Adelaide Hills
COUNCIL

# 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 25 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 25 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 – 11 November 2025
*That the minutes of the ordinary meeting held on 11 November 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

Frequency and duration of Elected Member Leave of Absences until 28 April 2026

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 Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island (RDA AHFKI) on their annual update as per the Funding Agreement

## 10. QUESTIONS ON NOTICE

10.1. Woodside Army Camp - Cr Gladigau

*The Administration has not received any correspondence from the Australian Government, or the Minister for Defence on either the short- or long-term future of the Woodside Barracks.*

*The Administration notes that the member for Mayo, Rebekha Sharkie MP, asked a question about the audit of the 'Defence estate' and the future of the Woodside Barracks in Questions Without Notice in the Australian Parliament on 9 October 2025. The Minister for Defence, Richard Marles MP responded that the estate audit was presented to the Government in December 2023, that the response to the audit required more work than was initially anticipated and that the Government will be in a position to respond to the audit of the Defence estate in the very near future.*

## 11. MOTIONS ON NOTICE

11.1. Structural Report on Old Stirling School (Cr Kirsty Parkin)

1. *Council requests the Chief Executive Officer to prepare a report on the current structural condition of the Old Stirling School building, including an assessment of its fitness for current use and identification of any safety concerns or maintenance issues.*
2. *That the report include:*
   a) *A summary of any structural assessments, engineering reports, or maintenance records completed within the past five years;*
   b) *An outline of any urgent repairs or works required to ensure safe and compliant occupation and use of the building;*
   c) *Details of current usage by community groups, including the type and frequency of activities held on the premises;*

*d) An estimate of the cost to upgrade the building to meet relevant Heritage and Accessibility Guidelines, ensuring compliance with the Disability Discrimination Act 1992 and the Disability (Access to Premises – Buildings) Standards 2010 if relevant.*

*e) Information on the ownership structure of the building and land, including confirmation that the building is Council-owned but located on State-owned land, and the implications of this arrangement for maintenance responsibilities, insurance, capital works, and future use;*

*f) Recommendations for future maintenance, refurbishment, or redevelopment options if deemed necessary.*

*3. That the report be presented to Council by the end of January, 2026.*

## 12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. Revocation of Selected Resolutions Regarding the Mayor

*1. That the report be received and noted.*

*2. To revoke Resolution 317/24 of 27 August 2024 in its entirety.*

*3. To revoke Parts 3(h), 3(i), 3(k), 3(m), and 3(n) of Resolution 430/24 of 26 November 2024.*

*4. To note that, as a consequence of the revocation of part 3(h) of Resolution 430/24 of 26 November 2024, amendments to the following Council policies are required:*

- *Complaint Handling Policy*
- *Council Members Allowance and Support Policy*
- *Council Member Training and Development Policy*
- *Caretaker Policy*
- *Internal Review of Council Decision Policy*
- *Internal Audit Policy*
- *Behavioural Management Policy*
- *Advisory Group Operation Conduct Policy*

*5. With an effective date of 26 November 2025, to revoke the Complaint Handling Policy and to adopt the revised Complaint Handling Policy at Appendix 1.*

*6. With an effective date of 26 November 2025, to revoke the Council Members Allowance and Support Policy and to adopt the revised Council Member Allowance and Support Policy at Appendix 2.*

*7. With an effective date of 26 November 2025, to revoke the Council Member Training and Development Policy and to adopt the revised Council Member Training and Development Policy at Appendix 3.*

*8. With an effective date of 26 November 2025, to revoke the Caretaker Policy and to adopt the revised Caretaker Policy at Appendix 4.*

*9. With an effective date of 26 November 2025, to revoke the Internal Review of Council Decision Policy and to adopt the revised Internal Review of Council Decision Policy at Appendix 5.*

*10. With an effective date of 26 November 2025, to revoke the Internal Audit Policy and to adopt the revised Internal Audit Policy at Appendix 6.*

*11. With an effective date of 26 November 2025, to revoke the Behavioural Management Policy and to adopt the revised Behavioural Management Policy at Appendix 7.*

12. *With an effective date of 26 November 2025, to revoke the Advisory Group Operation Conduct Policy and to adopt the revised Advisory Group Operation Conduct Policy at Appendix 8.*
13. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the above policies, including transferring them into the current Council policy template.*

12.2. East Waste Register of Interests Fee

1. *That the report be received and noted.*
2. *To endorse East Waste charging a fee of $25.00 to persons requesting a full copy of the Register of Interests.*
3. *That the CEO advises East Waste of Councils decision.*

12.3. Budget Review 1

1. *That the report on Budget review 1 – 2025-26 be received and noted.*
2. *To recommend to Council the proposed budget adjustments presented in Budget Review 1 which result in:*
   a. *An operating deficit of $3.130m for the 2025-26 financial year*
   b. *An operating deficit ratio of 4.8%*
   c. *Capital expenditure $22.846m for the 2025-26 financial year an increase of $1.849m from the approved budget of $20.998m*
   d. *An asset renewal funding ratio of 153% compared to the approved budget target of 90 to 110%*
   e. *A net financial liabilities ratio of 57% compared to the approved budget target of between 0 and 100%*
   f. *Net borrowing projected to be $11.1m from the Uniform Presentation of Accounts*
3. *The BR1 for 2025-26 includes capital expenditure carry overs from 2024/2025 of $3.257m*

12.4. Annual Report 2024-25

1. *That the Annual Report 2024-25 – Draft for Adoption report be received and noted.*
2. *That the Annual Report 2024-25, as contained in Appendix 1, be adopted.*
3. *That the Chief Executive Officer be authorised to make minor content, formatting or design changes necessary for publication purposes.*

12.5. By Law Adoption – By Law 4 and 7

1. *To note and receive the report and the Community Engagement Outcomes Report – By-Laws Stage 2 provided in Appendix 3.*
2. *To make and pass By-law No. 4 – Roads as attached and marked as Appendix 1 of this report, exercising powers contained in Section 246 of the Local Government Act 1999, having satisfied the consultation requirements of the Act and having regard to the submissions received from the public, the Certificates of Validity provided by the Council's legal practitioner and in the presence of at least two thirds of its members.*
3. *That having considered the feedback received through the community engagement process, to not proceed at this time with a new by-law to regulate roosters and pigeons in townships.*

4. *That the Chief Executive Officer be authorised to undertake all steps necessary to finalise the By-law review process and to give effect to By-law No. 4 – Roads.*

12.6. Community Development Grant Recommendations

1. *That the report be received and noted.*
2. *That Council approve the awarding of Community Development Grants for 2025-2026 totalling $62,500 as follows:*

| | | |
|---|---|---|
| *Bund der Bayern Inc* | *Venue hire and the purchase of wax torches for the torch hike for Hüttenzauber event* | *$2,143* |
| *Torrens Valley Football Club Incorporated* | *Purchase and installation of weatherproof external LED screen suitable for community movie nights, music, external gaming and scoreboard facility for football and cricket* | *$3,000* |
| *Uraidla & Summertown H&F Society Inc* | *Equipment to support community events* | *$1,731* |
| *Hills Environment Centre Inc* | *Library of items for community loan* | *$2,600* |
| *Paracombe Pony and Equestrian Club Incorporated* | *Purchase of an Automated External Defibrillator (AED) package, a metal case to hold the (AED), and signage* | *$2,650* |
| *The Forest Range and Lenswood History Group Inc* | *Development of a tourist drive* | *$2,178* |
| *The Aldgate Men's Shed Inc* | *Retaining wall and kindling loading area for facility at Woodhouse* | *$2,100* |
| *Adelaide Hills Garden Affair Inc* | *Community Learning Project for children and older gardeners* | *$3,000* |
| *The Cudlee Creek Tennis and Basketball Club Incorporated* | *Family fun days during school holidays and R U OK round* | *$1,400* |
| *Sixth Creek Catchment Group* | *Purchase of four stainless steel nursery benches* | *$2,836* |
| *Onkaparinga Swimming Club Inc* | *Purchase of an Auto-Coach system* | *$3,000* |
| *Heathfield High School* | *Artist's fee and costs for painting the student-designed mural at Red Cacao, Stirling* | *$3,000* |
| *Montacute Progress Association* | *Purchase equipment and bench seats to support nature trails at Montacute Common* | *$3,000* |
| *RSL Stirling Sub-Branch* | *Upgrade audio visual equipment in community hall* | *$3,000* |
| *Fortem Australia Limited* | *Thank a First Responder Day educational resources for 50 schools and childcare centres* | *$3,000* |
| *Adelaide and Hills Koala Rescue – 1300KOALAZ Incorporated* | *Purchase equipment to assist koala rescue* | *$3,000* |
| *National Trust of South Australia* | *Interpretive signage at Malcolm Wicks Reserve* | *$3,000* |
| *Gumeracha District Bowling Club Inc* | *Replacement of commercial dishwasher* | *$3,000* |
| *Gumeracha Table Tennis* | *Purchase of tables and net* | *$2,862* |
| *Lobethal Community Association* | *Create a digital heritage walking tour app* | *$3,000* |
| *Hills Community Toy Library* | *Creation of a large sign promoting the toy library by a commissioned artist* | *$3,000* |
| *Heathfield Netball Club Inc* | *First Nations Round Reconciliation Dress Design* | *$3,000* |

| | | |
|---|---|---|
| *Lobethal Lutheran School* | *Purchase new adjustable netball posts and basketball tower* | *$3,000* |

12.7. Community and Recreation Facility Grant Recommendations

1. *That the report of the Community and Recreation Facility Grants 2025-26 be received and noted.*
2. *That Council approves the awarding of Community Recreation and Facility Grants for 2025-26 totalling $199,894 as follows.*

| ***Applicant*** | ***Project Description*** | ***Amount Recommended*** |
|---|---|---|
| *South Australian Pistol and Shooting Club* | *Solar battery purchase and installation* | *$12,000* |
| *Highercombe Golf and Country Club* | *8th hole path and water harvesting project* | *$9,460* |
| *Lions Hearing Dogs* | *Assistance Dog training centre multipurpose hall* | *$20,000* |
| *Bridgewater Callington Raiders Football Club* | *Canteen shelter* | *$9,968* |
| *Basket Range Cricket Club* | *Cricket net upgrade* | *$20,000* |
| *Kersbrook Football Club* | *Oval LED lighting upgrade* | *$25,000* |
| *Paracombe Cricket Club* | *Oval sub-surface drainage project* | *$22,055* |
| *Verdun Fighting Forces Memorial Hall* | *Memorial and garden development and drainage upgrade* | *$17,000* |
| *Aldgate Village Well* | *Studio upgrades for inclusivity* | *$5,978* |
| *Northern Hills Pony Club* | *Arena fencing* | *$5,000* |
| *Upper Sturt Soldiers Memorial Hall* | *Electrical rewiring, lighting and air-conditioning project* | *$10,600* |
| *Ashton Community and Sports Association* | *Oval fencing upgrade* | *$9,999* |
| *The Scout Association of Australia SA Branch on behalf of Mt Lofty Scout Group* | *Hall floor resurfacing* | *$5,000* |
| *Lenswood Ranges Cricket Club* | *New cricket training net* | *$6,000* |
| *Cherryville Residents Association* | *Re-paint and repair of Cherryville Community Centre* | *$9,890* |
| *Lenswood Memorial Park* | *Basketball court resurfacing* | *$9,999* |
| *Hills Community Toy Library* | *Toy Library garden glow up* | *$1,945* |

12.8. Balhannah Uniting Church Youth Group (Rear of 91 Main Street, Balhannah) - Lease Proposal

1. *That the Balhannah Uniting Church Youth Group (Rear of 91 Main Street, Balhannah) – Lease Proposal report be received and noted.*
2. *The Council approves commencement of public consultation on the proposed twenty-one (21) year lease with the Uniting Church in Australia Property Trust (SA) (UCAPT) the land designated as Balhannah Uniting*

*Church Youth Group room at the rear 91 Main Street, Balhannah contained in portion of Certificate of Title Volume 5696 Folio 327.*

3. *That this report forms part of the Community Consultation report.*
4. *That following community consultation in accordance with Council's Community Consultation Policy:*
   a. *That if there are substantive community objections to the proposed Lease, a further report will be submitted to Council providing information on the outcomes of the consultation and proposed process to deal with the proposal moving forward.*
   b. *That if there are no substantive community objections, Council approves the signing of the twenty-one (21) year Lease.*
5. *That in the event that 4(b) applies, the Mayor and/or Chief Executive Officer or his delegate be authorised to sign all documents necessary, including affixation of the common seal if necessary, to give effect to this resolution.*

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

13.1. Innovate Reconciliation Action Plan Progress Report

1. *That the report and the Innovate Reconciliation Action Plan Progress Report in Appendix 1 be received and noted.*
2. *That the Adelaide Hills Reconciliation Working Group Report in Appendix 2 be received and noted.*

13.2. Annual Investment Performance Report 2024-25

1. *That the Annual investment performance 2024-25 report be received and noted.*

**14. CORRESPONDENCE FOR NOTING**

14.1. GRFMA – Funding Success from Disaster Recovery Fund Letter

**15. QUESTIONS WITHOUT NOTICE**

**16. MOTIONS WITHOUT NOTICE**

**17. REPORTS**

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

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

17.3. CEO Report

**18. REPORTS OF COMMITTEES**

18.1. Council Assessment Panel
Nil

18.2. Audit and Risk Committee

*That the minutes of the Audit and Risk Committee held on 17 November 2025 as supplied, be received and noted.*

18.3. CEO Performance Review Panel
Nil

18.4. Boundary Change Committee
Nil

## 19. CONFIDENTIAL ITEMS

19.1 Organic Kerbside Service Tender - Late Report

## 20. NEXT MEETING

Tuesday 09 December 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 | Skye Ludzay |
| **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 Nov 25 (WS) | F | A | F | F | AP | F | F | F | A | F | AP | F | |
| 18 Nov 25 (WS) | F | LOA | A | F | F | P | F | LOA | AP | F | F | AP | |

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

# 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**

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 11 November 2025 | F | F | F | F | F | F | F | F | F | F | F | F | |

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

# Conflict of Interest Disclosure Form

Adelaide Hills COUNCIL

**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 deputee has addressed Council (either in a deputation or public forum) on the subject matter or a similar subject matter.

# 8.3 PUBLIC FORUM

*For full details, see Code of Practice for Meeting Procedures on www.ahc.sa.gov.au*

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

# Questions on Notice

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **10.1 Question on Notice** |
| **Originating from:** | **Cr Richard Gladigau** |
| **Subject:** | **Woodside Army Camp** |

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## 1. QUESTION

Has the AHC had any recent correspondence from the Australian Government or the Minister for Defence, Richard Marles, on the short- and longer-term future of the Woodside Army camp?

## 2. BACKGROUND

Reason for the question regarding the future of the Woodside Army Camp is it is my understanding that the Regiment is leaving on the 1st December and at this stage the security will remain in place and activities like the Army Cadets are still using the facility.

The Army camp at Inverbrackie began in WW2 and has been a large part of the Woodside community since its inception.

The Woodside Commerce Group and other community members are concerned at the lack of consultation on the future plans for this site and want to make it known that they would like to be consulted and informed of the future use planned by the Federal government.

It seems that very little information has been shared by the Federal govt and this concerns residents even more.

The sale of the former army personnel housing next door has not been well received by many and also adds to possible extra investment by the AHC in regard to lack of infrastructure and needs flagged by residents.

## 3. OFFICER'S RESPONSE – Jess Charlton, Director Community and Development

The Administration has not received any correspondence from the Australian Government, or the Minister for Defence on either the short- or long-term future of the Woodside Barracks.

The Administration notes that the member for Mayo, Rebekha Sharkie MP, asked a question about the audit of the 'Defence estate' and the future of the Woodside Barracks in Questions Without Notice in the Australian Parliament on 9 October 2025. The Minister for

Defence, Richard Marles MP responded that the estate audit was presented to the Government in December 2023, that the response to the audit required more work than was initially anticipated and that the Government will be in a position to respond to the audit of the Defence estate in the very near future.

## 4. APPENDIX

Nil

# Motions on Notice

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **11. Motion on Notice** |
| **Originating from:** | **Cr Kirsty Parkin** |
| **Subject:** | **Structural report on Old Stirling School** |

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## 1. MOTION

**I move that:**

1. **Council requests the Chief Executive Officer to prepare a report on the current structural condition of the Old Stirling School building, including an assessment of its fitness for current use and identification of any safety concerns or maintenance issues.**

2. **That the report include:**

   a) **A summary of any structural assessments, engineering reports, or maintenance records completed within the past five years;**
   b) **An outline of any urgent repairs or works required to ensure safe and compliant occupation and use of the building;**
   c) **Details of current usage by community groups, including the type and frequency of activities held on the premises;**
   d) **An estimate of the cost to upgrade the building to meet relevant Heritage and Accessibility Guidelines, ensuring compliance with the *Disability Discrimination Act 1992* and the Disability (Access to Premises – Buildings) Standards 2010 if relevant.**
   e) **Information on the ownership structure of the building and land, including confirmation that the building is Council-owned but located on State-owned land, and the implications of this arrangement for maintenance responsibilities, insurance, capital works, and future use;**
   f) **Recommendations for future maintenance, refurbishment, or redevelopment options if deemed necessary.**

3. **That the report be presented to Council by the end of January, 2026.**

## 2. BACKGROUND

The *Old Stirling Community School* is a historically significant site that continues to play an important role in community life. The grounds are currently utilised by the Stirling Community Garden and Nature Play Group, which provides a valued space for residents to engage in community gardening, sustainability, and social connection.
The building itself was formerly used by the Girl Guides, who vacated the site several years ago. Since that time, the building has remained under Council asset responsibility and is a structure situated on State-owned land.

Given Council's obligation to maintain the building, it is important to consider how best to ensure the community can continue to benefit from its use. This report will provide the necessary information to guide future decisions about the building's safety, compliance, and potential refurbishment or adaptive reuse for ongoing community purposes.

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

The Old Stirling School (100 Old Mount Barker Road) is situated on 11,000m2 Crown land allotment in Council's care and control (CR 5753-720) with permitted use as '*unspecified local government purposes pursuant to the Crown Act…*'. It is local heritage listed.

The crown land was dedicated to Council in March 1977. The building is circa mid-1860s. The school ceased operating in the 1970s and the building was subsequently used by the Country Fire Service as a training venue and radio base and later the Girl Guides.

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

*Strategic Plan 2024 – Your Place, Your Space*

| | |
|---|---|
| Goal | Built form and Economy |
| Objective BFE4 | Improve the utilisation of Council and community facilities. |
| Priority BFE4.2 | Encourage greater utilisation and enhancement of community halls and facilities and foster multi-use spaces to maximise community benefit. |

- **Legal Implications**

Local Government Act 1999
National Construction Code of Australia 2022
Disability Discrimination Act 1992
Equal Opportunity Act 1984
Heritage Act 1993

- **Risk Management Implications**

There are no risk management implications related to providing a current structural condition report. There are many risk implications associated with introducing a new user or change of land use classification which will be presented in the report presented back to Council.

- **Financial and Resource Implications**

No further works have been identified or budgeted in the Long-Term Financial Plan

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

Not applicable

- **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*External Agencies:* Not Applicable

*Community:* Not Applicable

## 4. ANALYSIS

In 2012, a building condition assessment was undertaken by GHD Pty Ltd which noted the building as average to poor condition. The report indicated that significant expenditure would be required to prepare the buildings for future occupation or use. Essential safety and structural works were recommended. The partial collapse of the ceiling and mould rendered the building unsafe for ongoing use by the Girl Guides.

In 2021 Adelaide Hills Council conducted approved development works to renew the building by improving weathertightness (roof/window repairs), electrical works and stormwater management at a cost of $208k. These works did not include compliance with DDA or building fire safety requirements and were intended to address local heritage and Crown care and control responsibility and not facilitate community activation.

The building use is described as ‘community facility’ with a class 9b under the National Construction Code.

*Class 9b buildings are assembly buildings in which people may gather for social, theatrical, political, religious or civil purposes. They include schools, universities, childcare centres, pre-schools, sporting facilities, night clubs, or public transport buildings.*

Currently the building is understood to have non-compliant DDA Building Fire steps, trip hazards, unknown condition of structural flooring and unknown current mould exposure. A change in use of the building may trigger a development requirement for Disability

Discrimination Act 1992 compliance – this may include access/egress ramps and compliant toilet facilities.

In 2019, indicative costs for Local Heritage Building upgrades to meet condition, performance, wastewater, heritage, DDA and building fire safety compliance standards were $1.8 - $2.1m.

Important legislative considerations for Council Buildings:

- DDA always applies. It does not wait for works or change of use.
- Fire safety obligations always apply. Council must maintain operational Essential Safety Measures (ESMs) regardless of age, e.g. smoke detectors
- Change of use triggers full National Construction Code (NCC) upgrading even if no building works occur.
- Any works can trigger partial NCC upgrades, especially to fire safety and access.
- Heritage does not exempt compliance—it changes how compliance is achieved.
- Failing buildings can require upgrades even without a DA.

This is why Council needs a strategic asset and community land management framework—because compliance triggers can create major, unplanned costs if not managed through the LTFP and Asset Management Plan (AMP).

Adelaide Hills Council does not have a current Asset Management Plan for Buildings. Unfortunately, this means that this MON cannot be responded to in the greater Council Building Asset context. An AMP for Buildings would have established a comprehensive overview of the City's building assets, performance of the assets, service levels and associated financial considerations. In this regard, Council Administration would be able to provide advice on the Old Stirling School in a wider prudential and strategic framework.

Section 122 of the *Local Government Act 1999* requires the Council to develop and adopt AMPs to guide the management and development of its infrastructure and major assets over a ten-year planning horizon. This ensures that strategic asset management aligns with the Council's overarching strategic management plan and the Long-term Financial Plan (LTFP), particularly in respect to asset renewal.

Council Administration is working on scoping and costing consultants to review and commission the development of the following AMPs:

- Buildings
- Water (Stormwater, Wastewater, Groundwater) Infrastructure
- Open Space
- Transport

This work has commenced for buildings, beginning with a condition assessment, defect collection, remaining useful life on components and potential referral for structural assessment. Administration will then have a better platform to recommend capital works renewal program and priorities for DDA compliance assessment. This preliminary work will be completed by January 2026. Additional work will be required to complete Asset Management Plan for Buildings, but this is critical forward movement.

Similarly, the Adelaide Hills Council should review its Community Land Management Plans (CLMPs) which were established in 2019 to ensure they are relevant to current community needs, growth plans and outcomes. Community Land Management Plans are management documents that are required by Section 196 of the Act to:

- Identify the land to which it applies.
- State the purpose for which the land is held by the council.
- State the council's objectives, policies (if any) and proposals for the management of the land.
- State performance targets and how the council proposes to measure its performance against its objectives and performance targets.

If the Council does not own the community land, i.e. it is held by the Crown, it has been bequeathed to the Council, or is held in trust by the Council—it must ensure the plans describe who owns the land, any trust, dedication or restriction that applies, and what if any provisions the owner requires.

In accordance with Section 207 of the Act, Council must maintain a public register of Community Land. A management plan is required where:

- Portion of the land is, or is to be, occupied under a lease or licence.
- Portion of the land has been, or is to be, specifically modified or adapted for the benefit or enjoyment of the community.

Council Administration will endeavour to achieve the suite of Asset and Community Land Management plans in three years. Council Administration is currently preparing scope and tender specifications for the contracting of consultants to undertake the work. Council Administration will coordinate and lead the community engagement and consultation components on delivering the plans.

## 5. APPENDICES

Nil

# Administration Reports
# Decision Items

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.1** |
| **Responsible Officer:** | **Zoë Gill**<br>**Executive Governance Officer**<br>**Office of the CEO** |
| **Subject:** | **Preparation for New Mayoral Term: Revocation of Selected Council Resolutions and Amendment of Certain Policies** |
| **For:** | **Decision** |

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## SUMMARY

This report recommends that Council revoke specific resolutions adopted in August and November 2024 relating to the roles and responsibilities of the Mayor and Deputy Mayor. These resolutions were introduced when Council adjusted governance arrangements to enable the Deputy Mayor to assume many of the Mayor's functions and duties.

The resolutions identified for revocation include:

- Resolution 317/24 (27 August 2024)
- Parts 3(h), 3(i), 3(k), 3(m), and 3(n) of Resolution 430/24 (26 November 2024)

With the impending commencement of a new Mayor following the upcoming supplementary Mayoral election, it is necessary to revoke these resolutions to ensure Council's governance framework is clear, current, and appropriate for the incoming officeholder. This will remove outdated or redundant directions and support effective governance moving forward.

Should Council decide to revoke these resolutions, Administration recommends amendments to several Council policies that were previously modified in February 2025 to comply with Part 3(h) of Resolution 430/24. These amendments, with proposed changes highlighted in track changes, are included at ***Appendices 1–8*** for Council's consideration.

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## RECOMMENDATION

**Council resolves:**

1. **That the report be received and noted.**

2. **To revoke Resolution 317/24 of 27 August 2024 in its entirety.**

3. **To revoke Parts 3(h), 3(i), 3(k), 3(m), and 3(n) of Resolution 430/24 of 26 November 2024.**

4. **To note that, as a consequence of the revocation of part 3(h) of Resolution 430/24 of 26 November 2024, amendments to the following Council policies are required:**
    - **Complaint Handling Policy**

- **Council Members Allowance and Support Policy**
- **Council Member Training and Development Policy**
- **Caretaker Policy**
- **Internal Review of Council Decision Policy**
- **Internal Audit Policy**
- **Behavioural Management Policy**
- **Advisory Group Operation Conduct Policy**

5. **With an effective date of 26 November 2025, to revoke the *Complaint Handling Policy* and to adopt the revised *Complaint Handling Policy* at Appendix 1.**

6. **With an effective date of 26 November 2025, to revoke the *Council Members Allowance and Support Policy* and to adopt the revised *Council Member Allowance and Support Policy* at Appendix 2.**

7. **With an effective date of 26 November 2025, to revoke the *Council Member Training and Development Policy* and to adopt the revised *Council Member Training and Development Policy* at Appendix 3.**

8. **With an effective date of 26 November 2025, to revoke the *Caretaker Policy* and to adopt the revised *Caretaker Policy* at Appendix 4.**

9. **With an effective date of 26 November 2025, to revoke the *Internal Review of Council Decision Policy* and to adopt the revised *Internal Review of Council Decision Policy* at Appendix 5.**

10. **With an effective date of 26 November 2025, to revoke the *Internal Audit Policy* and to adopt the revised *Internal Audit Policy* at Appendix 6.**

11. **With an effective date of 26 November 2025, to revoke the *Behavioural Management Policy* and to adopt the revised *Behavioural Management Policy* at Appendix 7.**

12. **With an effective date of 26 November 2025, to revoke the *Advisory Group Operation Conduct Policy* and to adopt the revised *Advisory Group Operation Conduct Policy* at Appendix 8.**

13. **That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the above policies, including transferring them into the current Council policy template.**

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## 1. BACKGROUND

In August and November 2024, Council adopted a series of resolutions relating to the roles and responsibilities of the Mayor and Deputy Mayor. As a result of these resolutions, the Deputy Mayor was authorised to enact many of the functions and duties traditionally allocated to the Mayor.

The Mayor subsequently resigned on 23 September 2025. The Deputy Mayor has continued to serve as Acting Mayor and will remain in this capacity until the Mayoral supplementary election is concluded (notionally 10 February 2026).

The resolutions identified for revocation are (snips provided below):

- resolution 317/24 of 27 August 2024
- parts 3(h), 3(i), 3(k), 3(m), and 3(n) of resolution 430/24 of 26 November 2024

**Moved Cr Leith Mudge**
**S/- Cr Adrian Cheater** **317/24**

1. **That Council, pursuant to section 58(2) of the Local Government Act, appoint the Deputy Mayor as the principal spokesperson of the Council.**

**Carried Unanimously**

Moved Cr Chris Grant
S/- Cr Mark Osterstock 430/24

Council resolves:

1. To note that it has received and noted the Final Investigation Report, legal advice and presentation, in Item 19.1.
2. To note that it has adopted the findings that the Mayor breached the following clauses of the Behavioural Standards for Council Members:
   a) 1.1 Show commitment and discharge duties conscientiously.
   b) 1.4 Act in a reasonable, just, respectful and non-discriminatory way.
   c) 2.2 Take all reasonable steps to provide accurate information to the community and the Council.
   d) 2.3 Take all reasonable steps to ensure that the community and the Council are not knowingly misled.
   e) 2.5 Act in a manner consistent with their roles, as defined in section 59 of the Act.
   f) 3.1 Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council members.
   g) 4.1 Establish and maintain relationships of respect, trust, collaboration, and cooperation with all Council employees.
   h) 4.2 Not bully Council employees.
3. That the Mayor's series of inappropriate behaviour and conduct and the findings of multiple breaches warrant the making of the following determinations pursuant to section 262C of the *Local Government Act 1999*:
   a) That Council formally censures the Mayor.

b) That Council declares it has no confidence in the Mayor and her capacity to continue as Mayor of the Council for the remainder of the Council term.

c) That Council calls on the Mayor to resign by close of business Friday, 29 November 2024.

d) That the Mayor is required to make an unconditional (and unreserved) public apology to the Council, the CEO, and the Administration at the next ordinary meeting of Council or by 10 December 2024 expressly apologising for the breaches identified in the Final Investigation Report, including explicitly her non-compliance with the Mayor Seeking Legal Advice Policy, and in a form approved by the Deputy Mayor.

e) That the Mayor is required to make a private written apology to the identified victim or victims of bullying in a form approved by the Deputy Mayor by the 10 December 2024.

f) That the Mayor is required to attend a program of training and education (organised by the Administration) directed towards:

i. re-building the working relationship between the Mayor, elected members, the CEO and the Administration,

ii. workplace bullying and harassment,

iii. conflict of interest and the roles and responsibilities of elected members with such training and education

to be completed before 31 March 2025.

g) That the Mayor provide written confirmation to the Deputy Mayor by 10 December 2024 that she will attend the training outlined in part 3(f) of the resolution.

h) That any and all functions, duties, responsibilities and roles (inclusive of any representative role) given to the Mayor under any Council policy, resolution, direction or convention be revoked. That the functions, duties, responsibilities and roles be undertaken by the Deputy Mayor, or other councillor nominated by the Deputy Mayor, with effect from the date of this resolution until the end of the Council term.

i) That the Mayor be removed from any section 41 Council committee that the Mayor has been appointed to by Council for the balance of the Council term.

j) That Council requests that the Mayor repay Council for the costs of the investigation and report into this behavioural matter as soon as possible, but in any event by 31 January 2025.

k) That the Mayor's access to the Council building is restricted to only those parts which are necessary for her to access to undertake her roles and responsibilities.

l) That Council instructs the Administration to write to:

i. the CEO, Office of Local Government,

ii. the CEO, Department of Premier and Cabinet,

iii. the CEO, Local Government Association,

iv. Josh Teague, Member for Heysen,

v. Dan Cregan, Member for Kavel,

vi. Ashton Hurn, Member for Schubert, and

vii. Rebekha Sharkie, Member for Mayo,

informing them of Councils' resolution. The correspondence should request that all future official correspondence be directed to the CEO and Deputy Mayor.

m) that any invitation, request or other communication received by the Mayor, as a result of her position as Mayor, from the Federal Government or any State Government body, or any community group, local government or any other organisation, be immediately forwarded to the CEO and the Deputy Mayor for attendance or action.

n) that any requests from the media for interview or comment that are directed to the Mayor on any matter, that are received as a result of her position as Mayor, be immediately forwarded to the CEO and the Deputy Mayor for attendance or action.

4. That the Deputy Mayor, with the support of Council Administration (Director Corporate Services and/or delegate) as required:

a) inform the Mayor of Council's decisions as soon as possible but otherwise before close of business Wednesday 27 November 2024.

b) report back to Council on the Mayor's response (if any) to parts 3(c),(e), (g) and (j) and otherwise any non-compliance by the Mayor with Council's determinations.

c) report to Council (as necessary) on any other matters arising and requiring Council consideration and/or decision as a result of the actions determined by Council including but not limited to the removal of the Mayor and substitution of the Deputy Mayor in all policy, resolution, direction or convention.

5. Council notes and endorses the Mayor's office having been moved from the Stirling Administration Office Area to the Coventry Library.

| |
|---|
| Carried<br>Deputy Mayor Selwood did not use her casting vote |

As a consequence of Resolution 430/24, a number of Council policies were modified in February 2025 to ensure compliance (see resolution 77/25 below). Where appropriate, references to the Mayor were replaced with the Deputy Mayor, and in some instances, additional clauses were drafted to maintain consistency with the resolution.

**Moved Cr Mark Osterstock** **77/25**
**S/- Cr Chris Grant**

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

2. **With an effective date of 4 March 2025, to revoke the *Code of Practice for Access to Council Policy* and to adopt the revised *Code of Practice for Access to Council Policy* at Appendix 2.**

3. **With an effective date of 4 March 2025, to revoke the *Complaint Handling Policy* and to adopt the revised *Complaint Handling Policy* at Appendix 3.**

4. **With an effective date of 4 March 2025, to revoke the *Council Member Training and Development Policy* and to adopt the revised *Council Member Training and Development Policy* at Appendix 5.**

5. **With an effective date of 4 March 2025, to revoke the *Council Member Training and Development Approval Form* and to adopt the revised *Council Member Training and Development Approval Form* at Appendix 5.**

6. **With an effective date of 4 March 2025, to revoke the *Caretaker Policy* and to adopt the revised *Caretaker Policy* at Appendix 6.**

7. **With an effective date of 4 March 2025, to revoke the *Internal Review of Council Decision Policy* and to adopt the revised *Internal Review of Council Decision Policy* at Appendix 7.**

8. **With an effective date of 4 March 2025, to revoke the *Internal Audit Policy* and to adopt the revised *Internal Audit Policy* at Appendix 8.**

9. **With an effective date of 4 March 2025, to revoke the *Behavioural Management Policy* and to adopt the revised *Behavioural Management Policy* at Appendix 9.**

10. **With an effective date of 4 March 2025, to revoke the *Advisory Group Operation Conduct Policy* and to adopt the revised *Advisory Group Operation Conduct Policy* at Appendix 10.**

11. **That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the above policies.**

13. **That the changes listed in the policies which remove powers from the Mayor and allocate them to the Deputy Mayor, are current until the end of this current Council term.**

9:42pm Cr Louise Pascale left the meeting room and did not return.

**Carried Unanimously**

With the impending commencement of a new Mayor, it is necessary to review and revoke the 27 August 2024 and 26 November 2025 resolutions to ensure that Council's governance framework is clear, current, and appropriate for the incoming officeholder. This will remove outdated or redundant directions and support effective governance moving forward.

Consequential changes should be made to the policies previously amended to reinsert references to the Mayor to reflect the Mayor's functions, duties, and responsibilities. Copies of the revised policies, showing tracked changes, are provided at ***Appendices 1–8*** for Council's consideration and approval.

## 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 51(6) states that in the absence of the Mayor, a Deputy Mayor may act in the Office of the Mayor. In doing so, the Deputy Mayor assumes the key duties of presiding over Council meetings and being the principal spokesperson of the Council.

Section 51(10) states that in the event the of a casual vacancy in the office of Mayor, section 51(6) operates, except in limited circumstances.

Section 36(1)(c) states that Council has the power to do anything necessary or incidental to performing or discharging its functions or to achieve its objectives.

There are no identified legal implications arising from the proposed policy amendments. The revised policies have been reviewed for consistency with the *Local Government Act 1999*, and no provisions have been identified that would contravene legislative requirements.

- **Risk Management Implications**

The Council's revocation of selected Council resolutions and amendment of several policies will mitigate 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**

Not applicable

- **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

*Council Committees:* Not applicable
*Council Workshops:* Not applicable
*Advisory Groups:* Not applicable
*External Agencies:* Not applicable
*Community:* Not applicable

- **Additional Analysis**

Not applicable

## 3. OPTIONS

Council has the following options:

I. Receive and note the report and revoke Resolution 317/24 and Parts 3(h), 3(i), 3(k), 3(m), and 3(n) of Resolution 430/24, and adopt the proposed amendments to all policies listed in Appendices 1-8.
II. Receive and note the report and revoke Resolution 317/24 and Parts 3(h), 3(i), 3(k), 3(m), and 3(n) of Resolution 430/24, and seek to propose further amendments to some or all policies listed in Appendices 1-8.
III. Receive and note the report and revoke Resolution 317/24 and Parts 3(h), 3(i), 3(k), 3(m), and 3(n) of Resolution 430/24 but seek to not amend any of the policies listed in Appendices 1-8 at this time.

Should the Council identify the need to further amend some or all policies, the administration will propose draft amendments for Council's consideration and endorsement at the next available Ordinary Council meeting.

## 4. APPENDICES

(1) Complaint Handling Policy with track changes
(2) Council Members Allowance and Support Policy with track changes
(3) Council Member Training and Development Policy with track changes
(4) Caretaker Policy with track changes
(5) Internal Review of Council Decision Policy with track changes
(6) Internal Audit Policy with track changes
(7) Behavioural Management Policy with track changes
(8) Advisory Group Operation Conduct Policy with track changes

# Appendix 1

*Complaint Handling Policy with track changes*

# Council Policy

## Complaint Handling




# COUNCIL POLICY

| | |
|---|---|
| Adelaide Hills COUNCIL | **COMPLAINT HANDLING** |

| | |
|---|---|
| **Policy Number:** | **GOV-04** |
| **Responsible Department(s):** | **Community Capacity** |
| **Other Relevant Policies:** | ***Internal Review of Council Decisions Policy***<br>***Request for Services Policy***<br>***Unreasonable Complainant Conduct Policy*** |
| **Relevant Procedure(s):** | ***Complaint Handling Procedure***<br>***Request for Service Procedure*** |
| **Relevant Legislation:** | **Local Government Act 1999, Section 270**<br>**Local Government (General) Regulations 2013, Schedule 2A** |
| **Policies and Procedures Superseded by this policy on its Adoption:** | ***Complaint Handling, 25~~13~~/02~~6~~/25~~17~~, Item 12.10, 77/25*** |
| **Adoption Authority:** | **Council** |
| **Date of Adoption:** | **25 November~~February~~ 2025** |
| **Effective From:** | **9~~4~~ December~~March~~ 2025** |
| **Minute Reference for Adoption:** | **xx~~77~~/25** |
| **Next Review:** | **At the end of the Council term (November 2026) or as required by legislation or changed circumstances** |

## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| Version control details did not exist for previous versions of this policy. | | | |
| 1.0 | 25 February 2025 | 1. Replacement of "Mayor" with "Deputy Mayor" in clause 4.5, as per the requirements of resolution 430/24.<br>2. Insertion of a cover page | *Council – Res 77/25* |
| 2.0 | 25 November 2025 | 1. Replacement of "Deputy Mayor" with "Mayor" in clause 4.5, as per the revocation of Part 3(h) of Resolution 430/24 as provided for by Resolution x/25.<br>2. New template. | *Council – Res xx/25* |
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# COMPLAINT HANDLING POLICY

**1. INTRODUCTION**

**1.1.** This Policy sets out the principles and guidelines to be used when addressing complaints made about the actions of the Council, employees of the Council, or other people acting on behalf of the Council.

**1.2.** This Policy is to be read in conjunction with other relevant Council policies, especially in making the distinction between a complaint and request for a review of a Council decision.

**2. OBJECTIVES**

**2.1.** The objectives of this policy are:

- To demonstrate the Council's commitment to addressing complaints in a timely, effective and fair way
- To demonstrate the Council's commitment to using information gained from the community to improve its services and operations

**3. DEFINITIONS**

**Complaint** means an expression of dissatisfaction with a product or service delivered by the Council or its representatives that has failed to reach the standard stated, implied or expected. This includes complaints about a service that has been, or should have been delivered. A complaint may be made in any form, including verbal, written or electronic means.

A request for a **review of a decision** is distinguished from a complaint by virtue of the complainant formally requesting that the Council reconsider the ~~decision making~~decision-making process and all the evidence relied on to make a decision as per the provisions of the Internal Review of Council Decisions Policy.

**Feedback** means those comments, which are sometimes framed as complaints, ~~where the intent is clearly for the matter to be noted~~, but where there is no implied or expressed expectation of follow up, review or action.

**4. POLICY STATEMENT**

**4.1. Principles**

4.1.1. The Council welcomes complaints as a way of improving its services and programs as well as providing an opportunity to improve services and operations or simply to 'put things right'.

4.1.2. The community should be aware of, and have access to, complaint making channels and the process to lodge a complaint. The process for handling the complaint should be communicated to the complainant.

4.1.3. Each complaint will be considered on its merits. Complainants will be treated fairly, with impartiality, confidentiality and transparency being applied to the extent possible.

4.1.4. Complaints will be taken seriously and sufficient resourcing will be allocated to handle complaints in a professional and timely manner.

4.1.5. The outcome of a complaint should be used to improve the way the Council operates.

4.1.6. The manner in which a complaint is handled, and by whom, will depend on the level of complexity and seriousness of the complaint. At all times, complaints should be handled by people competent to manage the process and communicate the outcomes.

4.1.7. It is not a reasonable use of the Council's, i.e. the community's resources to allocate time and money to investigating vexatious or frivolous complaints.

4.1.8. Complainants should be informed of the outcome of any complaint requiring investigation.

**4.2. Policy Position**

4.2.1. Complaints will broadly be dealt with according to a ~~three step~~three-step approach, with complaints being dealt with at the first point of contact wherever possible:

*Step 1 - Immediate response to resolve the complaint*

Council aims to resolve complaints at the first level, the frontline. Wherever possible staff will be adequately equipped to respond to complaints at the initial point of contact.

*Step 2 - Complaint escalated to a more senior officer*

Where it is not possible to resolve a complaint at the initial point of contact, Council may escalate the complaint to a more senior officer. This may occur, for example, where an officer has been involved in the matter that is the subject of the complaint, where the complaint is about an issue that requires a decision to be made at a more senior level, or where a complaint concerns a matter that involves multiple departments.

*Step 3 - Internal review of a Council decision*

Where a complainant is dissatisfied with the outcome, they may seek an internal review as set out in the *Internal Review of Council Decisions Policy*. This is a mechanism that enables the Council to reconsider the ~~decision making~~decision-making process and all the evidence relied on to make a decision, including new evidence if relevant. This process is generally a last resort in the complaint handling process, but may also be used in situations which are not able to be resolved by other means.

4.2.2. No distinction will be made between the method of making the complaint, i.e. complaints will be given the same regard whether they are made remotely or in person. Complaints made through any form of media will be accepted, but depending on the seriousness and complexity of the complaint, the complainant may be requested to provide further information in a defined form.

4.2.3. All complaints will be recorded in an appropriate information management system in such a way that complaint information can be analysed for service improvement opportunities.

4.2.4. Complainants will be advised of the likely timeframe required to investigate and resolve a complaint and regularly updated as to progress where necessary.

4.2.5. Employees will be trained to manage complaints efficiently and effectively, and provided with a level of delegated authority appropriate for the nature of complaints they are expected to resolve.

4.2.6. Procedures

Procedures will be developed which contain guidelines on:

- Receipt of complaints
- Acknowledgment of complaints
- Initial assessment and addressing of complaints, including keeping complainants updated of any progress
- Providing reasons for decisions and options for further review available to the complainant
- Closing complaints, record keeping, redress and review

4.2.7. Remedies

Where complaints are found to be justified the Council will, where practicable, remedy the situation in a manner which is consistent and fair for both Council and complainants. The solution chosen will be proportionate and appropriate to the circumstances. As a general principle the complainant should, so far as possible, be put in the position he or she would have been in, had things not occurred as they did. This may mean providing the desired service or changing a decision. Sometimes, however, it may only be possible to offer an apology.

Where complainants make assertions that financial compensation is expected, the matter will need to be referred to the Local Government Association Mutual Liability Scheme for case management. The rules of the Scheme will be observed and this will be communicated to the complainant.

4.2.8. Feedback

Feedback which does not constitute a complaint (see definitions) will be acknowledged and the feedback will be directed to the appropriate functional area, but in most cases, a formal investigation will not occur.

**4.3. Special Provisions**

There are specific procedures which apply to particular types of complaints. If the complaint would be more properly dealt with by another process, this will be explained to the complainant at the outset.

For example:

- Complaints against a Council Member, the Chief Executive Officer or employees under the applicable Code of Conduct as in effect from time to time
- Freedom of Information applications
- Claims for financial compensation, e.g. 'insurance claims'
- Persons claiming protection under the *Public Interest Disclosure Act 2018*
- Decisions made under legislation other than the *Local Government Act 1999* , such as the *Development Act 1993* or *Expiation of Offences Act 1996*.
- Complaints which constitute a request for a review of a Council decision will be treated according to the provisions of the *Internal Review of Council Decision Policy*

**4.4. Unreasonable complaints**

4.4.1. Council may receive complaints that are unreasonable. Unreasonable Complainant Conduct is divided into five categories of conduct:

- Unreasonable persistence
- Unreasonable demands
- Unreasonable lack of cooperation
- Unreasonable arguments
- Unreasonable behaviours

4.4.2. Complaints that escalate to unreasonable complainant conduct will be dealt with in accordance with Council's *Unreasonable Complainant Conduct Policy*.

**4.5. Employee code of conduct complaints**

Where a person alleges:

- an employee (or a relative of an employee) has sought or received a gift or benefit that is, or could reasonably be taken to be, intended or likely to create a sense of obligation on the part of the employee to a person or to influence the employee in the performance or discharge of the employees functions or duties; or
- an employee has failed to record, or correctly record, details of a gift or benefit received by the employee (or a relative of an employee) on the gift and benefits register; or
- the Chief Executive Officer has not appropriately maintained a register for gifts and benefits received by employees of the Council,

they may submit a complaint alleging that an employee of council has contravened or failed to comply with the Code of Conduct for Council Employees, as prescribed in Schedule 2A of the *Local Government (General) Regulations 2013*.

A complaint of this nature must be given to the Chief Executive Officer. It will be investigated and resolved according to the industrial and human resource procedures of the Council.

In the case of a complaint against the Chief Executive Officer, a complaint must be given to the ~~Deputy~~ Mayor, except in circumstances where it would be inappropriate to do so (such as where legislation requires the matter to which the complaint relates to remain confidential). In such circumstances the matter should be dealt with in accordance with the legislative requirements.

**4.6. Council Member code of conduct complaints**

Where a person alleges that a Council Member has breached the provisions of the *Code of Conduct for Council Members* and/or the *Council Member Conduct Policy*, the complaint should be made to the Chief Executive Officer in accordance with the Code of Conduct Complaint Handling Procedure contained in the *Council Member Conduct Policy* (available on the Council website).

## 5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

# Appendix 2

*Council Members Allowance and Support Policy with track changes*

Adelaide Hills
COUNCIL

# Council Policy

## Council Member Allowances and Support

# COUNCIL POLICY

## COUNCIL MEMBER ALLOWANCES AND SUPPORT

| | |
|---|---|
| **Policy Number:** | **CM-02** |
| **Responsible Department(s):** | **Governance~~ & Performance~~** |
| **Relevant Delegations:** | **None** |
| **Other Relevant Policies:** | ***Behavioural Management Policy***<br>***Code of Practice for Meeting Procedures***<br>***Council Member Training & Development Policy*** |
| **Relevant Procedure(s):** | **None** |
| **Relevant Legislation:** | ***Local Government Act 1999***<br>***Local Government (Members Allowances and Benefits) Regulations 2010*** |
| **Policies and Procedures Superseded by this policy on its Adoption:** | ***Council Member Allowances and Benefits*, 25~~2~~ February~~September~~ 2025~~0~~, Item 12.10, Res 77~~214~~/25~~0~~** |
| **Adoption Authority:** | **Council** |
| **Date of Adoption:** | **25 November~~February~~ 2025** |
| **Effective From:** | **9~~4~~ December~~March~~ 2025** |
| **Minute Reference for Adoption:** | **Res xx~~77~~/25** |
| **Next Review:** | **At the end of the Council term (November 2026) or as required by legislation or changed circumstances** |

## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| 1.0 | 27/11/18 | Creation of Allowances and Support Policy | Council - Res 282/18 |
| 1.1 | 8/10/2020 | Amendments to include provisions prohibiting the purchase of alcohol with public funds for Council Members | Council - Res 214/20 |
| 2.0 | 30/11/22 | Legislative updates to roles of Principal Member and Councillor, revised the definition of prescribed meetings to incorporate s90A, updated Determination details, revised support provisions | Council - Re 316/22 |
| 3.0 | 25/02/25 | 1. The addition of clause 11.6 and the amendment of clause 15.1 to satisfy the requirements of resolution 430/24.<br>2. The insertion of a cover page. | Council 77/25 |
| 4.0 | 25/11/25 | 1. The amendment of clauses 11.6 and 15.1 to satisfy the revocation of Part 3(h) of Resolution 430/24 as per Resolution x/25.<br>2. New template | Council xx/25 |
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# COUNCIL MEMBER ALLOWANCES AND BENEFITS POLICY

## 1. INTRODUCTION

1.1 Adelaide Hills Council will ensure that the payment of Council Members' allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable and transparent and in accordance with the *Local Government Act 1999* (the 'LG Act') and the *Local Government (Members Allowances and Benefits) Regulations 2010* (the 'Regulations').

1.2 This Policy sets out the provisions of the LG Act and Regulations in respect of Council Member allowances, expenses and support. This Policy is also provided in accordance with Section 77(1)(b) of the LG Act by specifying the types of expenses that will be reimbursed without the need for specific approval of Council every time a claim is made.

1.3 Council Members are paid an allowance for performing and discharging their functions and duties on Council. Section 59 of the LG Act provides (in part) that the role of a Council Member, as a member of the governing body of the Council, is to:

(i) to act with integrity;

(ii) to ensure positive and constructive working relationships within the council;

(iii) to recognise and support the role of the principal member under the Local Government Act;

(iv) to develop skills relevant to the role of a member of the council and the functions of the council as a body;

(v) to participate in the deliberations and activities of the council;

(vi) to keep the council's objectives and policies under review to ensure that they are appropriate and effective; and

(vii) to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review;

(viii) to ensure, as far as is practicable, that the principles set out in section 8 of the Local Government Act are observed;

(ix) to participate in the oversight of the chief executive officer's performance under the council's contract with the chief executive officer; and

(x) to serve the overall public interest.

