources should be prioritised:

- 19 respondents supported the continued operation of the Op Shop
- 10 respondents preferred alternative offerings or had other suggestions

Supporters of the Op Shop cited its value in:

- Providing opportunities for social connection
- Offering access to low-cost items

- Encouraging visitation to and stopping in the town
- Preventing the building from becoming vacant, which was seen as potentially detrimental to the town's vibrancy

When informed of the operational challenges faced by Council—particularly around Work Health and Safety (WHS) – many respondents expressed openness to the Op Shop being operated by another group. Some preferred this option, believing it could be run more effectively under different management.

During stakeholder engagement, members of the Torrens Valley Lions Club expressed interest in taking over the operations of the Op Shop, subject to an appropriate agreement with Council for the use of the building. They indicated capacity to commence operations within the timeframe outlined in Council's initial report (December 2025) and expressed a desire to retain existing volunteers and current stock.

Some community members proposed alternative uses for the building, including:

- A repair café
- Spaces for special interest groups
- A community garden area

Several respondents suggested that an Expression of Interest (EOI) process would be a suitable way to identify a group better positioned to operate the Op Shop or repurpose the building.

➤ **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 WHS 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

During the engagement process, the Torrens Valley Lions Club expressed interest in assuming operations of the shop, and the engagement feedback indicates that an Op Shop remains a popular use of the space. While another group may be in a position to take over the operations of the Gumeracha Op Shop, the potential closure presents an opportunity to take a broader view of future uses for the building. During the engagement process, many participants highlighted the Op Shop's role in fostering community connection and contributing to the vitality of Gumeracha's main street.

To ensure transparency and ensure all options are considered, the Administration recommends proceeding with an Expression of Interest (EOI) process to formally explore all potential community-based uses and operators.

The Administration would conduct an Expression of Interest (EOI) process during November and December and this would allow Council to assess submissions and determine the building's future use in early 2026. This approach would facilitate a smooth transition, enabling any new occupant to commence operations in January 2026 or at a time that suits their capacity. The Opportunity Shop would continue to operate, in accordance with current practice, until an alternative occupant or provider is determined. It is noted there is a four-week annual closure of the Op Shop in December/January, aligned with community centre operations and this is the period when volunteers typically take their annual break.

A revised Transition Plan is provided in Appendix 3, detailing the approach and timing of relevant activities, noting that some of the actions contemplated in the original version have now been achieved through the stakeholder engagement process.

3. OPTIONS

Council has the following options:

I. Cease Operations and Undertake an Expression of Interest Process

Council may resolve to cease Council-run operations once a community-based, not-for-profit group has been identified to take over the operations of the Opportunity Shop or deliver an alternative offering. This would be determined through an Expression of Interest (EOI) process, the outcome of which would be brought back to Council for consideration.

This approach would prioritise community connection and support the vibrancy of Gumeracha's main street. Under this model, the selected group would enter into a lease agreement with Council and assume full responsibility for operational costs and obligations, including compliance with work health and safety requirements.

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 may allocate additional resources to support continued operations, including approximately \$14,000 per annum for staffing and operational costs. Council could also consider a once-off investment of \$10,000 for consultancy and retail advice to improve the shop's financial performance.

While this option addresses some operational challenges, it requires ongoing financial commitment and may not resolve broader strategic concerns identified in the Service Review.

IV. Continue Operations While Undertaking an Expression of Interest Process

Council could opt to continue operating the Opportunity Shop while concurrently running an Expression of Interest (EOI) process to identify a future operator. This approach would allow for continuity of service during the transition period.

However, this option presents several challenges. Ongoing staff capacity constraints, increasing operational costs, and unresolved workplace health and safety issues pose significant risks to continued operations. Additionally, a December closure aligns with the traditional Christmas shutdown, a time when volunteers typically take leave. This timing allows their contributions to be acknowledged appropriately and ensures they receive timely notice regarding the future of their volunteer roles.

4. APPENDICES

- (1) Service Review Gumeracha Op Shop – BRM Report
- (2) Gumeracha Op Shop – Community Engagement Outcomes Report
- (3) Gumeracha Op Shop Service Review – Transition Plan

Appendix 1

Service Review Gumeracha Op Shop – BRM Report



Adelaide Hills Council

Gumeracha Opportunity Shop Service Review

August 2025

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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)”¹. 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:

¹ 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.

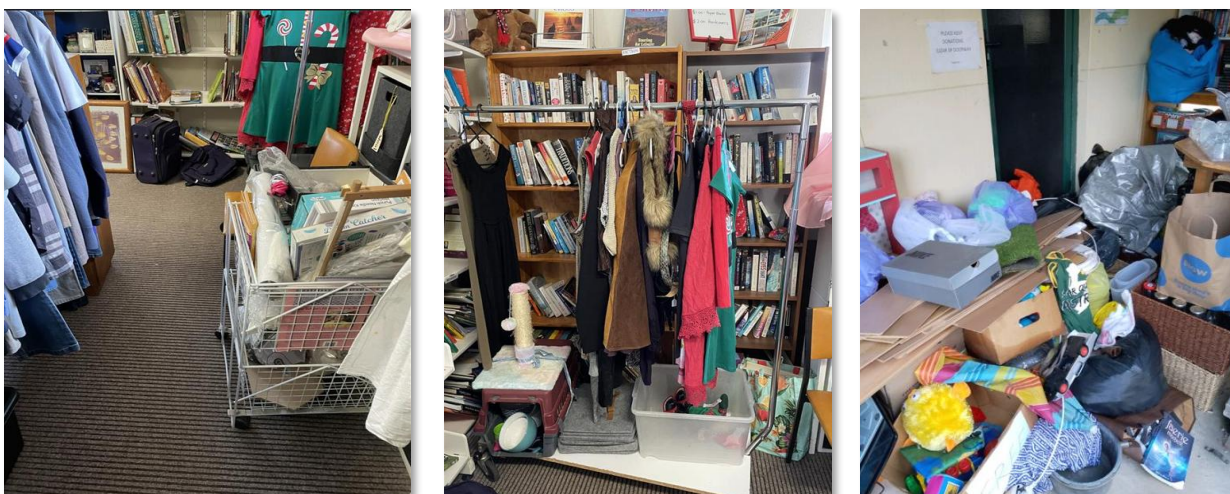
WHS Audit

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



1

Natural Environment

NE 1 Pursue our adopted pathway to achieve net zero carbon emissions.

NE 2 Support the community and businesses to decarbonise and transition to sustainable lifestyle practices (green communities).

NE 3 Protect, improve, expand and connect habitat.

NE 4 Build resilience in the natural environment to adapt to climate and other environmental changes.

NE 5 Improve landscape character and amenity value on Council managed land.

See more about this goal on page 13.



2

Community Wellbeing

CW 1 Promote and support reconciliation.

CW2 Enrich, empower and support connected communities.

CW 3 Embrace diversity in our community and build on community strengths.

CW 4 Build community resilience for the future.

CW 5 Foster cultural identity and connection to place.

CW 6 Promote physical, mental and social wellbeing.

See more about this goal on page 16.



3

Built Form and Economy

BFE 1 Guide development that fosters vibrant and resilient communities, promotes appropriate design and enhances livability.

BFE 2 Nurture a distinctive sense of place, support activation activities and recognise and celebrate our rich heritage.

BFE 3 Develop and maintain infrastructure to support livability and sustainable economic activity.

BFE 4 Improve the utilisation of Council and community facilities.

BFE 5 Promote sustainable prosperity by supporting tourism, creative industries, primary production and vibrant townships.

See more about this goal on page 20.



4

Organisation

O1 Embrace technology solutions and digital transformation to enhance our organisation and the community experience.

O2 Operate with integrity using best practice governance processes.

O3 Support and develop a skilled organisation that is aligned to Council's priorities.

O4 Engage and advocate for our communities.

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

See more about this goal on page 23.

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:

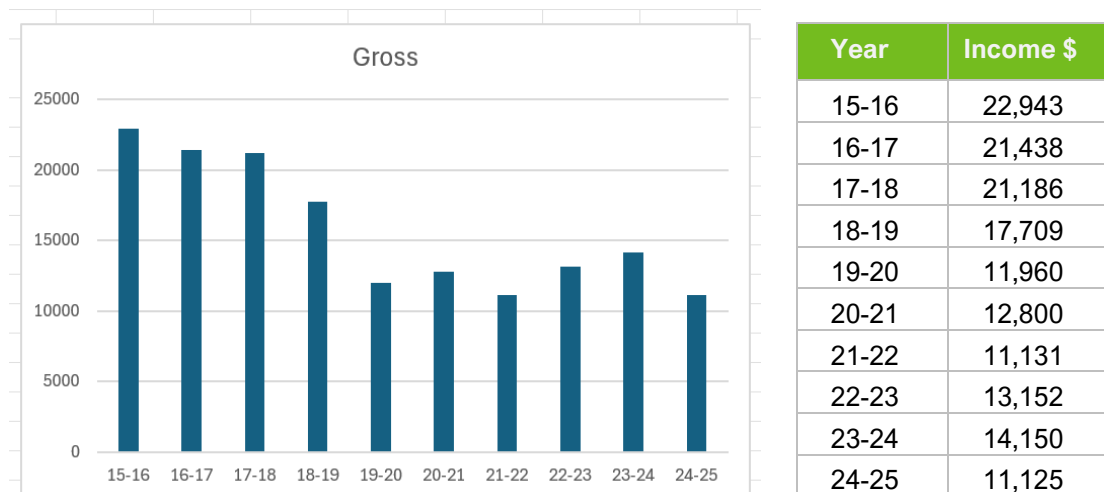
- Daily Management of illegal dumping
- Providing back up when volunteers are away to maintain continuity
- Daily volunteer support and support to ensure consistency (different volunteers each day)
- Direct attendance in the shop – supporting volunteers, customer service, Council/community interactions
- 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.

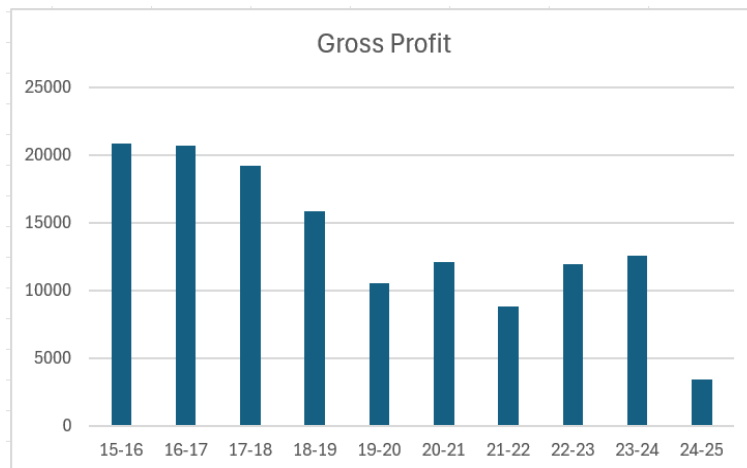
Figure Two provides a summary of income generated by the Op Shop during this period. From the high point in FY2016 of \$22,943 there was a gradual decline down to \$11,960 in FY2019 with income at a relatively steady level since then. The Council staff understand that the other Uniting Church Op Shop 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
Material/ contractor costs	\$1,652	\$1,463	\$7,726	\$7,420	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.
Staff costs	@\$40/hr 14,400	@\$45/hr 16,200	@\$50/hr 18,000	@\$50/hr 27,000	- 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. - Annual staff time based on Op Shop being open for 45 weeks per year. - FY 25-26 increased staff costs are a result of additional staff time required to meet WHS and contemporary volunteer management practices.
TOTAL COSTS	\$17,852	\$17,663	\$25,726	\$34,420	
TOTAL INCOME	\$20,819	\$14,155	\$12,471	\$12,471	
PROFIT / (LOSS)	\$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 Op Shop – Community Engagement Outcomes Report

Gumeracha Opportunity Shop

Community Engagement Outcomes Report

September 2025



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1. Introduction

2

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.

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 available as part of the 26 August Council Meeting Agenda. 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

Following the service review, four possible options for the future of the Gumeracha Op Shop were presented to Council. At the Council Meeting held on 26 August 2025, Council resolved to undertake a community engagement process guided by the International Association of Public Participation (IAP2) Spectrum, with volunteers and key stakeholders around the ongoing operation or cessation of the service and transition plan, should it be required.

During September, we invited feedback from key stakeholders and local residents about the Op Shop service review and future of the service.

We are currently working with volunteers, key stakeholders and interested community members, to understand their feedback about what is important for us to consider regarding the future of the Op Shop considering, use of Council resources, staff time and the building the Gumeracha Op Shop currently operates from. This report presents feedback received during the engagement period and will be presented to Council and made available to those who participated in the consultation on Council's Engagement Platform.

We received a total of 31 formal feedback responses regarding the potential future options for the Op Shop and the use of council resources. Of these:

- 30 responses were submitted via the online and hardcopy feedback forms.
- 1 response was received via email.

In addition to the formal feedback, we held drop-in sessions attended by 17 community members, as well as stakeholder meetings/discussions with 20 participants. While many of the attendees had already submitted formal feedback, these sessions provided valuable

opportunities for in-depth conversations and allowed us to explore specific concerns in greater detail.

3

Together, the formal feedback and face-to-face engagement helped us develop a strong understanding of the key themes and priorities emerging from the community.

2. Summary of Engagement

Engagement approach

The purpose of the engagement was to assist us to understand our community's level feedback about the service review undertaken on the Gumeracha Op Shop and community interest in the continuation of the service or diversion of resources to other community initiatives within the Gumeracha area.

Community engagement was not legislatively required for this engagement under the Local Government Act 1999, however community consultation was a stipulation of the Council motion endorsed at the Meeting on 26 August 2025. A community engagement plan was developed, and community engagement with key stakeholders and local residents between 27 August and 26 September 2025.

Our engagement approach aimed to provide detail about the history and current condition of the Op Shop and share details about the service review undertaken and possible future options for the service and building.

Questions were asked to determine participants feedback on the four options presented in the August Council Report, community preference for how Council prioritises resources and any additional feedback or comments. A feedback form was developed and provided online and in hardcopy format. It contained both closed and open style questions.

Feedback could be provided via any of the following options:

- Online submission form on Adelaide Hills Engagement Hub
- Email to engage@ahc.sa.gov.au
- Mail to Community Engagement Coordinator, 63 Mount Barker Road, Stirling SA 5152
- Phone 8408 0400
- Hardcopy feedback forms available from AHC Library / Customer Service Centre at Gumeracha
- Attending a community drop-in session at the Gumeracha Library / Torrens Valley Community Centre
- Meetings arranged with volunteers and key stakeholders

The opportunity to provide feedback was promoted through the following channels:

- Adelaide Hills Community Engagement Hub Page
- Email to key community stakeholders
- Email to Elected Members to share
- Meetings / discussions held with key stakeholders
- Drop-in sessions at the Gumeracha Civic Centre / Library
- Posters, hardcopy information and feedback forms available at Customer Service Centres and Library at Gumeracha.

A copy of information provided on Council's Engagement Platform and feedback form is available in Appendix A.

All verbatim online feedback responses are provided in Appendix B.

All written submissions (emails and letters) are provided in Appendix C.

All e-newsletters, advertisements and social media posts are provided in Appendix D.

3. Participants

This section provides details about participation during the engagement period and demographic information about respondents.

Participation source

The following table displays how participants provided feedback or were involved in discussions, during the engagement period.

Table 2 Participation Source

Formal submissions	Number Participating
Online submissions	13
Hardcopy submissions	17
Written response – email, letter	1
Total formal submissions	31
Informal submissions / discussions	Number Participating
Drop-in sessions	17

Stakeholder meetings and conversations	20
Total informal participants	37
Total participation across all streams, with duplicates removed	56

Participation characteristics

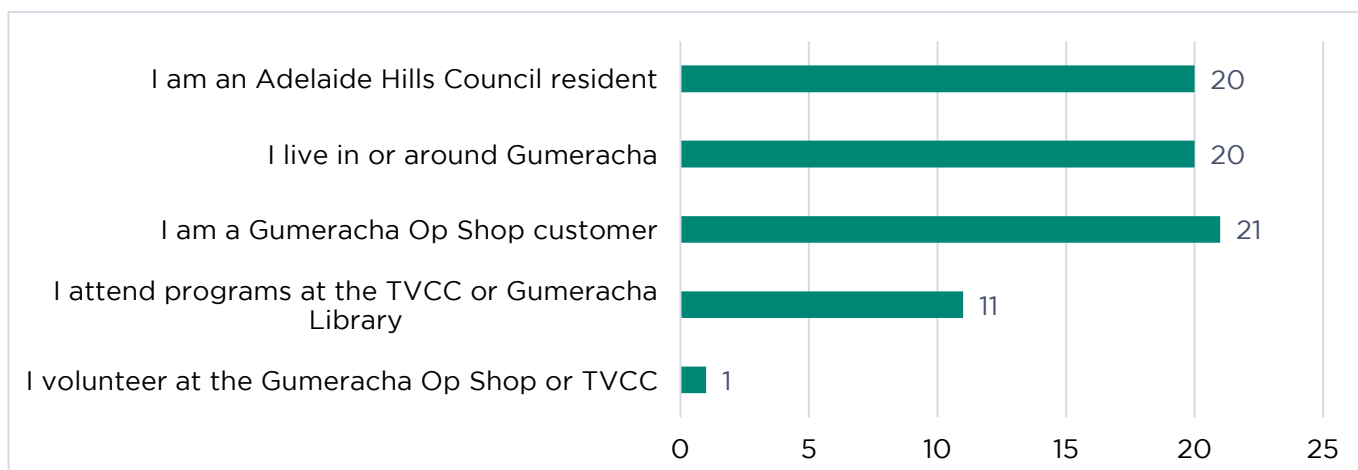
Table 3 Participant Suburbs - formal engagement contributors (survey and email)

Suburb / Township	No. of Respondents	% of Participants
Gumeracha	10	32.3%
Birdwood	6	19.4%
Mount Pleasant	3	9.7%
Mount Torrens	1	3.2%
Paracombe	1	3.2%
Houghton	1	3.2%
Inglewood	1	3.2%
Kenton Valley	1	3.2%
Kersbrook	1	3.2%
Lobethal	1	3.2%
Other suburbs outside of AHC: Adelaide, Highbury, Lockleys, Loxton, Stockwell	5	16.1%
Total	No. 31	100%

Table 4 **Participant Suburbs – engagement participants across all engagement streams**

Suburb / Township	No. of Respondents	% of Participants
Gumeracha	15	26.8%
Birdwood	12	21.4%
Mount Pleasant	4	7.1%
Forreston	3	5.4%
Mount Torrens	2	3.6%
Paracombe	2	3.6%
Houghton	2	3.6%
Inglewood	1	1.8%
Kenton Valley	1	1.8%
Kersbrook	1	1.8%
Lobethal	1	1.8%
Cudlee Creek	1	1.8%
Other suburbs outside of AHC: Adelaide, Highbury, Kongolia, Lockleys, Loxton, Stockwell	6	10.7%
Unknown	5	8.9%
Total	No. 56	100%

Chart/graph 1: Respondents' connection to the Gumeracha Op Shop and Adelaide Hills Council area



4. Online and Hardcopy Feedback

Participants' feedback about the Op Shop review and four options for the future of the service presented to Council

Participants were provided with an overview of the Gumeracha Op Shop service review and future service options presented to Council at the 26 August 2025 Council meeting:

1. Cease operation and consider future building options
2. Maintain current operation
3. Continue operations with additional resourcing
4. Expression of interest process

Participants were then asked if they had any feedback they would like to provide. 28 respondents chose to provide comments, and the themes of these comments can be seen in the table below. Verbatim responses can be viewed in Appendix B.