1.4 Section 58 of the Local Government Act specifies the role of the Principal Member as leader of the Council is to:

(a) to provide leadership and guidance to the council; and

(b) to lead the promotion of positive and constructive working relationships among members of the council; and

(c) to provide guidance to council members on the performance of their role, including on the exercise and performance of their official functions and duties; and

(d) to support council members' understanding of the separation of responsibilities between elected representatives and employees of the council; and

(e) to preside at meetings of the council; and

(f) to liaise with the chief executive officer between council meetings on the implementation of a decision of the council; and

(g) to act as the principal spokesperson of the council; and

(h) to exercise other functions of the council as the council determines; and

(i) to carry out the civic and ceremonial duties of the office of principal member.

1.5 This Policy also explains the information that must be recorded within the Council's Register of Allowances and Benefits to ensure compliance with section 79 of the LG Act.

1.6 This Policy, in its entirety, will automatically lapse at the next general election of this Council, which is November 2026.

## 2. POLICY OBJECTIVE

2.1 To ensure Council Member allowances, the reimbursement of expenses and the provision of benefits, facilities and support by the Council are compliant with the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010 and consistent with community expectations*.

## 3. SCOPE & RESPONSIBILITIES

3.1 This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

3.2 The Council's Chief Executive Officer has the duty to:

(a) maintain the Register of Allowances and Benefits;

(b) initiate a Consumer Price Index ('CPI') review of allowances paid to Council Members (to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the CPI under the scheme prescribed by the Regulations); and

(c) ensure copies of this Policy are available for inspection by the public at the principal office of the Council.

3.3 In addition, the Chief Executive Officer is responsible for:

(a) implementing and monitoring expense reimbursement procedures in accordance with the LG Act, the Regulations, this Policy; and

(b) ensuring a copy of this Policy is provided to all Council Members.

3.4 The *Council Member Allowances and Support Policy* has primacy over any other Council policies regarding allowances and/or benefits payable to Council Members. Those policies will be invalid to the extent that they are inconsistent with the provisions of this Policy.

## 4. POLICY STATEMENT

4.1 This Policy is underpinned by the following principles:

(a) Council Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.

(b) To assist Council Members in performing or discharging their official functions and duties they are entitled to be provided with a range of necessary facilities and support and to be reimbursed for expenses as specified in this policy.

(c) Any reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Council Member under the LG Act.

(d) Council encourages continued professional training and development for Council Members. This is seen as being necessary in terms of good governance and to the improved performance of their functions and duties.

(e) The accountability of the Council and its Members is to its community for the use of public monies.

(f) That the fees paid, civic expenses reimbursed and facilities and support provided to the Mayor, Deputy Mayor and Councillors are appropriate to the importance of the Office and are consistently applied and transparent.

## 5. DEFINITIONS

5.1 A '***prescribed committee***' means for the purposes of this determination, a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assists the council or provides advice to the council in any of the following areas or any combination thereof:

- Audit
- Chief Executive Officer performance review
- Corporate services
- Finance

- Governance
- Infrastructure and works
- Risk management
- Strategic planning and development

5.2 A ***'prescribed meeting'*** is defined under the Regulations to mean a meeting of the Council or Council committee, or an information or briefing session (s90A), , training course, advisory group meeting or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

5.3 A ***'function or activity on the business of the Council'*** includes the following official Council functions:

- Council-organised receptions, opening ceremonies, dinners, citizenship ceremonies, celebration events, remembrance ceremonies and official visits etc.;
- inspection of sites within the Council area which relate to current Council or Committee agenda items;
- meetings and functions of boards/committees to which the Council Member has been appointed by Council unless it is a remunerated position (i.e. East Waste, GRFMA, AHRWMA, S&HLGA);
- meetings related to the local government governance unless it is a remunerated position (i.e. ALGA, LGASA, LGFA, LGAMLS, LGAWCS, GAROC, etc);
- meetings of community groups and organisations as an invited Council Member – but not to attend meetings of community groups or organisations when fulfilling the role as a member of the Board of any such community group or organisation.

5.4 An ***'eligible journey'*** means a journey (in either direction) between the principal place of residence, or a place of work, of a Council Member, and the place of a prescribed meeting.

## 6. ALLOWANCES

6.1 Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis with each determination required to be made 14 days before the close of nominations for each set of periodic elections held under the *Local Government (Elections) Act 1999*.

6.2 The relevant determination for the Council term commencing in November 2022 is *Determination No. 2 of 2022 – Allowances for Members of Local Government Councils* and the *Supplementary Determination No. 5 of 2022*.

6.3 An allowance determined by the Remuneration Tribunal will be payable for the period:

- commencing on the conclusion of the 2022 periodic election; and
- concluding at the time the last result of the 2026 periodic election is certified by the Electoral Commissioner under the Local Government (Elections) Act 1999.

6.4 Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index ("CPI") under a scheme prescribed by the Regulations. Adjustments will occur on 10 November 2023, 10 November 2024, and 10 November 2025. The change in the Consumer Price Index to be applied will be the most recently available annual percentage change in the Consumer Price Index as at the date of adjustment (which will likely be the most recent relevant September quarter figure).

6.5 In accordance with regulation 4 of the Regulations, (and for the purposes of section 76 of the LG Act), an allowance may be paid in instalments up to 3 months in advance or 3 months in arrears of each month in respect of which an instalment is payable. Council has determined that allowances will be paid monthly in arrears.

6.6 The annual allowance for a Council Member is determined according to the relevant Council group. There are six Council Groups which are each explained within the determination of the Remuneration Tribunal.

6.7 The Adelaide Hills Council has been identified as falling within Group 2 in the current Remuneration Tribunal Determination, with an initial council member annual allowance of $19,110.

6.8 The annual allowance for:

- principal members, is equal to four times the annual allowances for Council Members;
- deputy mayor or deputy chairperson or a Council Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowances for Council Members of that Council; and

6.9 An additional allowance in the form of a sitting fee is also payable for councillors who are presiding members of other Section 41 committees (who are not deputy mayors or presiding members of prescribed committees). For a Group 2 council, the allowance is $188 per meeting limited to an aggregate amount of allowance of $1,129 per annum.

6.10 In accordance with Supplementary Determination No 5. of 2022, a Deputy Mayor who undertakes the duties of a Mayor for a period of one month or longer, is entitled to receive the Mayor allowance for the entirety of the time they undertake those duties; and

6.11 A member of a council who holds office for part only of the period in respect of which an allowance is payable is entitled to the proportion of the allowance that the period for which the member held the office bears to the total period (section 76(11) of the LG Act).

6.12 An allowance under this section is to be paid in accordance with any requirement set out in the Regulations (unless the member declines to accept payment of an allowance section 76(12) of the LG Act).

6.13 Council Members finishing their term of office should receive their allowances until their term expires – this is at the conclusion of the elections (i.e. when the Electoral Commissioner of South Australia makes the final declaration of the results of the elections).

## 7. LEAVE OF ABSENCE – COUNCIL MEMBER CONTESTING ELECTION

7.1 If a Council Member stands as a candidate for election as a member of State Parliament, section 55A of the Act automatically grants a leave of absence from the date on which nominations for the relevant election close until the result of the election is publicly declared.

7.2 During the leave of absence period the Council Member:

- is not entitled to receive any Council Member allowance or reimbursement of expenses; and
- must not use any facility, service or other form of support provided by the Council; and
- must not carry out any function or duty as a Council Member.

7.3 A maximum penalty of $15,000 applies for a breach of this section of the Act.

## 8. PRESCRIBED (MANDATORY) REIMBURSEMENTS (SECTION 77(1)(a))

8.1 Section 77(1)(a) of the LG Act provides that a Council Member is entitled to receive reimbursement of expenses of the kind prescribed in the Regulations incurred in performing or discharging official functions and duties related to ‘prescribed meetings’.

**Travel**

8.2 Council Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred by the Council Member for travel within the Council area and associated with attendance at a “prescribed meeting” (section 77(1)(a) of the LG Act).

8.3 The following conditions apply to these reimbursements:

(a) reimbursement for travel expenses is restricted to ‘eligible journeys’ (as defined in Regulation 3) provided the journey is by the shortest or most practicable route and to that part of the journey within the Council area (i.e. any travelling outside the Council area in order to attend Council or Council committee meetings is not reimbursable under section 77(1)(a) of the LG Act. For reimbursement for travel outside the Council area refer to “Council Approved Reimbursements” below).

(b) where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the *Income Tax Assessment Act 1997* of the Commonwealth.

(c) travelling by taxi, bus or other means of public transport is reimbursed on the basis of expenses ‘actually and necessarily incurred’, but is still limited to ‘eligible journeys’ by the shortest or most practicable route and to the part of the journey that is within the Council area.

(d) the Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20 kilometres and then pay them on either a quarterly or monthly basis.

(e) claims for accident damage to Council Member’s private vehicles will not be met by Council, however Council will reimburse the insurance excess.

**Child/Dependent Care**

8.4 ~~8.3~~ Council Members are entitled to reimbursement for child/dependent care expenses actually or necessarily incurred by the Council Member as a consequence of the Council Member's attendance at a prescribed meeting. Child/dependent care is not reimbursed if the care is provided by a person who ordinarily resides with the Council Member.

## 9. TRAVEL TIME PAYMENT

9.1 Pursuant to the determination made by the Remuneration Tribunal, Council Members (excluding Principal Members) of non-metropolitan Councils (which includes the Adelaide Hills Council) are eligible for payment for a travel time payment where the Council Member's:

(a) usual place of residence is within the relevant Council area and is located **at least 30kms but less than 50km** distance from their Council's principal office, via the nearest route by road - $454 per annum

(b) usual place of residence is within the relevant Council area and is located **at least 50km but less than 75km** distance from their Council's principal office, via the nearest route by road - $775 per annum;

(c) usual place of residence is within the relevant Council area and is located **at least 75km but less than 100km** distance from their Council's principal office, via the nearest route by road - $1,162 per annum;

(d) usual place of residence is within the relevant Council area and is located **100km or more** distance from their Council's principal office, via the nearest route by road - $1,649 per annum;

If eligible, this payment is made to a Council Member in addition to any entitlement to reimbursement of expenses incurred.

## 10. COUNCIL APPROVED REIMBURSEMENTS (SECTION 77(1)(b))

10.1 There are additional prescribed expenses incurred by Council Members, that can be reimbursed by the Council that do not fall within the category of mandatory reimbursement outlined above.

10.2 Section 77(1)(b) of the LG Act provides that the Council (meaning the Council as the governing body) may approve the reimbursement of additional expenses as set out in the Regulations incurred by Council Members, either on a case-by-case basis or under a policy adopted by Council. This Policy sets out the types of approved expenses that may be reimbursed.

10.3 These additional types of reimbursed expenses are distinguished from the payment of allowances and from the mandatory reimbursement of travel and child/dependent care expenses associated with attendance at a prescribed meeting.

10.4 Regulation 6 of the Regulations sets out the types of additional expenses that may be reimbursed under section 77(1)(b) with the approval of the Council. These are:

(a) an expense incurred in the use of a personal/private telephone, facsimile or other telecommunications device, or in the use of a form of electronic communication, on the business of the Council;

(b) travelling expenses incurred by the Council Member as a consequence of the Member's attendance at a function or activity on the business of the Council (other than for which the member is reimbursed under section 77(1)(a) of the LG Act);

(c) travelling expenses incurred by the Member in undertaking an eligible journey (i.e. prescribed meeting) to the extent that those expenses are attributable to travel outside the area of the Council;

(d) expenses for the care of:

(i) a child of the Member; or

(ii) a dependent of the Member requiring full-time care

incurred by the Member as a consequence of the Member's attendance at a function or activity on the business of the Council (other than for which the member is reimbursed under section 77(1)(a) of the LG Act); and

(e) expenses incurred by the Member as a consequence of the Member's attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles and duties of a Council Member (other than for which the member is reimbursed under section 77(1)(a) of the LG Act).

10.5 For the purposes of this Policy, and pursuant to section 77(1)(b) of the LG Act, the Council approves the reimbursement of additional expenses of Council Members as described below.

**Telecommunications**

10.6 Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred in the use of a personal/private telephone on the business of the Council. The following conditions apply to these expenses:

(a) Home phone costs will be considered for reimbursement on production of itemised accounts for call charges only. Line rental fees are specifically excluded.

(b) Mobile phone plan costs will be considered for reimbursement up to the value of the Council's Standard Monthly Plan on production of evidence of the expense. This reimbursement cannot be claimed if the Council Member is the recipient of a Mobile Phone under clause 11.3(d) of this Policy.

**Travel**

10.7 Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred in travelling to a function or activity on Council business. The following conditions apply to these expenses:

(a) travel both within and outside the Council area must be incurred by the Council Member as a consequence of attendance at a function or activity on the business of Council;

(b) reimbursement is restricted to the shortest or most practicable route;

(c) Council Members are encouraged to actively pursue cost-saving measure such as car-pooling;

(d) where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the Income Tax Assessment Act 1997 of the Commonwealth;

(e) car parking fees will be reimbursed (where they are a consequence of a Council Member attending a function or activity on the business of the Council);

(f) travel by taxi, bus, plane or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the Member's attendance at a function or activity on the business of the Council however such travel must still be by the shortest or most practicable route;

(g) where the cost of the travel for a return trip to a function or activity is anticipated to be in excess of $500, prior approval of the Chief Executive Officer will be required;

(h) the Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20 kilometres and then pay them on either a quarterly or monthly basis;

(i) claims for accident damage to Council Member's private vehicles will not be met by Council however Council will reimburse the insurance excess.

**Child/Dependent Care**

10.8 Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred for the care of a child of a Council Member or a dependent of the Council Member requiring full time care as a consequence of the Council Member's attendance at a function or activity on the business of Council (other than expenses for which the Member is reimbursed under section 77 (1)(a) of the LG Act). The following conditions apply to these expenses:

- Child/dependent care is not reimbursed if the care is provided by a person who ordinarily resides with the Council Member.

**Professional Development, Seminars and Conferences**

10.9 Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred in the attendance of professional development, seminars or conferences. The following conditions apply to these expenses:

- Expenses will only be reimbursed for attendance at professional development, conferences, seminars, etc. which have been approved under delegation/policy, e.g. under the Council Member Training and Development Policy.
- Expenses will normally be restricted to:
  - **Registration** – course/seminar/conference registration fees including official luncheons, dinners and tours relevant to the conference;
  - **Travel** – see clause 10.7 of this Policy;
  - **Meals** – Council will meet the cost of main meals for Council Members where any of these meals are not provided as part of the conference. These costs may include non-alcoholic beverages such as soft drinks and coffee/tea.
  - **Accommodation** – delegates will be accommodated in the hotel where the conference, seminar or training course is held or another nearby hotel of a suitable standard. Council will provide financial support for accommodation of a suitable standard, at the rate of a private room, for each Council member attending.
- For clarity, Council will not meet the cost of:
  - laundry or dry cleaning expenses;
  - any tips or gratuities paid by Council Members;
  - expenses incurred for the use of a bar fridge provided in a hotel room;
  - any expenses for alcoholic beverages; and
  - any expense incurred by any person accompanying a Member at any conference, seminar or training course.

## 11. FACILITIES AND SUPPORT

### Council Members

11.1 In addition to allowances and the reimbursement of expenses, the LG Act provides that the Council can provide facilities and forms of support for use by its Council Members to assist them to perform or discharge their official functions and duties (section 78).

11.2 The Council must consider and specifically approve the particular facility and support as necessary or expedient to the performance or discharge of all Council Members' official functions or duties. In approving the provision of facilities and support section 78 requires that any such services and facilities must be made available to all Council Members on a uniform basis, other than those facilities or support specifically provided to the Principal Member set out below (if any).

11.3 Pursuant to section 78 of the LG Act, Council has considered and is satisfied that the following facilities and support are necessary or expedient for all Council Members to assist them in performing or discharging their official functions and duties:

(a) Laptop computers will be provided subject to compliance with the terms and conditions contained in the Usage Agreement, which must be signed prior to the issuing of the device.

(b) Internet access via a 4G/5G connection provided with Council Member's laptop computer.

(c) A Council email address for Council business which should not be used for personal business. Email access to be via the 4G/5G connection on Council Members iPads. Note: Email access can be made via a standard home internet connection, however, Council will not reimburse Council Members for the cost of this internet connection.

(d) Mobile Phones (including SIM) will be provided subject to compliance with the terms and conditions contained in the Usage Agreement, which must be signed prior to the issuing of the device.

(e) While electronic data use is preferred from a sustainability perspective:

- Reams of paper for printing.

- o Stationery (such as pads, pens, diaries, etc.).
- o Photocopying at a Council Service Centre (not to be used for distributing copies of documents to community members).

(f) Meals and non-alcoholic beverages provided in association with attendance at 'prescribed meetings'.

(g) Access to Council meeting facilities (to be booked in advance at the respective Council Service or Community Centre).

(h) Business cards

(i) Access fob to the Council Chamber at Stirling

11.4 The provision of these facilities and support are made available to all Council Members (including the Principal Member) under the LG Act on the following basis:

- they are necessary or expedient for the Council member to perform or discharge his/her official functions or duties;
- the facilities remain the Council's property regardless of whether they are used off site or not; and
- public funds are not used for the provision of alcoholic beverages to Council Members.

**Principal Member**

11.5 In addition to the above, Council has resolved to make available to the Principal Member (and to any acting Principal Member appointed during the Principal Member's absence) the following additional facilities and support to assist them in performing and discharging their official functions and duties:

(a) Council will supply and maintain a motor vehicle for Council business use by the Mayor;

(b) a Mayoral Office accessible 24/7 providing desk and meeting facilities;

(c) provision of media and communications support and

(d) access to administrative officer services.

11.6

~~11.6 In accordance with Council Resolution 430/24 on 26 November 2024, all functions, duties, responsibilities, and roles previously assigned to the Mayor have been transferred to the~~

~~Deputy Mayor. Consequently, T~~~~the following additional facilities and support will be provided to the Deputy Mayor:~~

~~Council will supply and maintain a motor vehicle for Council business use by the Deputy Mayor;~~

~~Desk and meeting facilities when required;~~

~~provision of media and communications support; and~~

~~access to administrative officer services.~~

~~This provision ensures the Deputy Mayor has the necessary resources to fulfill the transferred responsibilities. However, it does not entitle the Deputy Mayor to any additional remuneration beyond the standard Deputy Mayor allowance, as determined by the Remuneration Tribunal.~~

11.7 In addition, although not required by the LG Act, the Council has determined that the provision of the above facilities and support are made available to Council Members on the following terms:

- each Council Member is solely responsible for those facilities released into their care and/or control for the duration of their term in office;
- all facilities must be returned to the Council at the end of each term in office, upon the office of a Member of a Council becoming vacant, or earlier at the request of the Chief Executive Officer;
- if the facilities provided to the Council Member are damaged or lost the Council Member must lodge a written report with the Council officer responsible for this Policy.
- Council Members may be held responsible for loss/damage of facilities in the absence of a satisfactory explanation.
- The use of Council facilities, support and/or services by Council Members for campaign or election purposes is not permitted under any circumstances on the basis it is not necessary or expedient to the performance or discharge of a Council Member’s official functions or duties under the LG Act. The use of such facilities for electoral purposes during the election period would be a breach of section 78(3) of the LG Act.

## 12. OTHER REIMBURSEMENTS

12.1 Any additional reimbursements and facilities and support not detailed in this Policy will require the specific approval of Council prior to any reimbursements being paid, benefits being received and facilities and/or support being provided.

## 13. INSURANCE OF MEMBERS (SECTION 80)

13.1 Council will take out policies of insurance insuring every Council Member and a spouse, domestic partner or another person who may be accompanying Council Member, against risk associated with the performance or discharge of official functions or duties by members.

## 14. CLAIMS FOR REIMBURSEMENT

14.1 Reimbursements are to be claimed using the Council Member Expense Claim Form and submitting to the CEO's Office with relevant receipts and invoices, no later than 3 months after the expenses are incurred, and by the first week in July each year.

## 15. DISPUTE RESOLUTION/APPEAL PROCESS

15.1 In the event that a Council Member disputes a payment, a panel consisting of the Chief Executive Officer, Mayor, and Deputy Mayor~~, and a Presiding Member of a Committee~~ (except in circumstances where the Mayor or Deputy Mayor ~~or Presiding Member of a Committee~~ is the complainant in which case Council is to appoint members on the panel) will make a final determination on the reimbursement of expenses for official duties. Decisions of this panel, which must be by consensus, shall be final.

## 16. REGISTER OF ALLOWANCES AND BENEFITS

16.1 Pursuant to section 79(1) and (2) of the LG Act, the Chief Executive Officer must maintain a Register in which he or she shall ensure that a record is kept of:

(a) the annual allowance payable to a Council Member (in the case of section 79 (1)(a)); and

(b) details of any expenses reimbursed under section 77(1)(b) of the LG Act (in the case of section 79(1)(b)); and

(c) details of other benefits paid or provided for the benefit of the Member by the Council (in the case of section 79(1)(c)); or

(d) to make a record of the provision of a reimbursement or benefit not previously recorded in the Register (in the case of section 79(2)(b)),

on a quarterly basis (see regulation 7 of the Regulations).

16.2 Reimbursements paid under section 77(1)(a) of the LG Act are not required to be recorded in the Register, however Council has taken the position that all reimbursements will be recorded in the register.

16.3 The Chief Executive Officer is required to record in the Register any changes in the allowance or a benefit payable to, or provided for the benefit of, Council Members. Accordingly, the Chief Executive Officer will update the Register each quarter.

16.4 The Register of Allowances and Benefits is available for inspection by members of the public, free of charge, at the Council's office during ordinary business hours.. The policy is also available on Council's website www.ahc.sa.gov.au.

## 17. REVIEW AND EVALUATION

17.1 Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis.

17.2 This Policy will lapse at the next general election at which time the newly elected Council will be required to adopt a new policy dealing with Council Member's allowances, reimbursements and benefits for their term in office (section 77(2) LG Act).

## 18. DELEGATION

18.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 19. AVAILABILITY OF THE COUNCIL MEMBERS' ALLOWANCES AND SUPPORT POLICY

19.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au.

# Appendix 3

*Council Member Training and Development Policy with track changes*

Adelaide Hills COUNCIL

# Council Policy

## Council Member Training and Development




# COUNCIL POLICY

| | |
|---|---|
| Adelaide Hills COUNCIL | **COUNCIL MEMBER TRAINING & DEVELOPMENT** |

| | |
|---|---|
| **Policy Number:** | **CM-05** |
| **Responsible Department(s):** | **Governance ~~& Performance~~** |
| **Relevant Delegations:** | **None** |
| **Other Relevant Policies:** | **Council Member Allowances and Benefits** |
| **Relevant Procedure(s):** | **None** |
| **Relevant Legislation** | ***Local Government Act 1999***<br>***Local Government (General) Regulations 2013*** |
| **Policies and Procedures Superseded by this policy on its Adoption:** | **~~08 September 2015, Item 12.1, 43~~**<br>**~~07 August 2018, Item 12.8. 171/18~~**<br>**25 February 2025, Item 12.10, 77/25** |
| **Adoption Authority:** | **Council** |
| **Date of Adoption:** | **25 November~~February~~ 2025** |
| **Effective From:** | **94 December~~March~~ 2025** |
| **Minute Reference for Adoption:** | **xx~~77~~/25** |
| **Review Date:** | **At the end of the Council term (November 2026) or as required by legislation or changed circumstances** |

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## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| *1.0* | *25/02/2025* | 1. Replacement of "Mayor" with "Deputy Mayor" and other minor changes in clause 7.3, 7.5, 8.1-8.3, 10.1 and 10.5, as per the requirements of resolution 430/24.<br>2. Insertion of a version control table.<br>3. Insertion of a cover page. | *Council res 77/25* |
| *2.0* | *25/11/2025* | 1. Replacement of "Deputy Mayor" with "Mayor" and other minor changes in clause 7.3, 7.5, 8.1-8.3, 10.1 and 10.5, as per the revocation of Part 3(h) of Resolution 430/24 as provided for by Resolution x/25.<br>2. New template | *Council res xx/25* |
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# COUNCIL MEMBER TRAINING & DEVELOPMENT

## 1. INTRODUCTION

**1.1.** The Adelaide Hills Council is committed to providing training and development activities for its Council Members, including the mandatory training requirements under the LGA Training Standards, and recognises its responsibility to develop and adopt a policy for this purpose under Section 80A of the Local Government Act 1999 (the Act).

## 2. POLICY OBJECTIVE

**2.1.** To ensure Council Members are provided opportunities to undertake training and development in accordance with the LGA Training Standards and any other appropriate training and development standards relevant to their roles in order to exercise, perform and discharge their powers, functions and duties.

## 3. SCOPE

**3.1.** This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

## 4. TRAINING & DEVELOPMENT PLAN

**4.1.** Council will develop and adopt a Training & Development Plan so as to ensure that activities available to all Council Members contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.

**4.2.** For the purposes of this Policy, attendance at meetings as the nominated representative of Council (i.e. ALGA National Assembly, LGASA General Meetings) is not a Training and Development activity although it is acknowledged that there is a development element in attendance at these fora.

**4.3.** Particular emphasis will be given in the Training & Development Plan to the participation of all Council Members in the development of a new team following a general election as well as the orientation of first time Council Members.

**4.4.** In preparing its Training & Development Plan the Council will utilise a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives. This may include, but not be limited to:

- Annual assessment of the needs of Council Members
- Annual assessment of Council and/or committee performance
- Survey/questionnaire
- Interviews

- Workshops

**4.5.** In order to carry out their roles and responsibilities to the community Council Members may require specific training and development, including, but not limited to:

- The requirements of the Local Government Act 1999 and associated regulations
- Role of Council Members
- Role of CEO and Officers
- Council Governance responsibilities
- Decision-making & problem solving
- Ethics and relationship with staff
- Strategic management planning
- Financial management
- Rating
- Role of Audit Committee
- Legal and Risk Management
- Asset Management
- Community Engagement
- Role of Development Assessment Panel including land-use planning and development assessment
- Section 41 Committees
- Advisory Groups
- Subsidiaries
- Community Wastewater Management Schemes
- Waste Management
- Whistleblowers Protection
- Fraud & Corruption Prevention
- Section 42 and 43 Committees

**4.6.** As a minimum, Council Members must fulfil the requirements of Regulation 8AA of the Local Government (General) Regulations 2013 regarding compliance with the LGA training standards approved by the Minister. The modules developed to meet these standards are:

- Module 1 - Introduction to Local Government - Role and function of Council Members
- Module 2 - Legal Responsibilities
- Module 3 - Council and committee meetings
- Module 4 - Financial Management and Reporting

**4.7.** A range of delivery methods will be required to support the training needs of Council Members, including:

- In-house workshops, seminars and briefing sessions conducted by the Council with appropriate staff, trainers and guest speakers;
- Attendance at workshops, seminars and conferences offered by training providers and industry bodies including the Local Government Association of SA, Local Government Managers Australia, other industry bodies and/or private providers offering courses for Members to gain new skills and knowledge and to network with other Council Members;
- Printed material, including training booklets and discussion papers, that may be distributed for information;

- Proficiency in using the Council provided information technology (i.e. tablet device(s),email, electronic documents)
- On-line self-paced learning

**4.8.** Council's Training & Development Plan will include the agreed delivery method to respond to the needs of Council Members identified during the development of the Training Plan.

## 5. SPECIFIC TRAINING FOR COUNCIL MEMBERS

**5.1.** Some of the training and development needs of Council Members will be specific to an individual's legislative and governance roles and functions (e.g. Audit Committee Member, CEO Performance Review). Preference will be given to Council Members explicit role on Council and or Committees, however, if appropriate and sufficient interest is shown, internal training sessions may be conducted to include all Council and or Committee Members.

## 6. ANNUAL BUDGET ALLOCATION

**6.1.** A budget allocation will be provided to support the training and development activities undertaken by Council Members.

**6.2.** Unless the training and development is aimed at a specific group of members (e.g. newly elected), numbers attending should be restricted to ensure efficient use of budgeted funds, thus enabling attendance at a range of seminars over the budget year and giving Council access to greater information.

## 7. ATTENDANCE AT INDIVIDUAL TRAINING AND DEVELOPMENT

**7.1.** Council Members are encouraged to attend all training and development sessions identified on the Training & Development Plan.

**7.2.** Where the session is not being conducted in-house, Council Members must make an application by completing a Training and Development Approval Form (Appendix 1) detailing the content, relevance and costs (including travel, meals, accommodation, registration fees, etc.) involved to attend.

**7.3.** All applications shall be forwarded to the ~~Deputy~~ Mayor for approval or in the case of the ~~Deputy~~ Mayor being the attendee, authority for approval will pass to the Deputy Mayor ~~a Presiding Member of a Committee~~ in consultation with the CEO. Once approved, the application is forwarded to the CEO in reasonable time to meet the training or development registration deadline.

**7.4.** Council Member requests to attend a training and development that does not satisfy the above criteria, or is above $1,500, approval to attend shall be the subject of a report to Council for consideration.

**7.5.** Refusal of an application (by the ~~Deputy~~ Mayor ~~or~~ or Deputy Mayor~~a Presiding Member of a Committee~~) will be reported to Council.

**7.6.** All Training and Development requests must be made prior to enrolment. Retrospective approval of Training and Development applications will not be considered.

## 8. REPRESENTING COUNCIL IN AN OFFICIAL CAPACITY

**8.1.** The ~~Deputy~~ Mayor, or ~~a Presiding Member of a Committee~~ the Deputy Mayor in the ~~Deputy~~ Mayor's absence, is the principal spokesperson, and is the default representative of Council in an official capacity (e.g. National General Assembly, LGA meetings and the like, including intrastate, interstate or overseas).

**8.2.** There may be situations in which the ~~Deputy~~ Mayor and the Deputy Mayor ~~a Presiding Member of a Committee~~ are not able to attend official functions and the Council may authorise, by resolution, a Council Member to represent Council in an official capacity.

**8.3.** Where projected costs of attendance do not exceed $1,500, the approval of costs will be considered by the ~~Deputy~~ Mayor, or in the case of the ~~Deputy~~ Mayor being the attendee, authority for approval will pass to the Deputy Mayor~~a Presiding Member of a Committee~~ in consultation with the CEO.

**8.4.** Where costs exceed $1,500, requests to attend functions in an official capacity shall be the subject of a report to Council for consideration.

## 9. RECORD KEEPING

**9.1.** Any Council Member attending an external training and development activity shall provide a summary written report on the Council Members Training and Development Attendance Form (Appendix 2), at the next Council meeting (to be included as an information item in the Councillor Reports section of the agenda), outlining the nature of the training and development, the benefits gained through attendance along with feedback on ideas to enhance the training and development.

**9.2.** If a recommendation for action is being made, a formal report in the Council Agenda will be required.

**9.3.** The CEO will keep a record of all training and development attended, but particularly the mandatory training requirements. Failure to complete the mandatory training requirements in the legislated time frame amounts to a breach of the Council Members Code of Conduct.

## 10. PAYMENTS/REIMBURSEMENTS

**10.1.** Where approval has been granted by Council or the ~~Deputy~~ Mayor for attendance at training and development, the Council Member may seek reimbursement of expenses in accordance with the Council Member Allowances and Benefits Policy, which should be read in conjunction with this policy.

**10.2.** Registration and accommodation expenses will normally be arranged and paid for by council's administration prior to the event, unless otherwise requested.

**10.3.** Expenses will normally be restricted to:

- Registration – course/seminar/conference registration fees.
- Travel – economy class air fares or vehicular travel expenses, by the shortest practicable route, depending on convenience and cost. The rate per kilometre is as prescribed through the Local Government Association Circular in relation to Council Member Vehicle Reimbursement (in accordance with the Australian Taxation Office), as the basis for reimbursement of travelling expenses.
- Accommodation – if required, will be provided in the hotel where the conference is held, or a hotel nearby of a similar suitable standard.
- Meals – the cost of main meals where not provided as part of the course/conference.
- Other costs - incidental costs, specifically related to attendance at the course etc (i.e. taxis, fares, parking) but not infringement notices, bar costs, bar fridge costs, tips or laundry/dry cleaning service costs.

**10.4.** Reimbursement of incidental costs will be provided on the basis of receipts for actual expenditure with receipts required to be submitted within seven (7) working days of returning from the training and development activity.

**10.5.** Reimbursement will not be made for any costs incurred prior to approval of training or development by the ~~Deputy~~ Mayor or Council.

## 11. REGISTER OF ALLOWANCES AND BENEFITS

**11.1.** All expenses incurred by Council Members as a result of attending training and developments, as well as any other benefits paid or provided for the benefit of a Council Member attending training and development activities, will be recorded in the Council's Allowances and Benefits Register, which will be updated as required by Section 79 of the Local Government Act 1999.

## 12. ANNUAL REPORTING

**12.1.** Council's annual report will include a segment regarding the operation of this Policy, the nature of matters raised in the training plan, attendances by Members and expenditure allocated and used for training of Council Members.

## 13. DELEGATION

**13.1.** The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 14. AVAILABILITY OF THE POLICY

**14.1.** This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

**COUNCIL MEMBER TRAINING & DEVELOPMENT APPROVAL FORM**

| | | | |
|---|---|---|---|
| **Name:** | | **Date:** | |

**Course/Program** *(If applicable, please attach copy of completed registration form)*

| | | |
|---|---|---|
| **Title:** | | |
| **Date(s)** | | |
| **Time:** | Start: | Finish: |
| **Provider (eg. LGTA):** | | |
| **Location (address):** | | |
| | | |
| **Contact Phone Number:** | | |

| |
|---|
| **Course Content:** |
| |
| **Relevance** *(including link to Strategic Management Plan)* |
| |
| **Learning Outcomes or Objectives:** *(key topics, outcomes that can be applied to Council)* |
| |

**Investment** *(Can be authorised by Mayor up to $1500, report provided to Council if above)*

| Description | $ | Account Number *(office use only)* |
|---|---|---|
| **Registration:** | | |
| **Travel Cost:** | | |
| **Accommodation:** | | |
| **Expenses:** | | |
| **Other (specify):** | | |
| **Total:** | | |

**Flights** ***(if required):*** *Flights will be Economy class and the most cost effective available*

| | | |
|---|---|---|
| **Preferred Flight time:** | Depart: | Return: |
| **Any other information:** | | |

**Accommodation** ***(if required):*** *Accommodation will be provided in the hotel where the conference is held, or a hotel nearby of a similar suitable standard*

| | |
|---|---|
| **Preferred Accommodation:** | |
| **Address:** | |
| | |

**Approval**

| | | |
|---|---|---|
| **Signed by Council Member:** | **Sign:** | **Date:** |

| | | |
|---|---|---|
| **Authorised by ~~Deputy~~ Mayor:** | **Sign:** | **Date:** |

***Office Use Only***

| | | | |
|---|---|---|---|
| Registration Form submitted | ☐ | Registration Confirmed | ☐ |
| Accommodation Booked | ☐ | Flights Booked | ☐ |
| Accommodation Details | | | |
| Flight Details | | | |
| Council Member provided with Itinerary | ☐ | Date Completed: | ----------------------------------- |

**COUNCIL MEMBER TRAINING & DEVELOPMENT ATTENDANCE FORM**

| | | | |
|---|---|---|---|
| **Name:** | | **Date:** | |

**Course/Program** *(If applicable, please attach copy of completed registration form)*

| | | |
|---|---|---|
| **Title:** | | |
| **Date(s) Attended** | | |
| **Time:** | Start: | Finish: |
| **Provider (e.g. LGTA):** | | |
| **Location (address):** | | |
| | | |
| **Contact Phone Number:** | | |

| |
|---|
| **Course Content:** *(detail the nature of the training and development)* |
| |
| **Council or Council Member Benefits of Attendance:** *( detail the benefits gained through attendance)* |
| |
| **Feedback:** *(detail ideas to enhance the training and development)* |
| |

# Appendix 4

*Caretaker Policy with track changes*

# Council Policy

## Caretaker




# COUNCIL POLICY

| | |
|---|---|
| Adelaide Hills COUNCIL | **CARETAKER** |

| | |
|---|---|
| **Policy Number:** | **GOV-06** |
| **Responsible Department(s):** | **Governance ~~and Performance~~** |
| **Relevant Delegations:** | **As per the Delegations Register and as detailed in this Policy** |
| **Other Relevant Policies:** | **Behavioural Management Policy**<br>**Code of Conduct for Council Employees**<br>**Procurement**<br>**Disposal of Assets**<br>**Council Member Allowances & Support**<br>**Council Member Training & Development** |
| **Relevant Procedure(s):** | **NIL** |
| **Relevant Legislation:** | ***Local Government Act 1999***<br>***Local Government (Elections) Act 1999***<br>***Local Government (Elections) Regulations 1999*** |
| **Policies and Procedures Superseded by this policy on its Adoption:** | **~~Caretaker 10/06/14, Item 12.2, 35/14~~**<br>**~~Caretaker 05/06/18, Item 12.6, 116/18~~Caretaker 25/02/25, Item 12.10, 77/25** |
| **Adoption Authority:** | **Council** |
| **Date of Adoption:** | **25 November ~~February~~ 2025** |
| **Effective From:** | **9 December ~~4 March~~ 2025** |
| **Minute Reference for Adoption:** | **Res ~~77~~xx/25** |

| | |
|---|---|
| **Next Review:** | **Prior to the Election Period of the next Local Government General Election** |

## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| *1.0* | *10/06/2014* | *Policy Review* | *Council - Res 35/14* |
| *2.0* | *05/06/2018* | *Policy Review* | *Council - Res 116/18* |
| *3.0* | *22/3/2022* | *Policy Review* | *Council - Res 62/22* |
| *4.0* | *25/02/2025* | 1. Replacement of "Mayor" with "Deputy Mayor" in clause 7.8 and 13.2, as per the requirements of resolution 430/24.<br>2. Insertion of a cover page. | *Council – Res 77/25* |
| *5.0* | *25/11/2025* | 1. Replacement of "Deputy Mayor" with "Mayor" in clause 7.8 and 13.2, as per the revocation of Part 3(h) of Resolution 430/24 as provided for by Resolution x/25.<br>~~1.~~2. New template. | *Council – Res xx/25* |
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# CARETAKER POLICY

## 1. INTRODUCTION

1.1. The *Local Government (Elections) Act 1999* (the Elections Act) was amended in 2009 to require each Council to prepare and adopt a caretaker policy to govern the conduct of the Council and its staff during the election period for a general election. Section 91A of the Elections Act stipulates that the caretaker policy must at a minimum prohibit the making of certain designated decisions by the Council during an election period.

1.2. This policy was updated following the commencement of section 188 of the *Statutes Amendment (Local Government Review) Act 2021*, which amended section 91A of the *Local Government (Elections) Act 1999*.

## 2. POLICY STATEMENT

2.1. It is a long established democratic principle that outgoing elected bodies should not use public resources for election campaigning, nor make decisions which may unreasonably, inappropriately, or unnecessarily bind an incoming Council.

2.2. This Policy affirms Council's commitment to fair and democratic elections, and adherence to this principle. This Policy includes a commitment to comply with the requirements of Section 91A of the Elections Act.

## 3. APPLICATION OF POLICY

3.1. This Policy applies throughout the election period for a general election. For the purposes of the Local Government Elections of November 2022, the policy commences on the Closing of Nominations, 12pm (noon) Tuesday 06 September 2022 and ends at the conclusion of the election, when results have been declared.

## 4. POLICY COVERAGE

4.1. This Policy applies during an election period of Council to cover:

(a) designated decisions as defined in the Elections Act that are made by Council; and

(b) use of Council resources, including:

- materials published by Council;
- attendance and participation at functions and events;
- access to Council information;
- media services issues; and
- responsibilities of Council Employees; and

(c) other significant decisions that are made by the Council.

4.2. This Policy applies to both the elected Council (Council Members) and to Council Employees and captures all 'designated decisions' of Council, a committee of Council, or a delegate of the Council – refer to Clause 6.2.

4.3. This Policy forms part of (and is to be read in conjunction with) the Council's *Council Member Conduct Policy* and the *Code of Conduct for Council Employees* in accordance with section 91A(7) of the Elections Act.

## 5. INTERPRETATION

5.1. In this Policy:

***Chief Executive Officer*** means the appointed Chief Executive Officer or Acting Chief Executive Officer or nominee for the Adelaide Hills Council.

***Council Employee*** means any person that is employed full-time, part-time or casually by the Council who receives remuneration for their work with the Adelaide Hills Council.

***Council Member*** means an elected member of the Adelaide Hills Council.

***Election period*** means the period commencing on the day of the close of nominations for a general election and expiring at the conclusion of the general election.

***Designated Decision*** means a decision:

(a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and wilful misconduct;

(b) to terminate the appointment of the Chief Executive Officer;

(c) to enter into a contract, arrangement or understanding (other than a contract for road construction, road maintenance or drainage works) the total value of which exceeds whichever is the greater of $100,000 or 1% of the Council's revenue from rates in the preceding financial year, except if the decision:

i. relates to the carrying out of works in response to an emergency or disaster within the meaning of the *Emergency Management Act 2004* (SA), or under section 298 of the *Local Government Act 1999* (SA);

ii. is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

iii. relates to the employment of a particular Council employee (other than the Chief Executive Officer);

iv. is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or

v. relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council;

***General Election*** means a general election of council members held:

(a) under section 5 of the *Local Government (Elections) Act 1999*; or

(b) pursuant to a proclamation or notice under the *Local Government Act 1999*.

***Minister*** means the Minister for Local Government or other minister of the South Australian government vested with responsibility for the Local Government (Elections) Act.

## 6. PURPOSE

6.1. During a Local Government election period, Council will assume a 'Caretaker mode', and will avoid actions and decisions which could be perceived as intended to affect the results of an election or otherwise to have a significant impact on or unnecessarily bind the incoming Council.

6.2. The purpose of this Policy is to clearly set the parameters that Council will operate within during an election period. Caretaker provisions are required pursuant to section 91A of the Elections Act and are generally regarded as necessary for the promotion of transparent and accountable government during an election period.

## 7. SIGNIFICANT DECISIONS

### 7.1. Scope

This clause applies to decisions of Council, a committee of Council, or a delegate of Council, including the Chief Executive Officer.

### 7.2. 'Designated decisions' prohibited by the *Local Government (Elections) Act 1999*

The following outlines those decisions which are expressly prohibited by section 91A of the Elections Act. A designated decision means a decision:

*(a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer: or*

*(b) to terminate the appointment of the Chief Executive Officer; or*

*(c) to enter into a contract, arrangement or understanding (other than a prescribed contract) the total value of which exceeds whichever is the greater of $100 000 or 1% of the Council's revenue from rates in the preceding financial year; or*

> *A **"prescribed contract"** means a contract entered into by the Council for the purpose of undertaking road construction or road maintenance or drainage works.*

*(d) allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election),*

*other than a decision of a kind excluded from the definition of "designated decision" by regulation.*

Regulation 12 of the *Local Government (Elections) Regulations 1999* (the Election Regulations) sets out those decisions referred to in Section 91A(8)(c) as excluded from the definition of a "designated decision" if the decision:

*(a) a decision of a kind referred to in paragraph (c) of the definition if the decision—*

*(i) relates to the carrying out of works in response to an emergency or disaster within the meaning of the Emergency Management Act 2004, or under section 298 of the Local Government Act 1999; or*

*(ii) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the council by the Commonwealth or State Government or otherwise for the council to be eligible for funding from the Commonwealth or State Government; or*

*(iii) relates to the employment of a particular council employee (other than the chief executive officer); or*

*(iv) is made in the conduct of negotiations relating to the employment of council employees generally, or a class of council employees, if provision has been made for funds relating to such negotiations in the budget of the council for the relevant financial year and the negotiations commenced prior to the election period; or*

*(v) relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the council;*

*(b) a decision of a kind referred to in paragraph (a) of the definition if the decision is for the suspension of a chief executive officer for serious and wilful misconduct.*

### 7.3. Consequence of a making a designated decision during the election period

A designated decision made by the Council during the election period, without an exemption from the Minister, is invalid.

Any person who suffers loss or damage as a result of acting in good faith in reliance on a designated decision made in contravention of the Policy is entitled to compensation from the Council for that loss or damage.

A breach of the Policy is a breach of the *Code of Conduct for Council Members* (contained within the *Council Member Conduct Policy*) and *Code of Conduct for Council Employees*.

### 7.4. Application for exemption

If the Council considers that it is faced with extraordinary circumstances which require the making of a designated decision during an election period, the Council may apply in writing to the Minister for an exemption to enable the making of a designated decision that would otherwise be invalid under s91A of the Elections Act and this Policy.

If the Minister grants an exemption to enable the making of a designated decision that would otherwise be invalid under s91A of the Elections Act and this Policy, then the Council and Council Employees will comply with any conditions or limitations that the Minister imposes on the exemption.

### 7.5. Scheduling consideration of designated decisions

The Chief Executive Officer must ensure that 'designated decisions' are not scheduled for consideration during the 'election period'.

### 7.6. Designated decisions made prior to an 'election period'

This Policy applies to actual designated decisions made during an election period, not the announcement of decisions made prior to the election period.

### 7.7. Other significant decisions which are prohibited by operation of this Policy

| Prohibited Decision | Notes |
|---|---|
| Any major policy or other decisions which will significantly affect the Council area or community or will inappropriately bind the incoming Council | This is a non-legislative policy position of Council |

So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling significant decisions (including major policy decisions) for consideration during an election period and, instead, ensure that such decisions:

(a) are considered by Council prior to the election period; or

(b) are scheduled for determination by the incoming Council.

In the context of this policy, a 'major policy' decision includes any decision:

- to spend unbudgeted monies;
- to conduct unplanned public consultation;
- to endorse a new policy;
- to dispose of Council land;
- to approve community grants; and
- any other issue that is considered a major policy decision by the CEO that is not a designated decision.

**7.8. Role of the Chief Executive Officer**

The determination as to whether any policy decision is major or any other decision is significant will be made by the Chief Executive Officer, after consultation with the ~~Deputy~~ Mayor.

**7.9. Considerations for urgent decisions**

Where the Chief Executive Officer has determined that a decision is a major policy decision or is otherwise significant and therefore is covered by 7.7 above, and circumstances arise that require the decision to be made during the election period, the Chief Executive Officer will report this to Council.

The aim of the Chief Executive Officer's report is to assist Council Members to assess whether the decision should be deferred as a decision for the incoming Council.

The Chief Executive Officer's report to Council will address the following issues, where relevant:

(a) Why the matter is considered 'significant';

(b) Why the matter is considered urgent;

(c) What are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council;

(d) Whether deciding the matter will significantly limit the policy choices of the incoming Council;

(e) Whether the matter requires the expenditure of unbudgeted funds;

(f) Whether the matter is the completion of an activity already commenced and previously endorsed by Council;

(g) Whether the matter requires community engagement;

(h) Any relevant statutory obligations or timeframes; and

(i) Whether dealing with the matter in the election period is in the best interests of the Council area and community.

Council will consider the Chief Executive Officer’s report and determine whether or not to make the decision.

## 8. USE OF COUNCIL RESOURCES

### 8.1. Use of Council resources and advantage

Council notes that Section 91A(8)(d) of the *Local Government (Elections) Act 1999* requires Council to prohibit the use of Council resources for the advantage of a particular candidate or group of candidates. This includes a candidate or candidates who are currently elected Members of the Council.

The concept of ‘advantage’ is broad and for the purposes of this Policy an advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another.

Council resources cover a wide range of personnel, goods, services, information and opportunities and may include:

- materials published by Council;
- facilities and goods owned by the Council;
- attendance and participation at functions and events;
- access to Council information;
- media services issues; and
- stationery and equipment.

Council Members and Employees will ensure that due propriety is observed in the use of Council resources and must exercise appropriate judgement in this regard.

Council resources must be used exclusively for <u>normal Council business</u> during an election period and, must not be used in connection with an election other than uses strictly relating to the election process.

### 8.2. Use of Council resources for personal benefit

The use of Council resources for personal benefit is distinct from a designated decision of a Council regarding the use of Council resources for the advantage of a particular candidate or group of candidates.

The use of Council resources for personal benefit is regulated by legislation other than s91A of the Elections Act. The use of Council resources by a Council Member for the purposes of an election campaign will be a use of those resources for personal benefit. Council Members standing for re-election to Council must take care that they only use Council resources for normal Council business and not to assist them in campaigning.

The general duties on Council Members under s62 of the *Local Government Act 1999* include offences for improper use of information or position to gain personal advantage for the Council Member or another person.

Section 78 of the *Local Government Act 1999* provides for the use of Council resource by Council Members. Section 78(3) of the Local Government Act states:

> *A member of a council must not use a facility or service provided by the council under this section for a purpose unrelated to the performance or discharge of official functions or duties (unless the use has been approved by the council and the member has agreed to reimburse the council for any additional costs or expenses associated with this use).*

The *Code of Conduct for Council Members* (contained within the *Council Member Conduct Policy*) also prohibit the use of Council resources for private purposes without authorisation.

The use of Council resources for personal benefit in breach of these requirements could be corruption or misconduct for the purpose of the *Independent Commission Against Corruption Act 2012,* the *Ombudsman Act 1972* and be the subject of a complaint to the relevant authority.

Conduct of a public officer that results in a substantial mismanagement of public resources may also be the subject of a complaint to the relevant authority.

Disciplinary consequences or prosecutions may ultimately result from the unauthorised use of Council resources for private purposes.

## 8.3. Council Publications During an 'Election Period'

### 8.3.1. Prohibition on publishing certain materials during an 'election period'

A decision by Council to publish information for the advantage of a particular candidate or group of candidates (other than a decision which allows for the equal use of Council resources by all candidates for election) is a designated decision and is prohibited by s91A of the Elections Act. Publishing includes publication by any medium, including but not limited to leaflets, newspapers, posters, email, websites, radio or television.

Council have a statutory responsibility to publish certain information regarding general elections. Under s12(b) of the Elections Act, Council is responsible for the provision of information, education and publicity designed to promote public participation in the electoral processes for its area, to inform potential voters about the candidates who are standing for election in its area and to advise its local community about the outcome of the elections conducted in its area.

All election materials published by Council should fall within the types of material described in s12(b) of the Elections Act and not contain any material which would advantage a particular candidate or candidates.

'Electoral material' is defined in the Elections Act as 'an advertisement, notice, statement or representation calculated to affect the result of an election or poll'. Given that the purpose of electoral material is to persuade voters towards a particular candidate or group of candidates, it will not be appropriate for Council to publish electoral material.

Council Members are, however, permitted to publish campaign material on their own behalf (provided that they comply with ss 27 and 28 of the Elections Act)). Council Members should not assert or imply that the electoral material originates from or is endorsed by, Council. A Council Member also should not use Council resources to create or distribute his or her electoral material, including through the use of Council stationery, computers, printers, photocopiers, Council Employees or the application of Council logos.

*NOTE: 'Publication' means any type of publication, including but not limited to leaflets, newspapers, posters, email, website, radio etc.*

**8.3.2. Council website**

During an 'election period', new material which is prohibited by this Policy will not be placed on the Council website. Any information which refers to the election will only relate to the election process by way of information, education or publicity. Information about Council Members will be restricted to names, contact details, titles, membership of committees and other bodies to which they have been appointed by the Council.

**8.3.3. Other Council publications**

Insofar as any Council publications, such as the Annual Report, are required to be published during an election period, the content contained within them regarding Council Members will be restricted to that strictly required by the *Local Government Act 1999* and Regulations.

Council publications produced before an election period containing material which might be construed as electoral material will not be circulated or displayed during the election period. However, they may be made available to members of the public on request.

### 8.4. Attendance at Events and Functions During an Election Period

In this clause, reference to events and functions means gatherings involving external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to Council and its community and may take the form of conferences, workshops, forums, launches, promotional activities, and social occasions such as dinners, receptions and balls.

A key consideration is the capacity in which they have been invited to the event. If they have been invited as a Council Member (i.e. Councillor Smith is invited to…) then their attendance will be in the course of Council duties. If however they are invited in a private capacity (i.e. Mr Smith is invited to…) then their attendance will not be taken to be in the course of Council duties.

It is therefore important for the Council Member to clarify the nature of the invitation to the event and prudent for the Council Member to use their best endeavours to clarify to event participants the capacity in which they are attending, particularly if intending to address the participants or undertake campaigning activities.

#### 8.4.1. Events etc staged by external bodies

Council Members may continue to attend meetings, events and functions staged by external bodies during an election period. This includes but is not limited to LGA and regional LGA meetings, including the LGA Annual General Meeting held in October.

#### 8.4.2. Council organised events and functions

Council organised events and functions held during the election period will be reduced to only those essential to the operation of the Council.

#### 8.4.3. Addresses by Council Members

Council Members must not give speeches or keynote addresses at Council organised or sponsored events and functions during an election period.

Council Members may, however, make short welcome speeches or closing remarks at Council organised or sponsored events and functions during an election period.

#### 8.4.4. Publication of promotional material

In preparing any material concerning a Council organised or sponsored function or event which will be published or distributed during the election period, such preparation will be consistent with Clause 8.3 of this policy.

## 8.5. Access to Council Information

Council Members continue during an election period to have a statutory right under s61 of the *Local Government Act 1999* to access Council information relevant to the performance of their functions as a Council Member. This right should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this Policy. Any Council information so accessed that is not publicly available must not be used for election purposes.

Council Members should take care that access to Council documents is in connection with the performance or discharge of their functions or duties of the member. Access to Council documents for the purpose of campaigning or to gain an advantage in an election is an improper use of information gained by virtue of the Council Member's position as a member of Council.

All candidates (including those that are Council Members) have equal rights of access to public information relevant to their election campaigns from Council administration. Neither Council Members nor candidates will be provided with information or advice from Council Employees that might be perceived to support an election campaign, and there shall be transparency in the provision of all information and advice during an election period.

### 8.5.1. Information and briefing material

Information and briefing material prepared or secured by Council Employees for a Council Member during an election period must be necessary to the carrying out of the Council Member’s role and, where appropriate, provided to any candidate seeking the same information. Queries by Council Employees regarding the provision of information will be directed to the Chief Executive Officer in the first instance.

## 8.6. Media Service

Council’s media services are directly managed by or under the supervision of the Chief Executive Officer, are provided solely to promote Council activities or initiatives and must not be used in any manner that might favour a candidate during an election period.

### 8.6.1. Media advice

Any request for media advice or assistance from Council Members during an election period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Council Members.

#### 8.6.2. Media releases / spokespersons

Media releases will not refer to specific Council Members during an election period. Where it is necessary to identify a spokesperson in relation to an issue, the Chief Executive Officer will generally be the appropriate person.

#### 8.6.3. Publicity campaigns

During the election period, publicity campaigns, other than for the purpose of conducting the election in accordance with the requirements of Section 12(b) of the Elections Act, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council activity, it must be approved by the Chief Executive Officer.

In any event, Council publicity during an election period will be restricted to communicating normal Council activities and initiatives without any variation in form or size.

#### 8.6.4. Council Members

Council Members will not use their position as an elected representative or their access to Council Employees and other Council resources to gain media attention in support of an election campaign.

#### 8.6.5. Council Employee Public Statements

During an 'election period', no Council Employee may make any public statement that relates to an election issue unless such statements have been approved by the Chief Executive Officer.

### 8.7. Stationary and Equipment

#### 8.7.1. Council branding and stationery

No Council logos, letterheads, or other Council branding or Council resources or facilities may be used for, or linked in any way with, a candidate's election campaign.

#### 8.7.2. Equipment and facilities

Equipment and facilities provided to Council Members for the purpose of conducting normal Council business (i.e. iPads, laptops, phones, etc.) must not be used for campaigning purposes.

## 9. COUNCIL MEMBER CORRESPONDENCE DURING AND ELECTION PERIOD

9.1 All correspondence addressed to Council Members regarding Council business will continue to be forwarded to the Council Member.

9.2 Correspondence received directly by Council Members (e.g. direct mail, email) can continue to be answered directly by the Council Member.

9.3 Council Members should be mindful of their obligations under s62(4) of the *Local Government Act 1999* regarding making improper use of their position as a member of the council for advantage and also the obligations under the *State Records Act 1997* and the Council's *Records and Information Management Policy*.

## 10. COUNCIL EMPLOYEE RESPONSIBILITIES DURING AND ELECTION PERIOD

Prior to any election period, the Chief Executive Officer will ensure that all Council Members and Council Employees are advised in relation to the application of this *Caretaker Policy*.

### 10.1.1. Activities that may affect voting

Council Employees in the course of their duties must not:

(a) Undertake an activity that may affect voting in the election, except where the activity relates to the election process and is authorised by the Chief Executive Officer;

(b) Authorise, use or allocate a Council resource for any purpose which may influence voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer; and

(c) Assist Council Members in ways that are or could create a perception that they are being used for electoral purposes. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, the incident must be reported to and advice sought from the Chief Executive Officer.

## 11. EQUITY IN ASSISTANCE TO CANDIDATES

Council confirms that all candidates for the Council election will be treated equally.

### 11.1. Candidate assistance and advice

Any assistance and advice provided to candidates as part of the conduct of the Council elections will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance.

### 11.2. Election process enquiries

All election process enquiries from candidates, whether current Council Members or not, are to be directed to the Local Deputy Returning Officer or, where the matter is outside of the responsibilities of the Local Deputy Returning Officer, to the Chief Executive Officer or his/her nominee.

### 11.3. Expenses incurred by Council Members

Payment or reimbursement of costs relating to Council Members out-of-pocket expenses incurred during an election period will only apply to necessary costs that have been incurred in the performance of normal Council duties. No reimbursements will be provided for campaigning, or for expenses that could be perceived as supporting or being connected with a candidate's election campaign.

## 12. PUBLIC CONSULTATION DURING AN 'ELECTION PERIOD'

### 12.1. Prohibition

It is prohibited under this Policy for discretionary public consultation to be undertaken during the 'election period' on an issue which is contentious unless Council specifically resolves otherwise.

For the purpose of this provision, discretionary public consultation means consultation which is not legislatively mandated and is a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

This Policy does not prevent any mandatory public consultation required by the *Local Government Act 1999* or any other Act which is required to be undertaken to enable the Council to fulfil its functions in relation to any matter or decisions which are not prohibited by law or by this Policy.

### 12.2. Approval for public consultation

Where public consultation is approved to occur during an election period, the results of that consultation will not be reported to Council until after the 'election period', except where it is necessary for the performance of functions as set out at clause 8.6 above.

## 13. HANDLING CODE OF CONDUCT COMPLAINTS DURING AN ELECTION PERIOD

13.1. Any complaint against a Council Member who is also a candidate for re-election made under the Council's *Behavioural Management Policy* during an election period will not be heard or determined by the Council during that period.

13.2. The Chief Executive Officer, upon receiving a complaint against a Council Member, who is also a candidate for re-election about conduct relating to the Council's Behavioural Management Policy, will assume the responsibilities allocated to the ~~Deputy~~ Mayor under the Council's *Behavioural Management Policy*.

13.3. If the Council Member against whom the complaint is made is not returned to office after the election, the complaint will lapse.

13.4. Council recognises that the Electoral Commissioner has the role of investigating any alleged breach of the *Local Government (Election) Act 1999*, including alleged illegal practices.

## 14. DELEGATION

14.1. The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 15. AVAILABILITY OF THE POLICY

15.1. This Policy will be available via the Council's website www.ahc.sa.gov.au.

# Appendix 5

*Internal Review of Council Decision Policy with track changes*

Adelaide Hills
COUNCIL

# Council Policy

## Internal Review of Council Decisions




# COUNCIL POLICY

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|---|---|
| Adelaide Hills COUNCIL | **INTERNAL REVIEW OF COUNCIL DECISIONS** |

| | |
|---|---|
| **Policy Number:** | **GOV-01** |
| **Responsible Department(s):** | **Community Capacity** |
| **Relevant Delegations:** | **As per the Delegations Register and as detailed in this Policy** |
| **Other Relevant Policies:** | ***Complaint Handling Policy***<br>***Request for Service Policy***<br>***Unreasonable Complainant Conduct Policy*** |
| **Relevant Procedure(s):** | **Procedure contained within.** |
| **Relevant Legislation:** | ***Local Government Act 1999*** |
| **Policies and Procedures Superseded by this policy on its Adoption:** | **Internal Review of Council Decisions Policy, 25 February 2025, Item 12.10, Resolution 77/25 ~~adopted 26 November 2019~~** |
| **Adoption Authority:** | **Council** |
| **Date of Adoption:** | **25 November~~February~~ 2025** |
| **Effective From:** | **9~~4~~ December~~March~~ 2025** |
| **Minute Reference for Adoption:** | **Res xx~~77~~/25** |
| **Next Review:** | **At the end of the Council term (November 2026) or as required by legislation or changed circumstances** |

## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| Version control details did not exist for previous versions of this policy. | | | |
| 1.0 | 10 December 2019 | Periodic policy review. | Council, 26 November 2019 |
| 2.0 | 9 August 2022 | Periodic policy review, incorporating changes arising from 2021 legislative reform and other matters. | Council, 26 July 2022 |
| 3.0 | 25 February 2025 | 1. Replacement of "Mayor" with "Deputy Mayor" in clause 7.1, as per the requirements of resolution 430/24.<br>2. Insertion of a cover page | Council – Res 77/25 |
| 4.0 | 25 November 2025 | 1. Replacement of "Deputy Mayor" with "Mayor" in clause 7.1, as per the revocation of Part 3(h) of Resolution 430/25 as provided for by Resolution xx/25.<br>~~1.~~2. New template | Council – Res xx/25 |
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# INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

## 1. INTRODUCTION

1.1 The purpose of this policy and procedure document is to provide guidelines for how Council will deal with formal requests for internal reviews of Council decisions (including decisions by its employees and other people acting on behalf of Council).

1.2 The Adelaide Hills Council recognises the importance of transparency in Council decision-making and the need to provide a fair, objective and consistent process for the review of Council decisions.

1.3 In preparing this policy and procedure document Council has had regard to the guideline procedure developed by the South Australian Ombudsman as a result of that Office's audit of Local Government Internal Review of Council Decision Procedures in November 2016.

1.4 Nothing in this policy prevents a person from making a complaint to the Ombudsman at any time under the Ombudsman Act 1972.

## 2. OBJECTIVES

2.1 The objectives of this policy are:

- To demonstrate the accountability and responsibility of the Adelaide Hills Council to its ratepayers
- To treat all parties involved fairly and equitably
- To monitor and record all processes related to the review of Council decisions.

## 3. DEFINITIONS

3.1 For the purposes of this policy and procedure the following definitions apply:

**Act** means *the Local Government Act 1999*.

**Applicant** is a person who lodges a request for the review of a decision.

**CEO** refers to the Chief Executive Officer of the Adelaide Hills Council, including anyone for the time so being acting in that role.

**Decision of Council** or **Council decision** or **decision** (when used in the context of the purpose of the policy) is a decision of the Council or a Council Committee, a decision of an employee of Council or decisions of another person acting on behalf of Council.

A **frivolous** request for a review of a decision includes, but is not limited to, requests that have no serious purpose or value.

**Merits review** is a process by which a person or body, other than the original decision maker, reconsiders the facts, law and policy aspects of the original decision and determines the correct or preferable decision.

**Process review** is a review of the correctness of the procedures followed in making a decision.

**Scheme for the resolution of disputes** means a scheme established pursuant to Section 271 of the Act.

**Sufficient interest** means an interest in the subject matter, over and above that of the general public. For a person to have sufficient interest, they must have been, or will be, personally affected by the decision under review or be a person (including an organisation) who can demonstrate some special interest in the subject matter.

A **vexatious** request for a review of a decision includes, but is not limited to, requests made without sufficient grounds or that are submitted only to cause disruption, delay, distress or annoyance.

## 4. SCOPE

4.1 This Policy and Procedure will apply to all applications or requests for review of a Council decision, except for where an alternative statutory process for a review or appeal exists in other legislation.

4.2 Examples of other legislation containing statutory review or appeal processes include (but are not limited to):

- External review and appeal processes under the *Development Act 1993*
- External or internal reviews of decisions made under the *Freedom of Information Act 1991*
- A decision to issue an expiation notice under the *Expiation of Offences Act 1996*
- Reviews of orders made under Section 254 of the *Local Government Act 1999*
- Reviews of prohibition, destruction or control orders made under the *Dog and Cat Management Act 1995*
- Appeals against litter or nuisance abatement notices under the *Local Nuisance and Litter Control Act 2016*

4.3 Applicants seeking a review of a council decision should check if a specific statutory appeal or review process applies to their matter before proceeding with an application.

## 5. LEGISLATIVE CONTEXT

5.1 There is a legal requirement for Council to establish procedures for the review of Council decisions. The following provisions of the *Local Government Act 1999* apply to this policy:

5.2 Section 270(1) states that a council must establish procedures for the review of decisions of:

- The council;
- Employees of the council;
- Other persons acting on behalf of the council.

5.3 Section 270(2) states that the procedures must address at least the following matters:

- The manner in which an application for a review may be made
- The assignment of a suitable person to reconsider a decision under a review
- The matters that must be referred to the council itself for consideration or further consideration
- Notification of the progress and outcome of an application for a review
- The timeframes within which notifications will be made and procedures on a review will be completed
- In the case of applications relating to the impact that any declaration of rates or service charges may have had on ratepayers, to ensure that these applications can be dealt with promptly and, if appropriate, addressed through the provision of relief or concessions under the Act.

5.4 Section 270(8) states that a council must, on an annual basis, initiate and consider a report that relates to:

- The number of applications for review made under this section
- The kinds of matters to which the applications relate
- The outcome of applications under this section
- Such other matters as may be prescribed by the regulations.

5.5 The *Local Government (General) Regulations 2013* prescribe that the report required under Section 270(8) of the Act must be published in the Council's Annual Report.

5.6 Section 271 of the Act provides an option for a council to make provision for disputes between a person and the council to be dealt under a scheme involving mediation, conciliation or neutral evaluation, with the costs of any work done under such a scheme to be shared between the council and the other party.

**6. POLICY STATEMENT**

6.1 Adelaide Hills Council (including Committees, employees of Council and a person acting on behalf of Council) makes decisions every day which impact on members of the community. It is important that these decisions are fair and reasonable. Equally, there should be an avenue for people to ask for reasonable reviews of Council's decisions.

6.2 An internal review of a Council decision is available under section 270(1) of the Act and this policy. Internal reviews provide a mechanism that enables the Council to reconsider the decision making process and all the evidence relied on to make a decision, including new evidence if relevant. The Council will provide a fair, consistent and structured review process for any party dissatisfied with a Council decision. This policy does not and is not intended to exclude other rights and remedies available at law.

6.3 An internal review of a Council decision will examine the correctness of the procedures followed in making the decision and, in accordance with this Policy, may also examine the merits of the decision itself.

6.4 Internal reviews are an opportunity for the Council to review its own decision. While external help may be obtained to assist in a review, it is **not** an independent or external review process. External reviews of Council decisions are in the remit of the SA Ombudsman.

6.5 Council also has processes in place for dealing with customer complaints and requests for service. As a general rule, Council will encourage use of these processes in the first instance as they may offer more immediate resolution of a grievance. Council will attempt to resolve complaints about the actions of the council, employees of the council, or other persons acting on behalf of the Council under its *Complaint Handling Policy*.

6.6 Reasonable requests for the provision of a service by the Council or for the improvement of a service provided by the council are dealt with under the *Request for Services Policy*.

6.7 The formal internal review of a Council decision process is generally a last resort in the complaint handling process, and may also be used in situations which are not able to be resolved by other means. While Council encourages the use of other resolution mechanisms, it is an applicant's right to use the formal internal review process in the first instance if that is their preference.

6.8 Pursuant to section 270(7) of the Act, a formal request for review does not prevent a complaint being made to the Ombudsman at any time. However, as a general rule, the Ombudsman prefers that matters be addressed by Council in the first instance.

6.9 Although requests for review of Council decisions under this Policy are generally initiated by other parties, the Council (including the CEO) may determine to handle a complaint or other grievance using the provisions of this policy where they feel that it provides a better avenue for resolution of the matter. Subsequent to doing so, the Council will consider that an internal review under this policy has already been carried out if the same matter is raised again by either the same or another party.

6.10 The Council has not established a scheme for the resolution of disputes under Section 271 of the Act.

## 7. PROCEDURE

### 7.1 Making an application

The review of a Council decision commences at the point where a formal request for a review of a Council decision is received. Council staff can help an applicant determine whether to make a request under this Policy or other statutory review processes applicable to the matter at hand, but it remains a matter for the applicant to determine.

- A formal request for a review of a decision must:
  - Be in writing, ideally using the *Internal Review of Council Decisions Application* available on Council's website
  - Be accompanied by the prescribed application fee (see below)

- Be addressed to the CEO (or in the case where the matter is about a decision made by the CEO, the matter will be referred to the ~~Deputy~~ Mayor for consideration by the elected Council and this Policy be read accordingly)
- Provide full details of the decision for which the applicant is seeking a review (including how the decision impacts on their rights and/or interests) and set out clearly and succinctly the reasons for applying for the review
- Be lodged within six (6) months of the original decision being made (with discretion provided to the CEO to allow a longer time limit to apply in particular cases. This will be assessed on a case-by-case basis).

- There is a fee of $20.00 (prescribed under legislation) payable on application for a review of a Council decision. In practice, once an application is received, the applicant will be invoiced for the payment of the fee and consideration of the application will not proceed until the fee is paid.

- No one should be excluded from lodging an application for review because of any difficulties they may have in representing themselves. Council staff will offer assistance where appropriate and provide it on request, including assistance in documenting the reasons for applying for the review in writing. Where necessary, access should be provided to interpreters, aids or advocates to assist applicants.

### 7.2 Acknowledging an application

- The CEO will formally acknowledge all requests for a review of a Council decision within five (5) working days of receiving the request. This acknowledgement will confirm the application fee and advise the applicant of the expected timeframe within which a determination will be made in respect of their request for review.

- The CEO will consider all requests for a review and may refuse to assess such an application pursuant to section 270(4) of the Act if:

  - The request is made by an employee of the Council and relates to an issue concerning the employee's employment
  - It appears that the request is frivolous or vexatious
  - The applicant does not have a sufficient interest in the matter – this will be determined on a case-by-case basis.

### 7.3 Undertaking the review

- Applicants will be treated equally, in accordance with good administrative practice. Council's procedures are designed to ensure that:

  - Every applicant has the opportunity to make an application for review of a decision covered by this procedure
  - An unbiased assessment is undertaken
  - Reviews will be completed as quickly as possible, while ensuring that they are dealt with at a level of authority that reflects their level of complexity
  - Decisions are based on sound evidence
  - Applicants receive information about the outcome of the review
  - Applicants will be afforded procedural fairness.

- The CEO will assess all applicable requests for a review of a Council decision (except those which will be referred to the elected Council) and determine what action, if any, should be taken (including whether an external investigation is necessary).

- The CEO may elect to appoint another officer or external advisor for assessment and/or preparation of a report to assist in the review process. The person appointed to assist with the review must be independent of the original decision being reviewed (i.e. have no prior involvement in the matter) so far as can be practicably achieved. An external advisor may be recommended where the decision under review is complex, raises legal questions or in circumstances where the resources required to undertake the review are not readily available within the organisation.

- The CEO will refer a review of a Council decision to Council where the decision being reviewed was made by the elected Council or a Committee. A review of decisions made by the CEO will also be referred to the elected Council in accordance with this Policy.

- The CEO may also decide to refer a review of a Council decision to the elected Council where:

  - The decision being reviewed relates to civic or ceremonial matters
  - The decision being reviewed is in the opinion of the CEO likely to be of interest to the wider community
  - The CEO otherwise considers, in their discretion that the matter warrants consideration by Council.

- Where a review of a Council decision is referred to the Council, the CEO will prepare a report to Council which will include all of the relevant information about the decision being reviewed.

- Where a request for review has been referred to Council the applicant will be advised of the date that the report will be presented to Council and will be given the opportunity to provide a written or verbal submission in relation to the report for Council's consideration.

- In most cases, Council will use its best endeavours to ensure that requests for review will be considered and determined within 20 business days. However, in more complex cases, or if the decision is to be reviewed by Council, Committee or an external provider a review may take longer. In the event that a review exceeds 20 days, the applicant will be provided with periodic updates on the progress of the review until the review is finalised.

- Except for in extremely limited circumstances, a merits review will be conducted. In those instances where a merits review will not be conducted, a process review will be undertaken and the applicant will be advised of this at the time the review is commenced.

## 7.4 Natural Justice

- Those that may be affected by a decision will be accorded natural justice, which includes the principles of procedural fairness. As part of the review process all parties with a known interest in the matter will have the opportunity to make a written submission expressing their point of view and responding to issues raised, including the provision of any relevant information. This may take the form of being invited to make an initial submission to the person assisting with the review and/or being invited to comment on provisional findings of the review before a final decision is made.

- In undertaking a review, the CEO or Council will review the decision in question to ensure that the original decision maker complied with the following procedural requirements and made the best possible decision in the circumstances having regard to the following:

  - The decision maker had the power to make the decision
  - The decision maker considered all matters which were relevant to the making of the decision at the time and did not take into account matters which were not relevant, as well as any additional relevant information or material provided by the applicant.
  - The decision maker did not exercise a discretion or power in bad faith, for an improper purpose, or while subject to duress or the influence of another person
  - The decision maker had no conflict of interest, bias or perceived bias
  - The decision maker ensured that findings of fact were based on evidence
  - The decision was reasonable
  - The decision maker considered any relevant legislation, policies or procedures

- The details of any request for review will be kept confidential in so far as it is necessary, practicable and appropriate for conducting an effective review process.

- The applicant will be informed in writing of the outcome of the review (even including where a determination is made that the decision under review be upheld).

- Adequate reasons will be recorded for all internal review determinations.

## 7.5 Applications under this policy relating to Rates

- This procedure applies to applications that relate to the impact that any declaration of rates or service charges may have had on ratepayers.

- Council or the CEO will give priority to such applications and consider the impact of rates and services on ratepayers and the provisions available to ratepayers for rate relief or concessions as set out in the Act (e.g. remission or postponement of payment, issuing of fines and interest, particular land use categorisation).

- Specific review mechanisms exist in the Local Government Act 1999 to try the validity of a rate or service charge. This Policy does not apply to such a decision.

### 7.6 Remedies

- Where the review of a decision under this Policy results in the applicant's contention(s) being upheld, an appropriate remedy will be determined that is reasonable in all the circumstances.

- The remedy chosen will be proportionate and appropriate to the outcome of the review and may include (but is not limited to):

  - Varying or revoking the original decision
  - Returning the situation to its original status (such as not pursuing the construction of something, not implementing the original decision, etc)
  - The provision of an explanation
  - Offering to enter into formal mediation
  - The offering of an apology or admission of fault
  - A change to Council policy, procedure or practice
  - The correction of Council records, noting this does not necessarily mean deleting records.

- Where appropriate, the any findings of an internal review will be considered in making improvements to Council's existing policies, practices and procedures.

### 7.7 Other procedural matters

- Where the Council or the CEO determines that a matter such as a complaint or other grievance should be dealt with as an internal review of decision under this policy, the other party will be advised accordingly. Once a review of this kind is completed, it will be treated as if the other party had requested the review and, as such, any subsequent request for an internal review of decision by the same or other party on the same matter will be treated as if a review has already been conducted.

## 8. DELEGATION

8.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 9. AVAILABILITY OF THE POLICY

9.1 This Policy will be available via the Council's website www.ahc.sa.gov.au

# Appendix 6

*Internal Audit Policy with track changes*

# Council Policy

## Internal Audit




# COUNCIL POLICY

Adelaide Hills COUNCIL

## INTERNAL AUDIT

| | |
|---|---|
| **Policy Number:** | **GOV-18** |
| **Responsible Department(s):** | **Governance** |
| **Relevant Delegations:** | **As per the Delegations Register and as detailed in this Policy** |
| **Other Relevant Policies:** | ***Risk Management Policy***<br>***Fraud, Corruption, Misconduct and Maladministration Policy***<br>***Public Interest Disclosure Policy***<br>***Work Health Safety~~-~~ and Return to Work Policy~~and~~***<br>***Information Management Policy*** |
| **Relevant Procedure(s):** | **Nil** |
| **Relevant Legislation:** | ***Local Government Act 1999*** |
| **Policies and Procedures Superseded by this policy on its Adoption:** | **Internal Audit Policy, 25 February 2025~~June 2017~~,Item 12.10~~2~~, ~~SP21/17~~77/25** |
| **Adoption Authority:** | **Council** |
| **Date of Adoption:** | **25 November~~February~~ 2025** |
| **Effective From:** | **9~~4~~ December ~~March~~ 2025** |
| **Minute Reference for Adoption:** | **xx~~77~~/25** |
| **Next Review:** | **At the end of the Council term (November 2026) or as required by legislation or changed circumstances** |

## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| 1.0 | 1/3/2014 | New Policy | SPDPC - Res 3/14 |
| 1.1 | 27/06/2017 | Minor amendments to achieve consistency with Council policy template and updated nomenclature | SPDPC - Res SP21/17 |
| 2.0 | 24/5/2022 | Minor amendments to achieve consistency with nomenclature changes and with the Council policy template | Council – Res 132/22 |
| 3.0 | 25/2/20225 | Replacement of “Mayor” with “Deputy Mayor” in clause 4.2.5, as per the requirements of resolution 430/24. | Council – Res 77/25 |
| | | | |
| 4.0 | 25/11/20225 | 1. Replacement of “Deputy Mayor” with “Mayor” in clause 4.2.5, as per the revocation of Part 3(h) of Resolution 430/24, as provided for by Resolution xx/25.<br>2. Minor change to clause 3.2 to correct an error.<br>3. New template | Council – Res xx/25 |
| | | | |

# INTERNAL AUDIT POLICY

## 1. INTRODUCTION

1.1. Internal controls are essential to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to legislation and council policies, to safeguard the Council's assets, and to secure the accuracy and reliability of council records

1.2. This policy includes a definition of internal audit as it applies to the Council, a set of internal audit principles and states the responsibilities for Council Members, the Audit Committee, the Leadership team and the Governance Department.

## 2. POLICY STATEMENT

2.1. The Council is committed to maintaining a robust and integrated Governance Framework that assures stakeholders that it is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

2.2. A fundamental component of this Framework is the operation of an objective assurance function that evaluates the adequacy and effectiveness of the systems of internal control within the Council.

2.3. The purpose of this Policy is, through the establishment of an internal audit function, to support better decision-making through a good understanding of the adequacy and effectiveness of the systems of internal controls to mitigate Council's risks.

## 3. DEFINITION OF INTERNAL AUDIT

3.1. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes1.

3.2. The Executive Governance Officer ~~Executive Governance Officer~~ is responsible for the management of the internal audit function within Council. Internal audits are to be conducted by suitably qualified and experienced personnel and may be insourced, cosourced or outsourced.

[1] Institute of Internal Auditors, *International Professional Practices Framework (IPPF)*, www.iia.org.au/technical-resources

## 4. POLICY PRINCIPLES

4.1. The principles of the Council's approach to internal audit are:

4.2. Independence

4.2.1. Independence is essential to the effectiveness of the internal audit function.

4.2.2. The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities (except as noted below). The work of internal audit does not in any way relieve managers of their responsibilities for the development, implementation and maintenance of management control systems in their areas.

4.2.3. The Executive Governance Officer is responsible, on a day to day basis, for the internal audit function of Council. In achieving operational independence of the internal audit function the CEO has ensured that the Executive Governance Officer has dual reporting lines.

4.2.4. These reporting lines require that the Executive Governance Officer must:

- report administratively to the CEO to facilitate day to day operations of the internal audit function and
- report to the Audit Committee for strategic direction and accountability of the internal audit function.

4.2.5. The Executive Governance Officer has direct access to the ~~Deputy~~ Mayor, the Presiding Member of the Audit Committee and the CEO. Periodic 'in camera' meetings may be held between the Executive Governance Officer and the Audit Committee.

4.2.6. Where the Executive Governance Officer has responsibility for an activity that is scheduled for review, the Audit Committee will ensure that the internal audit assignment will be managed by another employee within Council and the independence of the function is not compromised.

4.3. Authority and Confidentiality

4.3.1. Subject to compliance with Council's security policies, internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation or information that the Executive Governance Officer or the CEO considers necessary to enable the internal auditors to undertake the audit assignment.

4.3.2. All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The Executive Governance Officer is responsible and accountable for maintaining the confidentiality of the information the internal auditors receive during the course of their fieldwork.

4.3.3. Where necessary, Executive Governance Officer may consult with and disclose audit matters to other local government entities, normally this will only occur where these matters affect other entities, or as directed by the Audit Committee or the CEO.

4.4. Standards

4.4.1. Internal audit activities will be conducted in accordance with intent of relevant professional standards deemed appropriate and applicable including:

- International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors
- Standards relevant to internal audit issued by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia
- The Statement on Information Systems Auditing Standards issued by the Information Systems and Control Association, and
- Standards issued by Standards Australian and the International Standards Organisation.

4.4.2. In the conduct of internal audit work, internal auditors will:

- comply with relevant professional standards of conduct
- possess the knowledge, skills and technical proficiency relevant to the performance of their duties
- be skilled in dealing with people and communicating audit, risk management and related issues effectively and
- exercise due professional care in performing their duties.

4.5. No Surprises

4.5.1. Council's approach to internal audit is that there should be 'no-surprises' at the conclusion of the audit assignment. To this end, on-going discussions will be held with management as findings emerge and conclusions are developed. At the mid-point of the audit, a formal meeting may be sought with the audit sponsor to discuss the audit and any emerging issues. If necessary, Executive Governance Officer will communicate significant matters of concern to the CEO and/or the Audit Committee prior to the completion of the final report.

## 5. SCOPE

5.1. Internal audit reviews cover all programmes and activities of the Council together with associated entities as provided for in relevant business agreements, memorandum of understanding and contracts. Internal audit activity encompasses the review of all financial and non-financial policies and operations as required.

## 6. RESPONSIBILITIES

6.1. The Council has ultimate responsibility that appropriate policies, practices and procedures of internal control are implemented and maintained in accordance with s125 of the Local Government Act 1999.

6.2. The **Audit Committee** is responsible for (as per the Audit Committee Terms of Reference):

6.2.1. monitoring and reviewing the effectiveness of the internal audit function in the in the context of the Council's overall risk management system;

6.2.2. consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function;

6.2.3. review all reports on the Council's operations from the internal auditors;

6.2.4. review and monitor management's responsiveness to the findings and recommendations of the internal auditor.

6.3. The **Chief Executive Officer** is responsible for ensuring that an internal audit function is established, implemented and maintained in accordance with this Policy.

6.4. **Employees** are accountable for assisting internal auditors in the conduct of their work through the provision of accurate and timely information to audit requests, providing responses to audit reports and updates on the implementation status of actions arising from audits.

6.5. The **Governance Department** is responsible for the development and continuous improvement of the Council's internal audit systems and processes; the development of internal audit plans, the engagement and management of internal audit providers; the monitoring of the implementation status of audit actions; and reporting to the Chief Executive Officer and Audit Committee regarding the Council's internal audit function.

## 7. RELATIONSHIP TO RISK MANAGEMENT

7.1. Internal audit provides an independent appraisal of key internal controls within the organisation. These controls are key mitigations of inherent risk and therefore inform the risk management process and the calculation of residual risk.

## 8. DELEGATION

8.1. The CEO has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 9. AVAILABILITY OF THE POLICY

9.1. This Policy will be available via the Council's website www.ahc.sa.gov.au

# Appendix 7

*Behavioural Management Policy with track changes*

Adelaide Hills
COUNCIL

# Council Policy

## Behavioural Management




# COUNCIL POLICY

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|---|---|
| Adelaide Hills COUNCIL | **BEHAVIOURAL MANAGEMENT** |

| | |
|---|---|
| **Policy Number:** | **CM -01** |
| **Responsible Department(s):** | **Governance ~~& Performance~~** |
| **Relevant Delegations:** | **As per the Delegations Register and as detailed in this Policy** |
| **Other Relevant Policies:** | **Nil** |
| **Relevant Procedure(s):** | **Nil** |
| **Relevant Legislation:** | **Local Government Act 1999** |
| **Policies and Procedures Superseded by this policy on its Adoption:** | ***Behavioural Management Policy, 13 May 2025, Resolution 157/25~~Council Member Conduct Policy~~*** |
| **Adoption Authority:** | **Council** |
| **Date of Adoption:** | **25 November 2025~~As per Government Gazette No.79, 17 November 2022~~** |
| **Effective From:** | **26 November ~~4 March~~ 2025** |
| **Minute Reference for Adoption:** | **25 November~~February~~ 2025 Res xx~~77~~/25** |
| **Next Review:** | **At the end of the Council term (November 2026) or as required by legislation or changed circumstances.** |

## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| 1.0 | 17/11/22 | Mandated policy as gazetted on 17 November 2022 | Council - Res 317/22 |
| 2.0 | 25/02/25 | Replacement of “Mayor” with “Deputy Mayor” and other minor changes in clauses 4.1, 4.4, and 5, as per the requirements of resolution 430/24. | Council – Res 77/25 |
| ~~3.0~~ | ~~25/02/25~~ | ~~Replacement of “Mayor” with “Deputy Mayor” and other minor changes in clauses 4.1, 4.4, and 5, as per the requirements of resolution 430/24.~~ | ~~Council – Res 77/25~~ |
| 3~~4~~.0 | 25/03/25 | Amendment of Section 5 (Responsibilities) of the policy to specify the Behavioural Standards Panel Contact Officer. | Council – Res 157/25 |
| 4.0 | 25/11/25 | 1. Replacement of “Deputy Mayor” with “Mayor” and other minor changes in clauses 4.1, 4.4, and 5, as per the revocation of Park 3(h) of Resolution 430/24, as provided for by Resolution xx/25.<br>New Template. | Council – Res xx/25 |
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**BEHAVIOURAL MANAGEMENT POLICY**

# 1. Purpose

This Policy has been prepared and adopted pursuant to section 262B of the *Local Government Act 1999* (the Local Government Act).

This *Behavioural Management Policy* forms part of the Behavioural Management Framework for council members and sets out the approach to the management of complaints about the behaviour of council members. It sets out the process to be adopted where there has been an alleged breach of the *Behavioural Standards for Council Members*, this *Behavioural Management Policy* and/or any *Behavioural Support Policy* adopted by the Council (the ***behavioural requirements***).

# 2. Glossary

***Behavioural Management Framework*** – comprises four components:

- The legislative framework within which all council members must operate;
- The *Behavioural Standards for Council Members*, determined by the Minister for Local Government, which apply to all council members in South Australia;
- The mandatory *Behavioural Management Policy* (this document) relating to the management of behaviour of council members and adopted pursuant to section 262B of the Local Government Act;
- Optional *Behavioural Support Policy* (or policies) designed to support appropriate behaviour by council members and adopted pursuant to section 75F of the Local Government Act.

***behavioural requirements*** – in this document refers collectively and individually to the *Behavioural Standards for Council Members*, the *Behavioural Management Policy* and any *Behavioural Support Policies* adopted by the Council.

***Behavioural Standards for Council Members*** – established by the Minister for Local Government, and published as a notice in the SA Government Gazette, specifying standards of behaviour to be observed by members of councils; and providing for any other matter relating to behaviour of members of councils.

***frivolous*** – includes without limitation, a matter of little weight or importance, or lacking in seriousness.

***misbehaviour*** – is defined in section 262E of the *Local Government Act 1999* as:

a) A failure by a member of a council to comply with a requirement of the council under section 262C(1); or
b) A failure by a member of a council to comply with a provision of, or a requirement under, the council's behavioural management policy; or
c) A failure by a member of a council to comply with an agreement reached following mediation, conciliation, arbitration or other dispute or conflict resolution conducted in relation to a complaint under Division 1

***person responsible for managing the complaint*** means, subject to any resolution of the Council to the contrary –

a) the ~~Deputy~~ Mayor;
b) if the complaint relates to or involves the ~~Deputy~~ Mayor:
   i. the Deputy Mayor
   ~~ii. an elected member selected by the CEO, taking into account perceived conflicts of interest, apprehended bias, and other matters;~~
   ~~iii. Should it not be appropriate for the CEO to select an elected member (such as if they have a conflict of interest), an elected member selected by the Executive Governance Officer, taking into account perceived conflicts of interest, apprehended bias, and other matters~~
c) If the complaint relates to or involves the Mayor and Deputy Mayor, or it is otherwise inappropriate for either of them to be the person responsible for managing the complaint:~~.~~
   i. an elected member selected by the CEO, taking into account perceived conflicts of interest, apprehended bias, and other matters;
   ii. Should it not be appropriate for the CEO to select an elected member (such as if they have a conflict of interest), an elected member selected by the Executive Governance Officer, taking into account perceived conflicts of interest, apprehended bias, and other matters

***repeated misbehaviour*** – is defined in section 262E of the *Local Government Act 1999* as a second or subsequent failure by a member of a council to comply with Chapter 5 Part 4 Division 2 (Ch 5-Members of council, Pt 4-Member integrity and behaviour, Div 2-Member behaviour)

***serious misbehaviour*** – is defined in section 262E of the *Local Government Act 1999* as a failure by a member of a council to comply with section 75G (Health and safety duties)

***trivial*** – includes without limitation, a matter of little worth or importance; that is trifling; or insignificant.

***vexatious*** – includes a matter raised without reasonable grounds or for the predominate purpose of causing annoyance, delay or detriment, or achieve another wrongful purpose

# 3. Principles

Nothing in this Policy is intended to prevent council members from seeking to resolve disputes and complaints in a proactive, positive and courteous manner before they are escalated.

The following principles will apply:

- Where a council member considers there has been behaviour that is inconsistent with the ***behavioural requirements***, a council member may, in appropriate circumstances, seek to respectfully and constructively raise this issue with the member concerned, without the need to lodge a complaint under this Policy;
- If a matter proceeds to a complaint, all council members will continue to comply with the procedures set out in this Policy and support the person responsible for managing the complaint;
- a consistent approach to the assessment, investigation and resolution of complaints will be adopted to facilitate timely and efficient resolution and minimisation of costs;
- Where required, Council may engage the assistance of skilled advisors and support persons in the assessment, investigation and resolution of complaints and avoid adopting an unreasonably legalistic approach.
- ongoing training and relevant resources will be provided to all council members to ensure they have the skills and knowledge necessary to perform their role in accordance with the ***behavioural requirements*** and the *Local Government Act 1999*.

- Training and relevant support will be provided to persons with specific obligations under this Policy to facilitate the management, reporting and resolution of complaints alleging a breach of the ***behavioural requirements***.

Council will manage complaints under this Policy with as little formality and technicality and with as much expedition as the requirements of the matter and the Local Government Act allow and with proper consideration of the matter. Council is not bound by rules of evidence but will inform itself in the manner considered most appropriate given the nature of the complaint.

# 4. The Complaint Management Process

This Policy sets out the procedures for dealing with an allegation of a breach of the ***behavioural requirements*** applying to council members. These procedures do not apply to complaints about council employees or the council as a whole.

A complaint made in accordance with this Policy must be lodged within 6 months of the behaviour that is inconsistent with the ***behavioural requirements*** occurring. A decision may be made to accept a complaint lodged more than 6 months after the behaviour that is inconsistent with the ***behavioural requirements*** occurring on a case-by-case basis, at the discretion of the person responsible for managing the complaint.

Community members can lodge a complaint with the Council in accordance with this Policy but cannot lodge a complaint directly with the Behavioural Standards Panel.

## 4.1. Dispute versus Complaint

It is important to distinguish between a dispute and a complaint. A dispute is generally a difference of opinion or disagreement between two parties. It may involve a heated discussion or some other unsatisfactory exchange between parties but may not amount to conduct inconsistent with the ***behavioural requirements***. Ideally disputes will be handled directly by the parties involved and will not escalate to a complaint requiring action (even informal action) under this Policy. The ~~Deputy~~ Mayor (or another person) may play a role in facilitating a resolution to a dispute.

This Policy is intended to deal with matters where conduct is alleged to have been inconsistent with the behavioural requirements, rather than where members of council have differences of opinion, even when robustly put.

## 4.2. Confidentiality

Complaints made in accordance with this Policy will be managed on a confidential basis until such a time as they are required to be reported to Council in a public meeting in accordance with this Policy or are otherwise lawfully made public or disclosed.

Access to information relating to complaints and information about complaints will be limited to parties to the complaint and individuals with a responsibility within the complaint handling process or as otherwise provided for within this Policy[1] .

A person who has access to information about a complaint (including the complainant and the person complained about) must not directly, or indirectly disclose to any person (including to a council member) that information except:

- For the purpose of dealing with the complaint
- Where required by law
- For the purpose of obtaining legal advice or legal representation, or medical or psychological assistance from a medical practitioner, psychologist or counsellor
- Where the disclosure is made to an external party, investigating the complaint, or mediator/ conciliator engaged in accordance with this Policy

[1] There are circumstances in the *Work Health and Safety Act 2012* where information must be disclosed, for example where the health and safety of an employee is at risk.

- Where the information has been made public in accordance with this Policy or this Policy otherwise authorises or requires the disclosure of the information.

This is not to be confused with formal consideration at a Council Meeting of any matter arising from application of this Policy. Items presented to Council must be assessed on a case-by-case basis in accordance with the requirements of section 90 of the *Local Government Act 1999*.

A complainant may request their identity be kept confidential from the person complained about. This does not constitute an anonymous complaint. The person responsible for managing the complaint will consider such requests on a case-by-case basis, having regard to any applicable legal requirements.

## 4.3. Stages of Action

This Policy has three distinct stages to the approach that will be taken to address complaints about the behaviour of Council Members:

- Part 1: Informal Action: Where the matter can be resolved directly between the parties.
- Part 2: Formal Action: Where the matter cannot be resolved using informal action and a formal process of consideration is required.
- Part 3: Referrals to the Behavioural Standards Panel: the circumstance under which the Mayor, the Council or other authorised person(s) will make a referral.

## 4.4. Part 1: Informal action

Council encourages informal resolution of concerns regarding behaviour alleged to be contrary to the ***behavioural requirements***. A person may therefore consider raising the matter directly with the council member concerned.

Alternatively, a person may raise their concern with the ~~Deputy~~ Mayor on an informal basis. If the concerns relate to or involve the ~~Deputy~~ Mayor the person may raise the matter with the Deputy Mayor or person responsible for managing complaints under this Policy.

If the ~~Deputy~~ Mayor or person responsible for managing the complaint considers that access to resources to support impacted parties and facilitate early resolution of the matter should be provided, the ~~Deputy~~ Mayor or person responsible for managing the complaint will request the CEO to facilitate access to relevant resources. The CEO will not refuse any reasonable request for resources made in accordance with this Policy.

### 4.4.1. Record keeping

Where the ~~Deputy~~ Mayor or person responsible for managing the complaint addresses the matter through informal action, a record should be made setting out:

- Details of the complainant
- Details of the person complained about
- A summary of the matter
- A summary of actions taken in response
- Details of agreed actions (if any)

If informal action does not successfully resolve the matter, the record may be made available to an investigation process as provided for under this Policy or to the Behavioural Standards Panel.

## 4.5. Part 2: Formal action

This Part sets out the process for formal action in response to a complaint regarding the behaviour of council members and addresses the manner in which a complaint will be:

- Received
- Assessed
- Investigated
- Resolved
- Recorded

A complaint made under the Behavioural Management Policy must:

- Be received in writing. Subject to an alternative resolution of the Council, a complaint should be marked with "Confidential Council Member Complaint" and forwarded to the relevant email or physical address as published on the Council's website.
- Provide the name of the council member who has allegedly breached the ***behavioural requirements***, the name and contact details of the complainant, the name and contact details of the person submitting the complaint (if different to the complainant) and the name and contact details of any witnesses or other persons able to provide information about the complaint.
- Be specific (including identifying the ***behavioural requirements*** the complainant alleges have been breached)
- Provide as much supporting evidence as possible to assist an investigation, including the grounds and circumstances of the complaint (e.g. where, when, impact of the behaviour, actions taken to try to resolve the issue, relevant records or documents)
- Identify the outcome being sought
- Be lodged within six (6) months of the alleged conduct occurring on the basis that it is important to address alleged breaches of behavioural requirements in a timely manner (with discretion provided to the person responsible for managing the complaint to allow a longer time limit to apply in particular cases. This will be assessed on a case-by-case basis).

### 4.5.1. Receipt of a Complaint

This step is an administrative process undertaken by the CEO or delegate:

- receipt
- initial acknowledgement
- record keeping; and
- allocation of the matter to the person responsible for managing the complaint.

The CEO or delegate does not undertake an assessment of the merits of the complaint.

Receipt of the complaint will be acknowledged within 2 business days or as soon as reasonably practicable and a copy of this Policy will be provided to the person making the complaint.

The complaint should be directed to the person responsible for managing the complaint in accordance with this Policy.

A complainant may withdraw their complaint at any stage.

### 4.5.2. Initial complaint assessment

An initial assessment is not an investigation or adjudication of a complaint and no findings as to the merits of the complaint will be made at this stage.

***Step 1***
The person responsible for managing the complaint will undertake an assessment of it to determine whether the content of the complaint relates to the ***behavioural requirements*** and whether the conduct occurred in the context of the council member carrying out their official functions and duties.

In undertaking the assessment, the person responsible for managing the complaint will have regard to the following matters[2] :

- the person that is making the complaint (or on whose behalf the complaint has been made) has a sufficient interest in the matter
- the complaint is trivial, frivolous or vexatious or not made in good faith
- the complaint has been lodged with another authority
- the subject matter of the complaint has been or is already being investigated by the Council or another body
- it is unnecessary or unjustifiable for the Council to deal with the complaint
- the council has dealt with the complaint adequately.

***Step 2***
If the person responsible for managing the complaint considers the matter warrants further consideration, the person complained about should be advised that a complaint has been received and is undergoing an initial assessment in accordance with this Policy. They should be provided a summary of the matter, at a sufficient level of detail, to understand the nature of the allegations and enable them to provide a preliminary response. This may be achieved by a discussion between the person responsible for managing the complaint and the person complained about, taking into account the principles of this Policy. The person complained about may have a support person present during any discussions.

The person complained about should be given a reasonable opportunity, but no more than ten business days, to provide a response to support the initial assessment. The person responsible for managing the complaint may provide a longer period of time for provision of a response at their discretion. The person responsible for managing the complaint should have regard to any response provided in determining the action resulting from the initial assessment.

**Action from initial assessment**
The person responsible for managing the complaint will determine what action will result from the initial assessment. A matter may proceed to formal consideration under this Policy, unless there are grounds to take one of the following actions pursuant to section 262B(2)(b):

- refusing to deal with the complaint[3]
- determining to take no further action

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[2] The person responsible for managing the complaint will also have regard to whether the council has obligations to report the matter to either the Local Government Association Mutual Liability Scheme (LGAMLS) or the Local Government Association Workers Compensation Scheme (LGAWCS), pursuant to the Rules of those Schemes and council's agreement with those bodies.

[3] Section 270(4a)(a)(i) of the *Local Government Act 1999* precludes a review of a decision to refuse to deal with the complaint.

- referring to an alternative resolution mechanism or to propose training for relevant parties (e.g. facilitated discussion, provision of training, mediation, arbitration, conflict resolution, etc.)
- referring the matter to another body or agency (e.g., the Ombudsman SA or the Behavioural Standards Panel)

The outcome of the initial assessment will be advised to the complainant and person complained about in writing as far as is permitted by law.

<u>Refusing to deal with the complaint/Determining to take no further action</u>
Where the person responsible for managing the complaint makes a decision not to proceed with formal consideration of the matter the following steps should be taken:

- the complainant must be provided written reasons explaining the decision[4]
- the person complained about should be provided with a brief summary of the complaint and the reasons for not proceeding.
- a record of these steps and the decision not to proceed should be made.

Whilst a matter may not proceed, the person responsible for managing the complaint may discuss the issues informally with the parties and identify strategies to build skills, facilitate positive relationship development and reduce the likelihood of repeat occurrences.