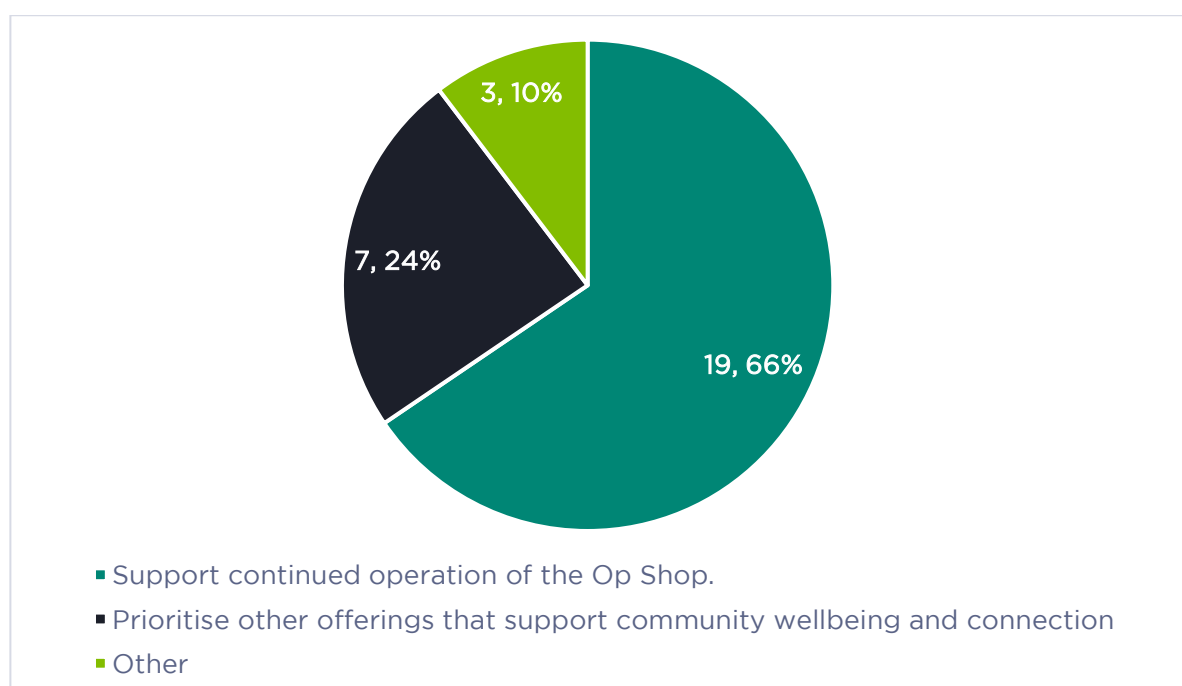
Theme/s	No. of Respondents
The Op Shop is a valued community resource / service	12
Support for exploration into other service models	4
Remove staff / council from service operation / management	4
Concerns about the effect on volunteers / volunteer opportunities / treatment of volunteers	4

Social value of Op Shop	4
Support council going out to an expression of interest for a community group to take over running of service	3
Op Shop is in the right / best location, community hub, supporting amenities	3
Increase hours of operation / open on weekends	3
Maintain / increase current service	3
Need for more community services in the Gumeracha area / concern about reduction of local services	3
Op Shop provides a tourism stop / attraction	2
Close Op Shop / repurpose resources	2

How would you prefer Council resources are prioritised?

Participants were asked how they would like to see Council resources prioritised and provided with three possible answers. This question was answered by 29 respondents and the results are shown below:

Chart/graph 2: How would you like to see Councils resources prioritized?



If the opportunity shop was to close, what do you think is important to consider? 9

Participants were asked if the Op Shop were to close, what Council should consider. 24 respondents chose to provide comments, and the themes of these comments can be seen in the table below. Verbatim responses can be viewed in Appendix B.

Theme/s	No. of Respondents
Op Shop is a tourist destination / reason to stop	6
Op Shop is a valued community resource / service	5
Need for more community services in the Gumeracha area / concern about reduction of local services	4
Concerns about the effects on the town and Main Street of losing this shop	5
Support for exploration into other service models	4
Increase hours of operation / open on weekends	3
Social value of the Op Shop	3
Op Shop supports recycling / reduces dumping	3
Op Shop raises funds for the community	2
Continue service	2
Concerns about the effect on volunteers / treatment of volunteers	2
Other ideas suggested (1 each): repair café, turn into carpark, repurpose building	3
Importance of ongoing and transparent conversations with the community	1

5. Written and Verbal Feedback

One feedback submission was received via email. The email expressed support for the continuation of the Op Shop in Gumeracha and consideration for allowing the service to be volunteer run with increased operating hours, especially around events

Reasons for supporting continuation of the service included the central location of the Op 10 Shop, positive of having two op shops in town and opportunity it provides to donate goods back into the community.

6. Community Meetings and Drop-in Sessions

Community Meetings

Meetings and / or conversations were held with the following key stakeholders / groups to discuss the Op Shop service review process and seek their feedback on the potential future options for the Op Shop and preferences for use of Council resources.

Groups / Stakeholders:

- Torrens valley Community Centre Op Shop Volunteers
- Lions Club of Torrens Valley
- Gumeracha and District Town Hall
- Community leader
- Gumeracha and District History Centre Inc.

The meetings and conversations involved 20 community members and volunteers and the main themes of discussions between staff and community members are provided below:

- Concern that there was no consultation with the town or volunteers prior to the 26 August Council Report.
- Concern about the volunteers being recognised with a celebration should the Op Shop close.
- Openness to building being used in an alternative way or for another group.
- Concern about there being another vacant building on the main street.
- Interest in taking over the Op Shop service.
- General discussions about promoting the engagement to members and other community representatives.

Community Drop-in Sessions

Two community drop-in sessions were held at the Gumeracha Civic Centre / Library on the dates below:

- 11am to 12noon, Monday 15 September 2025
- 4pm to 6pm, Thursday 18 September 2025

The drop-in sessions were an opportunity for community members to find out more about the review process that was undertaken and to share their feedback on the potential future options for the Op Shop and their priorities for council resources. 11

The drop-in sessions were attended by 17 community members from Gumeracha and surrounding townships. The main themes of discussions between staff and community members are provided below:

- Questions around the reason/s for the Op Shop service review – what instigated the review and the potential closure of the Op Shop.
- Requesting further information about the costs of running the Op Shop and why the service has become unsustainable.
- Seeking to understand the need for council staff management versus shop being purely volunteer run.
- Questions about the hours of operation of the Op Shop and if this could be extended to weekends.
- Interest in whether there could be improvements to the running model to bring the service back to a profit and / or be taken on by another organisation.
- Concerns about the effect on volunteers and treatment of volunteers.
- Preferences that Council be removed from running the service and outsource the service to another community run organisation e.g. Lions, Rotary.
- Commentary around the need for the service within the community to allow access to low-cost goods.
- Op Shop being key driver for people stopping in town and the effects the closure of the Op Shop could have on other services / businesses.
- Feedback around disappointment that engagement hadn't occurred earlier in the process.
- Importance of the building not sitting vacant if the Op Shop is to close.
- Ideas around other uses for the building e.g. a repair café.
- Role the Op Shop plays in providing social interaction opportunity.
- Commentary around the current location of the Op Shop being preferable due to proximity to library, community centre, reserve etc.

Community Engagement Summary – Op Shop and Use of Council Resources

Council undertook community engagement to gather feedback on potential future options for the Op Shop and the use of council resources. A total of **31 formal responses** were received:

- **30 responses** were submitted via online and hardcopy feedback forms.
- **1 response** was received via email.

While the engagement was targeted at local residents, **5 respondents (11.9%)** indicated they reside outside the council area.

In addition to formal feedback, Council hosted **drop-in sessions** attended by **17 community members**, and held **stakeholder meetings and discussions** with approximately 20 participants. Although many attendees had already submitted formal feedback, these sessions provided valuable opportunities for deeper conversations and exploration of specific concerns.

This combination of formal and informal engagement enabled Council to identify several **key themes and priorities** emerging from the community.

Key Themes from Consultation

Of the **29 respondents** who answered the question regarding how Council resources should be prioritised:

- **19 respondents** supported the continued operation of the Op Shop.
- **10 respondents** preferred alternative offerings or had other suggestions.

Supporters of the Op Shop highlighted its value in:

- Providing opportunities for social connection.
- Offering access to low-cost items.
- Encouraging visitation to the town.
- Preventing the building from becoming vacant, which was seen as potentially detrimental to the town's vibrancy.

During conversations, when information was shared about the challenges faced by Council in managing the service—particularly around **Work Health and Safety (WHS)** and **operational regulations**—many respondents expressed openness to the Op Shop being operated by another group. Some even preferred this option, believing it could be run more effectively under different management.

Stakeholder Interest

During stakeholder engagement, **members of the Lions Club of Torrens Valley** expressed interest in taking over the operations of the Op Shop, subject to:

- A meeting with their members.
- Appropriate conditions for building use being provided by Council.

They indicated capacity to commence operations within the timeframe outlined in Council's initial report (December 2025), and expressed a desire to:

- Retain existing volunteers.
 - Maintain current stock.
-

Alternative Suggestions

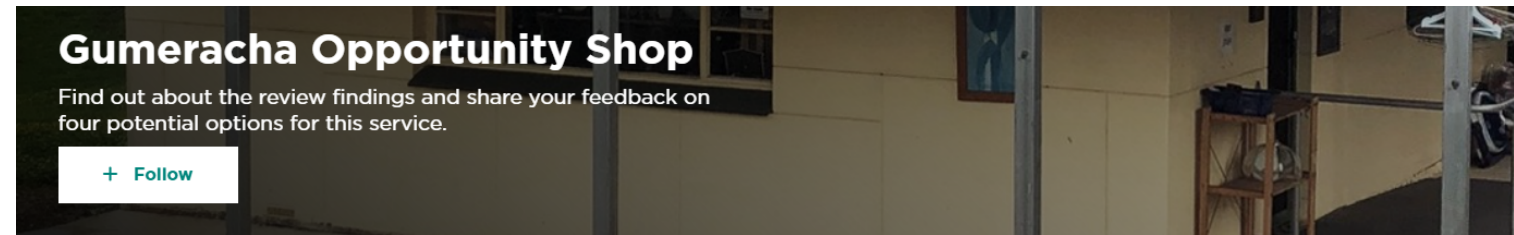
Some community members proposed **alternative uses** for the building, including:

- A **repair café**.
- Spaces for **special interest groups**.
- A **community garden**.

Several respondents suggested that an **Expression of Interest (EOI)** process would be a suitable way to identify a group better positioned to operate the Op Shop moving forward.

8. Appendices

Appendix A – Information Provided and Feedback Form



[Home](#) / [Gumeracha Opportunity Shop](#)

What's happening

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.

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- 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

Following the service review, four possible options for the future of the Gumeracha Op Shop were presented to Council.

Community Engagement

At the Council Meeting held on 26 August 2025, Council resolved to undertake a community engagement process guided by the International Association of Public Participation (IAP2) Spectrum, with volunteers and key stakeholders around the ongoing operation or cessation of the service and transition plan, should it be required.



Document Library

Service Review - Gumeracha Opportunity Shop
PDF (982.24 KB)

Feedback Form - Gumeracha Opportunity Shop
PDF (109.27 KB)

We are currently working with volunteers, key stakeholders and interested community members, to understand their feedback about what is important for us to consider regarding the future of the Op Shop considering, use of Council resources, staff time and the building the Gumeracha Op Shop currently operates from.

Community engagement is open until Sunday 21 September.

Future options	Providing feedback	Drop-in sessions	Op Shop objectives	Service Review
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Future options for the Gumeracha Op Shop



Cease operation & consider future building options

Cease providing the Op Shop service in line with the review recommendations and consider future uses for the Op Shop building. 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 to the Gumeracha community and surrounding townships. These services could include youth programing, gardening programs, activation of the Gumeracha Town Hall.



Maintain current operations

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. Should Council pursue this option, the Administration would need to undertake further assessment of the implications on service delivery and staff capacity.



Continue operations with additional resourcing

Allocate 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.

Poster - Gumeracha Opportunity Shop

PDF (992.90 KB)

Factsheet - Gumeracha Opportunity Shop

PDF (652.21 KB)

Links

[Council Meeting Agenda - 26 August 2025 \(from page 89\)](#)

[Council Meeting Minutes - 26 August 2025](#)

FAQ

? Why did council undertake a review of the Op Shop?

? Is council considering closing the Op Shop?

? What are the other potential services that could be provided from the Gumeracha Civic Centre and Community Centre?

? What will happen to volunteers if the Op Shop closes?

? What is the current resourcing required to operate the Op Shop?

Rebecca Shepherd

Manager Community Wellbeing

Ph: 8404 0400

E: rshepherd@ahc.sa.gov.au



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, given that another Op Shop operates in Gumeracha.

Melissa Clarke

Community Engagement Coordinator

Ph: 8404 0400

E: engage@ahc.sa.gov.au

Future options	Providing feedback	Drop-in sessions	Op Shop objectives	Service Review
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How can I share my feedback?

You can share your feedback via one of the following ways:

- Complete the online feedback form below
- Email engage@ahc.sa.gov.au
- Mail a letter to Community Engagement, 63 Mount Barker Road, Stirling SA 5152
- Phone 8408 0400
- Collect a hardcopy feedback form from Gumeracha Library / Torrens Valley Community Centre during opening hours

This engagement closes Sunday 21 September 2025.

Register / sign-in to participate

To complete the online feedback form below, you will need to be registered for Adelaide Hills Engagement Hub. Registration allows us to ensure we can close the loop with you about engagement outcomes and project next steps and helps us to understand who we are receiving feedback from.

Signing up for Adelaide Hills Engagement Hub is as simple as choosing a username and password and entering your email and residential suburb/township. There are other demographic questions you can choose whether you'd like to complete as part of the sign-up process.

If you are an existing member visiting the new platform for the first time, you will need to reset your password before you can sign-in. To reset your password, click the 'Log in / Join' button in the banner at the top the page. Then click the 'Forgot password?' link.

You will be asked to enter your email address. Click the 'reset and email password' button and we will send you instructions to reset your password.

Open	</> Embed
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Feedback Form - Future of Gumeracha Op Shop

Future options	Providing feedback	Drop-in sessions	Op Shop objectives	Service Review
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Come down to the Gumeracha Civic Centre / Library area to chat to a member of our team about the Op Shop Service Review and future options. You can pop-in anytime between the allocated times below. We will be setup upstairs and have hardcopy feedback forms available.

Key Dates



Monday 15 September 2025 11:00 am to 12:00 pm

Drop-in engagement session

Upstairs at the Gumeracha Civic Centre



Thursday 18 September 2025 04:00 pm to 06:00 pm

Drop-in engagement session

Upstairs at the Gumeracha Civic Centre

Future options	Providing feedback	Drop-in sessions	Op Shop objectives	Service Review
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Why Was the Gumeracha Op Shop Established?

The Op Shop was originally created to:

1. Provide access to low-cost goods for the community
2. Support reuse and recycling of goods and textiles
3. Offer connection and volunteering opportunities
4. Generate income which was later used to support other community centre initiatives

These are all important goals. When Council reviews a service, we ask:

- Do these needs still exist?
- Are they still a priority in the current context?
- Is Council the best organisation to meet them?

Do These Reasons Still Apply?



Access to Low-Cost Goods

✓ This need still exists.
However, low-cost items are now more widely available through:

- Online marketplaces
- Discount retailers
- Other local Op Shops (including one in Gumeracha)

➡ Council must consider whether it's necessary to continue providing this service when alternatives are already available.



Support Reuse and Recycling

✓ This remains important.
But other Op Shops and recycling programs in the region already support this goal.
➡ The community still has access to reuse and recycling opportunities without Council needing to run its own shop.



Volunteering and Community Connection

✓ Volunteering is a key part of community wellbeing.
Council offers volunteering roles across libraries, community centres, and other programs.
➡ Volunteers can still connect and contribute through other avenues—including the nearby Op Shop, which is actively seeking volunteers.



Income Generation

✗ This goal is no longer being met.

- The Op Shop has operated at a **net financial loss for many years**.
- Continuing operations would require **additional resourcing**.
- Costs related to **illegal dumping, waste removal, and WHS compliance** are increasing.

➡ The shop is no longer a sustainable income source and may divert resources from higher-impact programs.

Key Considerations from the Service Review



Strategic Misalignment

- Operating an Op Shop is not a core function of local government—it's typically run by charities or community groups.
- Continuing to run the Op Shop may limit Council's ability to invest in services with broader strategic impact.