<u>Decision to refer to alternative resolution mechanism</u>
The person responsible for managing the complaint may form the view that the optimal way to deal with the complaint is to implement an alternative resolution mechanism such as facilitated discussion, mediation, arbitration, conflict resolution or training.

The person responsible for managing the complaint should discuss the use of a proposed alternative resolution mechanism with the complainant and the person complained about to determine whether there is support for this approach.

If so, the person responsible for managing the complaint should request the CEO take steps to facilitate access to appropriate internal or external support (not being for the purposes of obtaining legal advice) for parties to the complaint. The CEO will not refuse any reasonable request for resources made in accordance with this Policy.

The complainant and the person complained about should be provided written confirmation of the alternative resolution mechanism to be used for the purposes of resolving the complaint.

<u>Decision to refer to another body or agency</u>
Where the person responsible for managing the complaint makes a decision to refer the matter to another body or agency the person will follow any direction from that body or agency regarding what information is to be provided to the complainant and the elected member complained about regarding the referral.

<u>Decision to proceed to formal consideration</u>
Where the person responsible for managing the complaint makes a decision to proceed to formal consideration the following steps should be taken:

- the person complained about should be provided with a copy of this Policy, contact details of the person responsible for managing the complaint and a summary document setting out:

[4] Section 262D, Local Government Act 1999

   - the specific provision(s) of the ***behavioural requirements*** alleged to have been breached; and
   - the circumstances where this breach is alleged to have occurred.

     In circumstances where the complainant has not requested their identity be kept confidential, a copy of the complaint may be provided in full.
- the complainant should be advised of the decision to proceed and the contact details of the person responsible for managing the complaint.

### 4.5.3. Formal consideration

Where a decision to formally consider the complaint has been made the person responsible for managing the complaint will determine how to proceed:

- The person responsible for managing the complaint may determine that they are the appropriate person to formally consider the complaint; or
- The person responsible for managing the complaint may determine to engage a third party to formally consider the complaint, for example:
   - an investigator who will report to the person responsible for managing the complaint; or
   - an external service provider with skills relevant to the matter who will report to the person responsible for managing the complaint.

If the person responsible for managing the complaint determines a third party should be engaged, they will request the CEO to facilitate engagement of an appropriate service provider. The CEO will not refuse any reasonable request for resources made in accordance with this Policy.

The person responsible for managing the complaint will advise both the complainant and the person complained about that they are able to have a support person accompany them during discussions relating to the complaint.

It is the expectation of Council that both the complainant and the person complained about will cooperate with any such process to consider the complaint and, if requested, participate in meetings in a timely manner.

> *Failure by the elected member complained about to comply with this requirement may be taken into account when considering the actions to be taken under section 262B(2)(e) of the Local Government Act and may constitute grounds for referral to the Behavioural Standards Panel for misbehaviour.*

Further consideration by the person responsible for managing the complaint (or the third party engaged), may (at the discretion of that person) involve:

- explore the complaint with the complainant and the person who is the subject of the complaint
- speaking with other persons who have been nominated by the parties to have observed the behaviour
- speaking directly with witnesses to the conduct complained about
- requesting the provision of information or documents relevant to the investigation, which may include access to audio or video recordings of meetings.

During the formal consideration of a matter appropriate records should be kept by the person responsible for managing the complaint.

### 4.5.4. Report

The person responsible for managing the complaint (or the third party engaged) should ensure a report is prepared summarising the matter and setting out their findings, conclusions and recommendations. The report should set out:

- Allegations made in the complaint
- Summary of evidence to which the investigation had regard
- Findings
- Conclusions
- Recommendations

A report will generally include a recommended action for the parties to consider and/or participate in such as, but not limited to the imposition of sanctions as per the Local Government Act:

- Discussions with parties to the complaint to seek agreement
- Formal mediation if not already undertaken
- Conciliation
- Arbitration
- Education and further training

A copy of the draft report should be provided to the parties to the complaint who should be given a reasonable opportunity, but no more than ten business days, to make submissions in relation to the draft report. The person responsible for managing the complaint (or the third party engaged) may provide a longer period of time for lodgement of submissions to the draft report at their discretion. The person responsible for managing the complaint (or the third party engaged) should have regard to any submissions made in preparing a final report.

***Outcome – No breach found***
Where the finding is that no breach of the ***behavioural requirements*** has occurred, a final report should be prepared by the person responsible for managing the complaint (or third party engaged) and provided to the complainant and the person complained about.

The complaint will remain confidential in accordance with the requirements of this Policy, except at the request of the person complained about. If such a request is made, a copy of the final report will be tabled[5] at the next practicable Council meeting. If no such request is received, no further action will be taken.

***Outcome – agreed actions (breach found)***
Where the finding is that a breach of the ***behavioural requirements*** has occurred and the complainant and the person complained about[6] agree to a path for resolution, that agreement will be documented including matters such as:

- actions to be undertaken
- responsibility for completing actions
- timeframes for completion of actions
- what will occur if there is a repeat of the behaviours complained about
- monitoring arrangements for completion of actions

[5] Note that the complainants identity may need to be redacted

[6] Where the conduct complained about is not raised by the person directly affected by the conduct it will usually be appropriate to discuss the proposed resolution with that person prior to finalising agreement. This is intended to apply in a circumstance where the 'victim' is not the complainant to provide them a reasonable opportunity to have input into the resolution

- what will occur if the actions aren't completed
- confirmation that the matter is considered resolved

The agreement reached will be made in writing, including a commitment by parties to the complaint to abide by the agreement (which may be by electronic means). A copy of the agreement will be retained by each party and a copy held in Council records.

The complaint will remain confidential in accordance with the requirements of this Policy except at the request of the person complained about. If such a request is made, a copy of the final report will be tabled[7] at the next practicable Council meeting. The matter must be reported in the Council's Annual Report which must contain the information required by the regulations[8].

***Outcome – no agreed action (breach found)***
Where the finding is that a breach of the ***behavioural requirements*** has occurred and the parties to the complaint have failed to reach agreement as to the resolution of the matter a final report should be presented to Council for determination. The person responsible for managing the complaint should request the CEO to include the final report in the Council Agenda as soon as practicable.

### *4.5.5. Actions of Council*

Where the parties are not able to agree on an approach to resolve the matter, the matter will be provided to Council for determine the actions to be taken which may include:

- taking no further action;
- passing a censure motion in respect of the member;
- requiring the member to issue a public apology (in a manner determined by the Council)
- requiring the member to undertake a specified course of training or instruction;
- removal or suspension from one or more offices held in the member's capacity as a member of the Council or by virtue of being a member of the Council – but not the office of Member of the Council.

If Council determines to take action, a report on the matter must be considered at a meeting open to the public[9].

Where Council determines to take no further action, the complainant will be advised of this along with reasons, which may include:

a) the ground that, having regard to all the circumstances of the case, it is unnecessary or unjustifiable for the council to deal with or continue to deal with the complaint;
b) the ground that the subject matter of the complaint has been or is already being investigated, whether by the council or another person or body; or
c) the ground that the council has dealt with the complaint adequately.

In making a determination under section 262C(1) Council should be reasonably prescriptive about the manner and time periods in which the action must be completed. Section 262E defines a failure to comply with a requirement of the council under 262C(1) as 'misbehaviour' which may result in a referral to the Behavioural Standards Panel.

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[7] Note that the complainants identity may need to be redacted.
[8] Schedule 4(1)(d), *Local Government Act 1999*
[9] Section 262C(2), *Local Government Act 1999*

The matter must be reported in the Council's Annual Report which must contain the information required by the regulations[10].

### 4.6. Behavioural Standards Panel

The Behavioural Standards Panel is an independent statutory authority consisting of three members and has powers to impose sanctions on council members who breach the ***behavioural requirements***.

In accordance with section 262Q of the *Local Government Act 1999* a complaint alleging misbehaviour, repeated misbehaviour or serious misbehaviour may be made to the Panel by certain persons as set out below. The Panel's jurisdiction arises in the circumstances set out below:

| ***Legislative definition*** | ***Plain language explanation*** |
|---|---|
| ***misbehaviour*** means—<br>(a) a failure by a member of a council to comply with a requirement of the council under section 262C(1); or<br>(b) a failure by a member of a council to comply with a provision of, or a requirement under, the council's behavioural management policy; or<br>(c) a failure by a member of a council to comply with an agreement reached following mediation, conciliation, arbitration or other dispute or conflict resolution conducted in relation to a complaint under Division 1; | Misbehaviour means:<br>(a) a council member fails to take the action required by council; or<br>(b) a council member fails to comply with this policy; or<br>(c) a council member fails to comply with an agreement reached pursuant to this policy |
| ***repeated misbehaviour*** means a second or subsequent failure by a member of a council to comply with Chapter 5 Part 4 Division 2; | A second or subsequent breach of the behavioural requirements |
| ***serious misbehaviour*** means a failure by a member of a council to comply with section 75G. | A breach of health and safety duties (including sexual harassment) as set out in section 75G of the *Local Government Act 1999* |

A complaint alleging misbehaviour, repeated misbehaviour or serious misbehaviour by a member of council may be referred to the Panel by[11]:

- A resolution of the council;
- the Mayor; or
- at least 3 members of the council
- Responsible person under 75G – direction not to attend meeting.

[10] Schedule 4(1)(d), *Local Government Act 1999*
[11] Section 262Q, *Local Government Act 1999*

**Behavioural Standards Panel Contact Officer**

Council must appoint a person as the contact officer for matters referred to the Behavioural Standards Panel. The contact officer is responsible for the provision of information to and receipt of notice from the Behavioural Standards Panel. For the purposes of this policy, the Behavioural Standards Panel Contact Officer will be the Chief Executive Officer, or their delegate.

# 5. Responsibilities

The ~~Deputy~~ Mayor, Deputy Mayor or the person responsible for managing complaints is responsible under this Policy to:

- Perform the tasks bestowed upon the person responsible for dealing with a complaint pursuant to this Policy
- In consultation with the CEO, facilitate access to resources to support impacted parties and resolve the concerns raised in a timely manner prior to the matter becoming serious, or escalating to a formal complaint.
- In consultation with the CEO, engage external resources to assist with investigation and resolution of matters.

The CEO (or delegate) is responsible under this Policy to:

- manage the administrative receipt, acknowledgement, record keeping and allocation of a complaint lodged in accordance with this Policy
- facilitate access to external resources to support the resolution of complaints lodged in accordance with this Policy.

The Behavioural Standards Panel Contact Officer (the Chief Executive Officer, or their delegate) is responsible under this Policy to:

- comply with any lawful request of the Panel for information related to a matter under consideration.
- receive and respond to notices relating to matters under consideration by the Panel.

Where the Behavioural Standards Panel Contact Officer is not the CEO, the Contact Officer should keep the CEO informed of the status of matters under consideration by the Panel.

# 6. Related Legislation

*Independent Commission Against Corruption Act 2012*

*Local Government Act 1999*

*Ombudsman Act 1972*

*Public Interest Disclosure Act 2018*

# Appendix 8

*Advisory Group Operation Conduct Policy with track changes*

Adelaide Hills
COUNCIL

# Council Policy

## Advisory Group Operation and Conduct




# COUNCIL POLICY

| | |
|---|---|
| | **ADVISORY GROUP OPERATION AND CONDUCT** |

| | |
|---|---|
| **Policy Number:** | GOV-15 |
| **Responsible Department(s):** | Governance ~~& Performance~~ |
| **Other Relevant Policies:** | *Behavioural Management Policy*<br>*Information or Briefing Sessions*<br>*Volunteer Engagement* |
| **Relevant Procedure(s):** | Nil |
| **Relevant Legislation:** | *Local Government Act 1999*<br>*Local Government (General) Regulations 2013* |
| **Policies and Procedures Superseded by this policy on its Adoption:** | *Advisory Group Operation & Conduct Policy, 25 February 2025~~18 December 2018~~, Item 12.10~~3~~, 77/25~~326/18~~* |
| **Adoption Authority:** | Council |
| **Date of Adoption:** | 25 November~~February~~ 2025 |
| **Effective From:** | 9 December~~4 March~~ 2025 |
| **Minute Reference for Adoption:** | xx~~77~~/25 |
| **Next Review:** | At the end of the Council term (November 2026) or as required by legislation or changed circumstances |

## Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|---|---|---|---|
| 1.0 | 2/1/2019 | Initial Adoption | Council – Res 326/18 |
| 1.1 | 9/11/2021 | Consequential amendments from adoption of *Information or Briefing Sessions Policy* | Council – Res 226/21 |
| 2.0 | 5/4/22 | Streamlining of recruitment procedures and removal of special meeting provisions | Council – Res 57/22 |
| 3.0 | 25/2/25 | Replacement of "Mayor" with "Deputy Mayor" in clauses 6.5, 7.2, and 16.5, as per the requirements of resolution 430/24. | Council – Res 77/25 |
| 4.0 | 25/11/25 | 1. Replacement of "Deputy Mayor" with "Mayor" in clauses 6.5, 7.2, and 16.5, as per the revocation of Part 3(h) of Resolution 430/24, as provided for by Resolution xx/25.<br>~~1.~~2. New template | Council – Res 77/25 |
| | | | |

# ADVISORY GROUP OPERATION AND CONDUCT POLICY

## 1. INTRODUCTION

1.1 Council has used Advisory Groups (in various forms) over many years to provide advice to the Administration (i.e. Council Officers) and, ultimately, to the Council in relation to a variety of subject matters.

1.2 While the specific composition arrangements of each Advisory Group vary, they provide the means by which the Administration can access technical and/or community advice to inform the development of Council strategies, policies and initiatives. They also allow community members with the right skills and interests in a matter to influence decision making and direction.

1.3 In contrast to the more formal meeting structures such as Council and Council Committees (created under s41 of the *Local Government Act 1999*), Advisory Groups do not have any legal standing but, due to the membership containing Council Members, are required to comply with the information or briefing sessions legislative provisions contained in Section 90A of the *Local Government Act 1999* and Council's adopted policy positions contained in the *Information or Briefing Sessions Policy*.

## 2. OBJECTIVES

2.1 The objectives of this policy are:

- To provide clear guidance to Council Members, Officers and Independent Members on the operational arrangements and conduct expectations of Advisory Groups; and

- To ensure that Advisory Groups are conducted in accordance with the applicable obligations contained in legislation and Council policy.

## 3. DEFINITIONS

3.1 **"Executive Officer"** means the Council Officer appointed by the Chief Executive Officer to coordinate and conduct the respective Advisory Group

3.2 "***Information or briefing session***" is a session to which more than one (1) member of the council or a council committee is invited by the council or the chief executive officer (CEO) of the council to attend or be involved in for the purpose of providing information or a briefing to attendees [Section 90A(1)].

3.3 ***"Electronic means"*** includes a telephone, computer or other electronic device used for communication.

## 4. SCOPE

4.1 This policy applies to all Council Members, Officers and Independent/Community Members appointed to, or supporting, Advisory Groups.

## 5. POLICY STATEMENT

5.1 Council values the experience and specialist knowledge that exists in the Adelaide Hills community and its partnering organisations and is committed to seeking opportunities to access this expertise for use in developing Council strategies, policies and initiatives.

## 6. ROLE AND FUNCTIONS

6.1 An Advisory Group is a group formed by Council to provide advice to its Executive Officer on specific matters the Executive Officer is seeking advice on.

6.2 For clarity, it is not a committee formed pursuant to Section 41 of the *Local Government Act 1999* which would provide advice direct to Council.

6.3 Each Advisory Group has a Terms of Reference adopted by Council and the Group is expected to stay within these terms.

6.4 Advisory Groups will not commission work on their own initiative or have any decision making powers delegated by Council, but rather provide advice to their Executive Officer.

6.5 Given that Advisory Groups provide advice to their Executive Officer, it is appropriate that only the ~~Deputy~~ Mayor, the CEO, and where delegated, the Executive Officer, be the media spokespersons on behalf of the Group.

## 7. MEMBERSHIP

7.1 The membership of each Advisory Group is set out in the respective Terms of Reference.

7.2 The ~~Deputy~~ Mayor is an ex-officio member of all Advisory Groups.

7.3 Council Members can attend meetings of all Advisory Groups.

## 8. APPOINTMENTS

8.1 Appointments to Advisory Groups shall be at the Council's sole discretion and be based upon the skills, knowledge and experience of appointees relevant to the Advisory Group.

### Independent Members

8.2 In the general course of events, the selection process will commence upon positions becoming vacant, or on the approach to positions becoming vacant at the end of a term(s) of membership, without needing reference back to Council, unless changes to the Terms of Reference or the continuance of an Advisory Group is being considered.

8.3 The selection process for Advisory Groups will begin with an advertising campaign calling for independent member nominations. Advertising will be through Council's website, newspapers, council service centres and libraries. Interested parties will be requested to submit a written application which will identify responses to the selection criteria.

8.4 The selection process for independent members will be conducted by a Selection Panel comprising one (1) Council Member (drawn from the Council Members currently on the Advisory Group), Council's Chief Executive Officer (or delegate), and the Executive Officer.

8.5 Recommendations for independent membership of Advisory Groups will be made by the Selection Panel to Council and appointment will be made by resolution.

8.6 Where all independent member positions are not filled in a selection process or a casual vacancy occurs, the Executive Officer will endeavour to find appropriate candidates and the Selection Panel will consider these as they arise. The Chief Executive Officer will have the delegation to appoint the recommended candidate for the balance of the independent members' term on that Advisory Group.

**Council Members**

8.7 Council Members will be appointed to Advisory Groups by resolution of the Council.

**Partnering Organisation Nominees**

8.8 For a small number of Advisory Groups, the Terms of Reference provide for membership of nominees of partnering organisations. As such there is no selection process by Council.

## 9. TERM OF OFFICE

9.1 The term of office for Independent Members on an Advisory Group will be two (2) years or such other time as resolved by Council at the time of appointment.

9.2 The term of office for Council Members will be two (2) years or such other time as resolved by Council.

9.3 Casual vacancies may be filled using the selection process with any appointment(s) made by resolution of Council. Where a vacancy occurs less than six (6) months before the expiry of the term of office, the vacancy may remain unfilled.

## 10. STATUS OF OFFICE OF MEMBERS

10.1 Independent Members of Advisory Groups (except partnering organisation nominees) have status and will be registered as volunteers of the Council and are insured in accordance with the Volunteer Insurance Policy that is part of the Council's membership of the Mutual Liability Scheme.

10.2 Independent Members are not indemnified by the Council against any liability arising as a result of their actions or omissions related to their involvement with the Advisory Group or undertaken in connection with their role as a member of an Advisory Group.

10.3 Council Members' involvement with an Advisory Group constitutes the exercise of official functions and duties of office of an elected member under the *Local Government Act 1999.* Council Members are, therefore, protected from civil liability in their role as Advisory Group members pursuant to section 39 of the *Local Government Act 1999.*

## 11. MEETINGS

11.1 An Advisory Group shall meet at least four times per year, or more frequently if determined by the Executive Officer in consultation with the Group Members.

11.2 The Executive Officer will determine the meeting schedule in consultation with Advisory Group Members.

11.3 A special meeting may be convened by the Executive Officer to consider a matter of urgency with at least five calendar days' notice.

11.4 While Advisory Groups do not make formal decisions, there is no specific requirement for a quorum. If however the Executive Officer determines that the likely number of attendees will be insufficient to generate the required advice, the meeting will be cancelled and alternative communication methods used.

11.5 In accordance with clauses 6.2.7-8 of the *Information or Briefing Sessions Policy,* meetings will be open to the public under s90A(3) unless the confidentiality provisions of s90(3) apply. Meetings will <u>not</u> be conducted by electronic means and will <u>not</u> be live streamed.

11.6 Publication of meeting details on Council's website will be in accordance with clause 6.2.9 of the *Information or Briefing Sessions Policy.*

**12. PRESIDING MEMBER**

12.1 The Executive Officer (or their delegate) will be the Presiding Member of the Advisory Group.

12.2 The role of the Presiding Member includes:

- Overseeing and facilitating the conduct of meetings in accordance with *Local Government Act 1999*, the *Local Government (General) Regulations 2013* and the *Information or Briefing Sessions Policy*; and

- Ensuring all Group Members have an opportunity to participate in discussions in an open and encouraging manner

**13. AGENDAS**

13.1 The Executive Officer will determine the matters to be discussed at the Advisory Group meeting on the basis of the advice required.

13.2 Only matters listed on the published Agenda will be discussed during the Advisory Group meeting.

13.3 The Agenda will be distributed to Members by email no later than five (5) days prior to the next meeting date.

**14. MINUTES**

14.1 As an Advisory Group is not a formal meeting of Council, the minutes will reflect this lack of formality but will (as minimum) record*:*

- The place, date and time at which the information or briefing session was held;

- The meeting attendees and apologies;

- The topics discussed; and

- Recommendations arising from the discussion and advice provided to the Executive Officer (see Recommendations section below).

**15. RECOMMENDATIONS OF ADVISORY GROUPS**

15.1 Advisory Groups provide advice to their Executive Officer which may be in the form of recommendations.

15.2 These recommendations will be made by consensus. Consensus decision-making is a group decision making process that seeks the consent of all participants. Consensus may be defined as an acceptable resolution, one that can be supported, even if not the "favourite" of each individual.

15.3 The minutes will record if consensus on a matter was not able to be achieved

15.4 An Advisory Group may make recommendations on changes to these Terms of Reference to its Executive Officer to enhance achievement of the Advisory Group's purpose and role.

**16. CONDUCT OF ADVISORY GROUP MEMBERS**

16.1 Council Members and Council Officers have conduct standards set by both legislation and policy and are required to comply with these is the context of Advisory Group meetings.

16.2 Independent/Community Members will be expected to:

a) Comply will Council's policies in relation to volunteers (where applicable);

b) Be honest and fair when dealing with all persons present at meetings;

c) Deal with information received in their capacity as a member in a responsible manner;

d) Be aware of any conflicts (real or perceived) between their role as a Group Member and their private interests and disclose these conflicts either prior to the relevant matter being discussed or as soon as the conflict becomes apparent;

e) Endeavour to provide accurate information to the Group and to the public at all times; and

f) Endeavour to establish and maintain respectful relationships with all Group members and Council staff, regardless of difference of views and opinions.

16.3 Matters presented to an Advisory Group as confidential shall be dealt with and remain in confidence until such time as confidentiality is withdrawn as advised by the Executive Officer.

16.4 A Member of an Advisory Group may be removed from office on the grounds that:

- He or she was absent, without leave from the Advisory Group, from two or more consecutive meetings; or

- Has made public statements that may be detrimental to the effective functioning of the Advisory Group; or

- Has, or is, behaving in a way which is detrimental to the smooth, efficient and effective workings of the Advisory Group.

16.5 The determination as to whether a Member's conduct constitutes grounds for removal from office will be made by a Reference Panel comprising the ~~Deputy~~ Mayor, Chief Executive Officer (or delegate) and the Executive Officer. The Reference Panel will observe the principles of natural justice in making any decision to remove a member from office. That is, the member will be given an opportunity to comment in relation to any adverse allegations against him/her and in relation to any proposal that he/she be removed from office. Any comments made by the member will be taken into account by the Reference Panel before a decision is made.

## 17. DELEGATION

17.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## 18. AVAILABILITY OF THE POLICY

18.1 This Policy will be available on the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.2** |
| **Responsible Officer:** | **Zoë Gill**<br>**Executive Governance Officer**<br>**Office of the CEO** |
| **Subject:** | **East Waste Register of Interests Fee** |
| **For:** | **Decision** |

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**SUMMARY**

The purpose of this report is to seek Council endorsement for the Eastern Waste Management Authority (East Waste) to charge a fee for providing a copy of the Register o Interests.

**RECOMMENDATION**

**Council resolves:**

1. **That the report be received and noted.**

2. **To endorse East Waste charging a fee of $25.00 to persons requesting a full copy of the Register of Interests.**

3. **That the CEO advises East Waste of Councils decision.**

---

## 1. BACKGROUND

East Waste is a regional subsidiary established pursuant to Section 43 of the *Local Government Act 1999* to undertake the collection and disposal of waste and recycling in an environmentally responsible, effective, efficient, economic and competitive manner.

The Constituent Councils which comprise East Waste are Adelaide Hills Council, City of Burnside, City of Campbelltown, City of Norwood Payneham and St Peters, City of Mitcham, Corporation of the Town of Walkerville, City of Unley and the City of Prospect.

East Waste is required to, in consultation, with the Chief Executive Officers of the constituent councils, ensure that a Register of Interest relating to its Board Members is maintained at the principal office of East Waste, or at a council office nominated by East Waste, and ensure that the register is available for public inspection during office hours.

At the last Ordinary meeting of the East Waste Board, the Board resolved to request that a fee of $25 be charged for persons requesting to purchase a full copy of the Register of Interests.

## 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

East Waste is a Regional Subsidiary established under Section 43 (Ability of councils to establish a regional subsidiary) and Schedule 2 (Provisions applicable to subsidiaries) of the *Local Government Act 1999*.

Section 72(4) of the *Local Government Act* states that a person is *entitled, on payment of a fee fixed by the subsidiary's constituent councils, to a copy of the Register maintained under subsection (3).*

### ➢ Risk Management Implications

Council's consideration of the proposed Register of Interests fee 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

Not applicable.

### ➢ Customer Service and Community/Cultural Implications

A fee of this nature to cover administrative costs is standard practice across the Local Government sector.

### ➢ 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**

East Waste have written to the CEOs of each member council seeking views and endorsement of the fee. It is industry practice for Councils and other related entities to charge fees of this nature.

## 3. OPTIONS

Council has the following options:

I. Endorse the fee.
II. Provide alternative feedback to East Waste.

## 4. APPENDICES

(1) Letter to CEO from East Waste, General Manager.

# Appendix 1

*Letter to CEO from East Waste, General Manager*

EastWaste

31.10.2025

Mr Greg Georgopolous
Chief Executive Officer
Adelaide Hills Council
63 Mount Barker Road
STIRLING SA 5152

By email ggeorgopolous@ahc.sa.gov.au

**RE: East Waste Register of Interests**

Dear Greg

In accordance with section 72 of the *Local Government Act 1999* (Act) Directors and Deputy Directors of the Eastern Waste Management Authority (East Waste) are required to submit a primary return and ordinary return to the Chief Executive Officer of each constituent council.

East Waste is required to, in consultation, with the Chief Executive Officers of the constituent councils, ensure that a Register of Interest relating to its Board Members is maintained at the principal office of East Waste, or at a council office nominated by East Waste, and ensure that the register is available for public inspection during office hours.

East Waste sought legal advice on this process, a copy of which was provided to you in the East Waste Board agenda of 25 September 2025. Norman Waterhouse Lawyers advised that East Waste is able to submit copies of Board Member's Primary and Ordinary Returns to the Chief Executive Officers provided that the Board Members are clear that they are requesting East Waste do so on their behalf and in compliance with their obligation under the Act. East Waste will pdf all returns into one document and distribute the Register of Interests accordingly.

Additionally, section 72(4) of the Act states that a person is *entitled, on payment of a fee fixed by the subsidiary's constituent councils, to a copy of the Register maintained under subsection (3).* At the Ordinary meeting of the East Waste Board, the Board resolved to request that a fee of $25 be charged for persons requesting to purchase a full copy pf the Register of Interests.

Would you kindly raise the matter of this fee at your next Council meeting and advise if your Council considers the fee appropriate.

I look forward to your response in due course.

Kind regards

Leonard Leyland
**General Manager**
**Eastern Waste Management Authority**
1 Temple Court, Ottoway SA 5013
t 08 8347 5111 e east@eastwaste.com
eastwaste.com.au

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.3** |
| **Responsible Officer:** | **Gary Lewis**<br>**Director Corporate Services**<br>**Corporate Services** |
| **Subject:** | **Budget Review 1 2025-26** |
| **For:** | **Decision** |

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**SUMMARY**


The *Local Government (Financial Management) Regulations 2011* (the Regulations) requires Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require or offer opportunities for changes to the budget during the year.

This report presents Budget Review One (BR1) of the 2025-26 financial year to Council for consideration. BR1 is built on the budget that was adopted by Council in its Annual Business Plan and the previously adopted Carry Forwards adjustments.

The proposed budget variations have not materially changed Council's 2025-26 expected outcome with a deficit of $3.130m forecast. The detail of the proposed changes is documented in ***Appendix 1***.

However, uncertainty remains in achieving this outcome, as no adjustment has been made for depreciation changes despite the completion of the year-end process. Further investigations are required to ensure the accuracy of the deprecation change. These will be undertaken over the coming months.

Potentially off-setting some of the downside risk associated with depreciation, is an opportunity to achieve vacancy savings over the remainder of the year. The level of vacancy savings which are achieved will become clearer over the coming months.

Following the carrying forward of capital expenditure budgets of $3.257m, the BR1 process has included a review of the total capital program and is recommending that it be increased. The budget currently stands at $20.997m and is recommended to be increased by $1.849m to $22.846m. The rationale for these adjustments is documented in ***Appendix 2***.

The increase in the budget is required to ensure that Council can procure and contract all the proposed capital works, noting a portion of these works may need to be carried over into, and delivered, in 2026-27.

As a result of the proposed operating and capital adjustments and adjustment to reflect the actual start of year balance following completion of the financial year-end process, Council's Net Borrowing Result for the year is projected to be $11.1m.

BR1 was considering by the Audit and Risk Committee at their meeting on the 17th of November 2025. After the Audit and Risk Committee considered the report, the budget was updated to reflect Council resolution 360/25 in relation to the Stirling Market road closure fees. This resulted in User Charges and Community grant contributions increasing by $18.5k. This had zero financial impact as the additional revenue is offset by additional costs

**RECOMMENDATION**

**Council resolves:**

1. **That the report on Budget review 1 – 2025-26 be received and noted.**

2. **To recommend to Council the proposed budget adjustments presented in Budget Review 1 which result in:**
   a. **An operating deficit of $3.130m for the 2025-26 financial year**
   b. **An operating deficit ratio of 4.8%**
   c. **Capital expenditure $22.846m for the 2025-26 financial year an increase of $1.849m from the approved budget of $20.998m**
   d. **An asset renewal funding ratio of 153% compared to the approved budget target of 90 to 110%**
   e. **A net financial liabilities ratio of 57% compared to the approved budget target of between 0 and 100%**
   f. **Net borrowing projected to be $11.1m from the Uniform Presentation of Accounts**

3. **The BR1 for 2025-26 includes capital expenditure carry overs from 2024/2025 of $3.257m**

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## 1. BACKGROUND

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to the budget during the year. This report presents the first Budget Review (BR1) of the 2025-26 financial year.

This budget review was considered by the Audit Committee at its meeting of 17 November 2025 where it resolved as follows:

**8.8 Budget Review 1 – 2025-26**

**Moved Natalie Simmons**
**S/- Pamela Lee** **ARC66/25**

**The Audit and Risk Committee resolves:**

1. **That the report on Budget review 1 – 2025-26 be received and noted (item 8.8, 17 November 2025, Audit and Risk Committee meeting).**
2. **To recommend to Council the proposed budget adjustments presented in Budget Review 1 which result in:**
   a. **An operating deficit of $3.130m for the 2025-26 financial year**
   b. **An operating deficit ratio of 4.8%**
   c. **Capital expenditure $22.846m for the 2025-26 financial year an increase of $1.849m from the approved budget of $20.998m**
   d. **An asset renewal funding ratio of 153% compared to the approved budget target of 90 to 110%**
   e. **A net financial liabilities ratio of 57% compared to the approved budget target of between 0 and 100%**
   f. **Net borrowing projected to be $11.1m from the Uniform Presentation of Accounts**
3. **The BR1 for 2025-26 includes capital expenditure carry overs from 2024/2025 of $3.257m**

**Carried Unanimously**

## 2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

| | |
|---|---|
| Goal 5 | A Progressive Organisation |
| Objective O3 | Our organisation is financially sustainable for both current and future generations |
| Priority O3.1 | Ensure the delivery of agreed strategic plan requirements whilst meeting endorsed long term targets for a sustainable operating surplus and level of debt |
| Objective O5 | We are accountable, informed, and make decisions in the best interests of the whole community |
| Priority O5.1 | Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations |
| Priority O5.3 | Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community |

A key aspect of Council's formal budget reviews is to review and monitor Council's Annual Budget with reference to its overall financial position and its *Long Term Financial Plan* (LTFP) to ensure Council continues to be financially sustainable.

The undertaking of formal budget reviews is a requirement of Section 123(13) of the *Local Government Act 1999*, and Part 2(9) of the *Local Government (Financial Management) Regulations 2011*, detailed below:

(13) A council must, as required by the regulations, and may at any time, reconsider its annual business plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.

**9—Review of budgets**

(1) A council, council subsidiary or regional subsidiary must prepare and consider the following reports:

(a) at least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year (where at least 1 report must be considered before the consideration of the report under subregulation (1)(b), and at least 1 report must be considered after consideration of the report under subregulation (1)(b))—a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled *Uniform Presentation of Finances*;

(b) between 30 November and 15 March (both dates inclusive) in the relevant financial year—a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.

(2) A council must also include in a report under subregulation (1)(b) revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset renewal funding ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled *Financial Indicators*.

➢ **Risk Management Implications**

Conducting the budget review process as required by Regulations will assist in mitigating the risk of:

*Failure to conduct the budget review process as required by Regulations results in inaccurate budgets and unforecasted deficits leading to inadequate resourcing for current and future activities.*

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| Medium (4D) | Low (2E) | Low (2E) |

It ensures that financial resources are deployed in areas that align with Council’s Strategic Management Plans, are affordable and support Council’s *Long Term Financial Plan*.

➢ **Financial and Resource Implications**

The proposed BR1 budget changes result in an operating deficit of $3.130m.

In terms of capital expenditure, a total capital expenditure program of $22.846m is proposed.

As a result of the proposed operating and capital adjustments and adjustment for the opening position for the year, Council’s Net Borrowing Result (from the Uniform Presentation of Accounts) for the year is forecast to be $11.1m.

It should be noted that the figures in this report and supporting appendices have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

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

There is a high expectation that Council has appropriate financial governance processes in place including the review of the budget periodically.

- **Sustainability Implications**

Financial sustainability is foundational to the Sustainability of Council. The Budget Review process is a key point of control in the financial year where the ongoing financial sustainability can be reviewed.

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

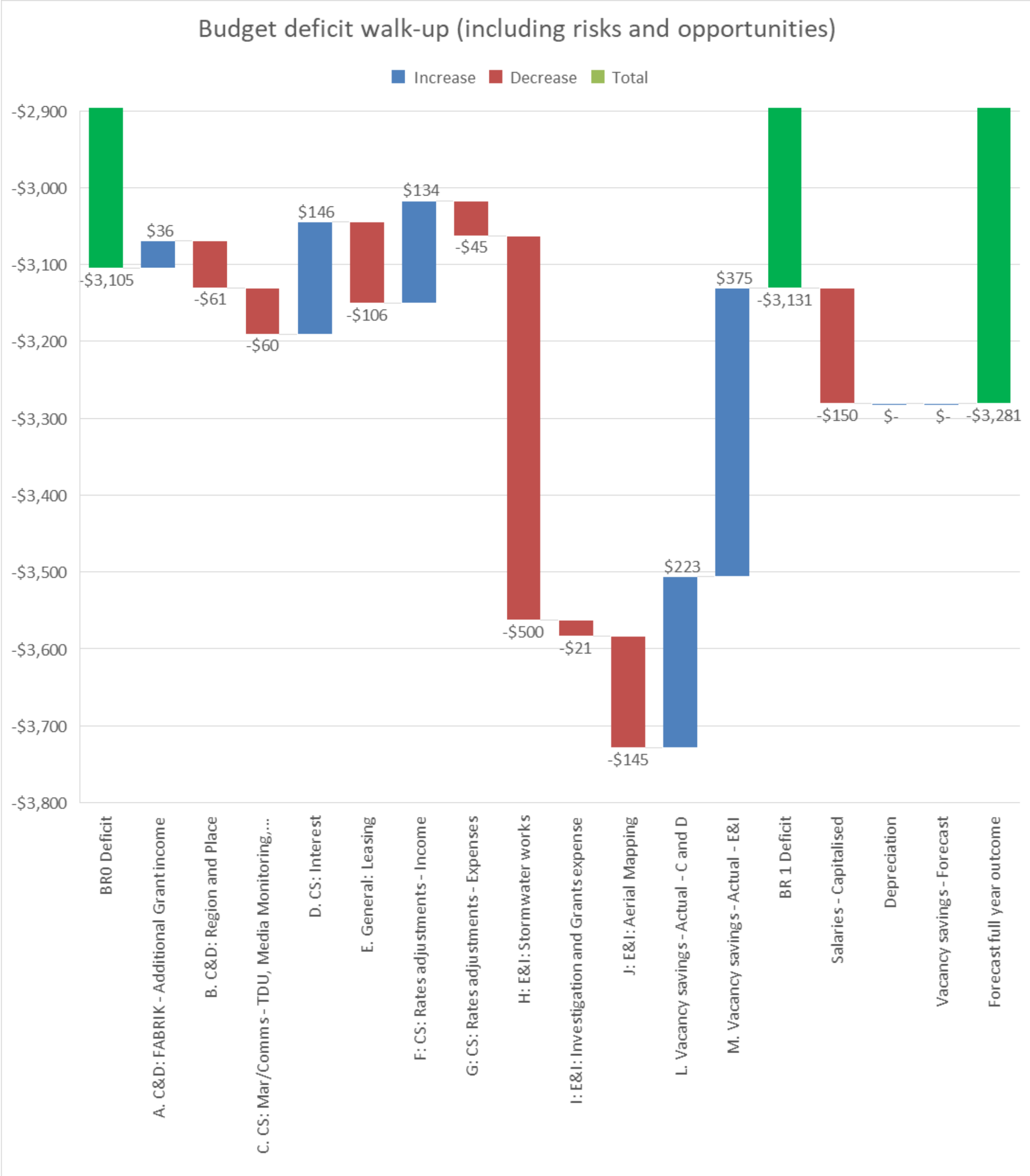
Consultation on the development of this report was as follows:

| | |
|---|---|
| *Council Committees:* | This report was presented to the Audit Committee at their 17 November 2025 meeting |
| *Council Workshops:* | Not Applicable |
| *Advisory Groups:* | Not Applicable |
| *External Agencies:* | Not Applicable |
| *Community:* | Not Applicable |

- **Additional Analysis**

The graph below illustrates the movement from the adopted budget, including carry-overs (BR0), to the proposed BR1 adjusted budget, to the forecast full year outcome. The details of the movements can be found in ***Appendix 1***, with material items discussed.

Additionally, commentary on the risks and opportunities is also provided.




**Commentary on material items**

*H: E&I: Stormwater works*

This has arisen from confidential Council resolution 260/25 and relates to stormwater works. A portion of the works are capital in nature and a portion operating.

*L and M: Vacancy savings – Community and Development, Environment and Infrastructure*

These amounts are the savings which have arisen due to vacancies within these two directorates, for the 3 months to the end of September. There are no vacancy savings within the Corporate Services directorate.

**Commentary on Risks and Opportunities**

*Salaries - Capitalised*

Whilst undertaking salary capitalisation at the end of quarter 1 2025-26, it was observed that a number of project managers were working on operating projects. When preparing the salary capitalisation budget, these staff were presumed to be delivering capital projects. It is estimated that the total costs associated with this is $150k for the full year. This is likely to result in an increase in Opex costs, and a decrease in Capex costs.

*Depreciation*

Following the completion of the 2024-25 year-end process, in which significant uplift in sealed road valuations occurred, forecast depreciation calculations were undertaken for 2025-26. Whilst in general the increases in depreciation aligned with expectations, a few items require further investigation to ensure their accuracy. These investigations will occur during quarter 2 of the financial year, and potential adjustments to depreciation will be made at Budget Review 2 (BR2).

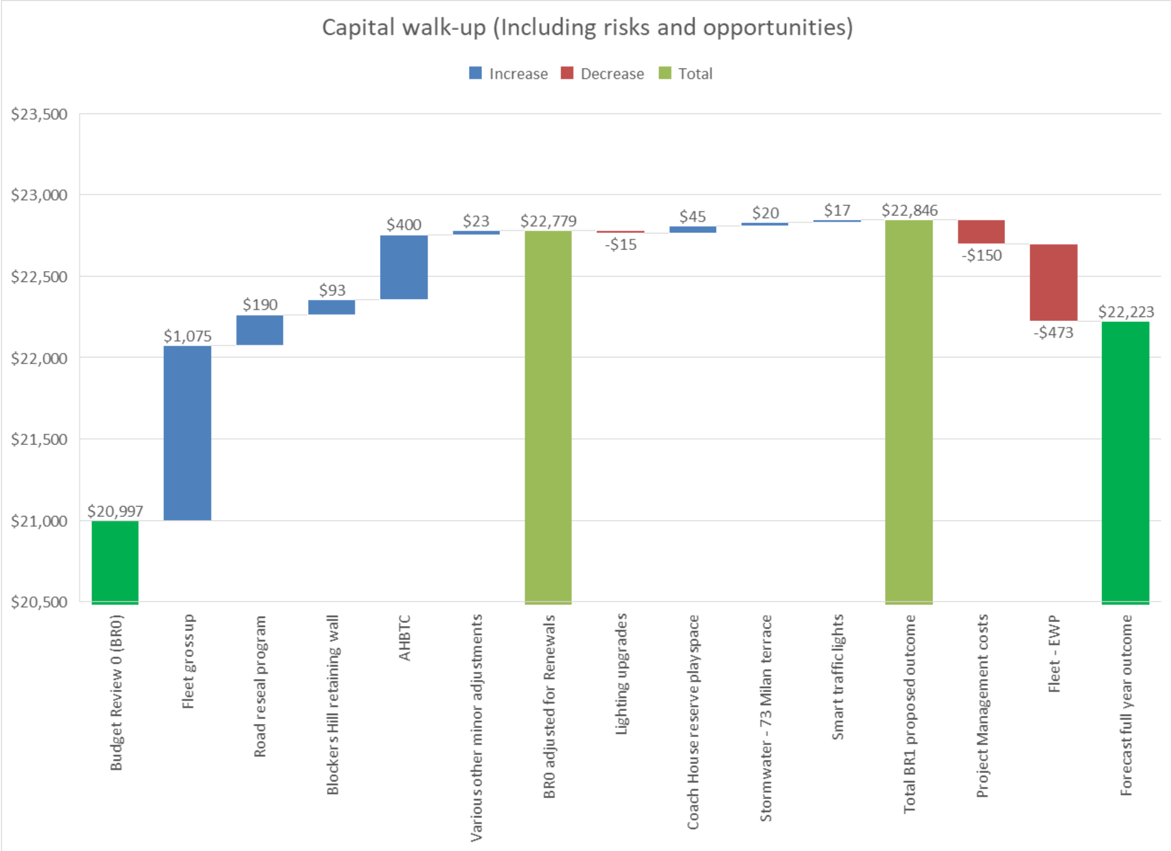
*Vacancy savings - Forecast*

The proposed budget adjustment above incorporates actual vacancy savings for the quarter ended 30 September. The budget has been decreased by these actual savings.

The revised budget includes savings to date. In addition to this, there may be further vacancy savings during the remainder the of the year, a portion of which will offset the remainder of the originally budgeted vacancy savings included as part of the adopted budget. At present, it is unclear as to the amount of the savings, as recruitment has progressed for a number of key roles within the organisation. There may be potential adjustments undertaken at BR2.

**Capital budget**

The graph below illustrates the movement from the adopted budget, including carry-overs (BR0), to the proposed BR1 adjusted budget, to the forecast full year outcome. The details of the movements can be found in ***Appendix 2***. Details of the risks and opportunities can be found in ***Appendix 3***.




| Financial Indicator | Council Adopted Target | Current Budget for 2025-26 (BR0) | Proposed BR1 Budget 2025-26 |
|---|---|---|---|
| **Operating Surplus Ratio** | 0% to 10% | (4.8%) | (4.8%) |
| **Net Financial Liabilities Ratio** | 0% to 100% | 67% | 51% |
| **Asset Renewal Funding Ratio** | 90% to 110% | 138% | 153% |

**Financial sustainability considerations**

The budget is not necessarily a good measure of Council's financial sustainability as it considers a very short timeline in the life of a Council. The budget and actual result for the year is impacted by short-term, one-off events which may or may not materialise in a particular year and be isolated to that year.

Further, these impacts may be non-cash in nature and thus not impact the financial viability of Council.

Additionally, the actual results for the financial year may differ significantly from the budget due to a number of reasons including proactive changes to delivery approaches which may occur in the latter half of the year.

- Of more relevance in considering financial sustainability is the Long-Term Financial Plan (LTFP) as this is the roadmap to financial sustainability for a Council.

## 3. OPTIONS

Council has the following options:

I. To adopt Budget Review 1 as prepared without making any further amendment to the adopted budget (Recommended).
II. To determine required changes to the review and adopt a revised Budget Review 1, recognising the likely impact upon future Budget Reviews and Council's LTFP.
III. To not adopt the review.

## 4. APPENDICES

(1) Operating budget – Proposed changes – BR1
(2) Capital budget – Proposed changes – BR1
(3) Capital budget – Risks and Opportunities – BR1
(4) Uniform Presentation of Finances – BR1

# Appendix 1

*Operating budget – Proposed changes – BR1*

| Budget Review 1 2025/26 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Account Description** | **Department /Program** | **Current Budget: Exp / (Inc)** | **Change: FAV / (UNFAV)** | **Revised Budget: Exp / (Inc)** | **Status One-off or Ongoing** | **Subtotals: FAV / (UNFAV)** | **Ref** | **Comments** |
| **COMMUNITY & DEVELOPMENT** | | | | | | | | |
| COMMY - HACC: Revenue: Grant - Commonwealth | Positive Ageing (Home Support) | 1,172,353 | -10,000 | 1,182,353 | One-off | | | Grant revenue received in FY 2024/25, with associated services to be undertaken in FY 2025/26. Revenue earned and costs to be incurred in current year. No impact to operating result |
| COMMY - HACC SOCIAL SUPPORT: Programs: Contractors | Positive Ageing (Home Support) | 40,000 | -10,000 | 50,000 | One-off | | | |
| | | | | | | 0 | | |
| COLLABORATIVE HILLS POSITIVE AGEING: Events: Contractors | Positive Ageing (Collaborate) | 3,500 | 3,500 | 0 | One-off | | | Expenditure lines have been brought to zero to enable spending in the other expenditure lines (listed below) |
| COLLABORATIVE HILLS POSITIVE AGEING: Projects: Contractors | Positive Ageing (Collaborate) | 3,000 | 3,000 | 0 | One-off | | | |
| COLLABORATIVE HILLS POSITIVE AGEING: Events: Materials | Positive Ageing (Collaborate) | 0 | -4,500 | 4,500 | One-off | | | Expenditure lines amended to balance out the figures removed the contractor lines as listed above |
| COLLABORATIVE HILLS POSITIVE AGEING: Events: Venue Hire | Positive Ageing (Collaborate) | 0 | -1,500 | 1,500 | One-off | | | |
| COLLABORATIVE HILLS POSITIVE AGEING: Task Force: Catering | Positive Ageing (Collaborate) | 200 | -500 | 700 | One-off | 0 | | |
| | | | | | | | | |
| | | | | | | | | |
| FABRIK: Revenue: Grant | FABRIK/FABRIK | 35,606 | -35,606 | 71,212 | One-off | 35,606 | A | Grant deferred from FY 2024/25 into FY 2025/26. Associated expense line has sufficient budget to undertake activities to earn the grant and therefore no adjustment required to expenses |
| | | | | | | | | |
| REGION & PLACE: Road Closure: Application Fee | Manager Region and Place | 0 | -6,000 | 6,000 | On-going | | | No amount included in the budget when the FY 2025/26 budget prepared. Forecast income for the year in relation to application fees for Road Closures |
| REGION & PLACE: Christmas Pageant: Other | Manager Region and Place | 8,300 | -5,000 | 13,300 | On-going | | | Additional contractor costs required for Christmas pageant traffic management |
| CORPORATE MANGT DRS: Policy Planning: Contractors | Manager Region and Place | 0 | -50,000 | 50,000 | On-going | | | Additional contractor costs required to deliver strat plan outcomes. Cost increases off-set by vacancy savings |
| REGION & PLACE: Road Closure: Application Fee | Manager Region and Place | 6,000 | -18,500 | 24,500 | On-going | | | Increase in contribution to Community Development grants program following Council resolution 360/25 |
| REGION & PLACE: Community Grants: Contribution expense | Manager Region and Place | 49,000 | -18,500 | 67,500 | On-going | | | |
| | | | | | | -61,000 | B | |
| | | | | | | | | |
| LIB SERV : MANGT: Revenue: Grant - Operating | Manager Library & Customer Service/Lib | -133,900 | -2,433 | -131,467 | Ongoing | | | Adjustment to operating grant and associated operating expenses following confirmation from the Libraries Board. No impact to operating result |
| LIB SERV : MANGT: Revenue: Grant - Book Stock | Manager Library & Customer Service/Lib | -164,200 | -9,680 | -154,520 | Ongoing | | | |
| LIB SERV : MANGT: Operations: Equipment & Supplies | Manager Library & Customer Service/Lib | 18,500 | 1,233 | 17,267 | Ongoing | | | |
| LIB SERV : MANGT: Stationery: Materials | Manager Library & Customer Service/Lib | 8,400 | 1,200 | 7,200 | Ongoing | | | |
| LIB SERV : MANGT: Stores: Materials Centralised purchasing (Grant funded) | Manager Library & Customer Service/Lib | 119,400 | 30,971 | 88,429 | Ongoing | | | Adjustment to materials grant following confirmation from Libraries Board - increase in costs levied centrally across libraries. No impact to operating result |
| LIB SERV : MANGT: Stores: Materials - Grant Levies | Manager Library & Customer Service/Lib | 40,800 | -21,291 | 62,091 | Ongoing | 0 | | |

| Account Description | Department /Program | Current Budget: Exp / (Inc) | Change: FAV / (UNFAV) | Revised Budget: Exp / (Inc) | Status One-off or Ongoing | Subtotals: FAV / (UNFAV) | Ref | Comments |
|---|---|---|---|---|---|---|---|---|
| **CORPORATE SERVICES** | | | | | | | | |
| ICT: Plant: Vehicles - Light | Manager Information Services | 17,400 | 17,400 | 0 | Ongoing | | | With staff turn-over, and a change in contractual arrangements with new staff, vehicles are no longer being provided. Therefore, there is no longer a need to have a recovery of the costs |
| CORPORATE MANGT E&I: Plant: Vehicles - Light | E&I Director's Office/E&I Director's Offic | 17,400 | 17,400 | 0 | Ongoing | | | |
| ECONOMIC DEVELOPMENT: Plant: Vehicles - Light | Manager Economic Development/Econo | 17,400 | 17,400 | 0 | Ongoing | | | |
| EMERGENCY MANGT: Plant: Vehicles - Light | Manager Emergency Mngt, Waste & Sus | 17,400 | 17,400 | 0 | Ongoing | | | |
| PLANT, EQUIPMENT AND STORES: Recoverables: Vehicles - Light | Manager Open Space/Open Space - Stor | 851,500 | 69,600 | 781,900 | Ongoing | 0 | | |
| | | | | | | | | |
| COMMS EVENTS: STDU : Contractors | Manager Communications, Engagement | 76,000 | -34,000 | 110,000 | Ongoing | | | Additional budget required for contractor event management of TDU |
| CORPORATE MANGT CC: Communications: Contractors | Manager Communications, Engagement | 77,600 | -11,000 | 88,600 | Ongoing | | | Annual media monitoring services required but not included when budget prepared |
| CORPORATE MANGT CC: Communications: Contractors | Manager Communications, Engagement | 88,600 | -15,000 | 103,600 | One-off | | | Forecast costs associated with the Values initiative |
| | | | | | | -60,000 | C | |
| | | | | | | | | |
| FINANCIAL MANGT: Banking: Debenture LGFA Interest | Manager Financial Services/Corporate | 245,300 | 84,800 | 160,500 | One-off | | | Forecast interest savings as a result of lower than budgetted debt balances |
| FINANCIAL MANGT: Banking: Interest LGFA Overdraft | Manager Financial Services/Corporate | 1,116,700 | 60,700 | 1,056,000 | One-off | | | |
| | | | | | | 145,500 | D | |
| | | | | | | | | |
| BUILDINGS: Office Accomodation: Leased Properties | Manager Property Services/Property Ma | 31,800 | -151,200 | 183,000 | Ongoing | | | $15,237/mth in rent for Garrod = $182,844/year - however, rent review (likely approx 2-3%) was due Feb 2025 so additional budget may be required in BR2 |
| COMMERCIAL ACT- AHBTC: Comm Organisations: Leased Properties | Manager Property Services/AHBTC | 51,800 | 45,300 | 6,500 | Ongoing | | | Based on outgoings for AHBTC ($425.80/mth Bldg 26 + $78.24/mth Bldg 31A ==> approx $6k. Lease agreement being re-negotiated currently. |
| | | | | | | -105,900 | E | |
| | | | | | | | | |
| COMMERCIAL ACT - AHBTC: Rates: General Rate Rebate | Manager Property Services/AHBTC | 5,800 | -1,200 | 7,000 | Ongoing | | | Rebate is granted at beginning of rating period. Aligned to actual rebates granted |
| CMWS MANGT: Revenue: Rates Raised | Manager Strategic Assets/CWMS | -1,605,000 | 3,640 | -1,608,640 | Ongoing | | | Adjustment to actual rates levied |
| RATES - AHC BUILDINGS CWMS: Donations: General Rate Rebate | Manager Property Services/Property Ma | 11,500 | 3,900 | 7,600 | Ongoing | | | Rebate is granted at beginning of rating period. Aligned to actual rebates granted |
| RATES - GENERAL: Revenue: General Rate | Manager Financial Services/Rates | -35,808,000 | 90,400 | -35,898,400 | Ongoing | | | Adjustment to actual rates levied |
| RATES - PROCESSING: Recoverables: Legal Fees | Manager Financial Services/Rates | -59,000 | 30,000 | -89,000 | Ongoing | | | Acutals YTD is $60k. Increase forecast with further revisions likely at BR2 |
| RATES - REBATES: Primary Producer: General Rate Rebate | Manager Financial Services/Rates | 3,500 | 800 | 2,700 | Ongoing | | | Rebate is granted at beginning of rating period. Aligned to actual rebates granted |
| RATES - REBATES: Revaluation Relief: General Rate Rebate | Manager Financial Services/Rates | 21,000 | 6,000 | 15,000 | Ongoing | | | Rebate is granted at beginning of rating period. Aligned to actual rebates granted |
| | | | | | | 133,540 | F | |
| | | | | | | | | |
| RATES - PROCESSING: Contracting: Valuations | Manager Financial Services/Rates | 146,900 | -15,100 | 162,000 | Ongoing | | | $156k for actual FY 2025/26 valuation roll, plus $500 per month of costs |
| RATES - PROCESSING: Litigation: Legal Fees | Manager Financial Services/Rates | 59,000 | -30,000 | 89,000 | Ongoing | | | Increase budget to align with increased legal fee recovery |
| | | | | | | -45,100 | G | |

| Account Description | Department /Program | Current Budget: Exp / (Inc) | Change: FAV / (UNFAV) | Revised Budget: Exp / (Inc) | Status One-off or Ongoing | Subtotals: FAV / (UNFAV) | Ref | Comments |
|---|---|---|---|---|---|---|---|---|
| **ENVIRONMENT & INFRASTRUCTURE** | | | | | | | | |
| COMMERCIAL ACT - PRIVATE: Revenue: Other Income | Manager Civil Services | -5,800 | -50,000 | -55,800 | One-off | | | Contribution from Stirling Op Shop, to offset costs of works undertaken to beautify the area adjacent the Op Shop |
| FOOTPATHS: Maintenance: Contractors | Manager Civil Services | 13,590 | 50,000 | 63,590 | One-off | 0 | | |
| | | | | | | | | |
| | Manager Civil Services | 0 | -400,000 | 400,000 | One-off | | | Adjustment to budget arising from confidential Council resolution 260/25. A portion of the costs of the stormwater works are to be capitalised ($400k) and the remainder has been assessed as an operating expense. The classification of the costs as operating vs captial will be re-assessed later in the year. |
| | Manager Property Services/Sport & Recr | 0 | -100,000 | 100,000 | One-off | | | Additional works adjacent to and aligned with stormwater works. Confidential resolution 260/25 refers. |
| | | | | | | -500,000 | H | |
| | | | | | | | | |
| SPORT & RECREATION PLANNING: Woodside Oval: Contributions Expense | Manager Property Services/Sport & Recr | 37,600 | -940 | 38,540 | Ongoing | | | CPI was not added to the contribution expense for Woodside Oval maintenance during budget preparation |
| SPORT & RECREATION PLANNING: Kersbrook Oval: Contributions Expense | Manager Property Services/Sport & Recr | 12,520 | -393 | 12,913 | Ongoing | | | CPI was not added to the contribution expense for Kersbrook Oval maintenance during budget preparation |
| OPEN SPACE: Operations: Consultants | Manager Open Space | 0 | -20,000 | 20,000 | On-off | | | Consultant costs to undertake early investigative works into a new playspace within Hamilton Hill/Woodforde area |
| | | | | | | -21,333 | I | |
| | | | | | | | | |
| STRATEGIC ASSETS: Asset Register: Contractors | Manager Open Space | 172,200 | -145,000 | 317,200 | One-off | -145,000 | J | Funding is required to undertake an aerial vegetation mapping survey. This will assist Council with achieving the strategic plan - Goal 1 - Natural environment, and objectives 3 and 4. The data derived from the survey will inform decision making in relation to the natural environment. |
| | | | | | | | | |
| BIODIVERSITY: Maintenance: Salaries Field | Manager Open Space | 194,900 | -92,000 | 286,900 | Ongoing | | | Pos 0575 Team Member Biodiversity is a new, ongoing role created and now filled. It is to be funded from a reduction in contract labour and contractors. |
| TOWNSHIP GARDENS: Maintenance: Contract Labour | Manager Open Space | 50,000 | 50,000 | 0 | Ongoing | | | Will part fund Pos 0575 (above) Team Member Biodiversity. The budget in 23-24 was $50k which should have been rolled into 24-25 |
| PARKS AND RESERVES: Hamilton Hill and Crest: Contractors | Manager Open Space | 165,000 | 42,000 | 123,000 | Ongoing | 0 | | Will part fund Pos 0575 (above) Team Member Biodiversity |
| | | | | | | | | |
| **Salaries** | | | | | | | | |
| **Salaries - Community and Development** | | | **222,509** | | | 222,509 | K | |
| | | | | | | | | |
| **Salaries - Environment and Infrastructure** | | | **375,115** | | | 375,115 | L | |
| | | | | | | | | |
| | | **Total** | | | | **-26,063** | | |

# Appendix 2

*Capital budget – Proposed changes – BR1*

| 2025-26 CAPITAL BUDGET REVIEW 1 | | | | | | |
|---|---|---|---|---|---|---|
| **Project Description** | **Asset Classification** | **Asset Category** | **Current Budget** | **Change FAV / (UNFAV)** | **Revised Budget** | **Comment** |
| Gross up of fleet - Heavy and Plant | Fleet - Heavy | Renewal | $1,900,000 | $548,164 | $2,448,164 | When the Heavy and Light fleet renewal was budgetted for, it was done so on a net (of proceeds from disposal) basis. This adjustment is to increase the fleet replacement to a gross basis, with a corresponding adjustment to the capital income being the proceeds from sale. |
| Gross up of fleet - Light | Fleet - Light | Renewal | $1,791,000 | $527,132 | $2,318,132 | When the Heavy and Light fleet renewal was budgetted for, it was done so on a net (of proceeds from disposal) basis. This adjustment is to increase the fleet replacement to a gross basis, with a corresponding adjustment to the capital income being the proceeds from sale. |
| Reallocate Light to Heavy | Fleet - Heavy | Renewal | $2,448,164 | $715,886 | $3,164,050 | Following a reassessment of the fleet requirements, the split between the 2 has been altered, to increase the heavy fleet, and decrease the light fleet |
| Reallocate Light to Heavy | Fleet - Light | Renewal | $2,318,132 | -$715,886 | $1,602,246 | Following a reassessment of the fleet requirements, the split between the 2 has been altered, to increase the heavy fleet, and decrease the light fleet |
| Road Seal renewal Program | Roads | Renewal | $3,600,000 | $190,000 | $3,790,000 | The spray seal contractor terminated their agreement with several customers when they chose to cease SA operations. This resulted in a deferral of a portion of the FY 2024/25 program (delat with at BR0) and an increase in costs of the deferred program. This is now being requested, to complete the FY 2024/25 program of works |
| Blockers Hill retaining wall | Other | Renewal | $0 | $93,000 | $93,000 | A portion of Blockers Road was experiencing significant longitudinal cracking and following investigations, it was discovered that there a supporting retaining wall was failing. This requires replacement to prevent further degradation of the road. |
| Stormwater works | Stormwater | Renewal | $0 | $400,000 | $400,000 | Adjustment to budget arising from confidential Council resolution 260/25 |
| Birdwood institute - Renewal of external walls | Buildings | Renewal | $41,000 | $4,628 | $45,628 | Minor increase to budget to address cost over run during delivery phase |
| Coach House Drive Reserve, Teringie - Court Resurfacing | Other | Renewal | $0 | $45,000 | $45,000 | Council is installing a new play space due to safety concerns over the existing equipment. This court is adjacent the playspace and it would be timely to resurface it whilst the play space is being upgraded |
| Sport Court Upgrades REGIONWIDE | Other | Renewal | $35,000 | -$35,000 | $0 | The work which this line contemplates undertaking, will be delivered under Court resurfacing renewals |
| Court Resurfacing Renewals REGIONWIDE | Other | Renewal | $60,000 | $2,000 | $62,000 | Slight increase in budget, due to combining works in this line, with those contemplated under Sport Court Upgrades |
| Replacement of fuel tank at Heathfield depot | Other | Renewal | $0 | $23,000 | $23,000 | The current fuel tank (10k litres) is nearing end of life. Proposal is to replace with a larger (15k litres), mobile, solar powered fuel tank. It is projected to save $4k per year on the cost of the fuel, and bring efficiency gains with fewer deliveries required throughout the year. |
| Randells Cottage Repair | Buildings | Renewal | $13,600 | $5,320 | $18,920 | Additional cost due to increased length of boundary fencing necessary ot secure property. |
| Aldgate Oval Clubrooms Renewal of kitchen internal | Buildings | Renewal | $25,000 | $2,341 | $27,341 | Increase due to previously unforeseen underfloor damage. Additionally, structural timbers were required to be replaced due to damage by termites. |
| Mylor Institute Renewal of internal walls and storeroom | Buildings | Renewal | $43,000 | -$24,000 | $19,000 | Ceiling lines were repaired, rather than replaced as was originally contemplated. This has resulted in savings |
| Lighting upgrades - Lewis Walk, Hamilton Hill | Other | New/Upgrade | $15,000 | -$15,000 | $0 | Minor works required to meet community need. Work undertaken as maintenance with a total cost of circa $1k. |
| Coach House Drive Reserve, Teringie - New Play Space | Other | New/Upgrade | $0 | $45,000 | $45,000 | Council is installing a new play space due to safety concerns over the existing equipment. |
| 73 Milan Terrace, Stormwater | Stormwater | New/Upgrade | $0 | $20,000 | $20,000 | A long running stormwater issued has been resolved with the affected residents and the solution will cost $20k to implement. It was not contemplated that this would be achieved in the current financial year |
| Smart Traffic Lights - Requirement to Transition to non manual system - Unsealed roads | Other | New/Upgrade | $800,000 | $0 | $800,000 | In order to facilitate the purchase of smart traffic signals which communicate with each other, auto detect traffic flow, provide statistics etc, AHC would look to purchase these assets at approx $17k each across each of the departments. This is currently funded so no budget adjustment is required. |
| Smart Traffic Lights - Requirement to Transition to non manual system - Kerbing | Other | New/Upgrade | $225,000 | $0 | $225,000 | In order to facilitate the purchase of smart traffic signals which communicate with each other, auto detect traffic flow, provide statistics etc, AHC would look to purchase these assets at approx $17k each across each of the departments. This is currently funded so no budget adjustment is required. |
| Smart Traffic Lights - Requirement to Transition to non manual system - Sealed roads | Other | New/Upgrade | $3,600,000 | $0 | $3,600,000 | In order to facilitate the purchase of smart traffic signals which communicate with each other, auto detect traffic flow, provide statistics etc, AHC would look to purchase these assets at approx $17k each across each of the departments. This is currently funded so no budget adjustment is required. |
| Smart Traffic Lights - Requirement to Transition to non manual system - Open Space | Other | New/Upgrade | $0 | $17,000 | $17,000 | In order to facilitate the purchase of smart traffic signals which communicate with each other, auto detect traffic flow, provide statistics etc, AHC would look to purchase these assets at approx $17k each across each of the departments. This is currently unfunded by the Open Space team and a budget adjustment is sought to fund it |
| | | | | | | - |
| | | **Total Expenditure Change** | | **$1,848,585** | | - |

**Capital Expenditure Changes** -

Split as follows:

| | | |
|---|---|---|
| Renewal | | $1,781,585 |
| New/Upgrade | | $67,000 |
| | | $1,848,585 |

## Proceeds from disposal of fleet

| Project Description | Asset Classification | Asset Category | Current Budget | Change FAV / (UNFAV) | Revised Budget | Comment |
|---|---|---|---|---|---|---|
| Proceeds from disposal of fleet | Fleet | Renewal | $0 | $1,075,296 | -$1,075,296 | This income relates to the proceeds from the disposal of some of the fleet, as part of the replacement process. |
| | | **Total Income Change** | | **$1,075,296** | | |

# Appendix 3

*Capital budget – Risks and Opportunities – BR1*

| 2025-2026 CAPITAL BUDGET REVIEW 1 - Risks and Opportunities | | | | | | |
|---|---|---|---|---|---|---|
| **Project Description** | **Asset Classification** | **Asset Category** | **Current Budget** | **Change OPP / (RISK)** | **Forecast** | **Comment** |
| | | | | | | |
| Project Managament costs | Renewal | Project Management costs | $1,386,000 | -$150,000 | $1,236,000 | Project staff who were budgetted to spend time on capital projects have been re-allocated and are now spending time working on operating projects. These include Amy Gillet and AHBTC |
| Truck mounted EWP | Renewal | Fleet | $3,164,050 | -$473,000 | $2,691,050 | Budget is required to commence the procurement of a truck based, small elevated work platform(EWP). This will replaced 3 items of plant which are currently used but are no longer suitable for Council's needs. The EWP has a circa 30 month lead time and to ensure that sufficient budget is avaliable at the time of contracting, it is required to be included in the current year's budget. The budget will then be carried over until the EWP is delivered to Council. and there is therefore a risk that this will not be spent in the current year. This renewal was budgtted to occur in FY 2027-28. |
| | | | | | | |
| | | | | **-$623,000** | | |

# Appendix 4

*Uniform Presentation of Finances – BR1*

**Adelaide Hills Council**

## BUDGETED UNIFORM PRESENTATION OF FINANCES

**2025-26 Annual Budget**

| 2024-25 Actuals | | 2025-26 Adopted Budget | BR0 | 2025-26 Revised Budget (BR0) | BR1 | 2025-26 Revised Budget (BR1) |
|---|---|---|---|---|---|---|
| $'000 | | $'000 | | $'000 | | $'000 |
| | **INCOME** | | | | | |
| 51,484 | Rates | **54,953** | 0 | **54,953** | 134 | **55,087** |
| 1,612 | Statutory charges | **1,671** | 0 | **1,671** | 0 | **1,671** |
| 1,048 | User charges | **1,026** | 0 | **1,026** | 19 | **1,045** |
| 901 | Grants, subsidies and contributions - Capital | **0** | 0 | **0** | 0 | **0** |
| 7,790 | Grants, subsidies and contributions -Operating | **5,770** | 0 | **5,770** | 58 | **5,828** |
| 34 | Investment income | **25** | 0 | **25** | 0 | **25** |
| 324 | Reimbursements | **263** | 0 | **263** | 50 | **313** |
| 524 | Other income | **645** | 0 | **645** | 0 | **645** |
| 55 | Net gain - equity accounted Council businesses | **105** | 0 | **105** | 0 | **105** |
| **63,772** | **Total Income** | **64,458** | 0 | **64,458** | 261 | **64,719** |
| | **EXPENSES** | | | | | |
| 22,651 | Employee costs | **26,082** | 0 | **26,082** | (640) | **25,442** |
| 25,345 | Materials, contracts & other expenses | **25,657** | 674 | **26,331** | 1,071 | **27,402** |
| 14,237 | Depreciation, amortisation & impairment | **13,777** | 0 | **13,777** | 0 | **13,777** |
| 921 | Finance costs | **1,374** | 0 | **1,374** | (146) | **1,228** |
| 26 | Net loss - equity accounted Council businesses | **0** | 0 | **0** | 0 | **0** |
| **63,180** | **Total Expenses** | **66,890** | 674 | **67,564** | 285 | **67,849** |
| **591** | **NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS** | **(2,432)** | (674) | **(3,106)** | (24) | **(3,130)** |
| | **Net Outlays on Existing Assets** | | | | | |
| (11,830) | Capital Expenditure on Renewal and Replacement of Existing Assets | **(14,292)** | (2,244) | **(16,536)** | (1,782) | **(18,318)** |
| 877 | Proceeds from Sale of Replaced Assets | **0** | 0 | **0** | 1,075 | **1,075** |
| 13,441 | Depreciation | **13,777** | 0 | **13,777** | 0 | **13,777** |
| **2,488** | **NET OUTLAYS ON EXISTING ASSETS** | **(515)** | 0 | **(2,759)** | (707) | **(3,466)** |
| | **Net Outlays on New and Upgraded Assets** | | | | | |
| (4,165) | Capital Expenditure on New and Upgraded Assets & Remediation costs | **(3,448)** | (1,013) | **(4,461)** | (67) | **(4,528)** |
| 901 | Capital Grants and Monetary Contributions for New and Upgraded Assets | **0** | 0 | **0** | 0 | **0** |
| 40 | Proceeds from Sale of Surplus Assets | **0** | 0 | **0** | 0 | **0** |
| **(3,224)** | **NET OUTLAYS ON NEW AND UPGRADED ASSETS** | **(3,448)** | 0 | **(4,461)** | (67) | **(4,528)** |
| **(145)** | **NET LENDING/ (BORROWING) RESULT FOR FINANCIAL YEAR** | **(6,395)** | 0 | **(10,326)** | (798) | **(11,124)** |
| (27,514) | **Net Financial Liabilities at Beginning of Year** | (32,504) | 0 | **(32,504)** | 6,903 | **(25,601)** |
| 2,058 | Decrease / (increase) in Other | 0 | 0 | **0** | 0 | **0** |
| 0 | Non Cash Equity Movement | (105) | 0 | **(105)** | 0 | **(105)** |
| **(25,601)** | **Net Financial Liabilities at End of Year** | **(39,004)** | 0 | **(42,935)** | 6,105 | **(36,830)** |

It should be noted that the figures in this appendix have been rounded and consequently individual sub-totals, whilst being correct, may differ slightly from the sum of the rounded amounts.

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.4** |
| **Responsible Officer:** | **Gary Lewis**<br>**Director Corporate services** |
| **Subject:** | **Annual Report 2024-25 – Draft for Adoption** |
| **For:** | **Decision** |

---

**SUMMARY**

Section 131 of the *Local Government Act 1999* (the Act) requires councils to prepare and adopt an Annual Report by 30 November. The Annual Report is the primary mechanism for summarising the 2024-25 financial year achievements against Council's 2024-25 Annual Business Plan and Budget.

The purpose of this report is to provide the draft *2024-25 Annual Report* (the Annual Report) for the Council's consideration and adoption.

**RECOMMENDATION**

**Council resolves:**

1. **That the Annual Report 2024-25 – Draft for Adoption report be received and noted.**

2. **That the Annual Report 2024-25, as contained in Appendix 1, be adopted.**

3. **That the Chief Executive Officer be authorised to make minor content, formatting or design changes necessary for publication purposes.**

---

## 1. BACKGROUND

The draft Annual Report 2024-25, contained in ***Appendix 1***, provides an overview of Council's achievements and activities during the reporting year.

It provides a summary of achievements against the goals and objectives set out in Council's *2024-25 Annual Business Plan*. It also contains highlights and statistics of other activities of note.

Much of the additional content in the Governance section of the Annual Report addresses statutory requirements, particularly those set out in Schedule 4 of the *Local Government Act 1999* and Regulation 35 of the *Local Government (General) Regulations 2013* (the Regulations).

## 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 05.2 | Demonstrate financial sustainability through long term financial planning and annual budget setting which aligns with adopted targets. |

The production of the Annual Report is fundamental to demonstrating the transparency and accountability of local government.

➢ **Legal Implications**

Section 131 of the *Local Government Act 1999* (the Act) requires councils to produce Annual Reports. It must be prepared and adopted by the Council by 30 November. This section focuses on the timing and distribution of the report.

Schedule 4 of the Act and associated Regulations set out the material that must be contained in the Annual Report. Regulation 35 of the *Local Government (General) Regulations 2013* (the Regulations) sets out the required elements needed for the report on confidentiality orders under Section 90(2) and 91(7) of the Act.

➢ **Risk Management Implications**

The review of the draft Annual Report will assist in mitigating the risk of non-compliance with statutory requirements leading to a loss of confidence in the Council.

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| High (4C) | Medium (3C) | Medium |

➢ **Financial and Resource Implications**

There are no financial implications arising from considering the draft Annual Report.

Production of the annual report has involved mainly existing staff resources and the printing of a small number of hard copies.

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

The Annual Report contains information of the provision of services and facilities to the Adelaide Hills community in the financial year. It also provides an overview of performance against targets.

➢ **Sustainability Implications**

The Council's sustainability (financial, social and environmental) is reflected within the statistics and results discussed within the Annual Report.

➢ **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:* | Annual reports to be supplied by all Council Subsidiaries: Adelaide Hills Region Waste Management Authority; East Waste Management Authority; Gawler River Floodplain Management Authority; and Southern & Hills Local Government Association |
| *Community:* | Engagement with the community is not applicable for the development of the Annual Report. However, the Annual Report itself, once finalised, is one way of communicating key achievements and Council performance to the community. |

➢ **Additional Analysis**

The draft content presented in ***Appendix 1*** may have some minor changes prior to publishing related to format and/or visual elements.

The following appendices have not been included in this draft as Council have been presented with these appendices separately to this report, and therefore this exclusion from the draft will help to minimise agenda length and duplication. These appendices will be in the final published document.

- Appendix 2 – Subsidiary Annual Reports
- Appendix 4 – Annual Business Plan 2024-25

## 3. OPTIONS

Council has the following options:

I. Resolve to adopt the 2024-25 Annual Report
II. Resolve to adopt the 2024-25 Annual Report with changes

## 4. APPENDICES

(1) Annual Report 2024-25 – Draft for Adoption

# Appendix 1

*Annual Report 2024-25 – Draft for Adoption*

# Annual Report

2024 - 2025

Adelaide Hills
COUNCIL

# Welcome

This is our Annual Report for 2024-25 which provides an account of our performance over the financial year 1 July 2024 to 30 June 2025. This report highlights our achievements against the goals we set in our Strategic Plan 2020-24 – A Brighter Future and Annual Business Plan 2024-25.

The Annual Report meets the requirements of the Local Government Act 1999, and is provided for our ratepayers, residents, business operators, visitors, government agencies and other interested parties.

# Contents



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## Acknowledgement of Country

Council acknowledges that we undertake our business 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, for they hold the memories, traditions, spiritual relationships, culture and hopes of the First Nations of Australia.

We are committed to working together to ensure that Peramangk and Kaurna culture and traditions are sustained, valued and continuing.

*Cover: Morning mist over farmland in the Adelaide Hills*
*This page: Vineyards in Kersbrook*

# *Acting Mayor's Message*

This year's Annual Report reflects Adelaide Hills Council's commitment to sustainability, resilience, and responsible governance. It tells the story of how we've delivered important projects, strengthened community connections, and laid the foundations for a thriving future.

We continued to invest in infrastructure that enhances liveability and wellbeing. The completion of the Splash Park at the Adelaide Hills War Memorial Swimming Centre and Stage 4 of the Amy Gillett Bikeway are examples of projects that create safe, accessible spaces for recreation and active transport. The launch of the redeveloped Fabrik Arts & Heritage Hub was another highlight, providing a vibrant cultural destination that celebrates creativity and community.

Council adopted the 'Towards Zero Emissions – A Carbon Management Plan' and secured over $2 million in federal funding for the Cox Creek Restoration Project to strengthen biodiversity. Together, these initiatives demonstrate our commitment to reducing emissions, protecting natural areas, and enhancing the unique landscapes that define the Adelaide Hills.

Building resilience was also central to our work. The nationally recognised Towards Community Led Emergency Resilience Program concluded this year, strengthening local preparedness and community networks. At the same time, our digital transformation progressed with the launch of our new customer relationship system and the "My Adelaide Hills" portal. Both projects aim to improve service delivery and make it easier for residents to connect with Council.

A key milestone was the adoption of the 'Your Place, Your Space' Strategic Plan 2024. Developed in collaboration with our community, this plan sets ambitious goals for protecting our environment, supporting wellbeing, and fostering innovation. It will guide Council's priorities and decision-making for years to come, ensuring we remain responsive to the needs and aspirations of our residents.

While we navigated financial challenges early in the year, Council remains focused on long-term sustainability, renewing aging infrastructure, and delivering value for our community.

I thank our staff, volunteers, partners, and Elected Members for their dedication in serving the Adelaide Hills community. Together, guided by our Strategic Plan, we are building a vibrant, sustainable, and inclusive future for the Adelaide Hills.

**Acting Mayor Nathan Daniell**

CEO Greg Georgopoulos

# *Chief Executive Officer's Message*

Reflecting on 2024–25, I am proud of how we strengthened our internal capability and positioned Adelaide Hills Council to deliver efficient, modern services for our community. This year was about building resilience within our Administration and ensuring we have the systems, processes, and people to meet future challenges.

We continued to evolve, embracing innovation to enhance performance and responsiveness. Planning commenced for a multi-year Enterprise Resource Planning system replacement, alongside upgrades to SharePoint and data governance frameworks. These initiatives will enable smarter, more connected services, making it easier for residents to access information and interact with Council, and ensuring our organisation remains agile and well-equipped for the years ahead.

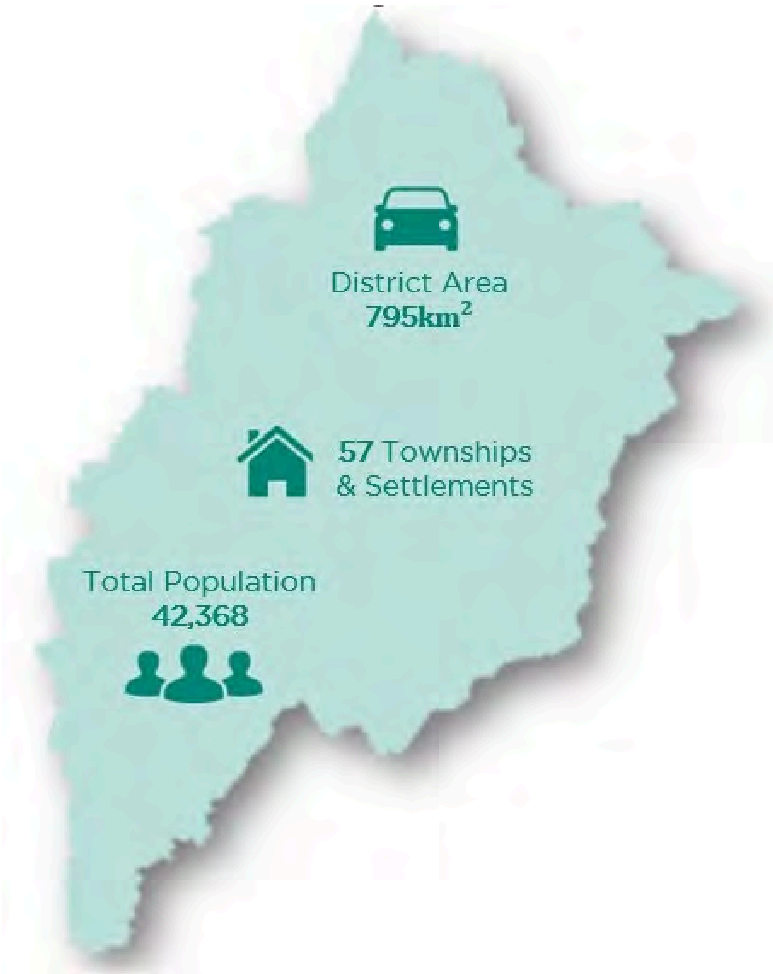
Our focus on organisational improvement extended beyond technology. Investments in leadership development, workplace health and safety, and data-driven decision-making have equipped our teams to adapt and innovate. The adoption of the 'Towards Zero Emissions – Carbon Management Plan' demonstrates how sustainability is now embedded in our operations and planning, shaping the way we manage assets and deliver services. We strengthened governance and accountability by embedding clearer frameworks and oversight, ensuring decisions are robust, transparent, and aligned with the organisation's strategic direction.

While I have only highlighted a few achievements, this report tells the full story of a year defined by progress and adaptability. These outcomes were made possible by the dedication and professionalism of our staff, volunteers, and Council Members, whose commitment to excellence continues to drive our success.

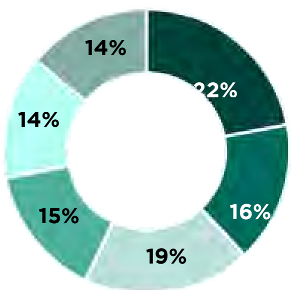
Looking forward, we will continue to strengthen our organisation and innovate with purpose, ensuring we have the capability and confidence to meet future challenges and deliver trusted, high-quality services for our community.

# *Our District*

- Median age is 44
- 30% of the population volunteer
- 3.8% need help at home
- 16,267 households
- 84% own or are buying a home
- 43% have a university or TAFE qualification
- 19% have a trade qualification
- 4,243 businesses
- 12,049 local jobs
- 1.2M+ domestic day trips were taken in our region

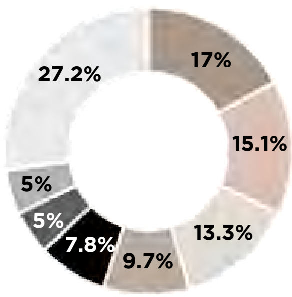



## Age profile of the Adelaide Hills



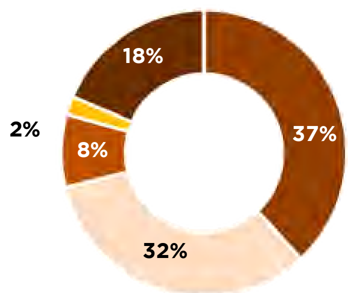

- 0 - 17 (22%)
- 18 - 34 (16%)
- 35 – 49 (19%)
- 50 – 59 (15%)
- 60 – 69 (14%)
- 70+ (14%)

## Number of registered businesses by industry




- Construction (17%)
- Professional, Scientific & Technical Services (15.1%)
- Agriculture, Forestry and Fishing (13.3%)
- Rental, Hiring and Real Estate (9.7%)
- Health Care and Social Assistance (7.8%)
- Retail Trade (5%)
- Manufacturing (4.9%)
- All other industries (27.2%)

## Household types




- Couple with children (37%)
- Couple without children (32%)
- One parent families (8%)
- Lone person (18%)
- Group households (2%)

# Our Elected Council

Mayor
Jan-Claire Wisdom

Cr Nathan Daniell
Deputy Mayor
(Since 28/1/25)
(Ranges Ward)

Cr Melanie Selwood
(Deputy Mayor until 27/1/25)
(Resigned 27/5/25)
(Valleys Ward)

Cr Kirrilee Boyd
(Ranges Ward)

Cr Adrian Cheater
(Ranges Ward)

Cr Pauline Gill
(Resigned 23/5/25)
(Valleys Ward)

Cr Chris Grant
(Valleys Ward)

Cr Malcolm Herrmann
(Valleys Ward)

Cr Lucy Huxter
(Valleys Ward)

Cr Leith Mudge
(Ranges Ward)

Cr Mark Osterstock
(Ranges Ward)

Cr Kirsty Parkin
(Ranges Ward)

Cr Louise Pascale
(Resigned 22/5/25)
(Ranges Ward)

## Council and Committees

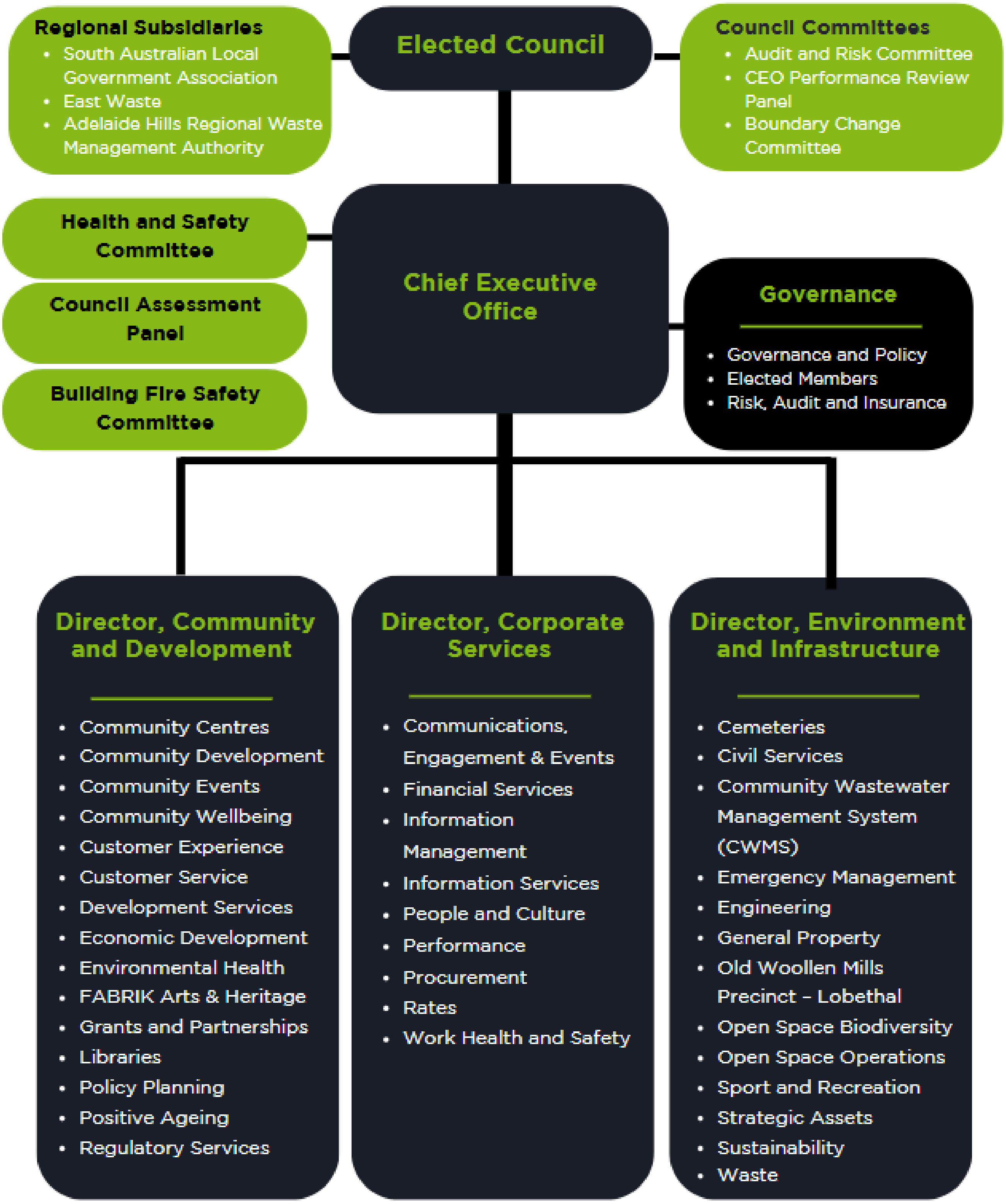
The elected Council's role is to provide for the governance and stewardship of the Council. They do this through representing the interests of the community, providing and coordinating public services and facilities, encouraging and developing initiatives to improve the community's quality of life and exercising their functions under legislation and the strategic management plans.

A number of committees have been established in accordance with legislation to assist the Council and the administration to discharge their responsibilities in specific areas. These are the Audit and Risk Committee, the Chief Executive Officer Performance Review Panel, the Council Assessment Panel, the Boundary Change Committee and the Building Fire Safety Committee.

## Regional Subsidiaries

We are a member of four regional subsidiaries to deliver particular functions in collaboration with other councils. The subsidiaries are the Southern and Hills Local Government Association, the Eastern Waste Management Authority (East Waste), the Adelaide Hills Region Waste Management Authority, and the Gawler River Floodplain Management Authority.

# *Our Organisation*




## Council Administration

The Council's administration is led by the Chief Executive Officer appointed by the Council. The Chief Executive Officer appoints staff and engages other resources to carry out the functions and duties delegated to them and to implement Council decisions.

The Administration is organised into directorates, each with a specific area of focus and functional responsibilities. The arrangement of the directorates provides for the separation of the regulatory activities, as far as practicable, from the other activities of the Council.

# Our 2024-25 Performance Highlights

## Serving our community

**9133** dogs registered

**1,621** cats registered

**$204m** worth of planning and building consent applications lodged

**86%** of Council decisions were made in open public meetings

**578** litter and nuisance reports resolved

**208,044** visits to our libraries

**348** food premises inspected

**206** development complaints investigated

### Library Loans

**440,996** physical loans

**49,234** eBooks

**57,228** audioBooks

**21,151** eMagazines

**255** building inspections completed

## Connecting with our community

**34,062** visits to the online engagement platform

**38** online engagements with **1,671** contributions

**205** Community events supported by Council

**3** community forums

**13** events and programs held celebrating cultural diversity

**19** Community Development Grants awarded totaling **$43,725**

**12** Community Recreation & Facilities Grants awarded totaling **$166,923**

**75** new subscribers to the online Engagement HQ Platform

### Library programs

**278** early childhood programs with **6,977** attendees

**60** school Holiday programs with **1,691** attendees

**332** adult events held with **2,078** attendees

# Our 2024-25 Performance Highlights

## Helping our community

**20**
waste and recycling community education sessions delivered

average of
**157 Volunteers**
across the year

**13,188**
volunteer hours provided across libraries and community centres

### Aged home support program

**7,540**
hours of support in and around the home

**2,400**
transport trips provided

**$20,150**
in-home modifications

**18,200**
hours of Social Support Programs provided

## Contributing to our environment

**$2.020m**
of grant funding secured to improve habitat quality and the ecological condition of parklands, bushland reserves and waterways across the Adelaide Hills Council region

**110km**
treated for weeds under the Roadside Weed Control Work Plan

**1,086**
seedlings planted across the region in **10 revegetation projects**

**1,650**
tonnes of green waste collected on Green Organics Drop off days

**53%**
waste was diverted from landfill

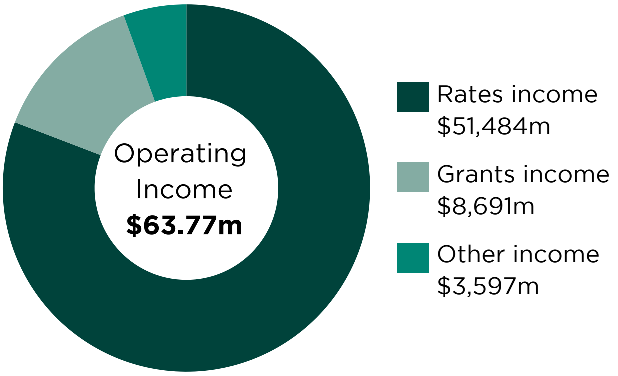
**3352**
tonnes of recycling waste collected

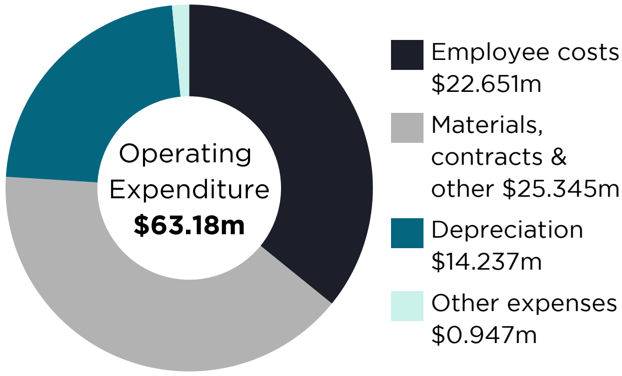
### Annual bushfire mitigation

**17,671**
property inspections completed

**161**
properties issued a 105F notice

# Financial Highlights




# Capital works program

## Road Works
**$7.4 million**

- 23 km of sealed roads
- 24 km of unsealed roads
- 7932m2 of road pavement renewed

## Footpaths
**$815,000**

- 1050 metres of new footpaths
- 2700 metres of renewed footpaths

## Sport & Recreation
**$1.210 million**

- Court resurfacing (Piccadilly, Crafers, Woodside and Balhannah)
- Heathfield Oval carpark
- Bridgewater Oval drainage

## Storm Water
**$757,000**

- Lutana Grove Balhannah
- Towers Road, Bridgewater
- Crafers Tennis Courts

## Bridges
**$595,000**

- Montacute Road Bridge
- Euston Road, Aldgate
- Caripook Park Footbridge, Bridgewater

## CWMS
Community Wastewater Management System

**$198,000**

- 3 pump upgrades

## Other Capital Projects
**$5.052 million**

- Bus shelter renewals
- Fencing
- Bins
- Street furniture
- Safety barriers
- Defibrillators (73)
- Fleet renewal
- Project Management costs
- $300k spent on light fleet assets with a focus on electric vehicles

# Our Events

The Adelaide Hills remains a destination of choice for arts and community events. In 2024-25 we supported 205 community events to enrich, empower and support connected communities. Events included markets, local cycling and walking events, nature and sustainability events, and Christmas events.

## Community Markets

*Stirling, Woodside, Oakbank, Mount Torrens, Gumeracha, Uraidla, Mylor*

Community markets are held nearly every weekend across the Hills, with the Adelaide Hills Council offering support to a variety of these local events every month.

## FABRIK Handmade Christmas Market

## 21 December 2024

*Lobethal*

FABRIK Arts + Heritage hosted a festive market featuring Adelaide Hills artists, makers and local producers. Visitors enjoyed unique gifts, delicious food, live music, and a licensed venue, all set in a magical, light-filled atmosphere as part of Lobethal's Christmas tradition.


## Santos Tour Down Under

## 19 – 23 January 2025

*Stirling, Gumeracha, Uraidla*

The Santos Tour Down Under held three stages in the Adelaide Hills: the Hyundai Women's Stage 3 race finishing in Stirling, the Men's Ziptrak Stage 1 finishing in Gumeracha, and the Men's efex Stage 3, finishing in Uraidla. The event was a celebration of cycling in the beautiful setting of the Adelaide Hills.

## Discover, Play, Bikeway!

## 2 March 2025

*Oakbank, Woodside, Charleston, Mt Torrens*

A fantastic turnout of locals and visitors enjoyed a vibrant mix of music, art, food, and entertainment, set against the spectacular rolling Adelaide Hills. Event hubs were stationed at Woodside and Mount Torrens, and there were plenty of other adventures all along the Amy Gillett Bikeway.

# Strategic Plan 2024

The 'Your Place, Your Space' Strategic Plan 2024 was adopted by Council on 12 November 2024, setting a clear direction for the future of the Adelaide Hills region.


Shaped through extensive community engagement, the Plan reflects the priorities and aspirations of our residents and provides a roadmap for the next four years.

It focuses on sustainability, resilience, and innovation, with goals that protect our environment, strengthen community wellbeing, support local economic growth, and drive organisational improvement.

This Strategic Plan 2024 will guide decision-making and investment, ensuring the Adelaide Hills remains a vibrant and thriving place to live, work, and visit.

The key focus areas of the Strategic Plan 2024:

1

## Natural Environment

Responsible custodians of our natural environment

2

## Community Wellbeing

A thriving, safe and welcoming community

3

## Built Form and Economy

Building foundations for the future

4

## Organisation

An accessible, accountable and representative organisation

The information contained in this report outlines our performance and highlights key achievements delivered under the 2024-25 Annual Business Plan.

# What we achieved

The 2024–25 Financial Year was marked by significant progress across major projects, strategic initiatives, and community programs. Council continued to deliver on its vision of creating a connected, sustainable, and resilient Adelaide Hills through investment in infrastructure, environmental stewardship, and cultural development. These achievements reflect our commitment to enhancing community wellbeing while maintaining financial sustainability and operational excellence.

## Major Projects

| | |
|---|---|
| **FABRIK Arts + Heritage Hub Redevelopment** | The newly redeveloped Fabrik Arts + Heritage Hub was launched in September 2024. The facility now features an A-class gallery, museum, retail store, event space, artist studios, and accommodation for artists in residence, creating a vibrant cultural destination in the Adelaide Hills. |
| **Amy Gillett Bikeway Stage 4** | Significant progress was achieved on the 6 km extension from Mount Torrens to Birdwood. Works included vegetation clearance, asphalt surfacing, and bridge construction. Completion of Federal Milestone 3 secured $1.56 million in grant funding. |
| **Splash Park at Adelaide Hills War Memorial Swimming Centre** | Practical completion of the Splash Park was reached in June 2025. The new facility will open alongside the pool later in the year, providing a safe and engaging play space for families. |
| **Customer Relationship Management (CRM) Renewal** | Salesforce CRM was deployed in July 2024, introducing the ‘My Adelaide Hills’ online platform for customers to report issues and request services. During the year, significant enhancements were delivered including online forms, improved customer portal features and enhanced compliance handling. |
| **Towards Community Led Emergency Resilience Program** | The program strengthened community emergency preparedness through resources, training, and workshops. Federal funding concluded in March 2025, with the final report and audit accepted by the Federal government. |

*Photo: Fabrik Arts + Heritage Hub, Lobethal*

# Key Initiatives

In addition to major projects, Council delivered a range of key initiatives aligned with the 2024–25 Annual Business Plan to strengthen community resilience, enhance sustainability, and improve service delivery.