Financial Sustainability

- The Op Shop has operated at a net financial loss for many years.
- To continue safely and effectively, it would require additional staff time to support volunteers, WHS, and increasing operational requirements
- Council must ask: Is this the best use of limited resources?



Operational Challenges

- Staff are increasingly required to manage:
 - Workplace health and safety risks
 - Illegal dumping and disposal of unsaleable items
 - Volunteer support
- These demands are growing and divert staff from other community programs.



Duplication of Services

- There are 10 other Op Shops within 25 km, including one in Gumeracha.
- This means the service is not unique, and similar benefits are available locally.
- Opportunities to access low-cost goods and recycle still exist—just through other providers.



Limited Broad Community Benefit

- While the Op shop has been a valued community program for many years and is run by a dedicated and passionate group of volunteers, its continued operation by council diverts resources away for developing other offerings that can offer broader community wellbeing outcomes.

Gumeracha Opportunity Shop

Feedback Form



This submission form is also available
online at engage.ahc.sa.gov.au
or you can scan the QR code

Please submit your feedback by Sunday 21 September 2025

Your Feedback and Ideas

Having been taken through the review process and now understanding the current status of the opportunity shop, available resources, future considerations, and the four options that were presented to Council:

1. Cease operation and consider future building options
2. Maintain current operation
3. Continue operations with additional resourcing
4. Expression of interest process

Do you have any feedback you'd like to provide?

08 8408 0400
mail@ahc.sa.gov.au
ahc.sa.gov.au



Thinking about the services provided within the Gumeracha Civic Centre and Community Centre, how would you prefer Council prioritise our resources?

Select one answer only	
☐	Support continued operation of the Op Shop.
☐	Prioritise other offerings that support community wellbeing and connection (e.g. youth and family programs, gardening program, further activation of the Gumeracha community centre and library hub, workshops that support learning and community connection).
☐	Other (please specify)

If the opportunity shop was to close, what do you think is important to consider?

(This could include ideas for inclusion in a transition plan or about the op shop building and its future use.)

About You

3

Your Name _____

Your Email _____

Your Suburb/Township _____

To help us understand who we are receiving feedback from, please let us know if any of the following apply to you:

Select all that apply
☐ I volunteer at the Gumeracha Op Shop or Torrens Valley Community Centre
☐ I attend programs at the Torrens Valley Community Centre or Library
☐ I am a Gumeracha Op Shop customer
☐ I live in or around Gumeracha
☐ I am an Adelaide Hills Council resident

Thank you for providing your feedback!

Your feedback will be considered by the project team. You can find out more about this project and register to become an engagement subscriber of our Adelaide Hills Engagement Hub at: engage.ahc.sa.gov.au.

08 8408 0400
mail@ahc.sa.gov.au
ahc.sa.gov.au



Gumeracha Opportunity Shop

Service review and future options



We are working with volunteers, key stakeholders and interested community members, to understand your feedback about what is important for us to consider regarding the ongoing operation or closure of the Gumeracha Opportunity Shop.

For further details and the opportunity to provide your feedback, please visit engage.ahc.sa.gov.au or contact us at:

-  8408 0400
-  engage@ahc.sa.gov.au
-  63 Mt Barker Rd, Stirling SA 5152

Provide your feedback by Sunday 21 September 2025



08 8408 0400
mail@ahc.sa.gov.au
ahc.sa.gov.au



Gumeracha Op Shop

Service review and future options



We are working with volunteers, key stakeholders and interested community members, to understand your feedback about what is important for us to consider regarding the ongoing operation or closure of the Gumeracha Opportunity Shop.



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.

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 available as part of the 26 August Council Meeting Agenda.

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

Following the service review, four possible options for the future of the Gumeracha Op Shop were presented to Council.

Future options for the Gumeracha Op Shop

1. Cease Operations

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 to the Gumeracha community and surrounding townships. These services could include youth programming, gardening programs, activation of the upstairs area of the Gumeracha Town Hall.

08 8408 0400
mail@ahc.sa.gov.au
ahc.sa.gov.au



Gumeracha Op Shop

Service review and future options



2. Maintain Current Operations

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. Should Council pursue this option, the Administration would need to undertake further assessment of the implications on service delivery and staff capacity.

3. Continue Operations with Additional Resourcing

Allocate 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.

4. 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, given that another Op Shop operates in Gumeracha.

How can I provide my feedback?

We are currently working with volunteers, key stakeholders and interested community members, to understand your feedback about what is important for us to consider regarding the future of the Op Shop, including use of Council resources, staff time and the building the Gumeracha Op Shop currently operates from.

Share your feedback via one of the following ways:

- Complete the online feedback form at engage.ahc.sa.gov.au or via the QR code below
- Email engage@ahc.sa.gov.au
- Mail Community Engagement, 63 Mount Barker Road, Stirling SA 5152
- Phone 8408 0400
- Collect a hardcopy feedback form from Gumeracha Library / Torrens Valley Community Centre during opening hours:
 - Gumeracha Civic Centre / Torrens Valley Community Centre, 45 Albert Street, Gumeracha

This engagement closes Sunday 21 September 2025.

If you need assistance to provide your feedback, please email engage@ahc.sa.gov.au or call 8408 0400.

08 8408 0400
mail@ahc.sa.gov.au
ahc.sa.gov.au



Appendix B - Verbatim comments from online and hardcopy feedback responses

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Having been taken through the review process and now understanding the current status of the opportunity shop, available resources, future considerations, and the four options that were presented to Council, do you have any feedback you'd like to provide?

It would be a shame to lose the op-shop. Birdwood op-shop is only open twice per week and the church op-shop in Gumeracha is hardly open - plus they are all church ones and not council. Option 2 or 3 are good - run it with volunteers so it's low cost. The community hall is next door so that space can be used for events etc. This op-shop is also a great location - consider those without transport.
Maintain current operation.
May I suggest another option - to have the Uniting Church Op Shop do a joint venture and as ONE Op Shop in the most suitable premises (presumably the Main Street Council location for traffic) and share the takings accordingly. This would lighten the volunteer load, and reduce operating costs perhaps.
I think the best option is to seek expressions of interest from community groups and for one of those groups to continue the operation with that group's own interpretation on how it could be run to suit the community.
No. 2 op shop is a wonderful place to find toys, books puzzles etc for our extended family.
4. Expression of interest process Support exploring another community/s organisation running op shop
The current OP SHOP is a valuable resource in terms of STOCK and interaction with friendly staff. A point of contact for lonely people.
This could be an asset to both Council and community if allowed to operate to its fullest potential.
Essential service to prevent landfill of clothing that can be recycled. Provides affordable clothing etc for people who have limited resources. A trendy centre to visit as a tourist to the area.
Op Shops are something a lot of travellers look for on their travels. I have visited this shop on several occasions and it would be a sad day if it was closed. I actually volunteer in an op shop in the Riverland. We open Monday to Friday 8.30am to 2.30pm and 9am to noon on Saturday. The staff were very helpful and a credit to the place.
We need our op-shop. We need it how it has always been with a large selection to browse through. Our community has a great need for this service.
Op Shops are critical to community cohesion, emergency responses and as cost-effective options for low income locals. Council's can't promote community living while simultaneously reducing community services.

Op shop not allowed to open during weekend and events. Volunteers not treated well. Not enough transport and exercise services for older people. Don't use the op shop but do donate. Too many rules and regulations.

It would be a shame to see the Op Shop close. The community would lose a project that brings people together whether to benefit projects and charities or just an opportunity to acquire items that some one didn't want. It services the community.

Expressions of interest should include one from The Lions Club of Torrens Valley where they would take over the complete operation of the Op Shop with no involvement from Council apart from issuing a peppercorn lease for the building itself.
The Lions Club would maintain the operation of the shop using a workforce of existing and potential volunteers

Firstly the report was such that there were predetermined outcomes. It referenced a lot of council speak and glossed over important facts under the guise of the council's strategic aims, when there are many aspects to providing good community engagement. The data re other op shops in the area was inaccurate as they operate under different hours and conditions, and right now several are not accepting donations. People in the immediate area do not travel out of the immediate area to drop off donations. It was also a poor reflection on the operations of council and the Torrens Valley Centre, that the ball had been dropped so to speak with regards to supervision and workplace and safety, as many issues such as overcrowding were obvious to us visitors back in 2024, and especially in early 2025. It would not take as much time to meet with volunteers and keep them up to scratch with safety, they try to do it now, as the report suggested. It is also an insult to imply that they wouldn't understand the rules, then on the other side praise them for the work they do.

Op Shop needs to continue - money to go to community - less operating costs why are operating costs so high?? Why is it necessary to pay someone from council - on high wages - super. Council should not be running it. Make it a low lease - ie \$100 a year.

2. The op shop is a very utilised shop. I shop there for nearly all of my families clothes shopping to save on money. I can not afford to buy new clothes due to only working part-time and need to be able to feed my family.

Maintain current or continued operation with additional resourcing. Community op shops are a vital resource for communities. The Gumeracha op shop provided great low cost shopping options for local families in an area where shopping options are already light on the ground. Council services are light on the ground in the upper hills area. It feels like council doesn't want to support many or any services beyond Woodside. This op shop should be core council business - it provides volunteer opportunities, training and skills, low cost or free family support and shopping opportunities. An op shop shouldn't have to run at a profit and many council services run at a loss.

What is the ulterior motive? Who is the manager? What qualifications do they have? Get AHC out and lease the building to the Op Shop. Peppercorn rent eg. \$100 P.A.

Maintain current operation but without council involvement. Maintain current operation, extending hours to include a weekend day, to be staffed by and run by volunteers. No need, in my opinion to have paid council staff involved.
I am interested in the CWA metal sign on the outside of the op shop building. I am involved with CWA for many (24) years with the Houghton Branch. They are having new premises built on the Houghton Oval and will have their own rooms. The sign would be most welcome if it becomes available.
3. Op shops are valuable assets in all communities.
Yes, I like option 3
Close it to stop the competition with the other op shop in the town that supports local community groups and charities.
I'd rather see the council use their time for inclusion and community projects. A community garden, or garden club would be great. Perhaps even a men's shed evening session.
2. Maintain current operation but create an op shop volunteer Committee. The volunteers are then responsible for revenue raising to make the op shop pay for itself. The fact there is another op shop in town is irrelevant as it is 600 metres uphill and impossible for locals to walk to. The convenience of this op shop being right by the Community centre and library is of the utmost importance. I am willing to be part of the Committee that manages the op shop and with my business background, I can assure you we will manage all costs.
The op shop should remain open and provides a valuable service to the community. I have often used this op shop to buy things that are donated by the community, not only does it recycle goods and divert them from landfill, it allows the local community to purchase things that they need at a lower cost. Everyone in the community is suffering with the cost of living and we cannot afford to lose access to op shops. I have bought bedding for my children and crockery, clothes and toys there. Council should be responsive to community need, it would take very minimal commitment and resourcing to keep the op shop open and it provides a very good service for many surrounding towns. It is also an opportunity to allow members of the community to volunteer which reduces social isolation and builds community resilience.

If the opportunity shop was to close, what do you think is important to consider?

I like the idea of community programs but if you could run the op-shop with volunteers then its low cost and you can do both. This whole side of the hills are forgotten by AHC.
Include some more practical activities that make use of the skills of retired or out of work people in the community who may want to feel useful and also gain social interaction at the same time. For example - a cabinet maker repairing chairs, a dressmaker repairing clothes, a handyman

repairing a kid's bicycle or scooter, and electrician repairing a toaster, etc., etc. This could be arranged via phone appointment for when the skills were required.

Could have many uses: Meeting room, Special Interest Group, Exercise Classes etc. It is a very solid old building which should be retained and maintained.

It would be a shame for it to close, it is a wonderful resource for locals and to be able to donate goods for others to enjoy and earn some money for community projects.

Talking openly and transparently with all stakeholders. Bringing the community along and involving them

Shop must continue to be used as a shop or active community hub in some form. Ideally this would be operated by another community group in the area, who would have lowering operating costs that Council and be able to utilise a more agile approach - e.g. more ability for stocking different items, ability for improved advertising/promotions and ability to open weekends etc. Different retail models could operate there, including hiring out gardening equipment etc. Things like BBQ's or cake stalls could also occur from the large patio along the street frontage. It is a very prominent site for any other non-profit organisation looking at fundraising options.

The Gumeracha Main Street needs more activation when people are around (e.g. weekend day times) - having an Op Shop or similar in this premises (if it could open on weekends) would encourage more people to linger longer in Gumeracha. It would operate more as a 'tourist' Op Shop, whereas the one in the Uniting Church on Wellington Street is well hidden away and more directed at locals due to this. In addition, some people may not want to support a religious organisation for their own reasons.

It is also important to consider existing volunteers wellbeing - essentially treat them as employees and offer 1:1 counselling/guidance about other opportunities - potentially via the Council's Employee Assistance Program service?

Community interaction for folk who live alone.

As a member of a club that has weekends away in various country towns around SA and buy and contribute to their economy, op shops are a major attraction for many of our senior members. This town seems to have lost the little convenience store and with the closure of the op shop - what is there? Not opening on Fridays and Saturdays is a major draw back. It seems the Council just rid of this outlet.

Probable increase in dumping of clothing in inappropriate areas.

Less travellers would stop in Gumeracha. The Rocking Horse may be of interest to families with children, but not so much to older folk. You've already lost your supermarket and post office, I think you need the op shop!

If the Op Shop closed - it would deprive people the opportunity to purchase and communicate. The funds raised assist projects and charities local to the area.

As stated above I would like to see the building continue to be used as an Op Shop and being controlled and run by the Lions Club

The council would continue to lose support over this, it is more of a hub than the community centre which currently runs very niche programs, same old same old, and if mostly you dont live in gumeracha you wont know about programs. And the childrens programs in the holidays are also mainly colouring sheets. no imagination or creativity. To close the op shop means that the whole site looks and becomes dead, some days the op shop gets more people than the library. Keep it open, perhaps only open when the library is open, more than just advertise on social media, and just putting the flag out, allow the place to be seen by prospective customers. The close it also negates the councils reuse and recycle policy as a lot of that happens there. And there are the volunteers, who love the job they do, and have been treated appallingly by council thro out the process, they cant/wont be able to just find other jobs to do, it is niche in the op shop, and they have defined groups that rely on each other. Put some solar panels on the roof to assist with power, look out side the square for a change, not a blinkered approach with a planned result .

Why does the op shop need a council paid overseer?? 1) community service. 2) Reason for travelling community to stop. They will stop for 1) Toilet. 2) Op shop. 3) Grocery buying (ie foodlands, woolies etc). 4) Coffee - when already stopped. 5) Take away - maybe.

The community needs it, it is well utilised by locals and people driving through.

How council could support low cost shopping options in the area. There is a lack of services in Gumeracha and surrounding areas. If the shop was to cease being council run, I would want additional support or services to be put in to the Gumeracha Civic Centre to support families. I would not support the shop being outsourced to a large "commercial" op shop provider as they are often not low cost or meeting the needs of the community. I also think council needs to commit to the ongoing support of and services in Gumeracha. The closing of the op shop cannot be the start of council closing down upper hills services.

Op-Shop best tourism attraction for Gumeracha.

The Op Shop not to close, but the council step out from managing it. This would allow resources to be used for programs or supporting the volunteers and groups that already exist.

This shouldn't be a question until a devising is made.

We need quality op shops to support the local community, cost of living is crazy. Also, I applaud recycling not unnecessary landfill.

Let the other op shop take items from the AHC op shop to avoid going to landfill.

If the building is not fit for purpose perhaps it could become more car parking for the site.

With the amount of small businesses that have close in Gumeracha in the last 3 years, losing the op shop would be detrimental to the Community.
The Northern Adelaide Hills needs more investment from Council, not closures for 'dead assets'
The op shop building was built by the CWA and since Council has owned it, it has become a neglected and forgotten piece.
Keep it open or sell it to me and I will keep it open and have the volunteers run it!

I cannot see any good reason for the op shop to close

Images / snapshot of any emails or letters receive. Please ensure any personal information (name, email, phone numbers) has been removed /redacted.

Email 1

To whom it may concern,

I write to express my support in keeping the Oppe shop open in Gumeracha & perhaps considering allowing it to be volunteer-run to allow for openings on weekends when there are events happening in the town.

I have lived in the area for over 40 years. The oppe shop whilst only fairly small has served the community well. Whilst there is another in the town. This one is centrally located & some distance away from the other. I think it is a cop-out to expect the church to fill a void where the council has deemed not necessary. I also believe that the two can work in harmony for who has gone to an opportunity shop with a shopping list & got everything they've needed? Not many. Often, this is the beauty of these places. You never know what gems you might find unexpectedly. It can just be the fun of looking & having a chat with other locals. It also gives us the opportunity to donate perfectly good items back into our community.

I have heard that the turn-over in the shop has been good and they have had ample volunteers to staff it, so please support keeping this resource open & operating viably.

Thank you

[Redacted signature]

Appendix D – Advertisements and social media posts 34

Gumeracha Community Association Facebook Post – 11 September 2025



Gumeracha community communication.

🔔 Top contributor Sylvia Ullmer · 11 Sep · 🧑

The Oppe Shoppe needs your support if it is to remain open.

Council has commenced Community Engagement to review the future of our Oppe Shoppe. You can voice your opinion online, by emailing engage@ahc.sa.gov.au or by completing a hardcopy feedback form available from Gumeracha Library/Torrens Valley Community Centre. There will also be two community drop-in sessions at the Gumeracha Civic Centre:

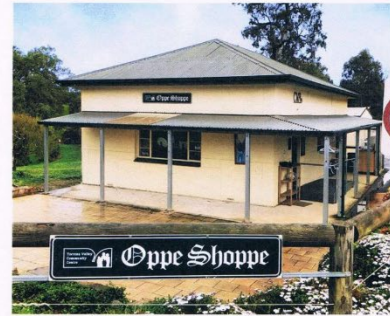
Monday 15 September 11am-12noon

Thursday 18th September 4pm-6pm

We need to speak up in support of the Oppe Shoppe or it will close.

Gumeracha Opportunity Shop

Service review and future options



We are working with volunteers, key stakeholders and interested community members, to understand your feedback about what is important for us to consider regarding the ongoing operation or closure of the Gumeracha Opportunity Shop.