These initiatives focused on climate action, waste management, digital transformation, economic development, reconciliation, and biodiversity restoration, ensuring that Council continues to meet the evolving needs of the Adelaide Hills community

| | |
|---|---|
| **Santos Tour Down Under** | Council successfully delivered Santos Tour Down Under events in Stirling, Gumeracha, and Uraidla in January 2025. Preparations included comprehensive tree safety assessments and works along the route, with cost-sharing arrangements secured with the Department for Infrastructure and Transport. The event attracted strong community engagement and showcased the region. |
| **Review of the Carbon Management Plan** | The draft 'Towards Zero Emissions – A Carbon Management Plan for the Adelaide Hills' was adopted by Council in April 2025. This plan sets a clear pathway for reducing emissions and improving energy efficiency, supported by feasibility studies for solar PV installations at key sites. |
| **Food Organics Garden Organics (FOGO) Trial** | The 12-month FOGO trial in the Woodside and Lenswood areas concluded successfully, achieving 77% waste diversion away from landfill. Planning progressed for an expanded weekly FOGO trial in 2025-26 across the Balhannah, Charleston, Lobethal, Oakbank, and Woodside townships to provide a more sustainable kerbside bin service. |

*Photo: Residents participating in the FOGO Trial*

## Key Initiatives Continued

| | |
|---|---|
| **Reconciliation Action Plan** | Council launched its Innovate Reconciliation Action Plan (RAP) in May 2025 during National Reconciliation Week. The launch was supported by a First Nations Business Event at Fabrik and a program of cultural activities across community facilities. The RAP outlines actions to strengthen relationships, respect, and opportunities for Aboriginal and Torres Strait Islander peoples within the Adelaide Hills community. |
| **Cox Creek Restoration Project** | Council secured $1.98m in Federal Urban Rivers and Catchments funding for a four-year project to restore a 6 km section of Cox Creek in Bridgewater. In 2024–25, a project officer was appointed and a monitoring framework developed, laying the foundation for long-term biodiversity improvements. |
| **Digital Transformation Program** | Council advanced its Digital Transformation Program by transferring the Asset Management System to Microsoft Cloud, improving mobile access for field staff. Planning commenced for a multi-year Enterprise Resource Planning (ERP) system replacement, alongside enhancements to SharePoint and data governance frameworks. |
| **Road Safety Program** | Council secured Blackspot funding for safety upgrades on Fox Creek Road and Basket Range Road. Works included sealing, shoulder improvements, and installation of safety barriers, reducing risk on key routes. |
| **Representation Review** | Council completed its legislated Representation Review. Following community consultation in January 2025, engagement findings were incorporated into the final Representation Review Report. The review considered the number of elected members, ward structure, and representation levels. The Electoral Commission SA has approved the Representation Review. The following arrangements will therefore take effect from polling day of the next periodic Local Government election:<br>• The principal member of Council continues to be a Mayor, elected by the electors for the area;<br>• The Council elected body comprise a Mayor and twelve (12) councillors;<br>• The Council area be divided into three (3) wards, as defined in Schedules One to Four inclusive;<br>• The wards be identified as South Ward, Central Ward and North Ward, with each ward being represented by four (4) Councillors |
| **Stirling Main Street Support** | The Stirling Village Mall fire in October 2023 significantly impacted local businesses. In response, Council partnered with the Stirling Business Association to deliver a targeted recovery campaign aimed at restoring confidence and strengthening economic activity. This included digital promotion alongside festive events and summer activations to help boost visitation. |

*Photo: The Innovate Reconciliation Action Plan Launch on 31 May 2025*

# Annual Business Plan Performance Measures

# Performance Measures

| Indicator | Target | Reporting Frequency | End of Year Result |
|---|---|---|---|
| Delivery of capital works program | 90% | Quarterly | 83% - $16.1m actual spend against budgeted $19.4m<br>Supply delays, sequencing delays and complex negotiations contributed to approximately $3m of carry forwards |
| Compliance inspections completed within 10 business days of development completion notification | 100% | Quarterly | Q1 = 84%; Q2 and Q3 = 79%; Q4 = 94%<br>Where 10 days could not be met it was due to public holiday impacts or scheduled later at client request. |
| Compliance inspections completed within 5 business days of notification of alleged unlawful development | 80% | Biannually | Q2 = 79%; Q4 = 80%<br>In Q1 and Q2, 42 out of 53 inspections were completed within target. Those that did not were met just outside of the 5-day target. |
| Comparison of Council's Energy Usage (Kwh) against previous financial year | Less than previous year | Annually | 123,588 kWh less than previous year (approx 7%variation)<br>2024-25 = 1,738,556kWh<br>2023-24 = 1,862,144 kWh |
| Operational tasks completed within the Civil Zone Maintenance Program | 80% | Quarterly | Q1 = 80%; Q2 and Q3 = 80%; Q4 = 80%<br>Confirm Mobile Maintenance Management System integration with CRM Salesforce and allocation of mobile devices to filed staff enabled streamlined reporting and responsiveness to operational tasks. |

*Photo: Council staff constructing the Amy Gillett Bikeway*

# Performance Measures

| Measures | Target | Reporting Frequency | Year End Result |
|---|---|---|---|
| Positive ageing wellbeing score | 7 Average | Quarterly | Q1 = 6.6; Q2 and Q3 = 6.97; Q4 = 6.98<br>Some participants elected not to participate in the surveys, citing a range of personal reasons. This is the likely explanation for the slight dip below target. |
| Community Centre participants who feel better connected to others or community | 85% | Biannually | Q2 = 83%; Q4 = 81.5% |
| Community Centre participants who would use the knowledge/skills gained in the future | 80% | Biannually | Q2 = 84%; Q4 = 77%<br>Many of our programs and workshops are not for knowledge development which contributes to lower score for the Q4 measure. |
| Number of volunteer hours contributed to AHC programs each year | 3500 | Quarterly | Q1 = 3,302; Q2 = 3,391; Q3 = 2,979; Q4 = 3,517<br>Volunteer numbers have still not returned to pre-COVID levels. Slight increases during the year can be attributed to the expanded volunteer program at Fabrik Arts + Heritage. |
| Library visits per capita compared with Australian Library and Information Association (ALIA) Standards | Exceed ALIA target | Annually | 4.8 = AHC<br>4.5 = enhanced ALIA target |
| Library loans per capita compared with Australian Library and Information Association (ALIA) Standards | Exceed ALIA target | Annually | 9.3 per capita = AHC<br>7 per capita = Enhanced ALIA target |
| Attendance at programs, events and workshops at Fabrik Arts and Heritage | 8000 | Annually | 10,100<br>An average of 1,000 visitors attended per month since Fabrik reopened in September 2024 following redevelopment |
| Percent of available studio spaces occupied | 50% | Annually | 90%<br>The high occupancy rate reflects the success of flexible hire arrangements. |
| Number of events and programs celebrating cultural diversity | 8 | Annually | 13 events |

# Performance Measures

| Measures | Target | Reporting frequency | End of Year Result |
|---|---|---|---|
| Visitor numbers (visitor domestic day trips) | 1.2 mill | Annually | 1.1 million day trips were taken to the Adelaide Hills for the year with visitor expenditure of $192 million<br>Source: tourism.sa.gov.au |
| Average number of days for building consents | <20 business days | Quarterly | Q1 = 12.19 days;<br>Q2 = 13.82 days;<br>Q3 = 14.40 days;<br>Q4 = 14.47 days |
| Percentage of new development application decisions upheld in Council/CAPs favour under appeal | 85% | Quarterly | 0%<br>No new appeals of CAP decisions were lodged |
| Percentage of planning consents completed within statutory timeframes | 85% | Quarterly | Q1 = 88.57%;<br>Q2 = 88%;<br>Q3 = 89.87%;<br>Q4 = 88.56% |
| Number of local jobs in AHC area compared to previous financial year | Maintain 2019-20 Financial Year = 11200 | Annually | N/A: Data collection was not completed due to temporary resourcing challenges. |

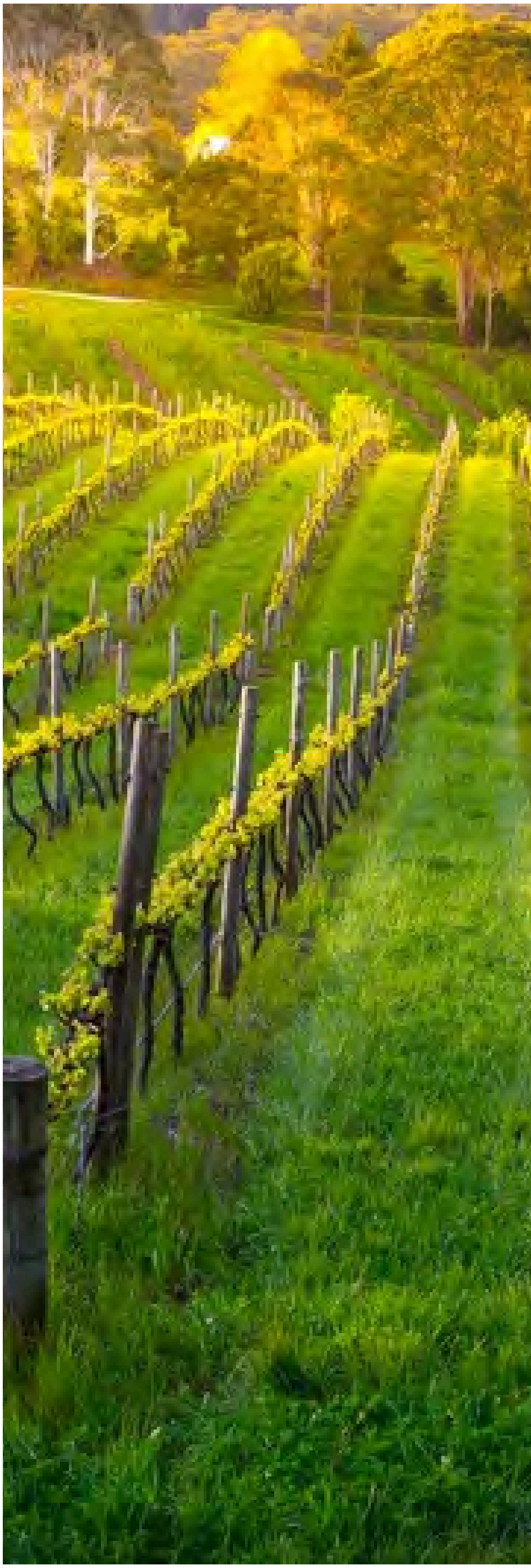


*Photo: Adelaide Hills Vineyard in Spring*

# Performance Measures

| Measures | Target | Reporting frequency | Year End Result |
|---|---|---|---|
| Number of biodiversity sites monitored using the BushRAT methodology (actual versus planned) | 60 NVMS sites (14% of total) per annum & 5 reserves | Annually | 21 reserves and 18 NMVS assessments Staff hours were redirected to implementing the Urban Rivers and Catchments Program Grant for the Cox Creek Restoration Project. |
| Weed Control in biodiversity sites - no. of sites complete (actual versus planned) | 31 sites per annum | Annually | 51 Biodiversity and 101 NVMS sites |
| Percent of nuisance and litter queries resolved | 90% | Quarterly | Q1 = 95.6%; Q2 = 92.6.%; Q3 = 90%; Q4 = 92% |
| Percent of private properties inspected prior to bushfire season that comply with fuel load management requirements | At least 90% | Annually | 99%<br>17,526 property inspections completed. 161 properties were issued a 105F notice |
| Tonnes of green organics collected on Green organic days | 150 tonnes | Quarterly | Q1 = 338 tonnes; Q2 = 503 tonnes; Q3 = 452 tonnes; Q4 = 357 tonnes |
| Percentage change in tonnes of waste disposed to landfill compared to previous financial year | Reduction in waste percentage | Annually | Reduction of 0.7%<br>Tonnes disposed:<br>2024-25 = 7,485t<br>2023-24 =7,537 t |
| Number of community education actions delivered (Waste Management Strategy 2016-2021) – Actioned vs Planned | 6 Annually | Quarterly | Q1 = 3; Q2 = 9; Q3 = 3; Q4 = 5 |

# Performance Measures

| Measures | Target | Reporting frequency | Year End Result |
|---|---|---|---|
| Number of lost time injuries | 0 | Quarterly | 4 injuries recorded in Q1 and Q2, and 0 in Q3 and Q4.<br>Additional control measures were applied to some field equipment items to improve WHS practices. |
| Customer Net Ease Score (NES) | 50 | Annually | Net Ease Score 35+<br>401 survey responses were received since customer surveys went live in January 2025. |
| Overall customer satisfaction | 75% | Biannually | N/A - Surveys are currently unavailable due to the upgrade of the CRM system. Surveys will be reintroduced in 2024-25. |
| Operating Surplus Ratio | 1 - 5% | Annually | 0.9%<br>Operating surplus materially meets lower end of target |
| Net Financial Liabilities Ratio | 25 - 75% | Annually | 40% |
| Asset Sustainability Ratio | 95 - 105% | Annually | 105% |
| Decisions (Council resolutions) considered in open Ordinary & Special Council meetings during the reporting period | 90% | Quarterly | Q1 = 78.4%; Q2 = 87.5%; Q3 = 87.18%; Q4 = 89.58% |
| Council Member attendance at Ordinary & Special meetings | 90% | Quarterly | Q1 = 82.4%; Q2 = 81.53%; Q3 = 72.31%; Q4 = 71.25% |
| Freedom of Information (FOI) requests received, in progress and completed within the legislated timeframe | 100% | Quarterly | Q1 = 100%; Q2 = 100%; Q3 = 100%; Q4 = 100% |
| Freedom of Information (FOI) External reviews upholding Council's decisions | 100% | Quarterly | Q1 = 100%; Q2 = 100%; Q3 = 100%; Q4 = 100% |
| Employee turnover | 7 - 15% Annually | Quarterly | 14.48%<br>Administration is aware of the challenges in collating accurate data using current methodologies. A review is underway to improve the monitoring and reporting of employee turnover. |

# Nuisance and Litter

| | Nature | Volume |
|---|---|---|
| Number of reports | Illegal dumping | 485 |
| | Noise complaints | 41 |
| | Graffiti | 39 |
| | Nuisance | 5 |
| | Vandalism/damage | 3 |
| | Air pollution | 5 |
| Expiated Offences | Disposal of litter onto any land or into any waters - up to 50 Litres of class B general litter | 7 |
| | Disposal of litter onto any land or into any waters - excess of 50 Litres of class B hazardous or general litter | 13 |
| | Carry on an activity resulting in local nuisance | 1 |
| | Failure to comply with Local Nuisance abatement notice | 1 |
| Prosecuted offences | NA | 0 |
| Abatement notices issued | Wandering livestock | 1 |

# Our Focus in 2025-26

Council will focus 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.

This financial planning exercise, including the Long-Term Financial Plan (LTFP), is the first to address the Council's financial sustainability considering recent revelations regarding its assets and depreciation. The re-evaluation has identified that Council's financial sustainability is not as robust as previously thought. Consequently, the Council must now plan for significantly higher costs associated with the renewal and replacement of assets.

Some key projects and activities Council will be undertaking include:

- Pursuing our adopted pathway to achieving net zero corporate carbon emissions
- Trialing alternative kerbside waste collection models to divert more waste from landfill
- Implementing the Reconciliation Action Plan and embedding Reconciliation across all areas of business
- Developing a housing strategy that meets the needs of the community
- Implementing technology upgrades to the Customer Relationship Management system (CRM) to enhance the customer experience in relation to online services
- Delivering restoration works along 6km of Cox Creek, Bridgewater.

*Photo: Cox Creek, Bridgewater*

# Our Governance

Governance refers to the rules, practices and processes by which Council is directed and controlled. Adelaide Hills Council continuously strives for best practice in Governance by being:

- Accountable, transparent and responsive,
- Effective and efficient,
- Participatory, equitable and responsible, and
- By meeting legislative obligations.

The following information reports on our governance activity during 2024-25

*Good Governance is accountable, transparent and responsive*

## Council Meetings

Council is the ultimate decision-making body of the organisation; it consists of the Mayor and 12 Councillors. Council meetings were held on the second and fourth Tuesday of every month. All Council and Council Committee meetings are open to the public unless specific provisions in the Local Government Act 1999 are satisfied to require the closing of the meeting under a confidentiality order.

Council meetings held in 2024-25:

- 22 ordinary meetings
- 2 special meetings

Council Committee meetings held in 2024-25:

- 6 Audit Committee meetings
- 0 Special Audit Committee meetings
- 5 CEO Performance Review Panel meetings
- 1 Special CEO Performance Review Panel meetings
- 3 Boundary Change Committee meetings

The attendance of the Mayor and Councillors at 2024-25 Council and Committee meetings is detailed in the following tables.

| Council Meeting Type | Ordinary Council | | Special Council | |
|---|---|---|---|---|
| Total Meetings Held | 22 | | 2 | |
| | P | A | P | A |
| Mayor Jan-Claire Wisdom | 7 | 15 | 1 | 1 |
| Cr Kirrilee Boyd | 14 | 8 | 1 | 1 |
| Cr Adrian Cheater | 19 | 3 | 1 | 1 |
| Cr Nathan Daniell | 21 | 1 | 2 | 0 |
| Cr Pauline Gill<br>*Resigned 23 May 2025* | 7 | 12 | 0 | 1 |
| Cr Chris Grant | 20 | 2 | 1 | 1 |
| Cr Lucy Huxter | 16 | 6 | 2 | 0 |
| Cr Malcolm Herrmann | 22 | 0 | 2 | 0 |
| Cr Leith Mudge | 17 | 5 | 2 | 0 |
| Cr Mark Osterstock | 21 | 1 | 2 | 0 |
| Cr Kirsty Parkin | 18 | 4 | 2 | 0 |
| Cr Louise Pascale<br>*Resigned 22 May 2025* | 14 | 6 | 0 | 1 |
| Cr Melanie Selwood<br>*Resigned 27 May 2025* | 18 | 2 | 1 | 0 |

*P = Present (number of meetings attended);*
*A = Absent (number of meetings not attended)*

## *Good Governance is effective and efficient*

### Council Member training and development

Council is committed to providing training and development activities for Council Members and recognises the responsibility to develop and adopt a policy for this purpose under Section 80A of the Local Government Act 1999.

Regular professional development training sessions have been held for Council members. Professional development sessions conducted in-house are Closed Information or Briefing Sessions for the purposes of the Information or Briefings Policy. The dates and venues for these sessions are publicly documented in agendas for Ordinary Council meetings and are posted on the Council's website.

## *Good Governance is participatory, equitable and responsible*

### Allowance paid to Council Members

Council Members are entitled to receive an annual allowance, as determined by the Remuneration Tribunal pursuant to Section 76 of the Local Government Act 1999 (the Act) for performing and discharging their official functions and duties.

Pursuant to the Remuneration Tribunal's determination, the following amounts were prescribed for Council Members 2024-25:

| Position | Annual Allowance prior to 12/11/2024 | Annual Allowance after 12/11/2024 |
|---|---|---|
| Mayor/Principal member | $80,950 | $83,540 |
| Deputy Mayor/Presiding member of a prescribed committee* | $25,297 | $26,106 |
| Other Council Members | $20,238 | $20,885 |

**Council's prescribed committees are the Audit Committee, Boundary Change Committee and the CEO Performance Review Panel.*

In addition to the allowance paid under section 76 of the Local Government Act 1999, Council Members were entitled to receive the following under the Council Member Allowances and Support Policy.

Council members are not provided with purchase cards, and are instead provided with reimbursements or provisions such as:

- Reimbursement for travelling within/outside the area of Council and child/dependent care expenses associated with attendance at a Prescribed Meeting or undertaking a function or activity on the business of Council.
- Provision of an annual Travel Time Payment for Members residing greater than 30km from the Principal Office.
- Reimbursement of other expenses including:
  - Stationary and office supply expenses
  - Conference, seminar and training course fees and associated travel expenses.
- Provision of the following to assist Members in performing their official functions:
  - An electronic device with appropriate software and document management (including Council Agenda and Minutes), communication and research (both Council workspace and internet)
  - A Council email address
  - A mobile phone (including SIM) if requested
  - Paper for printing
  - Stationery (such as pads, pens, diaries, etc.)
  - Meals and beverages provided in association with meeting attendance.

Notwithstanding their entitlement under the Policy, not all of these provisions were accessed by all Council Members.

In addition to these, Council resolved to make the following available to the Mayor (or Deputy Mayor during the Mayor's absence) to assist them in performing their official functions and duties:

- Laptop computer with appropriate software
- Supply and maintenance of a motor vehicle
- Mayoral Office providing desk and meeting facilities
- Provision of media and communications support
- Access to administrative officer services.

## Council Member Behaviour

Under Regulation 35(a1), 35(2a) and 35 (2b) Local Government (General) Regulations 2013 (SA) Council is required to provide a summary of the number of contraventions against the section of the Local Government Act 1999 (SA) relating to Member behaviour (Chapter 5 Part 4 Division 2) and Health and Safety Duties (Chapter 5 Part 4 Division 3), and the total costs incurred by the council in relation to dealing with complaints alleging contraventions.

| Description | 2024/25 Totals |
|---|---|
| Total number of contraventions of Chapter 5 (Members of Council) Part 4 (Member Integrity and Behaviour) Division 2 (Member Behaviour) during 2024-25. These contraventions arose from 5 complaints, with individuals being found to have breached multiple standards | 26 |
| Total costs incurred by the Council in relation to dealing with complaints alleging contravention of Chapter 5 Part 4 Division 2 | $128,433 |
| Referrals of complaints relevant to Chapter 5 Part 4 Division 2 to the Behavioural Standards Panel | 2 |
| Total number of contraventions of section 75G (Health and Safety duties) as it relates to Member behaviour | Nil |
| Total costs incurred by the council in relation to dealing with complaints alleging contravention or failure to comply with section 75G as it relates to Member behaviour | $46,000 |
| Referrals of complaints relevant to s75G to the Behavioural Standards Panel | 1 |

## Council Member interstate and international travel

During 2024-25, the following interstate and international travel was conducted by Council Members:

| Event | Date & Location | Travel Expenses |
|---|---|---|
| National General Assembly (NGA) for Local Government | Jul 2024, Canberra | $5,887.41 |
| National General Assembly (NGA) for Local Government | Jun 2025, Canberra | $890.00 |

## Gifts and benefits received by Council Members

Two (2) gifts or benefits valued at $50 or more were received by Council Members during 2024-25.

Full details are included in Appendix 4.

*Photo: The Weydling Family enjoying the surrounds at Hamilton Hill, Woodforde*

## Local Government Act 1999 Section 41 Committees

The Adelaide Hills Council has three Section 41 (Council) Committees which operate under Terms of Reference determined by Council.

- Audit and Risk Committee,
- CEO Performance Review Panel, and
- Boundary Change Committee

## Audit and Risk Committee

In accordance with Section 126 of the Local Government Act 1999, the Audit and Risk Committee assists Council in the discharge of its responsibilities for financial reporting, maintain a reliable system of internal controls, risk management and asset management, liaise with the external auditor, and foster the organisation's ethical development. The Audit and Risk Committee's Annual Report is included in Appendix 5.

There are five members of the Audit and Risk Committee, three independent members and two Council Members. The membership and attendance during the financial year was:

| Member Name | Ordinary Meeting | | Special Meeting | |
|---|---|---|---|---|
| | P | A | P | A |
| Cr Malcolm Herrmann (Presiding Member) | 6 | 0 | - | - |
| Sarah Beesley (Until 11 April 2025) | 3 | 1 | - | - |
| Pamela Lee | 6 | 0 | - | - |
| David Moffatt | 6 | 0 | - | - |
| Cr Melanie Selwood | 6 | 0 | - | - |

*P = Present (number of meetings attended);*
*A = Apology (number of meetings not attended)*

Six (6) ordinary meetings were held during 2024-25. There were no special meetings. Sitting fees were paid to independent members of the Audit and Risk Committee. The Presiding Member receives an allowance equivalent to that received by Presiding Members of Prescribed Committees in accordance with the Remuneration Tribunal's determination.

Sitting fees paid until 30 June 2025:

- Independent Presiding Member: $575 per meeting (not utilised in 2024-25).
- Independent Member: $450 per meeting

*Photo: Deputy Mayor, Nathan Daniell addressing attendees at the Community Forum in Uraidla, April 2025*

## Chief Executive Officer Performance Review Panel

The Chief Executive Officer Performance Review Panel (CEOPRP) was established in 2014 to provide advice to Council on matters related to the Chief Executive Officer (CEO) and their performance.

The panel comprises up to five (5 members). Membership and attendance during the 2024-25 financial year was:

| Member Name | Ordinary Meeting | | Special Meeting | |
|---|---|---|---|---|
| | P | A | P | A |
| Cr Chris Grant Presiding Member (until 30 Nov 2024) | 2 | 0 | 1 | 0 |
| Ms Vanessa Gooden Independent Member Independent Presiding Member (since 29 Jan 2025) | 5 | 0 | 0 | 1 |
| Mayor Jan-Claire Wisdom (until 27 Aug 2024) | 0 | 1 | - | - |
| Cr Nathan Daniell (since 28 Jan 2025) | 2 | 1 | - | - |
| Cr Melanie Selwood (until 27 Jan 2025) | 3 | 0 | 1 | 0 |
| Cr Kirsty Parkin | 5 | 2 | 1 | 0 |
| Cr Lucy Huxter (since 11 Sep 2024) | 5 | 0 | 1 | 0 |
| Cr Adrian Cheater (since 10 Dec 2024) | 4 | 0 | - | - |

*P = Present (number of meetings attended);*
*A = Apology (number of meetings not attended)*

Six (6) ordinary meetings and one (1) special meeting were held in 2024-25. The Presiding Member receives an allowance equivalent to that received by Presiding Members of Prescribed Committees in accordance with the Remuneration Tribunal's determination.

Sitting fees paid until 30 June 2025:

- Independent Presiding Member: $575 per meeting.
- Independent Member: $450 per meeting.

## Boundary Change Committee

The Boundary Change Committee was established in 2022 to provide advice to Council regarding the operation and implications of Chapter 3 – Constitution of councils, and Part 2 – Reform proposals of the Act associated with the Campbelltown City Council Woodforde/Rostrevor boundary change proposal.

The committee comprises five (5) Council members. Membership and attendance during the financial year was:

| Member Name | Meetings present | Meetings Absent or Apology |
|---|---|---|
| Cr Mark Osterstock Presiding Member | 3 | 0 |
| Cr Chris Grant | 3 | 0 |
| Cr Leith Mudge | 2 | 1 |
| Cr Nathan Daniell | 3 | 0 |
| Cr Kirsty Parkin | 2 | 1 |

Three (3) ordinary meetings were held in 2024-25. The Presiding Member receives an allowance equivalent to that received by Presiding Members of Prescribed Committees in accordance with the Remuneration Tribunal's determination.

No additional allowance is 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.

## Agendas and minutes

All Council, Committee and CAP meeting agendas are placed on public display at least three days prior to the holding of these meetings.

Minutes are placed on display within five days of meetings. Copies of agendas and minutes are available at Council's service centres and libraries, and can be downloaded from the Council's website.

## Council's Assessment Panel (CAP)

The Adelaide Hills Council Assessment Panel (CAP) is established by the Council under Section 83 of the Planning, Development and Infrastructure Act 2016 (PDI Act). This CAP membership comprises one Council member and four Independent members (which includes an Independent Presiding member). There is also a Deputy Council Member and an Independent Deputy Member (effective 1 June 2024) who may be asked to attend when an ordinary CAP member is absent. Membership and attendance during the financial year was:

| Member Name | Meetings present | Meetings Absent or Apology |
|---|---|---|
| Geoff Parsons<br>Independent Presiding Member | 9 | 2 |
| Ross Bateup<br>Independent Member | 10 | 1 |
| Myles Somers<br>Independent Member | 9 | 2 |
| Paul Mickan<br>Independent Member | 9 | 2 |
| Tim Pride<br>Deputy Independent Member | 1 | - |
| Cr Leith Mudge<br>Council Member | 7 | 4 |
| Cr Nathan Daniell<br>Deputy Council Member (until 29 Nov 2024) | 0 | - |
| Cr Malcolm Herrmann<br>Deputy Council Member (since 30 Nov 2024) | 1 | - |

The CAP considers development applications that are publicly notified where there are representations to be heard and other developments which cannot be determined by staff under delegation. CAP meetings are generally held in Stirling on the second Wednesday of each month from 6:30pm. In 2024-25, 11 meetings of the CAP were held.

Sitting fees paid to members of the CAP were:

- Independent Presiding Member: $578 per meeting
- Independent Ordinary Member: $450 per meeting
- Council Member: $318 per meeting

## Building Fire Safety Committee

Council's Building Fire Safety Committee held 3 scheduled meetings and 2 special meetings during the year to review and deliberate on the adequacy of fire safety for large commercial buildings in the district with an aim of improving the level of fire and life safety.

The membership of the Committee was amended in May 2024 when the Chief Officer nominated a new Country Fire Service (CFS) Representative joining the Committee due to staffing changes. Members and attendance for the Committee was:

| Member Name | Meetings present | Meetings Absent or Apology |
|---|---|---|
| Damien Roland<br>CFS Representative | 5 | 0 |
| Louis Palumbo - Council Staff Member Experience in Fire Safety | 5 | 0 |
| Tom Warneke - Council Staff Member Qualifications in Building Surveyor | 5 | 0 |

The Committee conducted 11 inspections and considered 7 buildings during the year, working with building owners to negotiate an improved level of safety for their buildings in relation to fire exits, emergency lighting, fire-fighting equipment, water supply, hydrant coverage, access for fire services, and bushfire survival plans.

One (1) new fire safety defect notice was issued during 2024-25 requiring upgrades to the existing building to enable safe occupation.

No additional allowance is paid to the Members of the Committee.

## Information or Briefing Sessions

Information or Briefing Sessions (workshops, briefings, and professional development sessions) are held with council members twice a month and provide a valuable opportunity to enhance the decision-making process. Council and committee members use the gatherings to become better informed on issues, seek further clarification, or explore a topic further in an informal environment.

Information or Briefing Sessions are not used to make decisions; all decision making is conducted at the formal Council and Section 41 Committee meetings. Information or Briefing Sessions that involve the discussion of matters that will be considered at a formal council or council committee meeting must be open to the public unless the appropriate confidentiality provisions of the Local Government Act 1999 are utilised.

All Information or Briefing Sessions are advertised on the council website. Ordinary council meeting agendas publicly document the dates and venues of regular workshops and professional development sessions. The professional development sessions are reported under Council Member Training and Development and are run as Closed Informal Gatherings.

As per Council Resolution 64/24 adopted on 12 March 2024, a table of council member full or partial attendance at the Information or Briefing Sessions has been included.

| Date of Session | Topic | Type of Session |
|---|---|---|
| 16/7/24 | Professional Development LG Professionals Legal Refresher (Module 8.2) | CIBS |
| 30/7/24 | Financial Year End Results Briefing<br>Organisational Update | CIBS |
| 5/8/24 | Introduction to Representation Reviews<br>Carbon Management Plan;<br>Development of Regional Climate Action Plan<br>Strategic Plan Workshop | OIBS |
| 20/8/24 | Woodside Commerce Association - Town Masterplan<br>Corporate Reporting for 2024-25<br>Community and Recreation Facilities Update<br>Acknowledgement of Country - Wording Amendment<br>Workshop Schedule | OIBS |
| 26/8/24 | Values Program<br>Working Together | CIBS |
| 2/9/24 | Representation Review<br>Food Organics Garden Organics Trial | OIBS |
| 2/9/24 | Santos Tour Down Under Presentation | CIBS |
| 16/9/24 | Mayor's Use of the Mayor Seeking Legal Advice Policy - Norman Waterhouse | CIBS |
| 17/9/24 | Professional Development - Module 8.1 - Council Leadership | CIBS |
| 23/9/24 | Draft Tree Strategy | OIBS |
| 23/9/24 | Ashton Landfill Project Update<br>Electricity Procurement Matter | CIBS |
| 30/9/24 | Housing Strategy | OIBS |
| 1/10/24 | Buildings Asset Management Plan<br>Strategic Plan Consultation Results | OIBS |

*CIBS - Confidential Information or Briefing Session; OIBS - Open Information or Briefing Session*

| Date of Session | Topic | Type of Session |
|---|---|---|
| 1/10/24 | Community Renewalbles | CIBS |
| 8/10/24 | IOBS Scheduling | OIBS |
| 15/10/24 | Mid-Term Mandatory Training - Financial Management Refresher (Module 8.4) | CIBS |
| 28/10/24 | Grants Policy Review<br>Strategic/Deferred Projects Review | OIBS |
| 28/10/24 | Ashton Landfill | CIBS |
| 4/11/24 | Council's Emergency Management Arrangements Refresher<br>Organisational Wide Service Review | OIBS |
| 19/11/24 | Leading the Change to End Violence Against Women | OIBS |
| 19/11/24 | SafeWork SA Update | CIBS |
| 2/12/24 | Long Term Financial Plan<br>Budget Review 1 - Capital Expenditure | OIBS |
| 2/12/24 | Organisational Structure | CIBS |
| 3/2/25 | Asset Management Gaps and Improvement Plan<br>Organisation Service Map | OIBS |
| 11/2/25 | Highercombe Golf Course Introductory Briefing | CIBS |
| 18/2/25 | Adelaide Hills Tourism Presentation<br>Potential Wildlife Finishing School | OIBS |
| 18/2/25 | Organisational Matters<br>Former Ashton Landfill | CIBS |
| 3/3/25 | CEO Review Process | CIBS |
| 11/3/25 | CFS Review of Bushfire Safer Places and Last Resort Refuges | OIBS |
| 18/3/25 | Council Inspection Policy for Residential Certificate of Occupancy<br>Code of Practice for Council Meeting Procedures<br>Council Members Work, Health and Safety Policy | OIBS |
| 18/3/25 | Electricity Procurement | CIBS |
| 22/3/25 | Financial Sustainability<br>Directorate Updates and Plans<br>Strategic Initiatives<br>Risks and Opportunities<br>Community Consultation | CIBS |
| 7/4/25 | Long Term Financial and Annual Business Plan Update<br>Community and Development - Structure Overview and Strategic Opportunities | CIBS |
| 7/4/25 | Budget Implications - Toilet Blocks, Play Space and Footpaths | OIBS |
| 15/4/25 | Asset Management System Review<br>Balhannah Railway Station<br>Confidential Item Process Review | OIBS |
| 15/4/25 | Long Term Financial Plan and Annual Business Plan Update | CIBS |

*CIBS - Confidential Information or Briefing Session; OIBS - Open Information or Briefing Session*

| Date of Session | Topic | Type of Session |
|---|---|---|
| 5/5/25 | Adelaide Hills Region Waste Management Authority Business Plan<br>Community Energy Upgrade Fund Round 2 - Project Discussion<br>Station Road Woodside Site<br>Champions Initiative | OIBS |
| 5/5/25 | Budget Update<br>Enterprise Bargaining | CIBS |
| 20/5/25 | East Waste 2025-26 Draft Annual Business Plan and Budget<br>Community Support Hubs<br>Confidential Workshop Items<br>Corporate Performance Indicators | OIBS |
| 2/6/25 | Boundary Change Inquiry<br>Water Usage Stonehenge Council Bore<br>Staff Accommodation Changes | CIBS |
| 2/6/25 | Council By-Law Review<br>Amy Gillett Bikeway Project Update<br>Water Usage of Council Bores | OIBS |
| 17/6/25 | By-Law Review<br>Annual Business Plan Corporate Performance Indicators<br>Annual Business Plan/Long Term Financial Plan Community Engagement Feedback | OIBS |

*CIBS - Confidential Information or Briefing Session; OIBS - Open Information or Briefing Session*

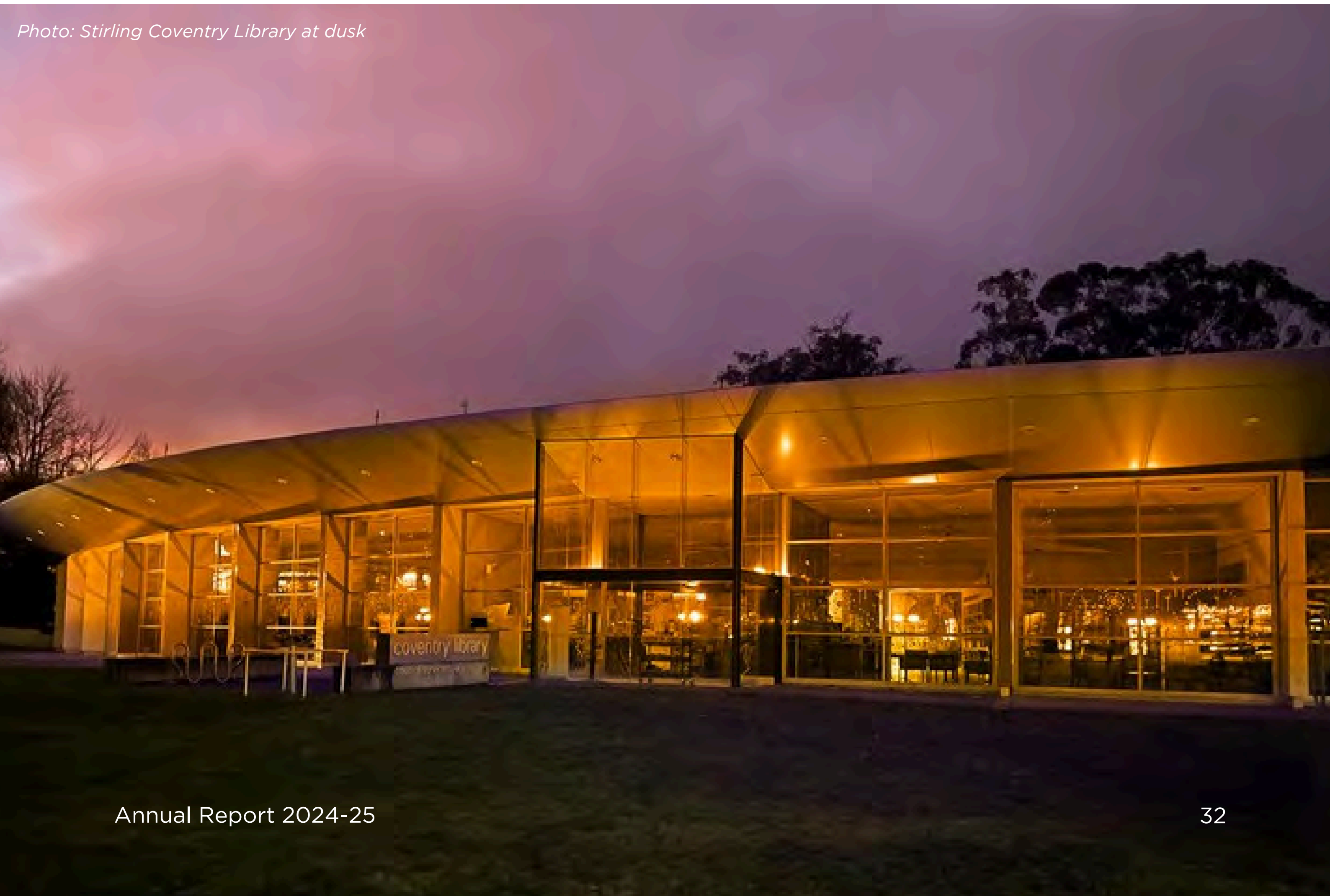



*Photo: Stirling Coventry Library at dusk*

## Council Member Attendance at Information or Briefing Sessions

| Session Date | Mayor Jan-Claire Wisdom | Cr Kirrilee Boyd | Cr Adrian Cheater | Cr Nathan Daniell | Cr Pauline Gill | Cr Chris Grant | Cr Lucy Huxter | Cr Malcolm Herrmann | Cr Leith Mudge | Cr Mark Osterstock | Cr Kirsty Parkin | Cr Louise Pascale | Cr Melanie Selwood |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1/7/24 | AP | F | AP | F | AP | F | P | P | F | AP | F | AP | F |
| 9/7/24 | AP | F | F | F | AP | F | LOA | F | LOA | F | F | F | F |
| 16/7/24 | F | F | F | AP | AP | F | LOA | F | F | LOA | F | F | F |
| 5/8/24 | A | F | F | F | F | A | F | F | F | A | F | P | F |
| 20/8/24 | LOA | F | F | AP | F | F | F | F | F | F | AP | F | F |
| 26/8/24 | LOA | F | F | F | F | F | F | F | F | F | F | F | F |
| 2/9/24 | LOA | F | P | F | A | AP | F | F | F | AP | F | AP | F |
| 16/9/24 | AP | F | AP | F | F | F | F | F | F | AP | F | F | F |
| 17/9/24 | P | F | AP | F | F | F | F | F | F | AP | AP | AP | F |
| 30/9/24 | A | LOA | F | F | F | F | AP | F | F | LOA | F | F | F |
| 1/10/24 | F | LOA | F | AP | F | F | AP | F | F | AP | AP | F | F |
| 15/10/24 | F | F | F | F | AP | F | F | F | F | LOA | LOA | F | F |
| 28/10/24 | F | LOA | F | F | F | AP | AP | F | F | LOA | LOA | LOA | F |
| 4/11/24 | F | LOA | F | F | F | F | AP | F | F | F | F | LOA | F |
| 19/11/24 | F | F | F | A | F | F | F | P | F | A | F | F | P |
| 2/12/24 | AP | F | AP | F | F | F | AP | F | F | AP | P | A | F |
| 3/2/25 | F | AP | F | F | F | F | AP | F | AP | AP | F | F | F |
| 18/2/25 | P | AP | F | F | LOA | F | F | F | F | AP | F | P | F |
| 3/3/25 | F | F | F | F | AP | F | AP | F | F | F | AP | F | F |
| 11/3/25 | LOA | F | F | F | AP | AP | F | P | LOA | F | F | A | F |
| 18/3/25 | LOA | F | F | F | P | F | F | F | LOA | AP | F | F | F |
| 22/3/25 | LOA | F | F | F | F | F | F | F | LOA | AP | F | F | F |
| 7/4/25 | LOA | AP | F | F | AP | F | AP | F | F | F | F | F | F |
| 15/4/25 | LOA | F | F | F | A | F | F | F | AP | AP | F | F | F |
| 5/5/25 | LOA | F | F | F | AP | F | P | F | P | AP | A | P | F |
| 20/5/25 | LOA | AP | F | F | A | F | P | F | F | F | F | A | F |
| 2/6/25 | LOA | F | F | P | | F | AP | F | F | AP | F | | |
| 17/6/25 | LOA | AP | F | F | | F | F | F | F | F | F | | |

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

## Section 90(2) and 91(7) Requirements - confidentiality orders

During 2024-25, 50 new items were considered in closed session in accordance with Section 90(2) of the Local Government Act 1999, and 34 items remained on the register from the previous financial years. Of these, 15 items were released in full and 84 remained in confidence, in accordance with Section 91(7) of the Act as at 30 June 2025.

| Date | Council / Committee | Item no. | Title | LGA 1999 Section | Confidentiality recommendation / Date released | Status as at 30 June 2025 |
|---|---|---|---|---|---|---|
| 22/04/2014 | Council | 18.2.1 | AHRWMA | 90(3)(b,d,i) | | Retained in confidence |
| 25/05/2021 | Council | 18.1.1 | Multi-Year Road Rally Proposal | 90(3)(d) | 14 Mar 25 | Released |
| 26/10/2021 | Council | 18.1 | Electricity Procurement Legal Matter | 90(3)(h) | | Retained in confidence |
| 26/10/2021 | Council | 18.2 | Ashton Landfill | 90(3)(i) | | Retained in confidence |
| 26/04/2022 | Council | 11.1.2 | Property Lobethal Road, Lenswood - Confidential | 90(3)(a) | | Retained in confidence |
| 28/06/2022 | Council | 18.3 | Ashton Landfill | 90(3)(i) | | Retained in confidence |
| 28/06/2022 | Council | 18.1 | Warren Road Birdwood Blackspot | 90(3)(d) | | Retained in confidence |
| 23/08/2022 | Council | 18.4 | Revised East Waste 2022-23 Annual Plan & Budget | 90(3)(d) | | Retained in confidence |
| 23/08/2022 | Council | 18.5 | Ministerial Exemption | 90(3)(i) | | Retained in confidence |
| 23/08/2022 | Council | 18.3 | East Waste Recycling Contract | 90(3)(d) | | Retained in confidence |
| 12/12/2022 | Audit Committee | 10.1 | External Audit Tender | 90(3)(d) | 12 Dec 24 | Released |
| 20/12/2022 | Council | 18.1 | Surplus Government Land Notification | 90(3)(d) | | Retained in confidence |
| 20/12/2022 | Council | 18.3 | Appointment of External Auditor | 90(3)(d) | 31 Dec 24 | Released |
| 14/02/2023 | Council | 9.1 | South Australian Tourism Commission re Santos Tour Down Under | 90(3)(j) | | Retained in confidence |
| 26/04/2023 | Council | 18.1 | Amy Gillett Bikeway Stage 4 Agreement | 90(3)(j) | 26 Apr 25 | Released |
| 27/06/2023 | Council | 18.1 | Appointment of GRFMA Chairperson | 90(3)(a) | | Retained in confidence |
| 25/07/2023 | Council | 18.1 | Country Cabinet August 2023 Key Strategic Issues | 90(3)(j) | | Retained in confidence |
| 4/09/2023 | Council | 6.1 | Amy Gillett Bikeway Stage 4 Alternate Offer to State Government | 90(3)(j) | | Retained in confidence |
| 10/10/2023 | Council | 18.1 | Electricity Procurement - Legal Matter | 90(2); 90(3)(h) | | Retained in confidence |

## Section 90(2) and 91(7) Requirements - confidentiality orders

| Date | Council / Committee | Item no. | Title | LGA 1999 Section | Confidentiality recommendation / Date released | Status as at 30 June 2024 |
|---|---|---|---|---|---|---|
| 6/11/2023 | Council | 8.1 | CEO Performance Review Process – Exclusion of the Public | S90(2); S90(3)(a,h) | | Retained in confidence |
| 14/11/2023 | Council | 19.1 | Provision of Spray Sealed Services Contract | S90(2); S90(3)(k) | 13 Nov 24 | Released |
| 12/12/2023 | CEO PRP | 9.2 & 9.3 | CEO Probation Review Process and MWON | S90(2); S90(3)(a,h) | | Retained in confidence |
| 19/12/2023 | Council | 19.4 | CEO Performance Review Process | S90(2); S90(3)(a,h) | | Retained in confidence |
| 19/12/2023 | Council | 19.2.1 | Amy Gillett Bikeway Stage 4 Construction Option | S90(2); S90(3)(j) | 19 Dec 24 | Released |
| 19/12/2023 | Council | 338/23 | Amy Gillett Bikeway Stage 4 Construction Option | S90(2); S90(3)(j) | 19 Dec 24 | Released |
| 19/12/2023 | Council | 19.3.1 | CEO Performance Review Panel Minutes of Meeting - 12 December 2023 | S90(2); S90(3)(a,h) | | Retained in confidence |
| 23/01/2024 | Council | 12/24 | CEO PR Independent Member Appointment | 90(2); 90(3)(a) | 1 Jul 24 | Released |
| 23/01/2024 | Council | 9/24 | Customer Relationship Management CRM System | 90(2), 90(3)(k) | 7 Nov 24 | Released |
| 23/01/2024 | Council | 19.2 | South Australian Boundaries Commission | 90(2), 90(3)(j) | 23 Jan 25 | Released |
| 13/02/2024 | Council | 19.1 | CEO Performance Review Panel Recommendation (Decision 2) (Deferred Item) | 90(3)(a) | | Retained in confidence |
| 27/02/2024 | Council | 57/24 | Audit Committee Minutes of Meeting - 12 February 2024 | 90(2), 90(3)(j) | 19 Dec 24 | Released |
| 27/02/2024 | Council | 54/24 | Amy Gillett Bikeway - Prudential Report and Construction Funding | 90(2), 90(3)(j) | 19 Dec 24 | Released |
| 27/02/2024 | Council | 19.1 | Recovery of Unpaid Rates | 90(2), 90(3)(i) | | Retained in confidence |
| 12/03/2024 | Council | 76/24 | Amy Gillett Bikeway - Stage 4 Letter of Variation | 90(2), 90(3)(j) | 19 Dec 24 | Released |
| 12/03/2024 | Council | 20.1 | CEO PRP Minutes of Meeting | 90(2), 90(3)(a) | 12 Mar 25 | Released |
| 26/03/2024 | Council | 19.3 | Special CEO PRP Committee Minutes of Meeting - 21 March 2024 | 90(2), 90(3)(a) | | Retained in confidence |
| 26/03/2024 | Council | 19.2 | Trans Tasman Energy Group | 90(2), 90(3)(i), 90(3)(h) | | Retained in confidence |
| 26/03/2024 | Council | 19.1 | Ashton Landfill | 90(2), 90(3)(a), 90(3)(h) | | Retained in confidence |

## Section 90(2) and 91(7) Requirements - confidentiality orders

| Date | Council / Committee | Item no. | Title | LGA 1999 Section | Confidentiality recommendation / Date released | Status as at 30 June 2024 |
|---|---|---|---|---|---|---|
| 9/04/2024 | Council | 19.1 | CEO PRP Special Meeting - Minutes of meeting 28 March 2024 | 90(2), 90(3)(a) | | Retained in confidence |
| 9/04/2024 | Council | 19.5 | Appointment of the Gawler River Floodplain Management Authority Chairperson | 90(3)(a) | | Retained in confidence |
| 9/04/2024 | Council | 19.4 | CEO Development Plan | 90(3)(a) | | Retained in confidence |
| 9/04/2024 | Council | 19.3 | CEO Performance Review Process 2024/25 | 90(3)(a) | | Retained in confidence |
| 14/05/2024 | Council | 19.2 | Strategic Communication and Engagement Plan Woodforde, Teringie and Rostrevor | 90(2), 90(3)(b), 90(3)(i) | | Retained in confidence |
| 14/05/2024 | Council | 19.1 | Forensic Analysis of Boundary Change Submission (Exclusion of the Public) | 90(2), 90(3)(b), 90(3)(i) | | Retained in confidence |
| 11/06/2024 | Council | 19.3 | Mayor seeking legal advice update | 90(3)(a, h) | 11 Jun 25 | Released |
| 11/06/2024 | Council | 19.2 | CEO Review Process | 90(3)(a) | | Retained in confidence |
| 11/06/2024 | Council | 19.1 | Event Opportunity Santos Tour Down Under 2025 | 90(3)(j) | | Retained in confidence |
| 25/06/2024 | Council | 19.1 | Electricity Procurement - Legal Matter | 90(3)(h,i) | | Retained in confidence |
| 25/06/2024 | Council | 12.6 | Confidential Item Review | 90(3)(j) | | Retained in confidence |
| 1/07/2024 | Special Council | 8.1 | Correspondence from PC Infrastructure | 90(3)(h)(i) | | Retained in confidence |
| 23/07/2024 | Council | 19.1 | Land Management Agreement - Burial on Private Land | 90(3)(a) | | Retained in confidence |
| 12/08/2024 | CEO PRP | 10.1 | CEO Performance Review Process Recommendations | 90(3)(a) | | Retained in confidence |
| 13/08/2024 | Council | 19.1 | Financial Management | 90(3)(g)(h) | | Retained in confidence |
| 19/08/2024 | Audit | 11.1 | Financial Management Council Report | 90(3)(g)(h) | | Retained in confidence |
| 27/08/2024 | Council | 19.0 | Question Without Notice | 90(3)(g)(h) | | Retained in confidence |
| 27/08/2024 | Council | 19.2 | Mayor's Use of the Mayor Seeking Legal Advice Policy | 90(3)(a)(h) | | Retained in confidence |
| 27/08/2024 | Council | 19.3 | Work Health and Safety Matters | 90(3)(a)(h) | | Retained in confidence |
| 28/08/2024 | Boundary Change Committee | 12.1 | Boundary Change Proposal Project and Governance Arrangements | 90(3)(b)(i) | | Retained in confidence |

## Section 90(2) and 91(7) Requirements - confidentiality orders

| Date | Council / Committee | Item no. | Title | LGA 1999 Section | Confidentiality recommendation / Date released | Status as at 30 June 2024 |
|---|---|---|---|---|---|---|
| 28/08/2024 | Boundary Change Committee | 12.2 | Boundary Change Advocacy Strategy | 90(3)(b)(i) | | Retained in confidence |
| 28/08/2024 | Boundary Change Committee | 12.3 | Strategic Communication and Engagement Plan Updates | 90(3)(b)(i) | | Retained in confidence |
| 18/09/2024 | CEO PRP | 10.2 | CEO Performance Review Process and Criteria | 90(3)(a) | | Retained in confidence |
| 24/09/2024 | Council | 19.1 | CEO Performance Review Panel Recommendations to Council - CEO Review Process | 90(3)(a) | | Retained in confidence |
| 24/09/2024 | Council | 19.2 | HR Consultant Update | 90(3)(a) | | Retained in confidence |
| 12/11/2024 | Council | 19.1 | Community Renewables Program | 90(3)(d)(h) | | Retained in confidence |
| 12/11/2024 | Council | 19.2 | Grant Opportunity | 90(3)(j) | | Retained in confidence |
| 12/11/2024 | Council | 19.3 | Proposed CEO Leave Policy | 90(3)(a) | | Retained in confidence |
| 12/11/2024 | Council | 19.4 | Work Health and Safety Update | 90(3)(a)(h) | | Retained in confidence |
| 26/11/2024 | Council | 19.1 | Behavioural Standards Complaint | 90(3)(a)(h) | | Retained in confidence |
| 26/11/2024 | Council | 19.2 | Amy Gillett Bikeway Tender Approval | 90(3)(k) | | Retained in confidence |
| 26/11/2024 | Council | 19.3 | Provision of Unsealed Road Materials | 90(3)(k) | | Retained in confidence |
| 26/11/2024 | Council | 19.4 | Deputy Mayor Seeking Legal Advice | 90(3)(a) | | Retained in confidence |
| 3/12/2024 | Boundary Change Committee | 14.1 | Inquiry into the Campbelltown City Council Boundary Change Proposal | 90(3)(b)(i) | | Retained in confidence |
| 18/12/2024 | CEO PRP | 10.1 | CEO Key Performance Indicators | 90(3)(a) | | Retained in confidence |
| 18/12/2024 | CEO PRP | 10.2 | 2024 Remuneration Review | 90(3)(a) | | Retained in confidence |
| 28/01/2025 | Council | 19.1 | S184 - Recovery of Unpaid Rates | 90(3)(i) | | Retained in confidence |
| 28/01/2025 | Council | 19.2 | Motion on Notice - Behavioural Matter - Cr Nathan Daniell | 90(3)(a) | | Retained in confidence |
| 28/01/2025 | Council | 19.3 | Review into the Accuracy of Reports | 90(3)(a) | | Retained in confidence |
| 28/01/2025 | Council | 19.4 | Review into Late Reports | 90(3)(a) | | Retained in confidence |
| 28/01/2025 | Council | 19.5 | CEO PRP Recommendations to Council - 2024 CEO Remuneration Review Process | 90(3)(a) | | Retained in confidence |

## Section 90(2) and 91(7) Requirements - confidentiality orders

| Date | Council / Committee | Item no. | Title | LGA 1999 Section | Confidentiality recommendation / Date released | Status as at 30 June 2024 |
|---|---|---|---|---|---|---|
| 18/01/2025 | Council | 19.6 | CEO PRP Recommendations to Council - CEO Key Performance Indicators | 90(3)(a) | | Retained in confidence |
| 25/02/2025 | Council | 19.3 | Ashton Landfill | 90(3)(a) (h) | | Retained in confidence |
| 25/02/2025 | Council | 19.1 | Audit Committee Confidential Minutes 17/02/25 | 90(3)(b) (e) | | Retained in confidence |
| 25/02/2025 | Council | 19.2 | Policy Amendments - Elected Members Access to Legal Advice Policy | 90(3)(a) | | Retained in confidence |
| 11/03/2025 | Council | 19.1 | Technology Risk and Opportunities Review | 90(3)(b) | | Retained in confidence |
| 2/04/2025 | CEO PRP | 10.1 | CEO Review Report | 90(3)(a) | | Retained in confidence |
| 15/04/2025 | BCC | 12.1 | Activity Update: Campbelltown City Council Boundary Change Inquiry | 90(3)(b) | | Retained in confidence |
| 16/04/2025 | CEO PRP | 10.1 | CEO Review Report | 90(3)(a) | | Retained in confidence |
| 16/04/2025 | CEO PRP | 10.2 | CEO Remuneration Annual Review | 90(3)(a) | | Retained in confidence |
| 22/04/2025 | Council | 19.1 | CEO PRP Confidential Minutes - 2 April 25 | 90(3)(a) | | Retained in confidence |
| 22/04/2025 | Council | 19.3 | CEO PRP Recommendations - CEO Review Report | 90(3)(a) | | Retained in confidence |
| 22/04/2025 | Council | 19.4 | CEO PRP Recommendations - CEO Annual Remuneration Review | 90(3)(a) (h) | | Retained in confidence |
| 22/04/2025 | Council | 19.1 | Boundary Change Committee Confidential Minutes - 15 April 25 | 90(3)(b) | | Retained in confidence |
| 13/05/2025 | Council | 19.1 | Sustainable Infrastructure Systems (SIS) - Commence winding up Proceedings | 90(3)(h) (i) | | Retained in confidence |
| 13/05/2025 | Council | 19.2 | AHRWMA Iindependent Chair Appointment | 90(3)(a) | | Retained in confidence |
| 27/05/2025 | Council | 19.1 | Behavioural Standards Complaint 1 | 90(3)(a) (h) | | Retained in confidence |
| 27/05/2025 | Council | 19.2 | Behavioural Standards Complaint 2 | 90(3)(a) (h)(i) | | Retained in confidence |
| 27/05/2025 | Council | 19.3 | Behavioural Standards Complaint 3 | 90(3)(a) (h)(i) | | Retained in confidence |
| 18/06/2025 | CEO PRP | 10.1 | Qualified Independent Person Report | 90(3)(a) (h) | | Retained in confidence |
| 30/06/2025 | Council | 19.1 | Event Opportunity Santos Tour Down Under 2026 | 90(3)(j) | | Retained in confidence |

## Council's Representation Quota

The Adelaide Hills Council's total representation quota (the number of electors for each Council Member including Mayor) in 2024-25 is 1 for every 2,574 electors. The total number of electors is 30,886.

The Adelaide Hills Council's representation quota is comparable with councils of similar populations (albeit different numbers of Council Members):

| Council | No of Electors | Representation Quota |
|---|---|---|
| City of Holdfast Bay | 28,835 | 1 : 2,403 |
| City of Norwood Payneham and St Peters | 26,079 | 1 : 2,006 |
| Burnside | 32,508 | 1 : 2,709 |
| City of Unley | 28,048 | 1 : 2,337 |

*(Data source: Electoral Commission SA 2025 (made available via LGA))*

Council undertook a Representation Review in 2024-25, which included community consultation on proposed amendments.

The Electoral Commission SA approved the Representation Review with arrangements taking effect from polling day of the next periodic Local Government election.

## Public involvement in Council business

Members of the public may put forward their views to Council in a number of ways.

### Pubic Forum

Any member of the public is allocated up to five minutes at each Council meeting to address the Members with comments or questions.

### Deptations and Presentations

With the permission of the Mayor or Committee Presiding Member, a member of the public can address a Committee or the Council personally or on behalf of a group of residents as a as a deputation or presentation. Each deputation is usually limited to a maximum of ten minutes.

### Petitions

Written petitions can be addressed to Council or a Committee on any issue within the Council's jurisdiction and these are presented at the next meeting of Council or Committee following receipt. Petitions must be in the format set out in legislation; Council's Petitions Policy provides guidelines on these requirements as well as on submission.

### Written Requests

A member of the public can write to the Council about any Council service, activity or policy via post or email.

Chief Executive Officer
Adelaide Hills Council
63 Mount Barker Rd, Stirling, SA 5152
mail@ahc.sa.gov.au

### Community Engagement

The Adelaide Hills Council engages with local residents about many issues that may affect their neighbourhoods. Formal consultations are guided by Council's Public Consultation Policy. Everyone is encouraged to contribute to projects via the Adelaide Hills Engagement Hub website at engage.ahc.sa.gov.au, by emailing engage@ahc.sa.gov.au, post, calling (08) 8408 0400 or attending online or face to face drop in sessions. Over the last financial year there were 34,062 visits to the Adelaide Hills Engagement Hub website and 38 online engagements launched for contributions or information.

Three (3) Community Forums were held in 2024-25:

| Location & Date | Focus Areas |
|---|---|
| Fabrik Arts + Heritage Hub, 19 Oct 24 | Arts and culture, community and library programs, access and inclusion. |
| Balhannah Football Club, 28 Nov 24 | Community Grants Program |
| Uraidla Football Club, 29 Apr 25 | Sustainability initiatives, Carbon Management Plan, Community Grants Policy & Program Review |

Local community members and groups are invited to attend community forums across the district and to speak with elected members and senior staff about new initiatives or topics of concern.

## Freedom of Information requests

Twenty one (21) requests for information were made under the Freedom of Information Act 1991 during the 2024-25 financial year; a decrease of six (6) from the twenty seven (27) managed in the previous year. Five (5) applications rolled over from the 2023-24 year.

Freedom of Information (FOI) applications can be submitted using an FOI Application form, available from the State Records website, Council's website, or any of Council's Service Centres or by way of a request in writing. An application fee (in accordance with Council's Fees and Charges Policy) must accompany the application.

The State Records website provides detailed information on the FOI process or you can contact Council's FOI Officer.

The Freedom of Information Statement is reviewed and published annually on our website in accordance with the requirements of the Freedom of Information Act 1991. Annual Reporting is provided to State Records of South Australia at the end of each financial year, below outlines 2024-25 outcomes for Adelaide Hills Council.

| FOI Requests | Total |
|---|---|
| Outstanding from previous period | 5 |
| New applications | 21 |
| **Outcomes** | |
| Transferred in full | 0 |
| Determined - Full release | 9 |
| Determined – Partial release | 7 |
| Determined – Refused | 2 |
| Withdrawn | 8 |
| No records available | 0 |
| Documents otherwise accessible | 0 |
| Information previously provided | 0 |
| **Total Processed** | **26** |
| Outstanding at the end of the period | 0 |
| Internal review completed | 0 |
| External review completed | 0 |

## Internal review of Council decisions

The Council's Internal Review of Council Decisions Policy provides a process pursuant to Section 270 of the Local Government Act 1999 for people to request a formal internal review of a decision made by Council (including by staff acting under delegation).

Formal reviews are normally the final avenue for a complainant before raising the matter with external agencies such as the South Australian Ombudsman. Formal internal reviews are distinct from routine complaint handling processes in that they involve a higher degree of scrutiny of the decision making process and merit and are conducted by a person who was not involved in the original decision.

| Internal reviews | Total |
|---|---|
| Reviews in progress as at 1 July 2024 | 0 |
| No of requests recieved in 2024-25 | 1 |

## Amendment to Council records

Any member of the public may inspect Council documents relating to their personal affairs with a request under Part 4 Division 2 of the Freedom of Information Act 1991. Access to the records is possible through the completion of a Freedom of Information Request Form.

A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out-of-date. Amendments to Council records must be requested using a Freedom of Information Amendment of Records Form.

## Fraud and corruption prevention

Council recognises that fraud and corruption have the potential to cause significant financial and non-financial harm, and that the prevention and control of fraud and corruption should feature predominantly within the systems and procedures of a responsible council.

Council is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency; the key components of good governance. A Fraud and Corruption Prevention Policy has been adopted by Council to provide guidance in managing these risks.

Council adopted a Public Interest Disclosure Policy to facilitate the disclosure of public interest information and provide guidance on the management and investigation of disclosures. This Policy and associated procedures have been developed in accordance with the Public Interest Disclosures Act 2018 which replaced the Whistleblowers Protection Act 1993 from 1 July 2019.

## Delegations and sub-delegations

The Chief Executive Officer and other officers have the delegated authority from Council (in accordance with Section 44 and 101 of the Local Government Act 1999) to make decisions on a number of specified administrative and operational matters.

The Register of Delegations reflects the delegated authority from Council to the Chief Executive Officer (and subsequently any sub-delegations) and this is visible on Council's website. As a minimum, delegations are reviewed annually.

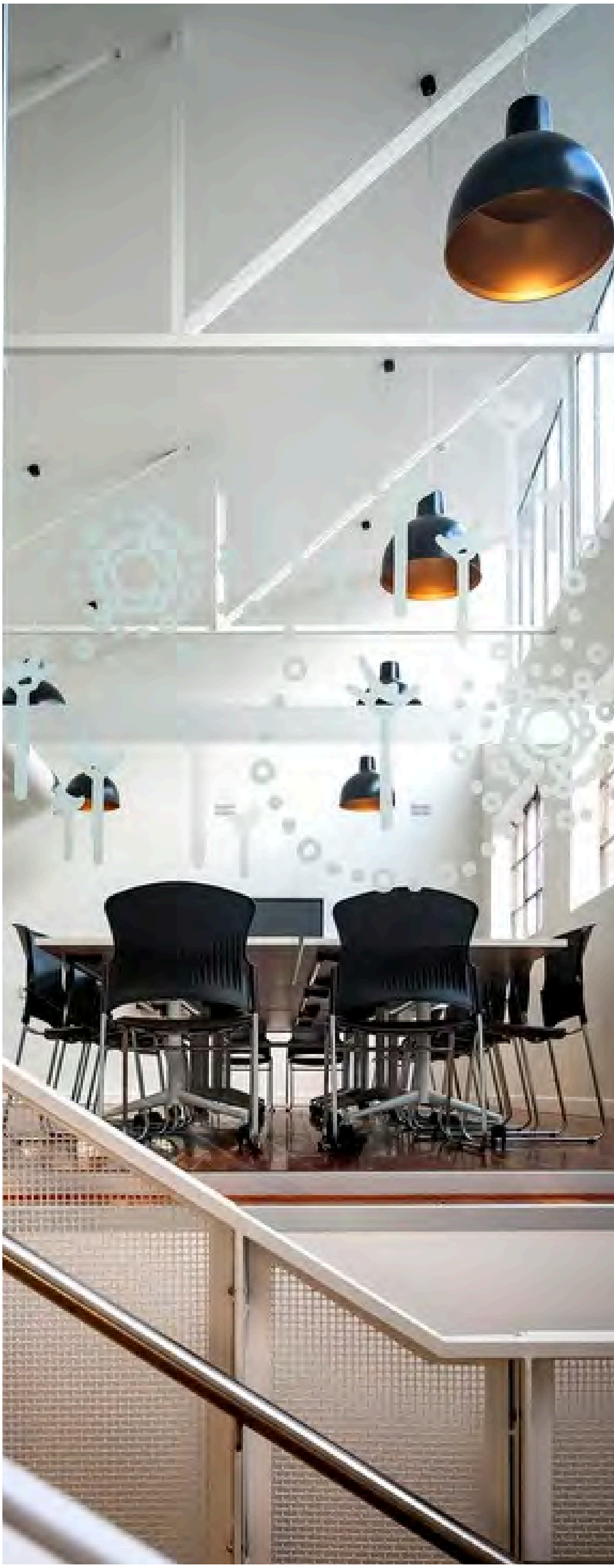


*Photo: Fabrik Arts + Heritage in Lobethal*

## Registers, codes and policies

Documents available for public inspection are:

### Registers

- LG Act Section 63 | Gifts & Benefits Register – Council Members & Staff
- LG Act Section 70(a1) | Register of Interests for Council Members and Independent Members
- LG Act Section 79 | Council Members' Register of Allowances & Benefits
- LG Act Section 90 | Confidential Items
- LG Act Section 98 | Development Applications Register
- LG Act Section 105 |Council Employees Register of Salaries
- LG Act Section 188 | Fees & Charges
- LG Act Section 207 | Community Land Management Plan
- LG Act Section 231 | Public Roads
- LG Act Section 252 | By-laws
- Development Regulations 2008 Regulation 98 | Development Applications Register

### Codes and Policies

*Administration*

- LG Act Section 110 | Mandatory Code of Conduct for Council Employees

*Community*

- Acknowledgment & Welcome to Country
- Arts & Heritage Collection
- Cemetery Operating
- Burials Outside Cemeteries
- Community & Recreation Facilities
- Community Group Use of Photocopiers
- Community Information Display
- Community Loans
- Festivals & Events
- Flags Policy
- Grant Giving
- Memorials within Council Cemeteries
- Outdoor Dining
- Play Space
- Public Consultation
- Public Transport
- Roadside Trading
- Safe Environments
- School Parking & Associated Facilities
- Tributes for Commemorative Services
- Volunteer Engagement
- Wastewater System Application Fee Refunds

Corporate Governance

- Advisory Group Operation & Conduct
- Caretaker
- LG Act Section 92 | Code of Practice for Access to Council & Council Committee Meetings & Documents
- Code of Practice for Meeting Procedures
- Complaint Handling
- Enforcement
- Fraud Corruption Misconduct & Maladministration
- Information or Briefing sessions
- Internal Audit
- Internal Review of Council Decisions
- Order Making
- Petitions
- Procurement
- Public Interest Disclosure
- Public Interest Disclosure Procedure
- Prudential Management
- Records & Information Management
- Request for Services
- Risk Management
- Unreasonable Complainant Conduct

Council Member

- Behaviour Management
- LG Act Section 75E | Behavioural Standards for Council Members
- Council Member Training & Development
- Council Member Allowances & Support
- LG Act Section 75G | Council Members Work, Health & Safety
- Elected Members Access to Legal Advice
- One Team Communication Protocols

Development and Engineering

- Access to Development Application Documents
- Accredited Professionals
- Buffers
- Council Assessment Panel Review of Decisions of the Assessment Manager
- Delegations Policy for the Determination of Development Applications by CAP
- Development Application Fee Refunds
- Development Application Fee Waiver
- Development Applications Involving Regulated Trees
- Management of Built Heritage
- Models for Major Development
- Privately Funded (Council-led) Code Amendments
- Public Place & Road Naming
- Unsealed Roads

Environment and Open Space

- Directional Signage
- Burning Permit
- Emergency Management
- Genetically Modified Crops
- Telecommunications Installation Small Cell Stobie Pole Mounted Antennae
- Tree Management

Finance

- Debt Recovery (inc. CWMS Customer Hardship Policy)
- Disposal of Assets
- Grant & External Funding (Acceptance) Policy
- Rating
- Treasury

Infrastructure and Assets

- Alteration & Occupation of Public Roads
- Asset Management
- Occasional Hiring of Council Meeting Rooms
- Street Lighting
- Trails & Cycling Routes Management
- Waste & Resource Recovery Services

The policies, codes and registers detailed are available at Council's Service Centres for inspection and/or purchase by members of the public for a fee as set out in Council's Fees and Charges Policy.

These documents can be accessed on Council's website for no charge.

## Community Land Management Plans

A new Community Land Management Plan was adopted by Council on 24 September 2019. The plan has been prepared for each category of community land, defining ownership details, location, area, principal usage and user groups.

Data verification of community land has been completed with all community land assigned to the appropriate category in the Community Lands Register. It lists community lands and does not include any lands revoked or excluded under the Local Government Act 1999.

## Competitive tendering

In 2024-25 Council determined that a number of services it provides could be more efficiently provided by external contractors. Where services are outsourced a tender process is used to achieve best value for Council.

Details of the tendering process can be found in Council's Procurement Policy. In 2024-25, 69 services were subjected to a competitive bidding process.

## Purchase of local goods and services

When goods and services are required by Council, local suppliers are invited to tender. In 2024-25 we had 58 competitive tender processes completed.

All tenders are considered on an equal basis in accordance with the principles of fair trading and the requirements of National Competition Policy and the Competition and Consumer Act 2010.

When paying for purchases, employees are encouraged under Council's Procurement Policy to utilise purchase cards as one the most cost effective payment methods. During 2024-25, purchase cards were used for a total of $430,613.12 of Council expenses.

## National Competition Policy

Principles of competitive neutrality are designed to neutralise any net competitive advantage that a government or local government agency engaged in significant business activities would otherwise have, by virtue of its control by the government or local government, over private businesses operating in the same market.

Council has a complaints mechanism in place and in 2024-25 no complaints were received through this process with regard to competitive neutrality.

## Our people

The success of our Council is built on the dedication and expertise of our staff, who are committed to delivering exceptional services to our community. As of June 30, 2025, our workforce consisted of 193 FTE (Full Time Equivalent) staff with a mix of talents working together to manage a diverse array of programs and services.

## Employee Performance

We believe that empowering our employees is key to enhancing the services we provide. By fostering a culture of continuous improvement, our workforce are encouraged to refine their skills and enhance the way we deliver to the community we serve. Support from People Leaders at every level is essential, as they offer guidance through both informal discussions and structured reviews. This approach focuses on:

- Tracking progress against Key Result Areas
- Enhancing personal performance
- Promoting a proactive attitude toward work health and safety
- Exploring development opportunities, whether through collaborative projects or formal training sessions

## Leadership Development

Our commitment to leadership development is evident as we invest in both current leaders and those identified as future leaders within our organization. Recent initiatives have included a focus on mental health awareness, with people leaders completing formal multi-day training. Opportunities provided not only nurture individual growth but also strengthen our leadership pipeline, ensuring we are well-prepared for the future of our community. Together, we are shaping a dynamic leadership landscape that benefits everyone.

## Work Health and Safety and Injury Management

Adelaide Hills Council prioritises Work Health and Safety (WHS) and Injury Management (IM), consistently implementing activities and improvements to uphold our commitment to safe systems of work and meet due diligence requirements.

This year, our focus has been on developing and implementing the WHS Rebate Action Plan, which was created following audit recommendations and is monitored by the Local Government Association Workers Compensation Scheme. Progress on this plan is crucial to ensuring that agreed actions are achieved, with an annual rebate available based on completed activities from the action plan.

Continued employee education and support in using our Safety Management System, both in the field and office environments, has led to increased reporting of incidents and hazards and improved timeliness in completion of corrective actions.

During 2024–25, we delivered several key initiatives to strengthen workplace safety and wellbeing.

We also introduced individual Site Emergency Plans, developed collaboratively with stakeholders at each location, to enhance preparedness and response capability.

To improve communication and safety for field staff, a mobile phone rollout was completed, providing timely access to WHS information and support.

In addition, Crucial Conversations training was offered to all staff as a proactive measure to minimise psychological risk and foster positive dialogue across the organisation.

These efforts reflect our commitment to creating a safe and supportive work environment for all Adelaide Hills Council employees.

## Employee interstate travel

One of the ways Council supports employees is through the provision of travel to attend events to represent Council and/or that are relevant to the employees development. In 2024-25, the following employee travel occurred:

| Event | Date & Location | Travel Expenses |
|---|---|---|
| National General Assembly 2024 | Jul 2024, Canberra | $2,858.41 |
| Australasian Fire & Emergency Services Authorities Council | Sep 2024, Sydney | $6,717.54 |
| IPWEA International Asset Management Congress 2024 | Nov 2024, Canberra | $1,967.07 |
| Invox National CHSP Conference 2024 | Dec 2024, Melbourne | $808.67 |
| Fleet Procurement | Mar 2025, Melbourne | $1,632.74 |
| National General Assembly 2025 | Jun 2025, Canberra | $3,093.68 |

## Executive Leadership Team arrangements

Council has an Executive Leadership Team that operates under the direction of the Chief Executive Officer.

| Position | No of positions | Salary Range as at 30 Jun 2025 |
|---|---|---|
| CEO | 1 | $310,071 |
| Executive Leadership Team | 4 | $199,334 - 243,000 |

The Executive Leadership Team have Total Remuneration Packages that incorporate salary, compulsory superannuation and the provision of a motor vehicle for business and private use.

Other benefits available to the Executive Team may include the provision of ICT equipment (a mobile telephone and laptop) and paid memberships for up to two professional bodies. No other bonuses or allowances are paid.

## Gifts and Benefits received by employees

Two (2) gifts or benefits valued at $50 or more were received by Council staff during 2024-25. Both were accepted and shared with staff. Full details are included in Appendix 4.

## Remuneration payable to Council's auditor

Remuneration payable for the audit of the Adelaide Hills Council Internal Financial Controls and Annual Financial Statements for 2024-25 was $71,448.02.

No other remuneration was paid to the auditors for non-audit services.

## Legal fees incurred by Council

Total expenditure related to legal fees in the 2024-25 financial year was $831,951.31.

*Photo: Native vegetation at Mylor's Bushland Park*

# Appendix 1:
# Financial Statements

01

# Adelaide Hills Council

## GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2025

# General Purpose Financial Statements
for the year ended 30 June 2025

## Contents

Page

# Adelaide Hills Council

## General Purpose Financial Statements
for the year ended 30 June 2025

## Certification of Financial Statements

**We have been authorised by the Council to certify the financial statements in their final form.**

**In our opinion:**

- the accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2025 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.

Greg Georgopoulos
**Chief Executive Officer**
Date: 28/10/25

Nathan Daniell
**Acting Mayor**
Date: 28/10/25

# Adelaide Hills Council

## General Purpose Financial Statements
for the year ended 30 June 2025

## Understanding Council's Financial Statements

### Introduction

Each year, individual Local Governments across South Australia are required to present a set of audited Financial Statements to their Council and community.

### About the Certification of Financial Statements

The Financial Statements must be certified by the Chief Executive Officer and Mayor as "presenting a true and fair view" of the Council's financial results for the year and ensuring both responsibility for and ownership of the Financial Statements across Council.

### What you will find in the Statements

The Financial Statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2025.

The format of the Financial Statements is standard across all South Australian Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and the requirements as set down in the South Australia Model Financial Statements.

The Financial Statements incorporate four (4) "primary" financial statements:

1. **A Statement of Comprehensive Income**
   A summary of Council's financial performance for the year, listing all income and expenses.

2. **A Balance Sheet**
   A 30 June snapshot of Council's financial position including its assets and liabilities.

3. **A Statement of Changes in Equity**
   The overall change for the year (in dollars) of Council's "net wealth".

4. **A Statement of Cash Flows**
   Indicates where Council's cash came from and where it was spent.

### About the Notes to the Financial Statements

The notes to the Financial Statements provide greater detail and additional information on the four (4) Primary Financial Statements.

### About the Auditor's Reports

Council's Financial Statements are required to be audited by external accountants (that generally specialise in Local Government).

In South Australia, the Auditor provides an audit report, with an opinion on whether the Financial Statements present fairly the Council's financial performance and position.

### About the Independence Certificates

Council's Financial Statements are also required to include signed Certificates by both the Council and the Auditors that the Council's Auditor has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

### Who uses the Financial Statements?

The Financial Statements are publicly available documents and are used by (but not limited to) Councillors, residents and ratepayers, employees, suppliers, contractors, customers, the Local Government Association of South Australia, the SA Local Government Grants Commission, and financiers including banks and other financial institutions.

Under the *Local Government Act 1999* the Financial Statements must be made available at the principal office of the Council and on Council's website.

# Statement of Comprehensive Income
for the year ended 30 June 2025

| $ '000 | Notes | 2025 | Restated 2024 [1] |
|---|---|---|---|
| **Income** | | | |
| Rates | 2a | 51,484 | 48,389 |
| Statutory charges | 2b | 1,612 | 1,520 |
| User charges | 2c | 1,048 | 934 |
| Grants, subsidies and contributions - capital | 2g | 901 | 1,293 |
| Grants, subsidies and contributions - operating | 2g | 7,790 | 3,332 |
| Investment income | 2d | 34 | 35 |
| Reimbursements | 2e | 324 | 398 |
| Other income | 2f | 524 | 512 |
| Net gain - equity accounted council businesses | 17 | 55 | 142 |
| **Total income** | | 63,772 | 56,555 |
| **Expenses** | | | |
| Employee costs | 3a | 22,651 | 21,915 |
| Materials, contracts and other expenses | 3b | 25,345 | 25,886 |
| Depreciation, amortisation and impairment | 3c | 14,237 | 12,345 |
| Finance costs | 3d | 921 | 758 |
| Net loss - equity accounted council businesses | 17 | 26 | 79 |
| **Total expenses** | | 63,180 | 60,983 |
| Operating surplus / (deficit) | | 592 | (4,428) |
| Physical resources received free of charge | 2h | 1,486 | 1,106 |
| Asset disposal and fair value adjustments | 4 | (2,651) | (2,307) |
| Amounts received specifically for new or upgraded assets | 2g | 2,236 | 3,277 |
| Net surplus / (deficit) | | 1,663 | (2,352) |
| **Other comprehensive income** | | | |
| Capital WIP write-off prior years | | (413) | (218) |
| Changes in revaluation surplus - I,PP&E | 9a | 37,460 | 76,020 |
| Other equity adjustments - equity accounted council businesses | 17(a)i | 267 | 42 |
| Share of other comprehensive income - equity accounted council businesses | 9a | 12 | 1,197 |
| **Total other comprehensive income** | | 37,326 | 77,041 |
| Total comprehensive income | | 38,989 | 74,689 |

(1) Please refer to Note 21 for the restatement made.

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

# Statement of Financial Position
as at 30 June 2025

| $ '000 | Notes | 2025 | Restated 2024 [1] | Restated 1 July 2023 [1] |
|---|---|---|---|---|
| **ASSETS** | | | | |
| **Current assets** | | | | |
| Cash and cash equivalent assets | 5a | 249 | 534 | 489 |
| Trade and other receivables | 5b | 5,126 | 7,208 | 3,573 |
| Inventories | 5c | 18 | 10 | 17 |
| **Total current assets** | | 5,393 | 7,752 | 4,079 |
| **Non-current assets** | | | | |
| Trade and other receivables | 6a | 247 | 260 | – |
| Equity accounted investments in council businesses | 6b | 4,241 | 3,933 | 2,631 |
| Infrastructure, property, plant and equipment | 7 | 606,763 | 570,003 | 491,931 |
| **Total non-current assets** | | 611,251 | 574,196 | 494,562 |
| TOTAL ASSETS | | 616,644 | 581,948 | 498,641 |
| **LIABILITIES** | | | | |
| **Current liabilities** | | | | |
| Trade and other payables | 8a | 6,787 | 7,879 | 6,107 |
| Borrowings | 8b | 1,230 | 5,796 | 1,721 |
| Provisions | 8c | 4,529 | 4,515 | 5,257 |
| **Total current liabilities** | | 12,546 | 18,190 | 13,085 |
| **Non-current liabilities** | | | | |
| Borrowings | 8b | 18,070 | 16,683 | 13,230 |
| Provisions | 8c | 607 | 643 | 583 |
| **Total non-current liabilities** | | 18,677 | 17,326 | 13,813 |
| TOTAL LIABILITIES | | 31,223 | 35,516 | 26,898 |
| Net assets | | 585,421 | 546,432 | 471,743 |
| **EQUITY** | | | | |
| Accumulated surplus | | 148,418 | 146,881 | 149,364 |
| Asset revaluation reserves | 9a | 436,906 | 399,446 | 322,268 |
| Other reserves | 9b | 97 | 105 | 111 |
| Total council equity | | 585,421 | 546,432 | 471,743 |
| Total equity | | 585,421 | 546,432 | 471,743 |

(1) Please refer to Note 21 for the restatement made.

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

# Statement of Changes in Equity

for the year ended 30 June 2025

| $ '000 | Notes | Accumulated surplus | Asset revaluation reserve | Other reserves | Total equity |
|---|---|---|---|---|---|
| **2025** | | | | | |
| Restated balance at the end of previous reporting period | | 146,881 | 399,446 | 105 | 546,432 |
| Restated Net surplus / (deficit) for year | | 1,663 | – | – | 1,663 |
| **Other comprehensive income** | | | | | |
| Gain (Loss) on Revaluation of I,PP&E | 9a | – | 37,460 | – | 37,460 |
| Share of OCI - equity accounted council businesses | | 12 | – | – | 12 |
| Capital WIP Write-off prior years | | (413) | – | – | (413) |
| Other equity adjustments - equity accounted council businesses | 17(a)i | 267 | – | – | 267 |
| **Other comprehensive income** | | (134) | 37,460 | – | 37,326 |
| Total comprehensive income | | 1,529 | 37,460 | – | 38,989 |
| Transfers between reserves | | 8 | – | (8) | – |
| Balance at the end of period | | 148,418 | 436,906 | 97 | 585,421 |
| **2024** | | | | | |
| Restated balance at the end of previous reporting period | | 150,021 | 322,268 | 111 | 472,400 |
| Adjustments (correction of prior period errors) | 21a | (657) | – | – | (657) |
| Restated opening balance | | 149,364 | 322,268 | 111 | 471,743 |
| Restated Net surplus / (deficit) for year | | (2,352) | – | – | (2,352) |
| **Other comprehensive income** | | | | | |
| Gain (Loss) on Revaluation of I,PP&E | 9a | – | 76,020 | – | 76,020 |
| Share of OCI - equity accounted council businesses | | 39 | 1,158 | – | 1,197 |
| Capital WIP Write-off prior years | | (218) | – | – | (218) |
| Other equity adjustments - equity accounted council businesses | 17(a)i | 42 | – | – | 42 |
| **Other comprehensive income** | | (137) | 77,178 | – | 77,041 |
| Total comprehensive income | | (2,489) | 77,178 | – | 74,689 |
| Transfers between reserves | | 6 | – | (6) | – |
| Balance at the end of period | | 146,881 | 399,446 | 105 | 546,432 |

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

# Statement of Cash Flows

for the year ended 30 June 2025

| $ '000 | Notes | 2025 | 2024 |
|---|---|---|---|
| **Cash flows from operating activities** | | | |
| Receipts | | | |
| Rates receipts | | 51,644 | 48,377 |
| Statutory charges | | 1,612 | 1,520 |
| User charges | | 1,048 | 934 |
| Grants, subsidies and contributions (operating purpose) | | 8,875 | 1,163 |
| Investment receipts | | 34 | 35 |
| Reimbursements | | 324 | 398 |
| Other receipts | | 51 | 1,386 |
| Payments | | | |
| Finance payments | | (902) | (758) |
| Payments to employees | | (22,350) | (22,319) |
| Payments for materials, contracts and other expenses | | (25,183) | (25,314) |
| **Net cash provided by (or used in) operating activities** | 10b | 15,153 | 5,422 |
| **Cash flows from investing activities** | | | |
| Receipts | | | |
| Grants utilised for capital purposes | | 901 | 544 |
| Amounts received specifically for new or upgraded assets | | 2,236 | 3,277 |
| Sale of replaced assets | | 877 | 792 |
| Sale of surplus assets | | 40 | – |
| Payments | | | |
| Expenditure on renewal/replacement of assets | | (11,830) | (11,115) |
| Expenditure on new/upgraded assets | | (4,165) | (6,237) |
| Capital contributed to equity accounted Council businesses | | (279) | – |
| **Net cash provided (or used in) investing activities** | | (12,220) | (12,739) |
| **Cash flows from financing activities** | | | |
| Payments | | | |
| Repayments of borrowings | | (3,086) | (561) |
| Repayment of lease liabilities | | (147) | (247) |
| Repayment of bonds and deposits | | – | (2) |
| **Net cash provided by (or used in) financing activities** | | (3,233) | (810) |
| **Net increase (decrease) in cash held** | | (300) | (8,127) |
| plus: cash & cash equivalents at beginning of period | | (14,663) | (6,536) |
| Cash and cash equivalents held at end of period | 10a | (14,963) | (14,663) |

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Contents of the Notes accompanying the General Purpose Financial Statements

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 1. Summary of Material Accounting Policy Information

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

### (1) Basis of preparation

#### 1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011.*

#### 1.2 Critical accounting estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

#### 1.3 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars ($'000).

### (2) The local government reporting entity

Adelaide Hills Council is incorporated under the South Australian Local Government Act 1999 and has its principal place of business at 63 Mount Barker Road, Stirling. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

Other entities in which Council has an interest but does not control are reported in Note 17.

### (3) Income recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

The Council recognises revenue under *AASB 1058 Income of Not-for-Profit Entities* (AASB 1058) or *AASB 15 Revenue from Contracts with Customers* (AASB 15) when appropriate.

In cases where there is an 'enforceable' contract with a customer with 'sufficiently specific' performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied (i.e. when it transfers control of a product or service to a customer). Revenue is measured based on the consideration to which the Council expects to be entitled in a contract with a customer.

In other cases, AASB 1058 applies when a not-for-profit (NFP) entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. The excess of the asset recognised (at fair value) over any 'related amounts' is recognised as income immediately, except in the case where a financial asset has been received to enable the council to acquire or construct a recognisable non-financial asset that is to be controlled by the council. In this case, the council recognises the excess as a liability that is recognised over time in profit and loss when (or as) the entity satisfies its obligations under the transfer.

continued on next page ...

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 1. Summary of Material Accounting Policy Information (continued)

In recent years the payment of untied financial assistance grants from the Commonwealth Government has varied from the annual allocation as shown in the table below:

| | Cash Payment Received | Annual Allocation | Difference |
|---|---|---|---|
| 2019-20 | $1,640,046 | $1,564,152 | +$75,894 |
| 2020-21 | $1,516,052 | $1,581,658 | - $65,606 |
| 2021-22 | $2,304,241 | $1,661,744 | +$642,497 |
| 2022-23 | $2,253,435 | $1,810,018 | +$443,417 |
| 2023-24 | $95,844 | $2,577,656 | -$2,481,812 |
| 2024-25 | $ 3,086,704 | $2,029,378 | +$1,057,326 |

As these grants are untied, the Australian Accounting Standards require that these payments be recognised upon receipt.

Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 14 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

### (4) Cash, cash equivalents and other financial instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the *Local Government Act 1999*. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition, except for trade receivables from a contract with a customer, which are measured at the transaction price. A detailed statement of the accounting policies applied to financial instruments forms part of Note 11.

### (5) Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

### (6) Infrastructure, property, plant and equipment

#### 6.1 Initial recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and other overhead cost directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner by management.

## Note 1. Summary of Material Accounting Policy Information (continued)

### 6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life.

Examples of capitalisation thresholds applied during the year are given below. No capitalisation threshold is applied to the acquisition of land or interests in land.

| | |
|---|---|
| Office Furniture & Fittings | $3,000 |
| Other Plant & Equipment | $3,000 |
| Artworks | $5,000 |
| Building Fixture and Fittings | $5,000 |
| Building Structures | $5,000 |
| Paving & Footpaths, Kerb & Gutter | $5,000 |
| Road construction & reconstruction | $5,000 |
| Stormwater, Gravity mains and Culverts | $5,000 |
| All Other Assets | $5,000 |

### 6.3 Subsequent recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

### 6.4 Depreciation of non-current assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

*Plant, Furniture & Equipment*

| | |
|---|---|
| Office Furniture and Equipment | 5 to 10 years |
| Vehicles and Heavy Plant | 8 to 16 years |
| Other Plant & Equipment | 5 to 10 years |

*Building & Other Structures*

| | |
|---|---|
| Buildings – masonry | 50 to 100 years |
| Buildings – other construction | 20 to 40 years |
| Benches, seats, etc | 10 to 20 years |
| Park Structures – masonry | 50 to 100 years |
| Park Structures – other construction | 20 to 40 years |
| Playground equipment | 5 to 15 years |

*Infrastructure*

| | |
|---|---|
| Bores | 20 to 40 years |
| Bridges | 80 to 100 years |
| Culverts | 50 to 75 years |
| CWMS Pipes | 70 to 80 years |
| Dams and Lagoons | 80 to 100 years |
| Flood Detention Systems | 80 to 100 years |
| Irrigation Pipes and Systems | 25 to 75 years |

continued on next page ...

| | |
|---|---|
| Paving & Footpaths, Kerb & Gutter | 40 to 100 years |
| Pumps & Telemetry | 15 to 25 years |
| Road Pavement | 65 to 180 years |
| Sealed Roads – Surface | 15 to 25 years |
| Stormwater and Gravity Mains | 80 to 100 years |
| Unsealed Roads | 10 to 20 years |

*Other Assets*

| | |
|---|---|
| Artworks | indefinite |
| Right-of-Use Assets | 2 to 5 years |

### 6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

### 6.6 Borrowing costs

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in Note 3, and the amount (if any) of interest revenue offset against borrowing costs in Note 2.

## (7) Payables

### 7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

### 7.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

## (8) Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables"

continued on next page ...

## Note 1. Summary of Material Accounting Policy Information (continued)

### (9) Employee benefits

#### 9.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

#### 9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Hostplus Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 16.

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

### (10) Provisions for reinstatement, restoration and rehabilitation

Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation and rehabilitation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs and are carried at the net present value of estimated future costs.

Although estimated future costs are based on a closure plan, such plans are based on current environmental requirements which may change. Council's policy to maximise recycling is extending the operational life of these facilities, and significant uncertainty exists in the estimation of the future closure date.

### (11) Leases

**Accounting policy applicable from 01 July 2019**

The Council assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

**11.1 Council as a lessee**

The Council recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

**i) Right-of-Use-Assets**

The Council recognises right-of-use assets at the commencement date of the lease. Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, lease payments made at or before the commencement date less any lease incentives received and the estimate of costs to be incurred to restore the leased asset. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets, as follows:

| | |
|---|---|
| Computers & IT Equipment | 3 to 5 years |
| Building Occupancy | Up to 3 years |

The right-of-use assets are also subject to impairment. Refer to the accounting policies above - Impairment of non-financial assets.

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**ii) Lease Liabilities**

At the commencement date of the lease, the Council recognises lease liabilities measured at the present value of lease payments to be made over the lease term. In calculating the present value of lease payments, the Council uses its incremental borrowing rate or the interest rate implicit in the lease.

**iii) Short-term leases and leases of low-value assets**

The Council applies the short-term lease recognition exemption to its short-term leases of machinery and equipment (i.e., those leases that have a lease term of 12 months or less from the commencement date). It also applies the low-value assets recognition exemption to leases of office equipment that are considered to be low value. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

## (12) Equity accounted Council businesses

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interests in cooperative arrangements, which are only recognised if material, are accounted for in accordance with AASB 128 and set out in detail in Note 17.

## (13) GST implications

In accordance with Interpretation 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a net basis.

## (14) New accounting standards adopted and not yet effective

Council has adopted all of the Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are mandatory for the current reporting period.

New and revised accounting standards and amendments thereof, and interpretations effective for the current year that are relevant to the consolidated entity include:

**Amendments to AASB101 for classifying liabilities as current or non-current**
Council has significant borrowings with Westpac and the LGFA through various debenture facilities. The amendments mean that for Council, borrowings are classified as current liabilities unless, at the end of the reporting period, Council has a right to defer settlement of the liability for at least 12 months after the reporting period. Covenants that the group is required to comply with, on or before the end of the reporting period, are considered in classifying loan arrangements with covenants as current or non-current. Covenants that Council is required to comply with after the reporting date do not affect the classification.

Previously, Council classified borrowings as current, even when Council had the right to defer payments for more than 12 months after the reporting date, if Council attended to settle the loans sooner as cash flows allowed. Amendments made to AASB 101 however mean that the classification of a borrowing is unaffected by the likelihood that the entity will exercise its right to defer settlement of the liability for at least 12 months after the reporting period.

As a result, Council presents all borrowings for which Council has the right to defer payment at the reporting date for more than 12 months as non-current. Council has also made a retrospective adjustment to the 2024 borrowing comparatives, to present borrowings as non-current rather than current as a result of adopting the amendments.

The AASB has issued Australian Accounting Standards and Interpretations which are not mandatorily effective at 30 June 2025. These standards have not been adopted by Council and will be included in the financial statements on their effective date. AASB 18 Presentation and Disclosure in Financial Statements, once taking effect, is expected to impact Council's financial statements, however a full assessment has not been made with regards to such impacts.

## (15) Comparative figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

continued on next page ...

## Note 1. Summary of Material Accounting Policy Information (continued)

**(16) Disclaimer**

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 2. Income

| $ '000 | 2025 | 2024 |
|---|---|---|
| **(a) Rates** | | |
| **General rates** | | |
| General rates | 48,010 | 44,885 |
| Less: mandatory rebates | (373) | (332) |
| Less: discretionary rebates, remissions and write-offs | (93) | (67) |
| **Total general rates** | 47,544 | 44,486 |
| **Other rates (including service charges)** | | |
| Community wastewater management systems | 1,721 | 1,711 |
| Landscape levy | 1,676 | 1,641 |
| Separate and special rates | – | 5 |
| Stirling Business Association Separate Rate | 108 | 107 |
| **Total other rates (including service charges)** | 3,505 | 3,464 |
| **Other charges** | | |
| Penalties for late payment | 358 | 332 |
| Legal and other costs recovered | 77 | 107 |
| **Total other charges** | 435 | 439 |
| Total rates | 51,484 | 48,389 |

### (b) Statutory charges

| $ '000 | 2025 | 2024 |
|---|---|---|
| Animal registration fees and fines | 596 | 565 |
| Planning, Development and Infrastructure Act fees | 665 | 637 |
| Health and septic tank inspection fees | 96 | 101 |
| Other licences, fees and fines | 66 | 55 |
| Parking fines / expiation fees | 123 | 99 |
| Searches | 66 | 63 |
| Total statutory charges | 1,612 | 1,520 |

### (c) User charges

| $ '000 | 2025 | 2024 |
|---|---|---|
| Cemetery Fees | 401 | 364 |
| Community centres | 197 | 158 |
| Lobethal Woollen Mill Precinct | 170 | 153 |
| Sundry | 280 | 259 |
| Total user charges | 1,048 | 934 |

### (d) Investment income

| $ '000 | 2025 | 2024 |
|---|---|---|
| Interest on investments | | |
| - Local Government Finance Authority | 1 | 2 |
| - Banks and other | 33 | 32 |
| Unwinding of premiums and discounts | – | 1 |
| Total investment income | 34 | 35 |

continued on next page ...

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 2. Income (continued)

| $ '000 | 2025 | 2024 |
|---|---|---|
| **(e) Reimbursements** | | |
| Employee costs | – | 5 |
| Lobethal Woollen Mill Precinct | 242 | 263 |
| Other Properties | 8 | 15 |
| Private works | 4 | 3 |
| Other | 70 | 112 |
| Total reimbursements | 324 | 398 |
| **(f) Other income** | | |
| Insurance and other recoupments - infrastructure, property, plant and equipment | 80 | 205 |
| Fabrik net sales revenue (refer below) | 28 | – |
| Sundry | 416 | 307 |
| Total other income | 524 | 512 |

**Fabrik**

| | | |
|---|---|---|
| Exhibition sales | 15 | - |
| Cost of Goods Sold | 8 | - |
| Net Sales Revenue | 7 | - |
| Consignment sales | 75 | - |
| Cost of Goods Sold | 51 | - |
| Net Sales Revenue | 24 | - |
| Non-Consignment sales | 0 | - |
| Cost of Goods Sold | 3 | - |
| Net Sales Revenue | (3) | - |

continued on next page ...

## Note 2. Income (continued)

| $ '000 | 2025 | 2024 |
|---|---|---|
| **(g) Grants, subsidies and contributions** | | |
| **Capital grants, subsidies and contributions** | | |
| Amounts received specifically for new or upgraded assets | 2,236 | 3,277 |
| **Total amounts received for new or upgraded assets** | 2,236 | 3,277 |
| **Other grants, subsidies and contributions - capital** | | |
| Roads to Recovery | 901 | 749 |
| Lobethal Centennial Hall | – | 15 |
| Special Local Roads Funding | – | 529 |
| **Total Other grants, subsidies and contributions - capital** | 901 | 1,293 |
| **Operating grants, subsidies and contributions** | | |
| **Annual** | | |
| Community Home Support Program Grants | 1,106 | 1,062 |
| Community Wastewater Management Systems Contributions | 32 | 69 |
| Library and communications | 285 | 298 |
| Sundry | 364 | 323 |
| Supplementary Local Roads Funding | 343 | 344 |
| Untied - Financial Assistance Grant | 3,087 | 96 |
| **Ad hoc / One Off** | | |
| Community Resilience Grants | 323 | 466 |
| Local Roads & Community Infrastructure Program | 1,557 | – |
| Open Space Biodiversity Grants | 545 | – |
| Stormwater Management Plan | – | 32 |
| Waste Management Grants | 10 | – |
| 21-22 Blackspot Funding | 138 | 642 |
| **Total other grants, subsidies and contributions - operating** | 7,790 | 3,332 |
| **Total grants, subsidies and contributions** | 10,927 | 7,902 |
| **(i) Sources of grants** | | |
| Commonwealth Government | 8,367 | 3,905 |
| State Government | 2,095 | 3,820 |
| Other | 465 | 177 |
| **Total** | 10,927 | 7,902 |
| **(ii) Individually significant items** | | |
| Grant Commission Financial Assistance Grant received in advance recognised as Income | 1,057 | – |

### (h) Physical resources received free of charge

| $ '000 | 2025 | 2024 |
|---|---|---|
| Land and improvements | 1,486 | 1,106 |
| **Total physical resources received free of charge** | 1,486 | 1,106 |

# Note 3. Expenses

## (a) Employee costs

| $ '000 | Notes | 2025 | 2024 |
|---|---|---|---|
| Salaries and wages | | 16,630 | 16,770 |
| Employee leave expense | | 3,747 | 3,275 |
| Superannuation - defined contribution plan contributions | 16 | 2,051 | 1,939 |
| Superannuation - defined benefit plan contributions | 16 | 127 | 161 |
| Other employee related costs | | 32 | 51 |
| Fringe Benefits Tax | | 156 | 232 |
| Personal Income Protection Insurance | | 297 | 313 |
| Workers' compensation insurance | | 499 | 486 |
| Less: capitalised and distributed costs | | (888) | (1,312) |
| **Total operating employee costs** | | **22,651** | **21,915** |
| | | | |
| Total number of employees (full time equivalent at end of reporting period) | | 193 | 186 |

continued on next page ...