For further details and the opportunity to provide your feedback, please visit engage.ahc.sa.gov.au or contact us at:

- 📞 8408 0400
- ✉ engage@ahc.sa.gov.au
- 📍 63 Mt Barker Rd, Stirling SA 5152

Provide your feedback by Sunday 21 September 2025



08 8408 0400
mail@ahc.sa.gov.au
ahc.sa.gov.au



👍👤 The Big Rocking Horse + 28 19 comments

👍 Like

💬 Comment

Op shop faces the chop

The future of the Gumeracha Op Shop hangs in the balance, with an independent report revealing the shop is no longer financially viable and at odds with the council's strategic objectives. Consultancy firm BRM Advisory conducted a service review...

by [Fin Dunford](#) Published September 03, 2025



Gumeracha residents Paul Hemmer, left, Claire Kernich, Rob Hawke, Pauline Stewart, Sylvia Ullmer, Adelaide Hills Councillor Adrian Cheater, Joel Taggart and Mell Penno.

The future of the Gumeracha Op Shop hangs in the balance, with an independent report revealing the shop is no longer financially viable and at odds with the council's strategic objectives.

Consultancy firm BRM Advisory conducted a service review, which found the volunteer-run shop did not align with the council's priorities; diverted resources from the Torrens Valley Community Centre; its financial performance did not offset the cost of service delivery; and it was a burden on council staff who had to ensure safety standards were met.

The shop was originally set to cease operations, but that was deferred by Adelaide Hills Councillors last month, who voted to hear from stakeholders.

The stakeholder engagement process does not mean the shop will remain open, but councillors believed the initial lack of engagement could “undermine trust” within the community.

The engagement process will inform a transition plan for the shop’s volunteers and help the community understand the reasons the shop is no longer viable.

Councillor Adrian Cheater – who introduced the motion to go to an engagement process – said it would not involve wider consultation with the community, but more targeted collaboration with the shop’s volunteers and stakeholders.

“The (service) review did not consult directly with volunteers or key stakeholders within the community, even though they have sustained the service for decades and have a strong sense of ownership,” he said.

“Deferring the final decision allows the council to undertake genuine engagement with volunteers and the community, explore alternative models for future management of the service (and) enable stakeholders to help shape the closure timeline and process, should that be the ultimate outcome.”

Gumeracha residents Joel Taggart and Mell Penno have criticised the move to close the shop without trying to collaborate and improve management.

“It was viable once upon a time, so if it’s managed properly, any business can thrive and it doesn’t matter how small or big that business is,” Ms Penno said.

Mr Taggart said the shop wasn’t allowed to open on weekends or able to promote itself on social media since becoming council-operated.

He said the main street “could be a tourist attraction”, especially given significant council spending on the area in recent years and beautification projects by the Gumeracha Community Association.

Council chief executive Greg Georgopoulos will bring the results of the engagement process to the council at its October meeting.



08 8408 0400
mail@ahc.sa.gov.au

ahc.sa.gov.au



Adelaide Hills
COUNCIL

Appendix 3

Gumeracha Op Shop Service Review – Transition Plan



Gumeracha Opportunity Shop Transition Plan 2025 / 2026

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, and further community consultation Council has determined that continued operation of the Op Shop as a council program is not aligned with strategic priorities and presents financial and operational challenges. Council has resolved to cease operations and undertake an Expression of Interest Process to identify an alternative community based not for profit group to lease the building from Council. A transition plan has been developed to ensure respectful communication and volunteer support.

Key Dates

11 November 2025	Council Meeting
12 November 2025	Advise Volunteers and Commence Communications
November 2025	Prepare and then commence EOI process

Transition Plan Overview

Strategy Area	Actions/ Timeframe	Responsibility
Communications	1. Meet with impacted volunteers 2. Notify all other TVCC volunteers 3. Notify AHC staff including the Customer Service team. 4. Staff available for community queries. 5. Commence an Expression of Interest Process.	Community Centre Staff Communications Team Manager Community wellbeing
Volunteer Support	1. Inform volunteers promptly and hold meetings regarding relevant information 2. Staff to make themselves available for support 3. Volunteers invited to continue operating the op shop during the EOI process	Community Centre Staff Volunteering Coordinator Manger Community wellbeing

	4. Volunteering Coordinator to assist with identifying opportunities with each interested volunteer (following the EOI process) 5. Host appreciation event and provide formal recognition upon the cessation of Council operations	
Risk Management	1. Continue operations per Op Shop Operations Manual (ongoing) 2. Adjust operations if volunteer availability drops (as required) 3. Manage excess stock levels and illegal dumping (ongoing) 4. Maintain unsold stock that can be appropriately stored within the shop until the EOI process is complete	Community Centre staff

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 12.6

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

Subject: CEO Performance Review Panel Terms of Reference Review

For: Decision

SUMMARY

The purpose of this report is for a periodic review of the Terms of Reference (TOR) for the CEO Performance Review Panel (the Panel).

Minor changes to amend the membership clauses are recommended.

Four agenda reports related to the Panel are being brought to the 11 November 2025 meeting. This first report is to update the Terms of Reference, the second being to appoint the panel members, the third report to appoint a Presiding Member for the Panel and the fourth to seek endorsement to begin the recruitment process for an Independent Member.

RECOMMENDATION

Council resolves:

- 1. That the CEO Performance Review Panel Terms of Reference review report be received and noted.**
 - 2. To note resolution 316/24 of the 27 August 2024 Council meeting.**
 - 3. To adopt the amended Draft CEO Performance Review Panel Terms of Reference, in Appendix 2, with an effective date of 14 November 2025.**
 - 4. To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the proposed policy.**
-

1. BACKGROUND

At the 27 August 2024 meeting, Council resolved to remove the Mayor from the CEO Performance Review Panel and to make amendment to the Terms of Reference, accordingly (relevant excerpt quoted below).

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

316/24

Council resolves:

DECISION ONE

1. That Council receive and note the presentation, information, reports and legal advice in relation to this Item 19.3.
2. That Council, pursuant to s 41(5) of the Local Government Act 1999 (SA), removes the Mayor from the Chief Executive Officer's Performance Review Panel.
3. That having removed the Mayor from the Chief Executive Officer's Performance Review Panel, the Council amends the Terms of Reference for the Panel as follows:
 - a. In clause 5.1.1 delete "Mayor and"; and
 - b. In clause 5.1.2 delete "Two (2) Council Members" and substitute with "Three (3) Council Members (not being the Mayor)".
4. That the amendments to the Terms of Reference (per part 3 of this Resolution) remain in effect unless and until the Council resolves otherwise.
5. That at its next Ordinary meeting, Council's Administration prepare and present a report to Council for the purposes of taking nominations and appointing a member of Council (other than the Mayor) to fill the vacancy of the CEO PRP.

.....

Carried Unanimously

This periodic review of the Terms of Reference seeks to revert the Panel membership back to the Mayor (or the person acting in the Office of the Mayor). There are no other changes recommended.

2. ANALYSIS

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

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective O2 Operate with integrity using best practice governance processes.

➤ **Legal Implications**

Section 41 of the *Local Government Act 1999* sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers, functions and duties. The CEO Performance Review Panel is a s41 committee.

The TOR sets out the role, functions and membership provisions which are compliant with the provisions of s102A of the Local Government Act.

➤ **Risk Management Implications**

The Council's consideration of Terms of Reference of the CEO Performance Review Panel will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

Not applicable.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct. Regular review of the CEO PRP Terms of Reference ensure that appropriate governance arrangements are in place.

➤ **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: Not applicable.
Council Workshops: Not applicable.
Advisory Groups: Not applicable.
External Agencies: Not applicable.
Community: Not applicable.

➤ **Additional Analysis**

Proposed amendments

The only amendments proposed are to the membership clauses of the TOR.

Should Council adopt the draft Terms of Reference the Mayor (or the person Acting in the Office of the Mayor) will hold a membership position on the Panel, rather than the (Acting) Deputy Mayor.

Impact on Current Panel Membership

It should be noted that Acting Mayor Nathan Daniell's membership is due to his position as Deputy Mayor. Should the proposed Terms of Reference changes be endorsed by Council he will continue to hold membership in his position as Acting Mayor until such time as the substantive Mayor is elected.

3. OPTIONS

Council has the following options:

1. Adopt the draft Terms of Reference.
2. Suggest amendments to the Terms of Reference.

4. APPENDICES

- (1) CEO Performance Review Panel Terms of Reference (Track changes)
- (2) CEO Performance Review Panel Terms of Reference (Clean copy)

Appendix 1

*CEO Performance Review Panel Terms of Reference
(Track changes)*

ADELAIDE HILLS COUNCIL
CEO Performance Review Panel

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1. The CEO Performance Review Panel (the Panel) is a Panel established by the Council under Section 41 of the Local Government Act 1999 (the Act).
- 1.2. The Panel has no power or authority to make delegated decisions on behalf of the Council, nor does it have any financial delegations. The Panel performs an advisory role to the Council, as a governing body.

2. ROLE

- 2.1. In accordance with section 102A(1) of the Act, Council must review the performance of the Chief Executive Officer (CEO) at least once per year.
- 2.2. In accordance with section 102A(2) of the Act, Council must obtain and consider the advice of a qualified independent person on a review. The qualified independent person must not be a member or employee of the Council and is to be a person determined by the Council (evidenced by resolution) to have appropriate qualifications or experience in human resource management.
- 2.3. The Council is responsible for the selection, remuneration and performance management of the CEO. The role of the Panel is to facilitate, manage and report to Council on the review process in accordance with section 102A of the Act, as well as to provide advice to Council on matters relating to the performance and development of the CEO.

3. SPECIFIC FUNCTIONS

- 3.1 The Panel is to provide advice to Council on the CEO's performance and development, including, but not limited to, the following matters:
 - 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
 - 3.1.2 Monitoring the progress on the CEO's agreed Performance Targets for the current 12 month performance period;
 - 3.1.3 Reviewing the CEO's performance over the preceding 12 month performance period, in particular assessing performance against the agreed Performance Targets and Position Description requirements;

- 3.1.4 Identifying development opportunities for the CEO;
- 3.1.5 Reviewing the remuneration and conditions of employment of the CEO in accordance with Section 99A of the Act, as well as any Determination made by the Remuneration Tribunal; and
- 3.1.6 Making recommendations to Council on the conclusion of the review, including with respect to the Employment Agreement as between Council and the CEO.

4. OTHER MATTERS

The Panel shall:

- 4.1 Have access to reasonable resources in order to carry out its duties and functions, within Council's budgetary constraints;
- 4.2 Be provided with appropriate and timely training, both in the form of an induction program for new members, as well as on an ongoing basis for all members;
- 4.3 Comply with all relevant legislation, including the Act;
- 4.4 Where the Panel is required to act jointly with, or to obtain the concurrence of, the CEO in the performance of its functions, the expectation of the Council is that both parties will negotiate and consult in good faith to achieve the necessary objectives; and
- 4.5 At least once in its term, undertake a review its own performance, including these Terms of Reference, to ensure it is operating at maximum effectiveness, and recommend changes it considers necessary to the Council for its consideration, and adoption.

5. MEMBERSHIP

- 5.1 The Panel will be comprised of five (5) members as follows:

- 5.1.1 ~~Deputy~~ Mayor;
- 5.1.2 Three (3) Council Members ~~(not being the Mayor)~~; and
- 5.1.3 One (1) Independent Member, who is not an employee or the qualified independent person engaged pursuant to section 102A of the Act.

- 5.2 All members of the Panel will be appointed by the Council.
- 5.3 The Independent Member of the Panel shall have recent and relevant skills and experience in fields related to the role and functions of the Panel, as determined by the Council.
- 5.4 It is desirable for the Council Members appointed to the Panel to have a sound understanding of the role and functions of the Panel.

- 5.5 In considering appointments to the Panel, Council will give consideration to the diversity of its membership.
- 5.6 Appointments to the Panel shall be for a period of up to three (3) years, as determined by the Council.
- 5.7 Members of the Panel are eligible for reappointment at the expiration of any term of office.

6. SITTING FEES

- 6.1 The applicable Determination of the Remuneration Tribunal (or its successor) outlines the applicable allowances for Council Members on the Panel.
- 6.2 The Independent Member is to be paid a sitting fee for attendance at meetings and authorised training sessions, as determined by resolution of the Council.
- 6.3 Council may determine by resolution a higher sitting fee will apply for the Presiding Member.

7. PRESIDING MEMBER

- 7.1 The Council will appoint the Presiding Member of the Panel.
- 7.2 The Mayor is ineligible to be appointed as Presiding Member.
- 7.3 The Council authorises the Panel to determine if there will be a Deputy Presiding Member of the Panel and, if so, authorises the Panel to make the appointment to that position for a term determined by the Panel.
- 7.4 If the Presiding Member of the Panel is absent from a meeting, the Deputy Presiding Member (if such position exists) will preside at that meeting. If no appointment to the position of Deputy Presiding Member has been made, or in the event that both the Presiding Member and the Deputy Presiding Member of the Panel are absent from a meeting of the Panel, then a member of the Panel chosen from those present will preside at the meeting, until the Presiding Member or Deputy Presiding Member, (if relevant) is present.
- 7.5 The role of the Presiding Member includes:
 - 7.5.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Local Government {Procedures at Meetings} Regulations 2013 (the Regulations); and
 - 7.5.2 Ensuring all Panel members have an opportunity to participate in discussions in an open, transparent and informed manner.

8. REPORTING RESPONSIBILITIES

8.1 For the purposes of Section 41(8) of the Act, the Panel's reporting and accountability requirements are:

8.1.1 The minutes of each Panel meeting will be included in the agenda papers for the next ordinary meeting of the Council;

8.1.2 The Presiding Member will attend a meeting of the Council at least once per annum, to present a report on the activities of the Panel;

8.1.3 The Panel shall make whatever recommendations to the Council it deems appropriate, on any area within its role and functions, as set out under these Terms of Reference; and

8.1.4 The Presiding Member may attend a Council meeting at any time the Presiding Member sees fit, to discuss any issue or concern relating to the Panel's functions. Subject to the nature of the matter, this briefing may be held in confidence in accordance with Section 90 of the Act and staff may be excluded from attendance.

9. MEETING PROCEDURE

9.1 Meeting procedures for the Panel are set out under the Act, as well as Parts 1, 3 and 4 of the Regulations. Insofar as the Act, the Regulations, or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Panel, the Panel may determine its own procedure.

9.2 In accordance with Section 90(7a), one or more Panel members may participate in the meeting by telephone or other electronic means, provided that members of the public can hear the discussion between all Panel members.

9.3 Only members of the Panel are entitled to vote in Panel meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter before the Panel for decision.

9.4 A quorum for the Panel shall constitute half the membership, ignoring any fraction from the division, plus one (1).

10. SECRETARIAL RESOURCES

10.1 Sufficient administrative resources will be provided by Administration to the Panel for the purposes of coordination and preparation of reports, agendas and minutes, as well as a point of contact for all Panel Members and any external consultants.

11. FREQUENCY OF MEETINGS

- 11.1 The Panel shall meet at appropriate times and places as determined by the Panel. A special meeting of the Panel may be called in accordance with the Act.
- 11.2 If it is determined there is no business to transact for a designated meeting, the Presiding Member of the Panel may cancel the respective Panel meeting.

12. NOTICE OF MEETINGS

- 12.1 Notice of the meetings of the Panel will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:
- 12.1.1 To members of the Panel by email or as otherwise agreed by Panel members at least 3 clear days before the date of the meeting; and
 - 12.1.2 To the public as soon as practicable after the time that notice of the meeting is given to members, by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

13. PUBLIC ACCESS TO MEETINGS & DOCUMENTS

- 13.1 Meetings of the Panel will be conducted in a place open to the public, and members of the public are invited to attend, unless the Panel makes an order under Section 90(2) and (3) of the Act for any particular item of business.
- 13.2 Members of the public have access to minutes and reports presented to the Panel, unless prohibited by section 83(5) of the Act, or by resolution of the Panel under Section 91(7) of the Act.

14. MINUTES OF MEETINGS

- 14.1 All proceedings and resolutions on items of business at all meetings of the Panel, including recording the names of those present are minuted and the minutes will otherwise comply with the requirements of the Regulations.
- 14.2 Minutes of Panel meetings shall be circulated within five days after a meeting to all members of the Panel and will (in accordance with legislative requirements) be available to the public.
- 14.3 The minutes shall be confirmed at the next meeting of the Panel.

Appendix 2

*CEO Performance Review Panel Terms of Reference
(Clean copy)*

ADELAIDE HILLS COUNCIL
CEO Performance Review Panel

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1. The CEO Performance Review Panel (the Panel) is a Panel established by the Council under Section 41 of the Local Government Act 1999 (the Act).
- 1.2. The Panel has no power or authority to make delegated decisions on behalf of the Council, nor does it have any financial delegations. The Panel performs an advisory role to the Council, as a governing body.

2. ROLE

- 2.1. In accordance with section 102A(1) of the Act, Council must review the performance of the Chief Executive Officer (CEO) at least once per year.
- 2.2. In accordance with section 102A(2) of the Act, Council must obtain and consider the advice of a qualified independent person on a review. The qualified independent person must not be a member or employee of the Council and is to be a person determined by the Council (evidenced by resolution) to have appropriate qualifications or experience in human resource management.
- 2.3. The Council is responsible for the selection, remuneration and performance management of the CEO. The role of the Panel is to facilitate, manage and report to Council on the review process in accordance with section 102A of the Act, as well as to provide advice to Council on matters relating to the performance and development of the CEO.

3. SPECIFIC FUNCTIONS

- 3.1 The Panel is to provide advice to Council on the CEO's performance and development, including, but not limited to, the following matters:
 - 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
 - 3.1.2 Monitoring the progress on the CEO's agreed Performance Targets for the current 12 month performance period;
 - 3.1.3 Reviewing the CEO's performance over the preceding 12 month performance period, in particular assessing performance against the agreed Performance Targets and Position Description requirements;

- 3.1.4 Identifying development opportunities for the CEO;
- 3.1.5 Reviewing the remuneration and conditions of employment of the CEO in accordance with Section 99A of the Act, as well as any Determination made by the Remuneration Tribunal; and
- 3.1.6 Making recommendations to Council on the conclusion of the review, including with respect to the Employment Agreement as between Council and the CEO.

4. OTHER MATTERS

The Panel shall:

- 4.1 Have access to reasonable resources in order to carry out its duties and functions, within Council's budgetary constraints;
- 4.2 Be provided with appropriate and timely training, both in the form of an induction program for new members, as well as on an ongoing basis for all members;
- 4.3 Comply with all relevant legislation, including the Act;
- 4.4 Where the Panel is required to act jointly with, or to obtain the concurrence of, the CEO in the performance of its functions, the expectation of the Council is that both parties will negotiate and consult in good faith to achieve the necessary objectives; and
- 4.5 At least once in its term, undertake a review its own performance, including these Terms of Reference, to ensure it is operating at maximum effectiveness, and recommend changes it considers necessary to the Council for its consideration, and adoption.

5. MEMBERSHIP

- 5.1 The Panel will be comprised of five (5) members as follows:
 - 5.1.1 Mayor;
 - 5.1.2 Three (3) Council Members; and
 - 5.1.3 One (1) Independent Member, who is not an employee or the qualified independent person engaged pursuant to section 102A of the Act.
- 5.2 All members of the Panel will be appointed by the Council.
- 5.3 The Independent Member of the Panel shall have recent and relevant skills and experience in fields related to the role and functions of the Panel, as determined by the Council.
- 5.4 It is desirable for the Council Members appointed to the Panel to have a sound understanding of the role and functions of the Panel.

- 5.5 In considering appointments to the Panel, Council will give consideration to the diversity of its membership.
- 5.6 Appointments to the Panel shall be for a period of up to three (3) years, as determined by the Council.
- 5.7 Members of the Panel are eligible for reappointment at the expiration of any term of office.

6. SITTING FEES

- 6.1 The applicable Determination of the Remuneration Tribunal (or its successor) outlines the applicable allowances for Council Members on the Panel.
- 6.2 The Independent Member is to be paid a sitting fee for attendance at meetings and authorised training sessions, as determined by resolution of the Council.
- 6.3 Council may determine by resolution a higher sitting fee will apply for the Presiding Member.

7. PRESIDING MEMBER

- 7.1 The Council will appoint the Presiding Member of the Panel.
- 7.2 The Mayor is ineligible to be appointed as Presiding Member.
- 7.3 The Council authorises the Panel to determine if there will be a Deputy Presiding Member of the Panel and, if so, authorises the Panel to make the appointment to that position for a term determined by the Panel.
- 7.4 If the Presiding Member of the Panel is absent from a meeting, the Deputy Presiding Member (if such position exists) will preside at that meeting. If no appointment to the position of Deputy Presiding Member has been made, or in the event that both the Presiding Member and the Deputy Presiding Member of the Panel are absent from a meeting of the Panel, then a member of the Panel chosen from those present will preside at the meeting, until the Presiding Member or Deputy Presiding Member, (if relevant) is present.
- 7.5 The role of the Presiding Member includes:
 - 7.5.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Local Government {Procedures at Meetings} Regulations 2013 (the Regulations); and
 - 7.5.2 Ensuring all Panel members have an opportunity to participate in discussions in an open, transparent and informed manner.

8. REPORTING RESPONSIBILITIES

- 8.1 For the purposes of Section 41(8) of the Act, the Panel's reporting and accountability requirements are:
- 8.1.1 The minutes of each Panel meeting will be included in the agenda papers for the next ordinary meeting of the Council;
 - 8.1.2 The Presiding Member will attend a meeting of the Council at least once per annum, to present a report on the activities of the Panel;
 - 8.1.3 The Panel shall make whatever recommendations to the Council it deems appropriate, on any area within its role and functions, as set out under these Terms of Reference; and
 - 8.1.4 The Presiding Member may attend a Council meeting at any time the Presiding Member sees fit, to discuss any issue or concern relating to the Panel's functions. Subject to the nature of the matter, this briefing may be held in confidence in accordance with Section 90 of the Act and staff may be excluded from attendance.

9. MEETING PROCEDURE

- 9.1 Meeting procedures for the Panel are set out under the Act, as well as Parts 1, 3 and 4 of the Regulations. Insofar as the Act, the Regulations, or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Panel, the Panel may determine its own procedure.
- 9.2 In accordance with Section 90(7a), one or more Panel members may participate in the meeting by telephone or other electronic means, provided that members of the public can hear the discussion between all Panel members.
- 9.3 Only members of the Panel are entitled to vote in Panel meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter before the Panel for decision.
- 9.4 A quorum for the Panel shall constitute half the membership, ignoring any fraction from the division, plus one (1).

10. SECRETARIAL RESOURCES

- 10.1 Sufficient administrative resources will be provided by Administration to the Panel for the purposes of coordination and preparation of reports, agendas and minutes, as well as a point of contact for all Panel Members and any external consultants.

11. FREQUENCY OF MEETINGS

- 11.1 The Panel shall meet at appropriate times and places as determined by the Panel. A special meeting of the Panel may be called in accordance with the Act.
- 11.2 If it is determined there is no business to transact for a designated meeting, the Presiding Member of the Panel may cancel the respective Panel meeting.

12. NOTICE OF MEETINGS

- 12.1 Notice of the meetings of the Panel will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:
- 12.1.1 To members of the Panel by email or as otherwise agreed by Panel members at least 3 clear days before the date of the meeting; and
- 12.1.2 To the public as soon as practicable after the time that notice of the meeting is given to members, by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

13. PUBLIC ACCESS TO MEETINGS & DOCUMENTS

- 13.1 Meetings of the Panel will be conducted in a place open to the public, and members of the public are invited to attend, unless the Panel makes an order under Section 90(2) and (3) of the Act for any particular item of business.
- 13.2 Members of the public have access to minutes and reports presented to the Panel, unless prohibited by section 83(5) of the Act, or by resolution of the Panel under Section 91(7) of the Act.

14. MINUTES OF MEETINGS

- 14.1 All proceedings and resolutions on items of business at all meetings of the Panel, including recording the names of those present are minuted and the minutes will otherwise comply with the requirements of the Regulations.
- 14.2 Minutes of Panel meetings shall be circulated within five days after a meeting to all members of the Panel and will (in accordance with legislative requirements) be available to the public.
- 14.3 The minutes shall be confirmed at the next meeting of the Panel.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item:	12.7
Responsible Officer:	Zoë Gill Executive Governance Officer Office of the CEO
Subject:	Appointment of CEO Performance Review Panel Committee Members
For:	Decision

SUMMARY

The purpose of this report is to appoint elected members to the CEO Performance Review Panel (the Panel).

The current membership of the Panel incorporates:

- Acting Mayor, Nathan Daniell
- Cr Lucy Huxter
- Cr Adrian Cheater
- Cr Kirsty Parkin
- Independent Member (Vacant)

The membership terms for three of the Panel members conclude on the 30 November 2025 and 10 December 2025 respectively. To facilitate appointing members the recommendation is to end Cr Adrian Cheater and Cr Kirsty Parkins membership terms on the 30 November 2025, and appoint all new membership terms from 1 December 2025.

RECOMMENDATION

Decision 1

Council resolves:

- 1. That the report be received and noted**
- 2. To amend Cr Adrian Cheater and Cr Kirsty Parkins membership terms on the CEO Performance Review Panel to conclude on the 30 November 2025.**

Decision 2 (required if one candidate per position indicates intention to nominate)

Council resolves:

1. To appoint _____ , _____ , _____ as members of the CEO Performance Review Panel from 1 December 2025 until the conclusion of the Council term.

Decision 3 (required if more than one candidate per position indicates intention to nominate)

Council resolves:

1. To determine that the method of selecting the CEO Performance Review Panel Member to be by an indicative vote to determine the preferred persons for the three (3) Council Member positions utilising the process set out in this Agenda report.
2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred Council members for the CEO Performance Review Panel Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Decision 4 (required if meeting adjourned)

Council resolves:

1. To appoint _____ , _____ , _____ as members of the CEO Performance Review Panel from 1 December 2025 until the conclusion of the Council term.

1. BACKGROUND

The current membership of the Panel is summarised below:

Member	Role	Term Commenced	Term to Conclude
Cr Adrian Cheater	Member	10 December 2024	10 December 2025
Cr Lucy Huxter	Member	11 September 2024	30 November 2025
Cr Kirsty Parkin	Member	1 December 2023	10 December 2025
Acting Mayor Nathan Daniell	Deputy Mayor Member	28 January 2025	Until the conclusion of the supplementary Mayoral election (notionally 10 February 2026), certification of the result by the returning officer, and the swearing in of the new Mayor.
Vacant	Independent Member		

It is proposed that the new Panel Members are appointed until the end of the current term so as to provide continuity of membership. A separate report seeks endorsement to begin recruitment of a new Independent Member.

The membership of the Panel is addressed in Clause 5 of the TOR, and it is currently:

5. MEMBERSHIP

5.1 The Panel will be comprised of five (5) members as follows:

5.1.1 Deputy Mayor;

5.1.2 Three (3) Council Members (not being the Mayor); and

5.1.3 One (1) Independent Member, who is not an employee or the qualified independent person engaged pursuant to section 102A of the Act.

It should be noted that agenda report 12.10 proposes that the Deputy Mayor position is amended to be the Mayor's position.

Cr Nathan Daniell's membership is due to his position as Deputy Mayor. Should the proposed Terms of Reference changes in agenda report 12.10 be endorsed by Council then he will continue to hold membership in his position as Acting Mayor until such time as there is a substantive Mayor.

2. ANALYSIS

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

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective O2 Operate with integrity using best practice governance processes.

➤ **Legal Implications**

Section 41 of the *Local Government Act 1999* sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers, functions and duties. The CEO Performance Review Panel is a s41 committee.

Section 74 – General conflicts of interest of the Act set out the provisions regarding General Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the Panel may have a General COI and should consider declaring the interest and acting in accordance with *s75B – Dealing with general conflicts of interest*.

Section 75 – Material conflicts of interest of the Act set out the provisions regarding Material Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the Panel may have a Material COI and should consider declaring the interest and acting in accordance with s75C – *Dealing with material conflicts of interest*.

Council's *Information or Briefing Sessions Policy* created under s90A(1) sets out the provisions for the conduct of an Information or Briefing Session such as the session recommended for the purposes of indicative voting. The above COI provisions do not apply to an Information Session, if it occurs

The TOR sets out the role, functions and membership provisions which are compliant with the provisions of s102A of the Local Government Act.

➤ **Risk Management Implications**

The Council's consideration of the membership of the CEO Performance Review Panel will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

There is no allowance payment for Council Members who are members of Council Committees.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **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: Not applicable.
Council Workshops: Not applicable.
Advisory Groups: Not applicable.
External Agencies: Not applicable.

Community: Not applicable.

➤ **Additional Analysis**

Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the Material Conflict of Interest provisions under s75 (see Legal Implications above), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred persons for the appointment of the Presiding Member.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the *Information and Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Mayor enquires as to how many members intend to nominate for the position of CEO PRP Panel Member;
2. if only three (3) elected member indicate their candidacy, those members will declare a material conflict of interest and leave the meeting, whilst the Mayor invites a motion to appoint those members to the positions (Decision 1);
3. the meeting will then deal with the motion;
4. if there are more candidates than positions, the Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 2);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will announce a vote for the first position on the Panel
6. the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
7. The method of voting will be by secret ballot utilising the preferential counting system;
8. Each Council Member (including the Mayor) shall have one vote;
9. Ballot papers will be provided to each Member;
10. The nominees' names will be drawn to determine the order on the ballot paper;
11. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
12. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.

13. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
14. After all votes have been counted, the Returning Officer shall formally declare the result of the election.
15. The Chief Executive Officer (or their delegate) will announce a vote for the second position on the Panel
16. The process from 6-14 above will be repeated (excluding any speaking to the candidacy unless there are new candidates)
17. The Chief Executive Officer (or their delegate) will announce a vote for the third position on the Panel
18. The process from 6-14 above will be repeated (excluding any speaking to the candidacy unless there are new candidates)
19. The ballot papers will be shredded.

Council can then resolve for the preferred persons to be nominated as the CEO PRP Member.

3. OPTIONS

Council has the following options:

- I. The Council may elect to appoint the CEO PRP members.
- II. The Council may elect not to appoint the CEO PRP members at this time.

4. APPENDICES

- (1) Note the Terms of Reference for the CEO Performance Review Panel have been provided in the appendix to Agenda Report 12.7.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 12.8

Responsible Officer: Zoe Gill
Executive Governance Officer
Office of the CEO

Subject: Appointment of the CEO Performance Review Panel Presiding Member

For: Decision

SUMMARY

The purpose of this report is to appoint a Presiding Member for the CEO Performance Review Panel.

The Presiding Member position has been vacant since the resignation of the previous Presiding Member, Ms Vanessa Godden, on 9 July 2025.

RECOMMENDATION

Council resolves:

Decision 1 *(required if one candidate indicates intention to nominate)*

1. To appoint _____ to the position of CEO Performance Review Panel Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.

Decision 2 *(required if more than one candidate indicates intention to nominate)*

Council resolves:

1. To determine that the method of selecting the CEO Performance Review Panel Presiding Member be by an indicative vote to determine the preferred person for the position utilising the process set out in this Agenda report.
2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the CEO Performance Review Panel Presiding Member role and for the meeting to resume once the results of the indicative vote have been declared.

Option 3 *(required if meeting adjourned)*

Council resolves:

1. To appoint _____ to the position of CEO Performance Review Panel Presiding Member to commence 1 December 2025 and conclude at the end of the Council term.
-

1. BACKGROUND

At the 28 January 2025 Council Meeting, Council appointed Ms Vanessa Godden as the Presiding Member of the CEO Performance Review Panel:

12.7 CEO PRP Presiding Member Appointment

Ms Vanessa Godden was invited by the Chair to address the meeting.

Moved Cr Chris Grant
S/- Cr Melanie Selwood

15/25

Council resolves:

1. That the report be received and noted.
2. To appoint Ms Vanessa Godden to the position of CEO Performance Review Panel Presiding Member to commence 29 January 2025 and conclude on 10 December 2025 (inclusive).

Carried Unanimously

As of 9 July 2025, Ms Vanessa Godden resigned from office with her resignation effective immediately.

A recruitment process was undertaken to appoint a new Independent Member, and Council was given the opportunity to appoint a Presiding Member at the 23 September 2025 meeting. Council appointed Ms Hannah Wandel as the Independent Member and did not make a Presiding Member appointment at that meeting.

19.1.1 CEO PRP Independent Member Appointment and Presiding Member Appointment– Confidential Item

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

319/25

Council resolves:

1. To receive and note the CEO Performance Review Panel Independent Member Appointment Report.
2. To note that Hannah Wandel is the Selection Panel's preferred candidate to the position of CEO Performance Review Panel Independent Member.
3. To appoint Hannah Wandel to the position of CEO Performance Review Panel Independent Member for a term to commence from 24 September 2025 until 24 September 2028 (inclusive).

Carried Unanimously

Ms Hannah Wandel resigned from her position as Independent Member on 4 November 2025.

2. ANALYSIS

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

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective O2 Operate with integrity using best practice governance processes.

➤ **Legal Implications**

Section 41 of the *Local Government Act 1999* sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers, functions and duties. The CEO Performance Review Panel is a s41 committee.

Section 74 – General conflicts of interest of the Act set out the provisions regarding General Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the CEO PRP Presiding Member position may have a General COI and should consider declaring the interest and acting in accordance with s75B – *Dealing with general conflicts of interest*.

Section 75 – Material conflicts of interest of the Act set out the provisions regarding Material Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the CEO PRP Presiding Member position may have a Material COI and should consider declaring the interest and acting in accordance with s75C – *Dealing with material conflicts of interest*.

Council's *Information or Briefing Sessions Policy* created under s90A(1) sets out the provisions for the conduct of an Information or Briefing Session such as the session recommended for the purposes of indicative voting. The above COI provisions do not apply to an Information Session, if it occurs

The TOR sets out the role, functions and membership provisions which are compliant with the provisions of s102A of the Local Government Act.

Clause 7 of the TOR outlines the role of the Presiding Member:

7. PRESIDING MEMBER

7.1 The Council will appoint the Presiding Member of the Panel.

7.2 The Mayor is ineligible to be appointed as Presiding Member.

7.3 The Council authorises the Panel to determine if there will be a Deputy Presiding Member of the Panel and, if so, authorises the Panel to make the appointment to that position for a term determined by the Panel.

7.4 If the Presiding Member of the Panel is absent from a meeting, the Deputy Presiding Member (if such position exists) will preside at that meeting. If no appointment to the position of Deputy Presiding Member has been made, or in the event that both the Presiding Member and the Deputy Presiding Member of the Panel are absent from a meeting of the Panel, then a member of the Panel chosen from those present will preside at the meeting, until the Presiding Member or Deputy Presiding Member, (if relevant) is present.

7.5 The role of the Presiding Member includes:

7.5.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Local Government (Procedures at Meetings) Regulations 2013 (the Regulations); and

7.5.2 Ensuring all Panel members have an opportunity to participate in discussions in an open, transparent and informed manner.

➤ **Risk Management Implications**

The Council's consideration of the Presiding Member of the CEO Performance Review Panel will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

While the allowances payable to Council Members are set by the Remuneration Tribunal, Council determines the sitting fees payable to Independent Members of Council Committees.

Council's current budget has provision for the costs associated with the CEO PRP Ordinary and Presiding Member role.

Elected Member Appointment

An Independent Remuneration Tribunal has jurisdiction under section 76 of the Act to determine the allowances payable to council members. The Tribunal determines the annual allowance for councillors, principal members, deputy mayor, prescribed and non-prescribed committee presiding members and travel time allowances with the applicable determination of this term of council being *Determination 2 of 2022 – Allowances for Members of Local Government Councils*.

A prescribed committee is 'a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assist council or provides advice to the council.' The CEO PRP is deemed a prescribed committee.

The Determination sets the annual allowance for a councillor who is a presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowance for councillors of that council. This amount will be adjusted in accordance with the consumer price index at the next anniversary of the 2022 Local Government election in accordance with statutory requirements.

There is no allowance payment for Council Members who are members of Council Committees.

Should the Mayor, Deputy Mayor or another Council Member who is in receipt of a Presiding Member's allowance be appointed as the CEO PRP Presiding Member, there is no additional allowance payable. It is noted in this instance that the ToR preclude the Mayor from being the Presiding member.

Independent Member Appointment

The ongoing costs associated with Independent Members are the sitting fees paid for meeting attendance and any training-related costs. At its 28 August 2021 meeting Council resolved the sitting fees for Audit and Risk Committee and Panel Independent Members as follows:

Moved Cr Nathan Daniell
S/- Cr Mark Osterstock

184/21

Council resolves:

1. That the report be received and noted.
2. That in relation to the Audit Committee and the Chief Executive Officer Performance Review Panel:
 - a. To determine the sitting fees for Members, effective 1 December 2021, as follows:
 - i. Independent Presiding Member - \$575 (excl GST) per attended meeting.
 - ii. Independent Ordinary Member - \$450 (excl GST) per attended meeting.
 - iii. Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate.
 - b. That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that Member receives the \$575 (excl GST) sitting fee for that meeting.

Carried Unanimously

Independent Members that are also the Presiding Member or preside at the meeting are paid \$575 sitting fee per meeting. There are generally between 4-8 CEO PRP meetings each year although this can vary depending on requirements.

Customer Service and Community/Cultural Implications

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **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: Not applicable.
Council Workshops: Not applicable.
Advisory Groups: Not applicable.
External Agencies: Not applicable.
Community: Not applicable.

➤ **Additional Analysis**

Independent Member

The Presiding Member appointment has been deferred until a new Independent Member has been appointed. Due to the length of time the Panel has now been without a Presiding

Member, the recent resignation of the new Independent Member and in the interests of providing a level of stability to the Panel, it is now recommended to continue with the Presiding Member appointment for the duration of the current council term.

Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the Material Conflict of Interest provisions under s75 (see Legal Implications above), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred persons for the appointment of the Presiding Member.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the *Information and Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Mayor enquires as to how many members intend to nominate for the position of CEO PRP Presiding Member;
2. if only one (1) elected member indicates their candidacy, that member will declare a material conflict of interest and leave the meeting, whilst the Mayor invites a motion to appoint that member to the position (Decision 1);
3. the meeting will then deal with the motion;
4. if there are two (2) or more candidates, the Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 2);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
6. The method of voting will be by secret ballot utilising the preferential counting system;
7. Each Council Member (including the Mayor) shall have one vote;
8. Ballot papers will be provided to each Member;
9. The nominees' names will be drawn to determine the order on the ballot paper;
10. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
11. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
12. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.

13. After all votes have been counted, the Returning Officer shall formally declare the result of the election.

14. The ballot papers will be shredded.

Council can then resolve for the preferred person to be nominated as the CEO PRP Presiding Member.

3. OPTIONS

Council has the following options:

- I. The Council may elect to appoint the Presiding Member.
- II. The Council may elect not to appoint a Presiding Member at this time.

4. APPENDICES

- (1) Note the Terms of Reference for the CEO Performance Review Panel have been provided in the appendix to Agenda Report 12.7.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 12.9

Responsible Officer: Zoë Gill
Executive Governance Officer
Office of the Chief Executive

Subject: Recruitment of an Independent Member to the CEO
Performance Review Panel

For: Decision

SUMMARY

This report seeks Council's:

- Approval to commence an Independent Member recruitment process for one (1) Independent Member vacancy on the CEO Performance Review Panel
- Approval to appoint Senior Council Staff and Council Members to a selection panel for the recruitment process

The membership term for Independent Member, Ms Hannah Wandel concluded on 4 November 2025 after Ms Wandel resigned due to a change in her personal circumstances.

RECOMMENDATION

Council resolves:

Decision 1 (required if one candidate per position indicates intention to nominate)

1. That the report be received and noted.
2. To undertake a recruitment process for the selection of one Independent Member for the CEO Performance Review Panel.
3. To appoint _____, _____ and the Director of Corporate Services (and/or delegates) as members of the CEO Performance Review Panel Independent Member Selection Panel.

Decision 2 (required if more than one candidate per position indicates intention to nominate)

1. That the report be received and noted

2. To undertake a recruitment process for the selection of one Independent Member for the CEO Performance Review Panel.
3. To determine that the method of selecting the CEO Performance Review Panel Independent Member Selection Panel be by an indicative vote to determine the preferred person(s) utilising the process set out in this Agenda report.
4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for CEO Performance Review Panel Independent Member Selection Panel and for the meeting to resume once the results of the indicative voting has been declared.

Decision 3 *(required if meeting adjourned)*

1. To appoint _____, _____ and the Director of Corporate Services (and/or delegates) as members of the CEO Performance Review Panel Independent Member Selection Panel.
-

1. BACKGROUND

The membership of the CEO Performance Review Panel is addressed in Clause 5 of the TOR.

5. MEMBERSHIP

5.1 The Panel will be comprised of five (5) members as follows:

5.1.1 Deputy Mayor;

5.1.2 Three (3) Council Members (not being the Mayor); and

5.1.3 One (1) Independent Member, who is not an employee or the qualified independent person engaged pursuant to section 102A of the Act.

It should be noted that an agenda report reviewing the CEO PRP terms of reference is being brought to Council, however it does not change the requirement for One (1) Independent Member.

At the 23 September 2025 Council Meeting, Council appointed Ms Hannah Wandel as Independent Member of the CEO Performance Review Panel:

19.1.1 CEO PRP Independent Member Appointment and Presiding Member Appointment– Confidential Item

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

319/25

Council resolves:

1. To receive and note the CEO Performance Review Panel Independent Member Appointment Report.
2. To note that Hannah Wandel is the Selection Panel's preferred candidate to the position of CEO Performance Review Panel Independent Member.
3. To appoint Hannah Wandel to the position of CEO Performance Review Panel Independent Member for a term to commence from 24 September 2025 until 24 September 2028 (inclusive).

Carried Unanimously

As of 4 November 2025, Ms Hannah Wandel resigned from office due to a change in her personal circumstances.

Due to this resignation Council must now seek to replace the Independent Member position.

This report seeks to begin the recruitment process for the Independent Member position.

2. ANALYSIS

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

Strategic Plan 2024 – Your Place, Your Space

Goal 4 Organisation

Objective O2 Operate with integrity using best practice governance processes.

Priority O2.1 Demonstrate accountable and transparent decision making.

➤ **Legal Implications**

Section 41 of the *Local Government Act 1999* sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers, functions and duties. The CEO Performance Review Panel is a s41 committee.

The Terms of Reference sets out the role, functions and membership provisions which are compliant with the provisions of s102A of the Local Government Act.

Under the Terms of Reference of the CEO PRP, Council must appoint both an Independent Member.

➤ **Risk Management Implications**

The Council's consideration of the Independent Member membership of the CEO Performance Review Panel Committee will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

The costs specifically associated with this report relate to advertising for Expressions of Interest for membership of the CEO Performance Review Panel. There is sufficient provision for this cost in the current budget. Advertising costs will be between \$400-\$600.

The ongoing costs associated with Independent Members are the sitting fees paid for meeting attendance and any training-related costs. At its 28 August 2021 meeting Council resolved the sitting fees for Independent Members as follows:

Moved Cr Nathan Daniell
S/- Cr Mark Osterstock

184/21

Council resolves:

1. That the report be received and noted.
2. That in relation to the Audit Committee and the Chief Executive Officer Performance Review Panel:
 - a. To determine the sitting fees for Members, effective 1 December 2021, as follows:
 - i. Independent Presiding Member - \$575 (excl GST) per attended meeting.
 - ii. Independent Ordinary Member - \$450 (excl GST) per attended meeting.
 - iii. Authorised Training - \$75 (excl GST) per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate.
 - b. That in the event that an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, then that Member receives the \$575 (excl GST) sitting fee for that meeting.

Carried Unanimously

Independent members are paid a \$450 sitting fee per meeting. Should the Independent Member also be the Presiding Member or preside at the meeting then they are paid \$575 sitting fee per meeting. There are generally between 4-8 CEO PRP meetings each year although this can vary depending on requirements.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee

members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not applicable.

➤ **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**

Selection Panel

If Council determines to commence a recruitment process for the selection of the one (1) Independent Member position, it will also need to determine a Selection Panel. In more recent times, the Selection Panel for CEO Performance Review Panel Independent Members has consisted of two Council Members currently appointed to the CEO Performance Review Panel, along with staff panel members, but that does not have to be the case. It is proposed that the Director of Corporate Services (and/or delegates) also be appointed to the Selection Panel due to the expertise of Council Officers in the disciplines associated with the CEO Performance Review Panel functions and in good recruitment practice.

If Council seeks to utilise a voting process for the determination of the Selection Panel members, the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* is to be utilised.

The Selection Panel will need to complete its process and provide a recommendation for the appointment of the one (1) Independent Member to Council.

Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the Material Conflict of Interest provisions under s75 (see Legal Implications above), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred persons for the Selection Panel.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session that should be open to the public for the purposes of s90A(3) and the *Information and Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

The proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and Information or Briefing Session provisions.

The proposed Indicative Voting Process is:

1. On reaching the Agenda item, and prior to any motion being moved, the Acting Mayor enquires as to how many members intend to nominate for the position of Selection Panel Member;
2. if only one (1) member indicates their candidacy per position, those members will declare a material conflict of interest and leave the meeting, whilst the Acting Mayor invites a motion to appoint that member to the position (Decision 1);
3. the meeting will then deal with the motion;
4. if there are more candidates than positions, the Acting Mayor will call for a formal motion to adjourn the meeting, until the conclusion of an informal secret ballot process (Decision 2);
5. once the meeting is adjourned, the Chief Executive Officer (or their delegate) will ask for confirmation of the candidates;
6. The method of voting will be by secret ballot utilising the preferential counting system;
7. Each Council Member (including the Acting Mayor) shall have one vote;
8. Ballot papers will be provided to each Member;
9. The nominees' names will be drawn to determine the order on the ballot paper;
10. Each nominee will have two (2) minutes to speak in support of their candidacy. The speaking order will be as listed on the ballot paper.
11. Completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer (another Council staff member) present.
12. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
13. After all votes have been counted, the Returning Officer shall formally declare the result of the election.
14. The ballot papers will be shredded.

3. OPTIONS

Council has the following options:

- I. To determine to commence the CEO Performance Review Panel recruitment process (Recommended).
- II. To determine to appoint the Selection Panel Members.
- III. To determine an alternative course of action.

4. APPENDIX

- (1) Note the Terms of Reference for the CEO Performance Review Panel have been provided in the appendix to Agenda Report 12.7.

Administration Reports Information Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 November 2025
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: Gary Lewis
Director
Corporate Services

Subject: Council Quarterly Performance Report – Q1 2025-26

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.

The Council Performance Report for Q1 2025-26 (**Appendix 1**) covers the period 1 July to 30 September 2025.

The purpose of this report is to provide Council a summary of progress in delivering on its strategic objectives, and its Annual Business Plan 2025-26 initiatives and performance indicators. It highlights significant achievements, outlines service delivery, and tracks the advancement of major projects and capital works. This supports informed decision-making and helps assess the effectiveness of Council's financial management, reporting, risk management, and governance processes.

RECOMMENDATION

Council resolves:

- 1. That the Council Quarterly Performance Report – Q1 2025-26 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 indicators which are aligned with Adelaide Hills Council's Strategic Plan goals and will enable the tracking of performance over time.

At its Ordinary Meeting of 30 June 2025, Council adopted its Annual Business Plan 2025-26:

Relevant excerpt from the resolution included below:

12.1 Annual Business Plan 2025-2026 for Adoption

Moved Cr Mark Osterstock

S/- Cr Kirsty Parkin

221/25

Council resolves:

1. That the report be received and noted

1.1 Pursuant to and in accordance with section 123(6) of the Local Government Act 1999 (the “Act”) and Regulation 6 of the Local Government (Financial Management) Regulations 2011 and having considered all submissions and consultation feedback received, the Annual Business Plan (Appendix 1) as laid before Council for the financial year ending 30 June 2026, be adopted.

.....

Carried Unanimously

Annexure C of the Annual Business Plan 2025-26 provides updated Corporate Performance Indicators. These were developed in consultation with Elected Members, the Executive Leadership Team and relevant managers as part of the *2025-26 Annual Business Plan* process. They are aligned to Council’s *Your Place Your Space Strategic Plan 2024*.

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 and aligns with adopted targets.

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

➤ **Financial and Resource Implications**

Quarterly Council Performance Reporting assists in demonstrating the financial and resource performance to plan as per the targets, initiatives and activities outlined in the Annual Business Plan 2025-26.

➤ **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>	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**

The performance report format has been updated from previous versions to align with the four pillars of the Strategic Plan 2024: Natural Environment, Community Wellbeing, Built Form and Economy, and Organisation. This revised format aims to strengthen the connection between Council's strategic objectives, annual priorities, and performance outcomes.

In addition to the business performance indicators and targets, a selection of service metrics aligned to each goal have also been incorporated into the report to reflect ongoing operational activity and service delivery.

In refining the format, consideration was also given to ensuring the report is accessible and meaningful to the broader community. The performance report will be made available on the Adelaide Hills Council website and promoted via Council's social media channels to support transparency and community awareness.

An evolution of the report format may be considered in the second half of the financial year, subject to identified need or opportunities for improvement.

3. OPTIONS

Not applicable.

4. APPENDICES

(1) Council Performance Report – Q1 2025-26

Appendix 1

Council Performance Report – Q1 2025-26

Council Performance Report

Delivering our Annual Business Plan 2025-26
Quarter One | 1 July - 30 September



Adelaide Hills
COUNCIL

Overview

The Performance Report provides a summary of Council's progress in delivering on its strategic objectives, business plan initiatives, and performance indicators. It highlights significant achievements, outlines service delivery, and tracks the advancement of major projects and capital works.

Highlights | Quarter 1



Cox Creek Bridgewater Restoration Project Commenced

- Weed control and revegetation works have commenced along Cox Creek to improve habitat and waterway health (pg 3).



Reconciliation Action Plan Implementation

- Council is embedding the Plan across its operations through cultural programs, staff initiatives, and partnerships with First Nations organisations (pg 8).



Digital Transformation Progressing

- Customer Relationship Management (CRM) system upgrades, cybersecurity improvements, and Enterprise Resource Planning are streamlining services and enhancing the customer experience (pg 19).

Risks/Challenges



Capital Delivery

- The delivery of the Capital Program is impacted by internal resourcing. This may result in a deferral/reconfiguration of certain capital works into future years.

Financial Performance

September 2025 YTD	YTD Actual \$'000	YTD Budget \$'000	Variance fav/ (unfav) \$'000	Annual Budget fav/ (unfav) \$'000
Total Income	15,678	15,499	179	64,297
Total Expenses	14,889	15,136	247	67,402
Operating Surplus/ (Deficit)	790	363	427	(3,105)

Our Goals

Council's 'Your Place, Your Space' Strategic Plan 2024 sets a bold and community-driven vision for our region, built on the priorities and aspirations of our residents. This progress report reflects Council's commitment to its strategic priorities, demonstrating how the initiatives, projects, and decisions align with the long-term objectives of the Strategic Plan.



1

Natural Environment

NE 1: Pursue our adopted pathway to achieve net zero carbon emissions.

NE 2: Support the community and businesses to decarbonise and transition to sustainable lifestyle practices (green communities).

NE 3: Protect, improve, expand and connect habitat.

NE 4: Build resilience in the natural environment to adapt to climate and other environmental changes.

NE 5: Improve landscape character and amenity value on Council managed land.



2

Community Wellbeing

CW 1: Promote and support reconciliation.

CW 2: Enrich, empower and support connected communities.

CW 3: Embrace diversity in our community and build on community strengths.

CW 4: Build community resilience for the future.

CW 5: Foster cultural identity and connection to place.

CW 6: Promote physical, mental and social wellbeing.



3

Built Form and Economy

BFE 1: Guide development that fosters vibrant and resilient communities, promotes appropriate design and enhances livability.

BFE 2: Nurture a distinctive sense of place, support activation activities and recognise and celebrate our rich heritage.

BFE 3: Develop and maintain infrastructure to support livability and sustainable economic activity.

BFE 4: Improve the utilisation of Council and community facilities.

BFE 5: Promote sustainable prosperity by supporting tourism, creative industries, primary production and vibrant townships.



4

Organisation

O1: Embrace technology solutions and digital transformation to enhance our organisation and the community experience.

O2: Operate with integrity using best practice governance processes.

O3: Support and develop a skilled organisation that is aligned to Council's priorities.

O4: Engage and advocate for our communities.

O5: Evolve Council's functions and services to meet the current and future needs and aspirations of our community.



Natural Environment

Responsible custodians of our natural environment

Major Projects 2025-26

Cox Creek Bridgewater Restoration Project



Earlier this year, Adelaide Hills Council secured funding through the Australian Government's Urban Rivers and Catchments Program to deliver restoration works along 6km of Cox Creek, from Mount George Conservation Park to Engelbrook Reserve.

The project focuses on targeted weed removal, including Willow, Ash, Gorse, Broom, Blackberry and Watsonia, and revegetation with native riparian species to improve habitat and waterway health.

Supported by a range of community and government stakeholders, the grant enables Council to engage contractors for weed management, revegetation, and creek bank stabilisation.

In Quarter 1, initial weed control commenced, along with contractor engagement, and stakeholder coordination to support on-ground delivery. The project is supported by a broad network of partners and is guided by the Australian Government's Monitoring, Evaluation, Reporting and Improvement (MERI) Framework, with progress reports due bi-annually, covering July to December and January to June periods.

Initial weed control has commenced along Cox Creek



BEFORE



AFTER



BEFORE



AFTER



Natural Environment

Responsible custodians of our natural environment

Major Projects 2025-26

Food Organics Green Organics (FOGO) Extended Trial



The expanded Food Organics and Garden Organics (FOGO) trial will be underway from 4 November 2025 across the townships of Balhannah, Charleston, Lobethal, Oakbank, and Woodside.

Approximately 2,270 households will receive weekly green-lidded organics collections, while landfill and recycling bins remain on a fortnightly schedule. This initiative is designed to reduce waste to landfill, cut greenhouse gas emissions, and support South Australia's circular economy by turning food and garden organics into nutrient-rich compost.

Council undertook extensive preparation to ensure a smooth transition. All participants were notified and provided with welcome packs containing kitchen caddies, compostable bags, and updated collection calendars. Four community information sessions were delivered across the participating townships to answer questions and encourage residents to embrace the change.

Messaging highlighted benefits such as reduced odour, increased recycling capacity, and environmental gains.

Operational arrangements have been coordinated with East Waste, including upsized and additional bins for properties with higher waste volumes. Adjustments were made to collection cycles for properties west of Onkaparinga Valley Road to align with the new service. Weekly FOGO collection provides 13% more bin capacity per fortnight and supports local job creation through organics processing.

The trial will be evaluated from February 2026 to assess performance and financial implications, with a view to expanding the service further.





Natural Environment

Responsible custodians of our natural environment

Strategic Initiatives 2025-26

 Key Project	Grants & incentives to support the community in reducing emissions	Community and Recreation Facilities grants are currently in progress with applications received and assessment being undertaken.
 Project Type	Operating initiative	
 % Complete	20%	
 Status	 On Track	
 Key Project	Develop & implement a community energy reduction program incl. energy & transport	Not yet commenced. Progress update to be provided in future performance reports.
 Project Type	Operating initiative	
 % Complete	0%	
 Status	 Not Started	
 Key Project	Local climate adaptations for landscape conservation	Not yet commenced. Progress update to be provided in future performance reports.
 Project Type	Operating initiative	
 % Complete	0%	
 Status	 Not Started	



Natural Environment

Responsible custodians of our natural environment

 Key Project	Bore infrastructure investigations and compliance works	Design and scoping work is currently in progress.
 Project Type	Operating initiative	
 % Complete	5%	
 Status	 On track	
 Key Project	Council facilities energy efficiency improvement program	Progressed lighting upgrades for the West Wing Council Chamber and Coventry Library canopy to improve energy efficiency. Awaiting outcome of BR1 to initiate the purchase of a solar system for fuel distribution at Heathfield Depot.
 Project Type	Capital initiative	
 % Complete	25%	
 Status	 On track	
 Key Project	Installation of water efficient infrastructure - Houghton, Lobethal & Kersbrook	Council has prepared the project scope to renew irrigation infrastructure and install centralised monitoring and control systems. The irrigation design has been completed, and the project team is preparing to engage contractors to deliver the renewal works.
 Project Type	Capital initiative	
 % Complete	25%	
 Status	 On track	
 Key Project	Safety Improvements for access to Woorabinda Bushland Reserve	Design and scoping work is currently in progress.
 Project Type	Capital initiative	
 % Complete	20%	
 Status	 On track	



Natural Environment

Responsible custodians of our natural environment

Performance Metrics

Indicator	Target	Progress	Status	Comment
Reduction in carbon usage (metric tonnes) by transitioning existing internal combustion powered light fleet to electric vehicles	> 20 tonnes carbon dioxide reduction	25%	On target Annual target	Council has taken delivery of 2 electric vehicles this quarter, replacing petrol-powered models. On track to replace 8 internal combustion vehicles with EVs in 2025/26.
Community decarbonisation & sustainable lifestyle awareness & education sessions including customer satisfaction measurement	5 sessions	40%	On target Annual target	This quarter included a 'Which Bin' presentation in Gumeracha, and a Plastic Free July library display.
Reduced community derived waste to landfill from kerbside collections by undertaking an extended trial to measure the diversion rate of waste to landfill	70% diversion rate for trial		Target not yet assessable Annual target	The trial expansion will commence on 4 November 2025, with waste audit results anticipated by Q3.
Establish baseline of overall vegetation profile within Adelaide Hills Council region	100% completion of region mapping	25%	On target Annual target	Council has scoped a LIDAR aerial imaging project and sought provider quotes. Funding request submitted to Budget Review 1 to enable engagement and expected November start.
Number of fire tracks requiring essential maintenance actions	37 fire tracks	25%	On target Annual target	Maintenance is being scheduled for sites identified as requiring remediation. Works are being integrated into Confirm to manage workflows/track outcomes.

Service Metrics



186 tonnes

green organics collected from 1892 vehicles on free organic drop off days



45,250 kWhs

of solar energy consumed at Council facilities



801 tonnes

recycling waste collected



241 permits

issued for burning on private property



240 actions

completed in relation to tree works



1297 native flora

planted across the Adelaide Hills Council region



Community Wellbeing

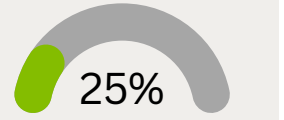
A thriving, safe and welcoming community

Major Projects 2025-26

Reconciliation Action Plan Implementation

 Progress

 On track



On 31 May 2025, Council celebrated a significant milestone in its Reconciliation journey with the launch of the Innovate Reconciliation Action Plan (RAP).

Developed with input from the Adelaide Hills Reconciliation Working Group and internal staff, the Plan outlines Council's enduring commitment to Reconciliation, and sets out clear, measurable actions aligned with Council's Your Place Your Space Strategic Plan 2024.

Implementation is progressing well, with many actions already in place or under development, reflecting Council's commitment to embedding Reconciliation across all areas of business.

Since the RAP launch, Council has actively pursued partnerships that build community capacity and foster collaboration, including NAIDOC Week initiatives and joint efforts with Mount Barker District Council, The Circle First Nations Business Hub, and Many Rivers. Support has also been extended to Friends of Reconciliation Adelaide Hills.

Libraries and community centres have played a key role in delivering cultural programs, hosting Yarning Circles, screening films such as Nunga Screen, and promoting Reconciliation through visual signage and public events during National Reconciliation Week.



Reconciliation Action Plan Launch on 31 May 2024 at FABRIK Arts + Heritage





Community Wellbeing

A thriving, safe and welcoming community

Major Projects 2025-26

Uraidla Play Space



Following extensive community engagement, collaborative co-design processes, and close consultation with the appointed Landscape Architect, the design and associated plans for the new play space at Uraidla have now been finalised.

Council staff are currently working with a cost consultant to ensure the project delivers value for money and to inform the most appropriate procurement strategy. It is anticipated that procurement activities will commence shortly.

Council is looking forward to progressing to the next phase of the project, where the final designs will be made available for community viewing.

We sincerely thank the community for their valuable contributions throughout this process and for their continued patience as we complete these final preparatory steps ahead of construction.



Image of the current Uraidla Play Space to be redeveloped



Community Wellbeing

A thriving, safe and welcoming community

Strategic Initiatives 2025-26

 Key Project	Amenity lighting - Woodside Recreation Ground	Staff are working with community representatives to finalise the project scope.
 Project Type	Capital initiative	
 % Complete	15%	
 Status	 On track	
 Key Project	Sports court upgrades	Project management has been allocated, and initial planning is underway. Progress has been limited due to recent weather conditions.
 Project Type	Capital initiative	
 % Complete	15%	
 Status	 Attention needed	
 Key Project	Disability Discrimination Act access upgrades - regionwide	Options for increased disability access at Stirling Town Hall is currently being reviewed.
 Project Type	Capital initiative	
 % Complete	0%	
 Status	 Not started	





Community Wellbeing

A thriving, safe and welcoming community

Performance Metrics

Indicator	Target	Progress	Status	Comment
Positive ageing wellbeing score	7 Average	100%	Target exceeded <i>Quarterly target</i>	The Q1 overall wellbeing score was 7.2.
Customer satisfaction with library services	90% Customer satisfaction	100%	Target exceeded <i>Annual target</i>	Council achieved a 91% customer satisfaction rating through the Library Customer Satisfaction Survey. The results for 2024/25 are received in August 25.
Number of volunteer hours contributed to Adelaide Hills Council programs	3000 Hours	100%	Target exceeded <i>Quarterly target</i>	Council volunteers contributed 3,516 hours in Q1, demonstrating the commitment of our community to supporting local programs and services.
Number of events and programs celebrating cultural diversity	8 Events/programs	100%	Target exceeded <i>Annual target</i>	10 events/programs were delivered in Q1, including multicultural arts & cooking programs, heritage workshops, & African Soul cultural sessions.

Service Metrics



154,450 library borrowings

115,534 physical books & resources
38,916 digital books & resources



8,360 hours of support

provided to eligible community members via Hills Home Support or the Positive Ageing Program



419 immunisations

administered across the Adelaide Hills Council region



85 inspections

conducted relating to food hygiene and public health



42 community events

supported by Council



95% pets

lost or wandering animals reunited with owners



Community Wellbeing

A thriving, safe and welcoming community

FABRIK Arts + Heritage

Fabrik Arts + Heritage continues to grow as a vibrant cultural hub, offering dynamic spaces and programs that celebrate creativity, heritage, and community connection. Having completed its first year of operation, Fabrik is establishing itself as a regional arts destination, supporting Council's strategic goals to foster cultural development, increase visitation, and deliver lasting social and economic benefits to the Adelaide Hills.



Programs Update

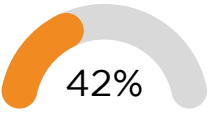
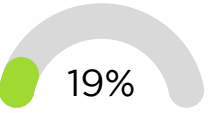
FABRIK's exhibition schedule is fully booked until early 2027, with recent highlights including FABRIK X ACSA and Crafting Memories. Workshop attendance continues to grow, with the Heritage Series, led by culturally diverse artists, being well attended. Fabrik hosted artist in residence Dai Trang Nguyen, with an exhibition planned for the 2026 Fringe Festival.



Initiatives and Partnerships

This Quarter saw a significant partnership progress with the Art Gallery of South Australia and Country Arts SA, which will culminate in two Tarnanthi Festival exhibitions during Quarter 2.

Performance Metrics

 Indicator	 Target	 Progress	 Status	 Comment
Develop income streams to ensure budget is met via venue hire income and retail sales profits	Target against business plan and budgets	 42%	Behind target <i>Quarterly target</i>	Income from venue hire, retail, and workshops increased in Q1, with retail rising from \$3,700 in July to \$11,990 in September.
Increase visitation and spend in the region: number of intra/interstate and international visitors	30% of total visitation from outside the region	 100%	Target exceeded <i>Quarterly target</i>	In Q1, 54% of visitors came from outside the Adelaide Hills, mainly from greater Adelaide & regional SA. Interstate visitors made up 10%, and 2% were international.
Increase participation in the arts: number of visitors	13,200 visitors (Yr 1)	 19%	On target <i>Annual target</i>	FABRIK welcomed 2,467 visitors in Q1, with August peaking during the South Australian Living Artists Festival.
Number of participants in business development opportunities	30 participants (Yr 1)	 50%	On target <i>Annual target</i>	Q1 provided business development opportunities through studio hires, an artist residency, and workshops, involving 15 artists.
Increased wellbeing through creative initiatives	85% positive participant responses		Target not yet assessable <i>Quarterly target</i>	Tools to capture this information are currently being developed.



Built Form and Economy

Building foundations for the future

Major Projects 2025-26

Stormwater Infrastructure Junction Road, Balhannah

Council is taking significant steps to improve stormwater management in Balhannah, addressing long-standing flooding concerns and enhancing community safety.

Two major projects are underway. The first focuses on Junction Road, where residents have faced repeated flooding during heavy rain. After years of advocacy and planning, Council has secured a joint funding arrangement with the State Government and the Federal Local Roads and Community Infrastructure Program.

This partnership will deliver upgraded drainage infrastructure to prevent water overtopping the road and protect properties between Kurla Road and the railway crossing. The works will resolve a critical issue that has impacted the community for more than a decade.

The second project targets West Terrace, Nairne Road and Bridge Street, where funding has been allocated to improve road drainage and reduce flood risk to surrounding properties. Detailed design is underway, with construction expected to commence in Quarter 2 (once the new Balhannah/Junction Road round-about has been completed).

Together, these projects demonstrate Council's commitment to building resilient infrastructure and safeguarding residents from flood impacts, in line with our Strategic Plan priorities.



Stormwater and flood mitigation works at Junction Road, Balhannah

Housing Strategy

Project scoping will commence in January 2026 following commencement of the new Manager Region and Place in November 2025 and subsequent appointment of Region and Place Team.



Guidance materials are expected from the Department for Housing and Urban Development and the Local Government Association in January 2026.

Updates against this major project will commence from Quarter 3.



Built Form and Economy

Building foundations for the future

Strategic Initiatives 2025-26

Key Project	Adelaide Hills Subzone Code amendment	Progress on the Code Amendment has been temporarily paused to allow for preliminary consultation with Council regarding the Housing Strategy project. The new Manager Region and Place will commence in November 2025, and will lead this work from January 2026.
Project Type	Operating initiative	
% Complete	0%	
Status	● On hold	
Key Project	Bike track maintenance	Council is scoping an audit of all bike track facilities to inform site-specific annual maintenance programs. A quotation process is underway to engage an external consultant, with audit findings due March 2026. Identified defects and maintenance actions will be scheduled following receipt of the report.
Project Type	Operating initiative	
% Complete	25%	
Status	● On track	
Key Project	Sustainable site planning - Johnston Memorial Park, Balhannah	Project scope to be developed. Council will obtain additional information to define project deliverables and inform next steps.
Project Type	Operating initiative	
% Complete	0%	
Status	● Attention needed	
Key Project	Tour Down Under	Council has agreed to host and budgeted for: Sunday 18 Jan Women's stage 2 finish Paracombe, Thursday 22 Jan Men's stage 2 finish Uraidla, Sunday 25 Jan final stage of the Tour start and finish in Stirling. Planning is underway with major aspects including traffic management, waste management and key activation sites confirmed.
Project Type	Operating initiative	
% Complete	40%	
Status	● On Track	



Built Form and Economy

Building foundations for the future

 Key Project	Town & Precinct Planning Strategic Framework	Project scoping will commence in January 2026 following the appointment of the Region and Place Team. Engagement with Council will be incorporated as part of the scoping process.
 Project Type	Operating initiative	
 % Complete	0%	
 Status	● Not started	
 Key Project	Public toilet septic system upgrade, Norton Summit	The system design is currently under review.
 Project Type	Capital initiative	
 % Complete	25%	
 Status	● On track	
 Key Project	Replacement of non-compliant external cladding - Stirling Coventry Library	The project is in the planning phase, with preliminary work underway to define scope and approach.
 Project Type	Capital initiative	
 % Complete	10%	
 Status	● On track	
 Key Project	Road Safety Program (including co-contribution to road Black Spots Program)	Council is currently reviewing its road safety program, including Black Spot. Further updates will be provided upon completion of the review.
 Project Type	Capital initiative	
 % Complete	0%	
 Status	● Not started	





Built Form and Economy

Building foundations for the future

 Key Project	Barbeque and shelter - Hamilton Hill, Woodforde	Community engagement was undertaken to inform the proposed relocation of a BBQ and shelter. As no clear community preference emerged, the project has been placed on hold pending further consultation.
 Project Type	Capital initiative	
 % Complete	0%	
 Status	● On hold	
 Key Project	Work, Health and Safety security upgrades at Council Depot, Heathfield	Signage and walkways have been identified, and design work is progressing. Final decisions regarding a fuel tank solution are pending the outcome of the Budget Review.
 Project Type	Capital initiative	
 % Complete	25%	
 Status	● On track	
 Key Project	Lighting improvements, Lewis Walk Hamilton Hill, Woodforde	The project has been completed with low wattage solar lighting installed to enhance safety.
 Project Type	Capital initiative	
 % Complete	100%	
 Status	● Complete	
 Key Project	Road safety: traffic control & calming, and Emu crossing, Lobethal	The design phase has been completed in collaboration with Lobethal Primary School.
 Project Type	Capital initiative	
 % Complete	20%	
 Status	● On track	





Built Form and Economy

Building foundations for the future

Performance Metrics

Indicator	Target	Progress	Status	Comment
Number of dwellings built per year to 2031 per Greater Adelaide Regional Plan target	165 dwellings	19%	Behind target Annual target	In Quarter 1 there were 19 applications for 24 new dwellings and 7 applications for ancillary accommodation lodged.
Percentage of Building Consents completed within statutory timeframes	85% completed	80%	Behind target Quarterly target	The Q1 target of granting building consent within statutory time for 85% of applications was missed by 5%.
Percentage of Planning Consents completed within statutory timeframes	85% completed	100%	Target exceeded Quarterly target	The target was well exceeded in Q1, with 95% of planning decisions issued within statutory timeframes.
Visitor numbers (visitor domestic day trips)	1.2m visitors		Target not yet assessable Annual target	Data will be reported once available.
Complete resilience to existing CWMS by implementing SCADA Remote Management Monitoring Systems	100% complete	50%	On target Annual target	A contractor has been engaged to deliver the SCADA Remote Management Monitoring System.

Service Metrics



229 lodgements
of development applications received by Council



12 community markets
supported by Council across the Adelaide Hills Council region



1394 hours allocated
to upgrading and maintaining community facilities



2941 sq meters
of road ways reconstructed across the Council region



91 inspections
related to new and existing wastewater applications



894 maintenance tasks
completed region-wide by Adelaide Hills Council Civil Services



Built Form and Economy

Building foundations for the future

2025-26 Capital Works Program

Asset category	Revised Annual Budget	% spent to budget
 Bridges	\$349k	0%
 Buildings	\$1,716k	13%
 Cemeteries	\$40k	18%
 CWMS	\$913k	0%
 Footpaths	\$528k	17%
 Kerbing & Road Shoulders	\$315k	5%
 Sport & Recreation	\$571k	2%
 Stormwater	\$2,534k	13%
 Road Seal & Pavement	\$4,547	4%
 Roads Unsealed	\$800k	2%
 Plant & Fleet	\$3,691k	33%
 ICT Equipment	\$1,175k	17%
 Other	\$2,433k	0%
 Project Management	\$1,385k	9%





4

Organisation

An accessible, accountable and representative organisation

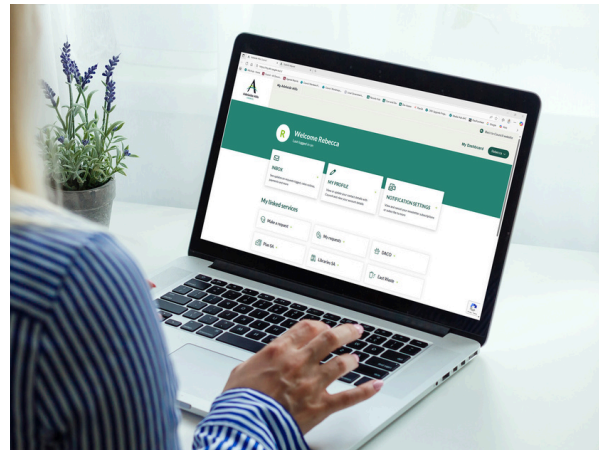
Major Project 2025-26

Customer Relationship Management (CRM) System Delivery of Advanced Build

The 'Advanced Build' is Stage 2 of the CRM project aims to implement technology upgrades and digital solutions to improve and streamline the customer experience. Go-live is scheduled in Quarter 2.

Planned upgrades to the Customer Portal will improve request tracking through a new Inbox feature and enhance automated communications for more timely updates. The introduction of 25 new online forms will streamline applications and permits, while better integration with asset management systems will support more accurate job information for field teams and greater operational efficiency.

Final user testing, staff training, and data validation occurred during Q1. Once live, it is anticipated that the changes will reduce manual processes, improve transparency, and deliver a more intuitive experience for both staff and customers.



Digital Transformation Project



Progress continues across several sub-projects within the broader program. The cybersecurity stream remains on track, with Purview approximately 45% complete, SharePoint Online at 65%, and digital literacy initiatives at 15%.

Requirements workshops facilitated by Fragile to Agile commenced in Q1, with the draft Enterprise Resource Planning (ERP) requirements document expected to be finalised by mid-December 2025.



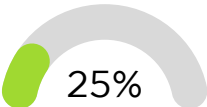
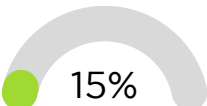
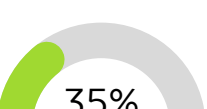
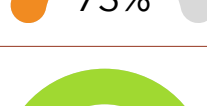
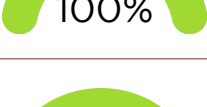
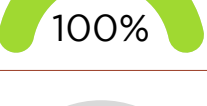
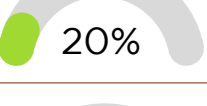
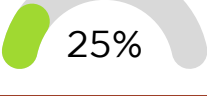


4

Organisation

An accessible, accountable and representative organisation

Performance Metrics

Indicator	Target	Progress	Status	Comment
Increase in No. of customers interactions from digital channels	30% of interactions	 25%	On target <i>Bi-annual target</i>	Improvements will be deployed in Q2, adding 25 new online forms. It is expected this will increase customer interaction numbers.
Train 100% of staff in Digital Literacy by Q3 2025/26	100%	 15%	On target <i>Quarterly target</i>	The Digital Literacy Framework has been developed, & supporting communications are in progress.
Deploy cloud-delivered IT services (SaaS), mobile devices, and wireless networks to 80% of staff by Q3 2025/26	100%	 35%	On target <i>Quarterly target</i>	In Q1 the network tender was finalised, and the Bill of Materials developed in coordination with the successful vendor.
Decisions (Council resolutions) considered in open Ordinary and Special Council meetings	90%	 80%	Behind target <i>Quarterly target</i>	80% of Council decisions (Council resolutions) were considered in open Ordinary and Special meetings in Q1.
Council member attendance at Ordinary and Special Meetings	90%	 73%	Behind target <i>Quarterly target</i>	Elected Members recorded 11 leave of absences and 6 apologies at Council meetings in Q1.
Freedom of Information requests received, in progress, and completed within legislated timeframe	100%	 100%	Target met <i>Quarterly target</i>	In Q1, Council received 4 FOI applications, 2 were withdrawn, and 2 are still in progress. No applications were lodged with the Ombudsman or Tribunal.
Number of lost time injuries	0	 100%	Target met <i>Quarterly target</i>	Source: The Local Government Association Workers Compensation Scheme Member Claims Portal.
Deliver Community Engagement Framework	100%	 20%	On target <i>Annual target</i>	Staff engagement workshops were held in Aug & Sep, with community consultation on the draft framework occurring from 15 Sep to 26 Oct 2025.
Number of Community Forums at different locations in district	4	 25%	On target <i>Annual target</i>	Community forums were held in Mount Torrens (1 Jul) and Upper Sturt (30 Sep), with Aldgate scheduled for 27 Nov 2025.
Percentage increase of Adelaide Hills Engagement Hub membership	5%	 50%	On target <i>Annual target</i>	In Q1, 76 new community subscriptions were added, bringing total active members to 2,656. Increase includes staff accounts added during engagement platform transition.



Organisation

An accessible, accountable and representative organisation

Performance Metrics

Indicator	Target	Progress	Status	Comment
Overall customer satisfaction	75%		Non-reporting period <i>Bi-annual target</i>	Reporting against this target will occur in Quarters 2 and 4.
Operating Deficit Ratio	Adopted surplus/deficit +/- 40%		Target not yet Assessable <i>Annual target</i>	Reporting against this target will occur in Quarter 4 when the result is known.
Net Financial Liabilities Ratio	Adopted Net Financial Liabilities Ratio +/- 5%		Target not yet Assessable <i>Annual target</i>	Reporting against this target will occur in Quarter 4 when the result is known.
Asset Sustainability Ratio	Adopted Asset Sustainability Ratio +/- 15%		Target not yet Assessable <i>Annual target</i>	Reporting against this target will occur in Quarter 4 when the result is known.

Service Metrics



63,000 web users

interacted with the Adelaide Hills Council website



3 Section 41 meetings

including Audit Committee, CEO Performance Review Panel, and Boundary Change Committee



4 Freedom of Information

applications received and processed



4600 cases

Created in the Customer Relationship Management System
4288 cases completed



15 council meetings & information/briefing sessions

6 ordinary meetings; 1 special meeting; 8 information or briefing sessions



8 community engagements

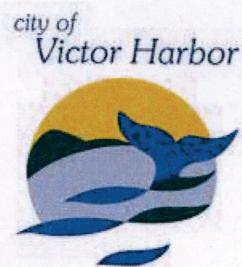
Conducted on the Adelaide Hills Engagement Hub platform



08 8408 0400
mail@ahc.sa.gov.au
ahc.sa.gov.au



Correspondence for Noting



14 OCT 2025

RECEIVED
ADELAIDE HILLS COUNCIL

7 October 2025

Acting Mayor Nathan Daniell
Adelaide Hills Council
PO Box 44
Woodside SA 5244

Dear Mayor Daniell

Request for Advocacy Support on Local Government Reform

The City of Victor Harbor is writing to seek your Council's support in advocating for meaningful reform to strengthen local government in South Australia.

Despite extensive consultation through the Local Government Participation and Elections Review, the reform package recently announced by the State Government fails to reflect the breadth and depth of feedback provided by councils, communities and the Local Government Association of SA. More concerning, it does not adequately address the structural challenges that continue to undermine the health and effectiveness of our sector.

These issues are well known and widely shared. Voter turnout in the 2022 Local Government Elections was alarmingly low (43.3% in regional areas and 29.6% in metropolitan areas). Several councils were unable to attract enough candidates to fill vacancies, requiring supplementary elections and subsequently resulting in additional costs. Since then, we have seen a growing number of elected members resign before completing their terms for varied reasons but commonly referencing unsustainable workloads and limited incentives. These issues point to a wider disengagement from local government, both from the community and those who serve it.

The reforms proposed by the SA Government do little to address these concerns. As a sector now is the time to unite and advocate for reforms that genuinely support participation, representation, and the long-standing viability of our sector.

We are asking your Council to join us in advocating for meaningful change by:

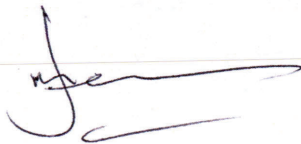
- a) Writing to the Minister for Local Government, the Hon. Joe Szakacs MP:
 - i. Urging him to commit to meaningful Local Government reforms that will both encourage more people to nominate in Council elections and increase voter participation; and
 - ii. Asking whether he will take personal responsibility for the level of participation and the ultimate success or failure of the next Local Government Election, or if he will not, to advise the community who will.
- b) Writing to your Local State MP and anyone nominating in the 2026 State Government Elections asking them whether they will commit to meaningful Local Government Reforms to increase participation with nominees and voters and then publish the responses received for the community.

We believe that a united and proactive approach from councils across South Australia will send a strong message that reform is not only necessary but urgent. The local government sector has long been actively engaged in discussions around reform, recognising the vital role councils play in shaping vibrant, resilient and inclusive communities.

Now more than ever, we must strengthen our sector to foster greater public confidence, attract diverse and capable leaders, and enhance the way we serve our communities. Meaningful reform will help create conditions for a stronger, more inclusive and future-ready local government sector in South Australia.

We appreciate your leadership and urge you to join this collective call for meaningful reform.

Yours sincerely



Dr Moira Jenkins
City of Victor Harbor Mayor

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

9:45am Thursday 16 October 2025
Adelaide Plains Council
Council Chambers – 2a Wasleys Road, Mallala

1. Meeting of the Board

1.1 Welcome by the GRFMA Chairperson

Mr Lino Di Lernia formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 159th meeting of the Board.

1.2 Present

- Mr Lino Di Lernia, Independent Board Member, Chair
- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Mr James Miller, Adelaide Plains Council, Board Member
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member
- Ms Jade Ballantine, Adelaide Hills Council, Board Member
- Cr Tony Hurn, The Barossa Council, Board Member
- Mr Jake McVicar, The Barossa Council, Board Member
- Mr Mark McShane, Light Regional Council, Board Member
- Mayor Bill Close, Light Regional Council, Board Member
- Mr Greg Pattinson, City of Playford, Board Member
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Cr Clint Marsh, City of Playford, Board Member

1.4 Appointment of Observers

GB51/25 **Observers**
Moved: Cr Terry-Anne Keen
Seconded: Mr James Miller

That Cr Mel Lawrence of Adelaide Plains Council be appointed as Observer.

CARRIED UNANIMOUSLY

1.5 Declarations of Interest

Nil

2. Confirmation of Minutes

2.1 GRFMA Ordinary Meeting Minutes

GB52/25 GRFMA Ordinary Meeting Minutes
Moved: Cr Malcolm Herrmann
Seconded: Mr Greg Pattinson

That the Minutes of the Gawler River Floodplain Management Authority Board meeting held on 28 August 2025 be confirmed as a true and accurate record of that meeting with one alteration required at Item 1.4: Cr Mel Lawrence is from Adelaide Plains Council, not Adelaide Hills Council.

CARRIED UNANIMOUSLY

2.2 Actions on Previous Resolutions

The Board noted the actions on previous resolutions.

2.3 Matters Arising from the Minutes

Nil

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

Nil

6. Audit and Risk Committee

6.1 GRFMA Audit and Risk Committee Meeting Minutes 8/10/2025

GB53/25 GRFMA Audit and Risk Committee Meeting Minutes 8/10/2025
Moved: Cr Malcolm Herrmann
Seconded: Mr James Miller

That the GRFMA receives the minutes of the Gawler River Floodplain Management Authority Audit and Risk Committee meeting held on 8/10/2025.

CARRIED UNANIMOUSLY

7. Technical Assessment Panel

Nil

8. Reports

8.1 GRFMA 2024/2025 Financial Statements and Audit Report

GB54/25 GRFMA 2024/2025 Financial Statements and Audit Report

Moved: Mr Greg Pattinson

Seconded: Cr Tony Hurn

That the GRFMA:

- 1. Receives the 2024/2025 External Audit Report.*
- 2. Adopts the financial results report (regulation 10).*

CARRIED UNANIMOUSLY

8.2 GRFMA Budget Review 1 Variations Consideration

GB55/25 GRFMA Budget Review 1 Variations Consideration

Moved: Mr James Miller

Seconded: Cr Tony Hurn

That the GRFMA Adopts Budget Review 1 (BR1) as of 25 September 2025 as the amended and current budget for the period ended 30 June 2026.

CARRIED UNANIMOUSLY

8.3 Executive Officer Report

GB56/25 Executive Officer Report

Moved: Mr James Miller

Seconded: Cr Terry-Anne Keen

That the GRFMA

- 1. Receives the report.*
- 2. Acknowledges that the GRFMA Charter does not provide for the permanent appointment of a Deputy Chairperson.*

CARRIED UNANIMOUSLY

8.4 Financial Report

GB57/25 Financial Report

Moved: Mr Greg Pattinson

Seconded: Mayor Bill Close

That the GRFMA receives the financial report as of 30 September 2025 showing a cash at bank balance of \$166,352.10.

CARRIED UNANIMOUSLY

9. Correspondence

Nil

10. Confidential

10.1 Review of the Register of Confidential Items

GB58/25 Review of the Register of Confidential Items

Moved: Cr Terry-Anne Keen

Seconded: Ms Jade Ballantine

That:

1. *Pursuant to Section 90(2) of the Local Government Act 1999, the meeting orders that the public be excluded from attendance at this part of the meeting relating to Item 10.1 Review of the Register of Confidential Items, excepting the following persons:*

- *Executive Officer; and*
- *Observers*

to enable the meeting to consider in confidence agenda Item 10.1 on the basis that the meeting considers it necessary and appropriate to act in a meeting closed to the public (excepting the persons listed above) pursuant to Sections 90(3)(a)(b)(d)(e)(i)(k) of the Local Government Act 1999 in order to receive, discuss or consider in confidence the information or matter relating to Item 10.1:

- a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)*
 - b) *information the disclosure of which — (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and (ii) would, on balance, be contrary to the public interest*
 - d) *commercial information of a confidential nature (not being a trade secret), the disclosure of which — (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest*
 - Ordinary Council Meeting Agenda 28 September 2021*
 - e) *matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person*
 - i) *information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council*
 - k) *tenders for the supply of goods, the provision of services or the carrying out of works*
2. *Accordingly, on this basis, the principle that meetings of the GRFMA Board should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.*

CARRIED UNANIMOUSLY

10:18am the confidential session commenced.

10.1 Review of the Register of Confidential Items

GB59/25 Review of the Register of Confidential Items

Moved: Mr Greg Pattinson

Seconded: Mr James Miller

That the GRFMA Board having reviewed the items held in confidence:

- 1. Releases from confidence the items identified in the attachment to Item 10.1:*

Meeting Date	Item No.	Order Motion No.	Item Title	Items Held Under Order	Legislative Section
27/07/2023	2.1	57/23	Appointment of GRFMA Chairperson	Report, attachments and minutes	90(3)(d)(e)
17/08/2023	4.1	78/23	Appointment of GRFMA Chairperson	Report, attachments and minutes	90(3)(d)(e)
14/12/2023	10.3	102/23	GRFMA Chairperson	Minutes and Report	90(3)(a)
7/03/2024	2.1	22/24	Appointment GRFMA Chairperson	Report and attachment	90(3)(a)
4/12/2024	6.1	GAC24/13	Cyber Security	Report and attachment	90(3)(b)(i)(II)

- 2. Keeps in confidence the items identified in the attachment to Item 10.1:*

Meeting Date	Item No.	Order Motion No.	Item Title	Items Held Under Order	Legislative Section
19/10/2023	10.2	93/23	Review of the Register of Confidential Items	Report and attachments	90(3)(a)
14/12/2023	10.1	116/23	Draft Funding Advocacy Plan	Report and attachments	90(3)(b)(i)(II)
15/02/2024	8.1	11/24	Gawler River Flood Mitigation Business Case	Report, attachments and motion GB8/24	90(3)(b)(i)(II)
20/06/2024	10.1	41/24	Gawler River Flood Mitigation Business Case - Funding Strategy	Discussion	90(3)(b)(i)(II)
15/08/2024	10.1	54/24	Gawler River Flood Mitigation Business Case - Funding Strategy	Discussion and presentation	90(3)(b)(i)(II)
17/10/2024	10.1	64/24	Gawler River Flood Mitigation Business Case - Funding Strategy	Minutes, report and attachments	90(3)(b)(i)(II)

CARRIED UNANIMOUSLY

10.1 Review of the Register of Confidential Items

GB60/25 Review of the Register of Confidential Items

Moved: Cr Terry-Anne Keen

Seconded: Mr Mark McShane

That:

1. *Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the GRFMA orders that the following aspects of item 10.1 Review of the Register of Confidential Items be kept confidential in accordance with the GRFMA Boards reasons to deal with this item in confidence pursuant to Section 90(3)(b) (i) (II) of the Local Government Act 1999:*
 - *Report for Item 10.1.*
 - *Attachment for Item 10.1*
2. *This order shall operate until reviewed and determined as part of the annual review by the Authority in accordance with Section 91(9)(a) of the Local Government Act 1999.*

CARRIED UNANIMOUSLY

10:20am the confidential session concluded.

11. Urgent Matters Without Notice

Nil

12. Next Meeting

Date and Time: Thursday, 4 December 2025 at 9.45am

Host: City of Playford

13. Closure

The Chairperson thanked the members for their attendance and contributions and closed the meeting at 10:21am.

Chair _____ Date _____

OFFICIAL

In reply please quote:
fA392156



21 October 2025

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Greg Georgopoulos
Chief Executive Officer
Adelaide Hills Council

Via email only: mail@ahc.sa.gov.au

Dear Mr Georgopoulos

On 25 April 2025, I received the Representation Report submitted by Adelaide Hills Council (the Council).

I have assessed the Council's report and determined that the requirements of section 12 of the *Local Government Act 1999* (the Act) have been satisfied. This letter serves as the required certificate.

Section 12(18) of the Act provides that the representation arrangements for the Council will apply for the first periodic election held after the publication of the notice in the Government Gazette.

Please ensure a notice appears in the Gazette no later than 11 December 2025 to demonstrate that the Council has reviewed its structure and composition, and communicate the outcome of the review.

Yours sincerely

A handwritten signature in blue ink, appearing to be "M Sherry", with a long horizontal stroke extending to the right.

Mick Sherry
ELECTORAL COMMISSIONER