## Note 3. Expenses (continued)

| $ '000 | 2025 | 2024 |
|---|---|---|
| **(b) Materials, contracts and other expenses** | | |
| **(i) Materials, Contracts and Expenses** | | |
| Bank Fees | 99 | 91 |
| Contractors | 6,037 | 6,481 |
| Contractors - Cleaning | 427 | 338 |
| Contractors - Tree Management | 709 | 838 |
| Consultants | 242 | 88 |
| Contributions & Donations | 823 | 900 |
| Contract Labour | 829 | 1,263 |
| Energy | 686 | 678 |
| Grant Related Expenditure | 219 | 386 |
| Heathfield High School Contribution | – | 9 |
| Insurance | 1,042 | 893 |
| Landfill Remediation | 224 | 70 |
| Legal expenses | 832 | 500 |
| Levies - other | 373 | 352 |
| Levies paid to Government - Landscape levy | 1,676 | 1,642 |
| Licencing - ICT | 1,202 | 1,036 |
| Memberships & Subscriptions | 181 | 133 |
| Parts, Accessories & Consumables | 1,944 | 1,840 |
| Plant & Equipment | 230 | 569 |
| Professional services | 133 | 108 |
| Return of LGA CWMS Contribution | – | 1 |
| Stirling Business Association | 110 | 110 |
| Sundry | 439 | 338 |
| Telephone (incl data) | 271 | 279 |
| Water | 334 | 285 |
| Waste | 5,581 | 5,143 |
| Work-in-Progress Write-off | – | 919 |
| Less: capitalised and distributed Costs | – | (69) |
| **Subtotal - Material, Contracts & Expenses** | **24,643** | **25,221** |
| **(ii) Prescribed Expenses** | | |
| Auditor's remuneration | | |
| : Auditing the financial reports | 50 | 51 |
| : Internal audit reviews | 33 | – |
| : Other | 10 | – |
| Elected members' expenses | 411 | 408 |
| Election expenses | 13 | 13 |
| Lease expense - low value assets / short term leases | 185 | 193 |
| **Subtotal - prescribed expenses** | **702** | **665** |
| **Total materials, contracts and other expenses** | **25,345** | **25,886** |

continued on next page ...

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 3. Expenses (continued)

| $ '000 | 2025 | 2024 Restated |
|---|---|---|
| **(c) Depreciation, amortisation and impairment** | | |
| **Depreciation and Amortisation** | | |
| Buildings | 1,933 | 1,781 |
| Infrastructure | | |
| - Bridges | 390 | 364 |
| - Cemeteries | 47 | 37 |
| - Community Wastewater Management Systems | 379 | 363 |
| - Footpaths | 497 | 468 |
| - Guardrails | 139 | 123 |
| - Kerb & Gutter | 633 | 610 |
| - Playgrounds | 102 | 108 |
| - Retaining Walls | 236 | 205 |
| - Roads | 6,512 | 5,440 |
| - Sport & Recreation | 516 | 433 |
| - Stormwater | 795 | 778 |
| - Street Furniture | 132 | 112 |
| - Traffic Controls | 52 | 51 |
| - Other Infrastructure | 13 | 2 |
| Furniture and fittings | 54 | 53 |
| Plant and equipment | 1,662 | 1,171 |
| Right-of-use assets | 145 | 246 |
| **Total depreciation, amortisation and impairment** | **14,237** | **12,345** |

### (d) Finance costs

| | 2025 | 2024 Restated |
|---|---|---|
| Charges on finance leases | 3 | 9 |
| Interest on loans | 304 | 346 |
| Interest on overdraft and short-term drawdown | 595 | 403 |
| Unwinding of present value discounts | 19 | – |
| **Total finance costs** | **921** | **758** |

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 4. Asset disposal and fair value adjustments

| $ '000 | 2025 | 2024 |
|---|---|---|
| **Infrastructure, property, plant and equipment** | | |
| **(i) Assets renewed or directly replaced** | | |
| Proceeds from disposal | 884 | 792 |
| Less: Carrying Amount of Assets Sold or Disposed of | (3,568) | (3,089) |
| Other sale costs | (7) | (10) |
| **Gain (loss) on disposal** | (2,691) | (2,307) |
| **(ii) Assets surplus to requirements** | | |
| Proceeds from disposal | 40 | – |
| Less: carrying amount of surplus assets disposed of | – | – |
| **Gain (loss) on disposal** | 40 | – |
| Net gain (loss) on disposal or revaluation of assets | (2,651) | (2,307) |

## Note 5. Current assets

| $ '000 | 2025 | 2024 |
|---|---|---|
| **(a) Cash and cash equivalent assets** | | |
| Cash on hand and at bank | 249 | 531 |
| Short Term Deposits | – | 3 |
| Total cash and cash equivalent assets | 249 | 534 |
| **(b) Trade and other receivables** | | |
| Rates - general and other | 1,441 | 1,611 |
| Accrued revenues | 330 | 1,370 |
| Debtors - general | 274 | 352 |
| Other levels of government - operating | 1,833 | 2,918 |
| GST recoupment | 680 | 427 |
| Prepayments | 568 | 530 |
| Total trade and other receivables | 5,126 | 7,208 |
| **(c) Inventories** | | |
| Stores and materials | 18 | 10 |
| Total inventories | 18 | 10 |

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 6. Non-current assets

| $ '000 | Notes | 2025 | 2024 |
|---|---|---|---|
| **(a) Trade and other receivables** | | | |
| **Receivables** | | | |
| Council rates postponement scheme | | 245 | 235 |
| Prepayments | | 2 | 25 |
| **Subtotal** | | 247 | 260 |
| **Total receivables** | | 247 | 260 |
| Total financial assets | | 247 | 260 |

### (b) Equity accounted investments in council businesses

| $ '000 | Notes | 2025 | 2024 |
|---|---|---|---|
| Adelaide Hills Regional Waste Management Authority (AHRWMA) | 17ai | 1,595 | 1,562 |
| Eastern Waste Management Authority (EWMA) | 17ai | 146 | 112 |
| Gawler River Floodplain Management Authority (GRFMA) | 17ai | 2,500 | 2,259 |
| Total equity accounted investments in Council businesses | | 4,241 | 3,933 |

# Notes to and forming part of the Financial Statements

for the year ended 30 June 2025

## Note 7. Infrastructure, Property, Plant & Equipment

### Infrastructure, property, plant and equipment

| | | as at 30/06/24 | | | | Asset movements during the reporting period | | | | | | | | | as at 30/06/25 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| $ '000 | Fair Value Level | At Fair Value | At Cost | Accumulated Depreciation | Carrying amount | Asset Additions New / Upgrade | Asset Additions Renewals | WDV of Asset Disposals | Depreciation Expense (Note 3c) | WIP Transfers | Adjustments & Transfers | Other Physical Resources Free of Charge | RoU Additions | Revaluation Increments to Equity (ARR) (Note 9) | At Fair Value | At Cost | Accumulated Depreciation | Carrying amount |
| Capital work in progress | | – | 5,682 | – | 5,682 | 4,165 | 11,830 | – | – | (20,469) | (413) | – | – | – | – | 797 | – | 797 |
| Land - community | 3 | 110,161 | – | – | 110,161 | – | – | (20) | – | 108 | – | 760 | – | 1,796 | 112,805 | – | – | 112,805 |
| Buildings | 3 | 97,129 | – | (39,277) | 57,852 | – | – | (52) | (1,933) | 5,826 | – | 30 | – | 3,418 | 108,638 | – | (43,496) | 65,142 |
| Infrastructure | | | | | | | | | | | | | | | | | | |
| - Bridges | 3 | 26,716 | – | (15,705) | 11,011 | – | – | (26) | (390) | 733 | – | – | – | 302 | 27,995 | – | (16,366) | 11,629 |
| - Cemeteries | 3 | 2,303 | – | (1,042) | 1,261 | – | – | – | (47) | 57 | – | – | – | 64 | 2,480 | – | (1,145) | 1,335 |
| - Community Wastewater Management Systems | 3 | 24,826 | – | (9,532) | 15,294 | – | – | (36) | (379) | 198 | – | – | – | 418 | 25,654 | – | (10,159) | 15,495 |
| - Footpaths | 3 | 23,220 | – | (6,788) | 16,432 | – | – | (101) | (497) | 685 | – | 52 | – | 202 | 24,452 | – | (7,679) | 16,773 |
| - Guardrails | 3 | 6,667 | – | (1,882) | 4,785 | – | – | (36) | (139) | 27 | – | – | – | 148 | 6,833 | – | (2,048) | 4,785 |
| - Kerb & Gutter | 3 | 49,186 | – | (14,020) | 35,166 | – | – | (8) | (633) | 64 | – | 136 | – | 996 | 50,834 | – | (15,112) | 35,722 |
| - Playgrounds | 3 | 2,178 | – | (1,024) | 1,154 | – | – | (30) | (102) | – | – | – | – | 54 | 2,202 | – | (1,127) | 1,075 |
| - Retaining Walls | 3 | 15,980 | – | (6,232) | 9,748 | – | – | – | (236) | 286 | – | – | – | 1,678 | 16,823 | – | (5,348) | 11,475 |
| - Roads | 3 | 350,511 | – | (123,501) | 227,010 | – | – | (2,417) | (6,512) | 7,090 | – | 145 | – | 26,773 | 370,714 | – | (118,626) | 252,088 |
| - Sport & Recreation | 3 | 22,960 | – | (10,259) | 12,701 | – | – | (36) | (516) | 1,255 | – | 140 | – | 622 | 24,993 | – | (10,828) | 14,165 |
| - Stormwater | 3 | 76,068 | – | (29,754) | 46,314 | – | – | (8) | (795) | 607 | – | 217 | – | 706 | 78,425 | – | (31,385) | 47,040 |
| - Street Furniture | 3 | 3,608 | – | (1,125) | 2,483 | – | – | (1) | (132) | 130 | – | 6 | – | 120 | 3,911 | – | (1,305) | 2,606 |
| - Traffic Controls | 3 | 2,593 | – | (834) | 1,759 | – | – | – | (52) | – | – | – | – | 86 | 2,720 | – | (926) | 1,794 |
| - Other Infrastructure | 3 | – | 2,227 | (650) | 1,577 | – | – | – | (13) | 19 | – | – | – | 77 | – | 2,355 | (695) | 1,660 |
| Right-of-use assets | | – | 1,682 | (1,568) | 114 | – | – | – | (145) | – | – | – | 37 | – | – | 1,720 | (1,713) | 7 |
| Plant and equipment [1] | | – | 16,197 | (7,002) | 9,195 | – | – | (797) | (1,662) | 3,364 | – | – | – | – | – | 16,370 | (6,270) | 10,100 |
| Furniture and fittings | | – | 710 | (406) | 304 | – | – | – | (54) | 20 | – | – | – | – | – | 730 | (460) | 270 |
| **Total infrastructure, property, plant and equipment** | | 814,106 | 26,498 | (270,601) | 570,003 | 4,165 | 11,830 | (3,568) | (14,237) | – | (413) | 1,486 | 37 | 37,460 | 859,479 | 21,972 | (274,688) | 606,763 |
| Comparatives | | 687,912 | 25,998 | (221,322) | 492,588 | 6,237 | 11,115 | (3,089) | (12,270) | – | (1,137) | 1,106 | 165 | 76,020 | 814,106 | 26,498 | (271,333) | 569,271 |

(1) The 2024 carrying amount for the plant and equipment class of assets has been restated. Please refer to Note 21 for the restatement made.

continued on next page ...

## Valuation of Infrastructure, Property, Plant & Equipment

### Valuation of assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

*AASB 13 Fair Value Measurement* requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7(a) for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

### Information on valuations

Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

There is no known market for buildings, infrastructure and other assets. These assets are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

### Other information

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to *AASB 1.D5* to retain a previously established deemed cost under GAAP as its deemed cost. With subsequent addition at cost, this remains as the basis of recognition of non-material asset classes.

Upon revaluation, the current new replacement cost and accumulated depreciation are re-stated such that the difference represents the fair value of the asset determined in accordance with *AASB 13 Fair Value Measurement*: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, current replacement cost is taken to be the fair value.

### Highest and best use

All of Council's non financial assets are considered as being utilised for their highest and best use.

continued on next page ...

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 7. Infrastructure, Property, Plant & Equipment (continued)

### Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

**Land & Land Improvements**

Council being of the opinion that it is not possible to attribute value sufficiently reliably to qualify for recognition, land under roads has not been recognised in these reports.

Land - Level 3: Crown Land which is subject to restriction for its use or sale has been valued by Council officers based on the Valuer General's site values as at 1 January 2024 less allowances for the restriction on sale (requiring Ministerial consent) which are unobservable inputs that have a significant effect on valuation.

**Buildings & Other Structures**

- Basis of valuation: Fair Value
- Date of independent valuation: 1 July 2023
- Valuer: APV Valuers & Asset Management

Council discloses Buildings as a separate class of Infrastructure Assets for the purposes of AASB 13 Fair Value Measurement, and the level of fair value hierarchy to be Level 3, as no relevant observable inputs (Markets) are available.

- Valuations for buildings have been updated by Council Officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, table 17 (Construction industries - Building) movements specific to Adelaide for the period June 2023 to June 2024. The increase was 5.9% and applied on 1 July 2024 for the 2024-25 reporting period.

**Infrastructure**

Council discloses Infrastructure Assets for the purpose of AASB 13 Fair Value Measurement as level 3 as no relevant observable inputs (markets) are available.

- There were no assets valued where it was considered that the highest and best use was other than its current use.

**Bridges**

- Basis of valuation: Valuation was undertaken using modern equivalent asset principles as per the International Infrastructure Management Manual (IIMM 6th edition, 2020) and included a condition audit.
- The assets were indexed in between independent valuations.
- Date of independent valuation: June 2021
- Valuer: ARRB Group
- Valuations have been updated by Council Officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, table 17 (Construction industries - Roads and Bridge Construction) movements specific to Adelaide for the period June 2023 to June 2024. The increase was 2.73% and applied on 1 July 2024 for the 2024-25 reporting period.

**Community Wastewater Management Systems (CWMS)**

- Basis of valuation: Fair Value
- Date of independent valuation: 1 July 2022
- Valuer: APV Valuers & Asset Management
- Valuations have been updated by Council Officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, table 17 (Construction industries - Roads and Bridge Construction) movements specific to Adelaide for the period June 2023 to June 2024. This increase was 2.73% and applied on 1 July 2024 for the 2024-2025 reporting period.

**Footpaths, Retaining Walls and Guardrails (safety barriers)**

- Basis of valuation: Fair Value
- Date of independent valuation: 1 July 2022
- Valuer: Private Public Property

continued on next page ...

## Note 7. Infrastructure, Property, Plant & Equipment (continued)

- Valuations have been updated by Council Officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, Table 17 (Construction Industries - Road and Bridge Construction) movements specific to Adelaide for the period June 2023 to June 2024. This increase was 2.73% and applied on 1 July 2024 for the 2024-2025 reporting period.

**Kerb and Gutter**

- Basis of valuation: Fair Value
- Date of independent valuation: 1 July 2022
- Valuer: Private Public Property
- Valuations have been updated by council officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, Table 17 (Construction Industries - Road and Bridge Construction) movements specific to Adelaide for the period June 2023 to June 2024. This increase was 2.73% and applied on 1 July 2024 for the 2024-2025 reporting period.

**Roads**

- Basis of valuation: Fair value (Sealed road, surface and pavements)
- Date of independent valuation: 1 July 2024
- Valuer: Modelve Pty Ltd
- Valuations for the remainder of assets in this category, being formation, road shoulder and unsealed roads, have been updated by Council Officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, table 17 (Construction industries - Roads and Bridge Construction) movements specific to Adelaide for the period June 2023 to June 2024. This increase was 2.73% and applied on 1 July 2024 for the 2024-2025 reporting period.

**Stormwater**

- Valuations have been updated by Council Officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, Table 17 (Construction Industries - Road and Bridge Construction) movements specific to Adelaide for the period June 2023 to June 2024. This increase was 2.73% and applied on 1 July 2024 for the 2024-2025 reporting period.

**Street Furniture, Cemetry and Traffic Controls**

- Valuations have been updated by Council Cfficers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, Table 17 (Construction Industries - Non-residential Building Construction - Other) movements specific to Adelaide for the period June 2023 to June 2024. This increase was 4.89% and applied on 1 July 2024 for the 2024-2025 reporting period.

**Playgrounds, Sport and Recreation Facilities**

- Valuations have been updated by council officers at depreciated current replacement cost based on Australian Bureau of Statistics Time Series data, Table 17 (Non-Residential Building Construction - Other) movements specific to Adelaide for the period June 2023 to June 2024. This increase was 4.89% and applied on 1 July 2024 for the 2024-2025 reporting period.

**Plant & Equipment**

- Basis of valuation: Historic Cost

**Furniture & Fittings**

- Basis of valuation: Historic Cost

# Notes to and forming part of the Financial Statements

for the year ended 30 June 2025

## Note 8. Liabilities

| $ '000 | Notes | 2025 Current | 2025 Non Current | 2024 Current | 2024 Non Current |
|---|---|---|---|---|---|
| **(a) Trade and other payables** | | | | | |
| Accrued expenses - employee entitlements | | 1,118 | – | 1,069 | – |
| Accrued expenses - other | | 1,095 | – | 265 | – |
| Deposits, retentions and bonds | | 74 | – | 76 | – |
| Goods and services | | 3,517 | – | 3,867 | – |
| Payments received in advance | | 983 | – | 2,600 | – |
| Other | | – | – | 2 | – |
| **Total trade and other payables** | | 6,787 | – | 7,879 | – |

### (b) Borrowings

| $ '000 | Notes | 2025 Current | 2025 Non Current | 2024 Current | 2024 Non Current |
|---|---|---|---|---|---|
| Borrowings | | 612 | 14,600 | 96 | 15,100 |
| Lease liabilities | 15b | 6 | – | 114 | 1 |
| Loans | | 612 | 3,470 | 5,586 | 1,582 |
| **Total Borrowings** | | 1,230 | 18,070 | 5,796 | 16,683 |

All interest bearing liabilities are secured over the future revenues of the Council

### (c) Provisions

| $ '000 | Notes | 2025 Current | 2025 Non Current | 2024 Current | 2024 Non Current |
|---|---|---|---|---|---|
| Employee entitlements (including oncosts) | | 3,501 | 298 | 3,227 | 320 |
| Future reinstatement / restoration, etc [1, 2] | | 1,028 | 309 | 1,288 | 323 |
| **Total provisions** | | 4,529 | 607 | 4,515 | 643 |

(1) At the reporting date, Council made provision for its monitoring and rehabilitation obligations regarding 3 former landfill sites. The provision represents Council's best estimate of the expenditure required to settle the present obligation at the end of the reporting period.

(2) At the reporting date, Council is investigating the purchase of a previously divested landfill site to ensure long term environmental stewardship and compliance with regulatory obligations.

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 9. Reserves

| $ '000 | as at 30/06/24 Opening Balance | Increments (Decrements) | Transfers | Impairments | as at 30/06/25 Closing Balance |
|---|---|---|---|---|---|
| **(a) Asset revaluation reserve** | | | | | |
| Land - community | 84,285 | 1,796 | – | – | 86,081 |
| Buildings | 50,524 | 3,418 | – | – | 53,942 |
| Infrastructure | | | | | |
| - Community Wastewater Management Systems | 7,863 | 418 | – | – | 8,281 |
| - Stormwater | 35,177 | 706 | – | – | 35,883 |
| - Sport & Recreation | 3,031 | 622 | – | – | 3,653 |
| - Bridges | 6,281 | 302 | – | – | 6,583 |
| - Cemeteries | 2,343 | 64 | – | – | 2,407 |
| - Footpaths | 2,891 | 202 | – | – | 3,093 |
| - Guardrails | 2,542 | 148 | – | – | 2,690 |
| - Kerb & Gutter | 33,479 | 996 | – | – | 34,475 |
| - Playgrounds | 251 | 54 | – | – | 305 |
| - Retaining Walls | 6,060 | 1,678 | – | – | 7,738 |
| - Roads | 160,723 | 26,773 | – | – | 187,496 |
| - Street Furniture | 1,528 | 120 | – | – | 1,648 |
| - Traffic Controls | 988 | 86 | – | – | 1,074 |
| - Other Infrastructure | 64 | 77 | – | – | 141 |
| Plant and equipment | 23 | – | – | – | 23 |
| Furniture and fittings | 7 | – | – | – | 7 |
| JV's / associates - other comprehensive income | 1,386 | – | – | – | 1,386 |
| **Total asset revaluation reserve** | 399,446 | 37,460 | – | – | 436,906 |
| Comparatives | 322,268 | 77,178 | – | – | 399,446 |

| $ '000 | as at 30/06/24 Opening Balance | Tfrs to Reserve | Tfrs from Reserve | Other Movements | as at 30/06/25 Closing Balance |
|---|---|---|---|---|---|
| **(b) Other reserves** | | | | | |
| Biodiversity SEB Reserve | 15 | – | (2) | – | 13 |
| Scott Creek Progress Association | 1 | – | – | – | 1 |
| Significant Trees Reserve | 7 | 1 | – | – | 8 |
| Torrens Valley Community Centre | 82 | – | (7) | – | 75 |
| **Total other reserves** | 105 | 1 | (9) | – | 97 |
| Comparatives | 111 | 2 | (8) | – | 105 |

continued on next page ...

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 9. Reserves (continued)

### Purposes of reserves

**Asset revaluation reserves**
The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

**Other reserves**

Biodiversity SEB Reserve

Adelaide Hills Council is an Accredited Third Party Provider under Section 25C(12) of the *Native Vegetation Act 1991*. One of Council's conservation reserves is now a formal "SEB Area" (Significant Environmental Benefit) under the *Native Vegetation Act 1991* which allows Council to on-sell SEB credits.

The financial return on these credits will need to be spent in accordance with the SEB Management Plan which outlines what agreed actions will be undertaken in a 10 year period and how the area will be protected into the future.

The funds held will be accessed over the remaining 7 years of the plan in order to invest in the annual bushcare activities as set out in the plan.

Scott Creek Cemetery Reserve

The Scott Creek Cemetery is crown land dedicated to Council for use as a cemetery. Prior to 2010 the cemetery was managed by local community associations. In 2010 management responsibilities were transferred to the Council together with the balance of funds held for cemetery maintenance and improvements.

Funds held in the reserve account are to be used for:
- marking of unmarked graves with a small and simple identification piece detailing the name and date of death of the deceased,
- Installation of a single plaque with the names of the deceased who are buried in unmarked graves where the exact location of the graves is unknown,
- Renewal of existing gravel driveways, and
- Creation or extension of driveways to facilitate expansion of the cemetery.

Significant Tree Reserve

The *Development (Regulated Trees) Variation Regulations 2011* came into effect on 17 November 2011. Under the new regulations, applicants can make a financial contribution for each tree removed (relating to regulated and significant trees) as part of their development application. The reserve was established by Council in accordance with S50B of the *Development Act 1993* to ensure that monies generated would be spent within the Adelaide Hills area.

Monies received may be applied by the council to:
- maintain or plant trees which are, or will (when fully grown) constitute significant trees under this Act; or
- to purchase land in order to maintain or plant trees which are, or will (when fully grown) constitute significant trees under this Act.

Torrens Valley Community Centre Reserve

This reserve is funded by the community funds that flow through the centre via the Op Shop. These funds are used to support youth programs and other community initiatives that will result in an improvement or benefit to the community.

# Notes to and forming part of the Financial Statements

for the year ended 30 June 2025

## Note 10. Reconciliation to Statement of Cash Flows

| $ '000 | Notes | 2025 | 2024 |
|---|---|---|---|

### (a) Reconciliation of cash

Cash assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

| | Notes | 2025 | 2024 |
|---|---|---|---|
| Total cash and equivalent assets | 5 | 249 | 534 |
| Less: short-term borrowings | 8 | (15,212) | (15,196) |
| **Balances per Statement of Cash Flows** | | (14,963) | (14,662) |

### (b) Reconciliation of Operating Result

| | 2025 | 2024 |
|---|---|---|
| **Net surplus/(deficit)** | 1,663 | (2,352) |
| **Non-cash items in income statements** | | |
| Depreciation, amortisation and impairment | 14,237 | 12,345 |
| Equity movements in equity accounted investments (increase)/decrease | (29) | (63) |
| Premiums and discounts recognised and unwound | – | (1) |
| Non-cash asset acquisitions | (1,486) | (1,106) |
| Grants for capital acquisitions treated as investing activity | (3,137) | (3,821) |
| Net (gain)/loss on disposals | 2,651 | 2,307 |
| Other | 279 | 909 |
| | 14,178 | 8,218 |
| **Add (less): changes in net current assets** | | |
| Net (increase)/decrease in receivables | 2,095 | (3,895) |
| Net (increase)/decrease in inventories | (8) | 7 |
| Net increase/(decrease) in trade and other payables | (1,090) | 1,774 |
| Net increase/(decrease) in unpaid employee benefits | 252 | (377) |
| Net increase/(decrease) in other provisions | (274) | (305) |
| **Net cash provided by (or used in) operations** | 15,153 | 5,422 |

### (c) Non-cash financing and investing activities

| | Notes | 2025 | 2024 |
|---|---|---|---|
| **Acquisition of assets by means of:** | | | |
| Physical resources received free of charge | 2h | 1,486 | 1,106 |
| Additions to right of use assets | 15 | 37 | 165 |
| Amounts recognised in income statement | | 1,523 | 1,271 |
| **Total non-cash financing and investing activities** | | 1,523 | 1,271 |

continued on next page ...

# Note 10. Reconciliation to Statement of Cash Flows (continued)

| $ '000 | 2025 | 2024 |
|---|---|---|

## (d) Financing arrangements

| **Unrestricted access was available at balance date to the following lines of credit:** | | |
|---|---|---|
| Bank overdrafts | 200 | 200 |
| Corporate credit cards | 180 | 180 |
| Asset Finance - Leasing | 750 | 750 |
| LGFA cash advance debenture facility | 17,500 | 17,000 |
| Westpac Bank Bill Business Loan [1] | 9,000 | 8,000 |

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

(1) Council utilises the Westpac bank bill business loan as an overdraft facility which can be paid off at any time at the discretion of the Council

## Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 11. Financial instruments

**Recognised financial instruments**

### Bank, deposits at call, short term deposits

**Accounting Policy:**
Initially recognised at fair value and subsequently measured at amortised cost; interest is recognised when earned.

**Terms & Conditions:**
Deposits are returning fixed interest rates between 4.15% and 4.35% (2024: 4.55% and 4.85%).

**Carrying Amount:**
Approximates fair value due to the short term to maturity.

### Receivables - rates and associated charges (including legals and penalties for late payment)

**Accounting Policy:**
Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

**Terms & Conditions:**
Secured over the subject land, arrears attract interest of 5.50% (2024: 6.15%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

**Carrying Amount:**
Approximates fair value (after deduction of any allowance).

### Receivables - fees and other charges

**Accounting Policy:**
Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

**Terms & Conditions:**
Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

**Carrying Amount:**
Approximates fair value (after deduction of any allowance).

### Receivables - other levels of government

**Accounting Policy:**
Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

**Terms & Conditions:**
Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

**Carrying Amount:**
Approximates fair value.

### Liabilities - creditors and accruals

**Accounting Policy:**
Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

continued on next page ...

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 11. Financial instruments (continued)

**Terms & Conditions:**
Liabilities are normally settled on 30 day terms.

**Carrying Amount:**
Approximates fair value.

### Liabilities - interest bearing borrowings

**Accounting Policy:**
Initially recognised at fair value and subsequently at amortised cost using the effective interest rate.

**Terms & Conditions:**
Secured over future revenues. Borrowings are repayable upon maturity. Interest is charged at a fixed rate between 4.30% and 4.45% (2024: 4.45% and 4.60%) and paid bi-annually.

**Carrying Amount:**
Approximates fair value.

### Liabilities - leases

**Accounting Policy:**
Accounted for in accordance with AASB 16 as stated in Note 15.

continued on next page ...

# Adelaide Hills Council

## Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 11. Financial instruments (continued)

| $ '000 | Due < 1 year | Due > 1 year and ≤ 5 years | Due > 5 years | Total Contractual Cash Flows | Carrying Values |
|---|---|---|---|---|---|
| **Financial assets and liabilities** | | | | | |
| **2025** | | | | | |
| **Financial assets** | | | | | |
| Cash and cash equivalents | 249 | – | – | 249 | 249 |
| Receivables | 4,558 | 245 | – | 4,803 | 4,803 |
| **Total financial assets** | 4,807 | 245 | – | 5,052 | 5,052 |
| **Financial liabilities** | | | | | |
| Payables | 4,686 | – | – | 4,686 | 4,686 |
| Westpac bank bill | 9,037 | – | – | 9,037 | 9,037 |
| LGFA loan | 6,958 | 3,621 | – | 10,579 | 10,257 |
| Lease liabilities | 6 | – | – | 6 | 6 |
| **Total financial liabilities** | 20,687 | 3,621 | – | 24,308 | 23,986 |
| **Total financial assets and liabilities** | 25,494 | 3,866 | – | 29,360 | 29,038 |
| **2024** | | | | | |
| **Financial assets** | | | | | |
| Cash and cash equivalents | 534 | – | – | 534 | 534 |
| Receivables | 6,679 | 235 | – | 6,914 | 6,914 |
| **Total financial assets** | 7,213 | 235 | – | 7,448 | 7,448 |
| **Financial liabilities** | | | | | |
| Payables | 4,210 | – | – | 4,210 | 4,210 |
| Westpac bank bill | 8,032 | – | – | 8,032 | 8,032 |
| LGFA loan | 13,070 | 1,690 | – | 14,760 | 14,332 |
| Lease liabilities | 114 | 1 | – | 115 | 115 |
| **Total financial liabilities** | 25,426 | 1,691 | – | 27,117 | 26,689 |
| **Total financial assets and liabilities** | 32,639 | 1,926 | – | 34,565 | 34,137 |

The following interest rates were applicable to Council's borrowings at balance date:

| | 2025 | | 2024 | |
|---|---|---|---|---|
| $ '000 | Weighted Avg Interest Rate | Carrying Value | Weighted Avg Interest Rate | Carrying Value |
| Loans | 5.12% | 15,212 | 5.62% | 15,196 |
| Fixed interest rate loans | 4.36% | 4,082 | 4.55% | 7,168 |
| Leases | 6.07% | 6 | 4.72% | 115 |
| | | 19,300 | | 22,479 |

**Net fair value**
All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

continued on next page ...

## Note 11. Financial instruments (continued)

### Risk exposures

**Credit Risk** represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any impairment. All Council investments are made with the SA Local Government Finance Authority and NAB. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

**Market Risk** is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

**Liquidity Risk** is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

**Interest Rate Risk** is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 12. Capital expenditure and investment property commitments

| $ '000 | 2025 | 2024 |
|---|---|---|
| **Capital commitments** | | |
| **Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:** | | |
| Infrastructure | 1,010 | 1,069 |
| Plant and equipment | 1,462 | 2,086 |
| | 2,472 | 3,155 |
| **These expenditures are payable:** | | |
| Not later than one year | 2,472 | 3,155 |
| | 2,472 | 3,155 |
| **Other non-capital expenditure commitments at the reporting date but not recognised in the financial statements as liabilities:** | | |
| Amy Gillett Stage 4 | 1,708 | – |
| Contractors | 507 | – |
| Other | 218 | – |
| | 2,433 | – |
| **These expenditures are payable:** | | |
| Not later than one year | 2,433 | – |
| | 2,433 | – |

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 13. Financial indicators

| $ '000 | Amounts 2025 | Indicator 2025 | Indicators 2024 | 2023 |
|---|---|---|---|---|
| Financial Indicators overview<br>*These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.* | | | | |
| **1. Operating Surplus Ratio** | | | | |
| Operating surplus | **592** | **0.9%** | (7.8)% | 2.6% |
| Total operating income | **63,772** | | | |
| *This ratio expresses the operating surplus as a percentage of total operating revenue.* | | | | |
| **2. Net Financial Liabilities Ratio** | | | | |
| Net financial liabilities | **25,601** | **40%** | 49% | 42% |
| Total operating income | **63,772** | | | |
| *Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.* | | | | |
| **Adjustments to Ratios**<br>*In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.* | | | | |
| **Adjusted Operating Surplus Ratio** | | | | |
| Operating surplus | **(465)** | **(0.7)%** | (3.3)% | 1.3% |
| Total operating income | **62,715** | | | |
| **Adjusted Net Financial Liabilities Ratio** | | | | |
| Net financial liabilities | **25,601** | **40%** | 49% | 42% |
| Total operating income | **63,772** | | | |
| **3. Asset Renewal Funding Ratio** | | | | |
| Asset renewals | **10,953** | **105%** | 106% | 98% |
| Infrastructure and Asset Management Plan required expenditure | **10,424** | | | |
| *Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.* | | | | |

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 14. Uniform presentation of finances

| $ '000 | 2025 | 2024 |
|---|---|---|
| The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis. | | |
| All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis. | | |
| The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances. | | |
| Income | | |
| Rates | 51,484 | 48,389 |
| Statutory charges | 1,612 | 1,520 |
| User charges | 1,048 | 934 |
| Grants, subsidies and contributions - capital | 901 | 1,293 |
| Grants, subsidies and contributions - operating | 7,790 | 3,332 |
| Investment income | 34 | 35 |
| Reimbursements | 324 | 398 |
| Other income | 524 | 512 |
| Net gain - equity accounted council businesses | 55 | 142 |
| **Total Income** | 63,772 | 56,555 |
| Expenses | | |
| Employee costs | (22,651) | (21,915) |
| Materials, contracts and other expenses | (25,345) | (25,886) |
| Depreciation, amortisation and impairment | (14,237) | (12,345) |
| Finance costs | (921) | (758) |
| Net loss - equity accounted council businesses | (26) | (79) |
| **Total Expenses** | (63,180) | (60,983) |
| **Operating surplus / (deficit)** | 592 | (4,428) |
| Less: grants, subsidies and contributions - capital | (901) | (1,293) |
| **Adjusted Operating surplus / (deficit)** | (309) | (5,721) |
| **Net outlays on existing assets** | | |
| Capital expenditure on renewal and replacement of existing assets | (8,079) | (11,115) |
| Add back depreciation, amortisation and impairment | 14,237 | 12,345 |
| Add back proceeds from sale of replaced assets | 877 | 792 |
| | 7,035 | 2,022 |
| **Net outlays on new and upgraded assets** | | |
| Capital expenditure on new and upgraded assets (including investment property and real estate developments) | (8,330) | (6,237) |
| Add back grants, subsidies and contributions - capital new/upgraded | 901 | 1,293 |
| Add back amounts received specifically for new and upgraded assets | 2,236 | 3,277 |
| Add back proceeds from sale of surplus assets (including investment property, real estate developments and non-current assets held for resale) | 40 | – |
| | (5,153) | (1,667) |
| Annual net impact to financing activities (surplus/(deficit)) | 1,573 | (5,366) |

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 15. Leases

### (i) Council as a lessee

Set out below are the carrying amounts of right-of-use assets recognised within Infrastructure, Property, Plant and Equipment and the movements during the period:

### (a) Right of use assets

| $ '000 | ICT Equipment Leases | Property Leases | Total |
|---|---|---|---|
| **2025** | | | |
| Opening balance | 36 | 79 | 115 |
| Transfer from leased assets (former finance leases) | – | – | – |
| Additions to right-of-use assets | – | – | – |
| Adjustments to right-of-use assets due to re-measurement of lease liability | – | 37 | 37 |
| Depreciation charge | (36) | (109) | (145) |
| Other | – | – | – |
| Balance at 30 June | – | 7 | 7 |
| **2024** | | | |
| Opening balance | 114 | 81 | 195 |
| Transfer from leased assets (former finance leases) | – | – | – |
| Additions to right-of-use assets | – | 165 | 165 |
| Adjustments to right-of-use assets due to re-measurement of lease liability | – | – | – |
| Depreciation charge | (78) | (167) | (245) |
| Impairment of right-of-use assets | – | – | – |
| Other | – | – | – |
| Balance at 30 June | 36 | 79 | 115 |

### (b) Lease liabilities

Set out below are the carrying amounts of lease liabilities (included under interest-bearing loans and borrowings) and the movements during the period:

| $ '000 | 2025 | 2024 |
|---|---|---|
| Balance at 1 July | 115 | 197 |
| Additions | 37 | 165 |
| Accretion of interest | 3 | 9 |
| Payments | (149) | (256) |
| **Balance at 30 June** | 6 | 115 |
| **Classified as:** | | |
| Current | 6 | 114 |
| Non-current | – | 1 |

The maturity analysis of lease liabilities is included in Note 11.

Council had total cash outflows for leases of $149k.

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## Note 15. Leases (continued)

| $ '000 | 2025 | 2024 |
|---|---|---|
| The following are the amounts recognised in profit or loss: | | |
| Depreciation expense of right-of-use assets | 145 | 245 |
| Interest expense on lease liabilities | 3 | 9 |
| Expense relating to short term leases | 185 | 193 |
| **Total amount recognised in profit or loss** | **333** | **447** |

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 16. Superannuation

The Council makes employer superannuation contributions in respect of its employees to Hostplus (formerly Local Government Superannuation Scheme and Statewide Super). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

**Accumulation only members**
Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (11.50% in 2024/25; 11.00% in 2023/24). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

**Salarylink (Defined Benefit Fund) members**
Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member’s contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund’s Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2023/24) of “superannuation” salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.34(a), Council does not use defined benefit accounting for these contributions.

The Salarylink employer contribution rate is reviewed by the Fund's actuary every 3 years. The next actuarial review is scheduled to be completed as at 30 June 2026. Any employer contribution rate change recomended by the actuary is likely to be effective from 1 July 2027.

**Contributions to other superannuation schemes**
Council also makes contributions to other superannuation schemes selected by employees under the “choice of fund” legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 17. Interests in other entities

**All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.**

| $ '000 | Council's Share of Net Income 2025 | Council's Share of Net Income 2024 | Council's Share of Net Assets 2025 | Council's Share of Net Assets 2024 |
|---|---|---|---|---|
| **Council's share of net income** | | | | |
| Joint ventures | 29 | 62 | 4,241 | 3,933 |
| Total Council's share of net income | 29 | 62 | 4,241 | 3,933 |

## ((a)i) Joint ventures, associates and joint operations

### (a) Carrying amounts

| $ '000 | Principal Activity | 2025 | 2024 |
|---|---|---|---|
| Adelaide Hills Regional Waste Management Authority | Waste Management | 1,595 | 1,562 |
| Eastern Waste Management Authority | Waste Management | 146 | 112 |
| Gawler River Floodplain Management Authority | Floodplain Management | 2,500 | 2,259 |
| **Total carrying amounts - joint ventures and associates** | | 4,241 | 3,933 |

***Adelaide Hills Regional Waste Management Authority***
Adelaide Hills Regional Waste Management Authority is a regional subsidiary pursuant to S43 of the *Local Government Act 1999*. Council has an interest in the assets and liabilities of the Adelaide Hills Regional Waste Management Authority. The other member Councils are Alexandrina, Mt. Barker and Murray Bridge.

***Eastern Waste Management Authority***
Eastern Waste Management Authority is a regional subsidiary pursuant to S43 of the *Local Government Act 1999*. Council has an interest in the assets and liabilities of the Eastern Waste Management Authority. The other member Councils are Burnside, Campbelltown, Mitcham, Norwood, Payneham & St. Peters, Prospect, Unley and Walkerville.

***Gawler River Floodplain Management Authority***
Gawler River Floodplain Management Authority is a regional subsidiary pursuant to S43 of the *Local Government Act 1999*. Council has an interest in the assets and liabilities of the Gawler River Floodplain Management Authority. The other member Councils are Adelaide Plains, Barossa, Gawler, Light Regional and Playford.

### (b) Relevant interests

| | Interest in Operating Result 2025 | Interest in Operating Result 2024 | Ownership Share of Equity 2025 | Ownership Share of Equity 2024 | Proportion of Voting Power 2025 | Proportion of Voting Power 2024 |
|---|---|---|---|---|---|---|
| Adelaide Hills Regional Waste Management Authority | 30.73% | 35.02% | 36.50% | 36.70% | 20.00% | 20.00% |
| Eastern Waste Management Authority | 12.50% | 12.50% | 12.50% | 12.50% | 11.11% | 11.11% |
| Gawler River Floodplain Management Authority | 5.97% | 5.34% | 5.97% | 5.34% | 15.38% | 15.38% |

continued on next page ...

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 17. Interests in other entities (continued)

### (c) Movement in investment in joint venture or associate

| | Eastern Waste Management Authority | | Gawler River Floodplain Management Authority | | Adelaide Hills Regional Waste Management Authority | |
|---|---|---|---|---|---|---|
| $ '000 | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 |
| Opening Balance | 112 | 148 | 2,259 | 1,091 | 1,562 | 1,392 |
| Share in Operating Result | 27 | (46) | (26) | (33) | 40 | 142 |
| Share in Other Comprehensive Income | 7 | 10 | – | 1,159 | 5 | 28 |
| Adjustments to Equity | – | – | 267 | 42 | (12) | – |
| **Council's equity share in the joint venture or associate** | 146 | 112 | 2,500 | 2,259 | 1,595 | 1,562 |

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 18. Contingencies and assets/liabilities not recognised in the balance sheet

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

### 1. Land under roads

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports.

Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

### 2. Potential insurance losses

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductable "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

### 3. Legal expenses

The Adelaide Hills Council Assessment Panel (CAP) and the Assessment Manager are the relevant authorities under the *Planning, Development, and Infrastructure Act 2016* (the Act) for the determination of development applications for planning consent. Building Surveyors working for the Council have delegation to determine development applications for building consent.

Under the Act the Adelaide Hills Council Building Fire Safety Committee is the relevant authority to issue building fire safety notices, including emergency orders. Planning, building and development compliance staff have delegation to issue enforcement notices.

Pursuant to the Act, applicants and landowners have a right of appeal to the Environment, Resource and Development Court (ERD Court) against planning and building decisions, building fire safety notices and, enforcement notices issued by a relevant authority.

At 30 June 2025, there was one (1) ongoing appeal against a CAP decision in the ERD Court, one (1) appeal against a Building Fire Safety Notice and nine (9) enforcement matters active in the ERD Court.

Each party bears its own costs in relation to appeals against CAP decisions, Assessment Manager decisions and Building Consent decisions however, in relation to enforcement matters the ERD Court can award costs or, parties can reach agreement on costs. Council seeks cost reimbursement in the case of unlawful development where legal fees have been incurred.

# Notes to and forming part of the Financial Statements
for the year ended 30 June 2025

## Note 19. Events after the balance sheet date

Events that occur after the reporting date of 30 June 2025, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Council is unaware of any "non adjusting events" that merit disclosure.

# Note 20. Related party transactions

## Key management personnel

### Transactions with key management personnel

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the Local Government Act 1999. In all, 18 persons were paid the following total compensation.

During the 2024-2025 financial year, four (4) key management personnel ended their employment with Adelaide Hills Council.

| $ '000 | 2025 | 2024 |
|---|---|---|
| **The compensation paid to key management personnel comprises:** | | |
| Short-term benefits | 1,496 | 2,027 |
| Long-term benefits | – | 53 |
| Termination benefits | 17 | 348 |
| **Total** | **1,513** | **2,428** |

Amounts paid as direct reimbursement of expenses incurred on behalf of Council have not been included above.

**Elected Members or their close associates are members of the following:**

- Activating Bridgewater Inc
- Adelaide Hills Climate Action Group
- Adelaide Hills Regional Waste Management Authority
- Australian Labour Party (SA) Mayo Federal Electoral Council
- Charleston Emergency Recovery Response Group
- Eastern Waste Management Authority (East Waste)
- Forest Range Recreation Ground
- Gawler River Floodplain Management Authority
- Heysen ALP Sub-Branch
- Lenswood & Forest Range Community Association Inc
- Lobethal Football Club
- Old School Community Garden
- Piccadilly Country Fire Service
- Southern & Hills Local Government Association
- Treecovery Pty Ltd
- Woodside Residents Association
- Woodside Warriers Soccer Club

Council made payments totalling $6,152,660 to the above organisations for the period ending 30 June 2025.

The most material payments were made to:

- Eastern Waste Management Authority ($4.385m) for the collection and disposal of waste and recycling materials.
- Adelaide Hills Regional Waste Management Authority ($1.668m) for the collection and disposal of waste and associated services.

**Key Management Personnel or their close associates are members of the following:**

- Eastern Waste Management Authority (East Waste)
- Gawler River Floodplain Management Authority
- Southern & Hills Local Government Association

Council made payments totalling $4,470,776 to the above organisations for the period ending 30 June 2025.

continued on next page ...

## Note 20. Related party transactions (continued)

All Elected Members and Key Management Personnel manage their conflict of interest obligations regarding related parties in accordance with the applicable provisions of the *Local Government Act 1999.*

At the time of reporting, Related Party Disclosure information was not received from two (2) Elected Members.

# Note 21. Equity - adjustment to retained earnings

### Nature of prior-period error

During the year, Council identified that a number of items of ICT equipment were being depreciated over a period in excess of their useful lives. This error related to the periods prior to 1 July 2023.

Adjusting these depreciation rates results in increased depreciation in prior periods.

This error has been corrected in the current year as a prior period adjustment, with comparative information restated accordingly.

### Changes to the opening Statement of Financial Position at 1 July 2023

### Statement of Financial Position

| $ '000 | Original Balance 1 July, 2023 | Impact Increase/ (decrease) | Restated Balance 1 July, 2023 |
|---|---|---|---|
| Infrastructure, Property, Plant & Equipment | 492,588 | (657) | 491,931 |
| **Total assets** | **499,298** | **(657)** | **498,641** |
| Accumulated Surplus | 150,021 | (657) | 149,364 |
| **Total equity** | **499,298** | **(657)** | **498,641** |

### Adjustments to the comparative figures for the year ended 30 June 2024

### Statement of Financial Position

| $ '000 | Original Balance 30 June, 2024 | Impact Increase/ (decrease) | Restated Balance 30 June, 2024 |
|---|---|---|---|
| Adjustment for Infrastructure Property Plant & Equipment | 570,735 | (732) | 570,003 |
| **Total assets** | **582,680** | **(732)** | **581,948** |
| Accumulated Surplus | 147,613 | (732) | 146,881 |
| **Total equity** | **582,680** | **(732)** | **581,948** |

### Statement of Comprehensive Income

| $ '000 | Original Balance 30 June, 2024 | Impact Increase/ (decrease) | Restated Balance 30 June, 2024 |
|---|---|---|---|
| Depreciation, amortisation and impairment | 12,270 | 75 | 12,345 |

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# INDEPENDENT AUDITOR'S REPORT

# TO THE PRINCIPAL MEMBER OF ADELAIDE HILLS COUNCIL

## Report on the Audit of the Financial Report

### Opinion

We have audited the financial report of Adelaide Hills Council (the Council), which comprises the statement of financial position as at 30 June 2025, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of material accounting policy information and the declaration by those charged with governance.

In our opinion the accompanying financial report of presents fairly, in all material respects, the financial position of the Council as at 30 June 2025, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards, the *Local Government Act 1999*, and the *Local Government (Financial Management) Regulations 2011.*

### Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the Financial Report* section of our report. We are independent of the Council in accordance with the Local Government Act 1999 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for* Professional *Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Local Government Act 1999,* which has been given to the Council, would be in the same terms if given to the directors as at the time of this auditor's report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other information

Those charged with governance are responsible for the other information. The other information obtained at the date of this auditor's report are the general purpose financial reports of Adelaide Hills Council joint ventures including Adelaide Hills Regional Waste Management Authority, Eastern Waste Management and Gawler River Floodplain Management.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of management and those charged with governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

Auditor's responsibilities for the audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (http://www.auasb.gov.au/Home.aspx) at: http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of our auditor's report.

BDO

BDO Audit Pty Ltd

Linh

Linh Dao
Director

Adelaide, 30 October 2025

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# INDEPENDENT ASSURANCE REPORT
# OF THE INTERNAL CONTROLS OF ADELAIDE HILLS COUNCIL

## Opinion

We have undertaken a reasonable assurance engagement on the design and the operating effectiveness of controls established by Adelaide Hills Council ('Council) in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, throughout the period 1 July 2024 to 30 June 2025 relevant to ensuring such transaction have been conducted properly and in accordance with the law.

In our opinion, in all material respects:

(a) The controls established by the Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities were suitably designed to ensure such transactions have been conducted properly and in accordance with law; and

(b) The controls operated effectively as designed throughout the period from 1 July 2024 to 30 June 2025.

## Basis for opinion

We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3100 *Compliance Engagements on Controls* issued by the Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## The Council's responsibilities for the Internal Controls

The Council is responsible for:

a) The receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities;
b) Identifying the control objectives
c) Identifying the risks that threaten achievement of the control objectives
d) Designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives; and
e) Operating effectively the controls as designed throughout the period.

## Our independence and quality management

We have complied with the independence and relevant ethical requirements relating to assurance engagements, and applied Auditing Standard ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements* in undertaking this assurance engagement.

Assurance practitioner's responsibilities

Our responsibility is to express an opinion, in all material respects, on the suitability of the design to achieve the control objectives and the operating effectiveness of controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities. ASAE 3100 requires that we plan and perform our procedures to obtain reasonable assurance about whether, in all material respects, with the controls are suitably designed to achieve the control objectives and the controls operated effectively throughout the period.

An assurance engagement to report on the design and operating effectiveness of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the control objectives and the operating effectiveness of controls throughout the period. The procedures selected depend on our judgement, including the assessment of the risks that controls are not suitably designed or the controls did not operate effectively. Our procedures included testing the operating effectiveness of those controls that we consider necessary to achieve the control objectives identified. An assurance engagement of this type also includes evaluating the suitability of the control objectives.

Limitations of controls

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved and so fraud, error, or non-compliance with compliance requirements may occur and not be detected.

An assurance engagement on operating effectiveness of controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

BDO

BDO Audit Pty Ltd

Linh

Linh Dao
Director

Adelaide, 30 October 2025

# Adelaide Hills Council

## General Purpose Financial Statements
for the year ended 30 June 2025

### Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Adelaide Hills Council for the year ended 30 June 2025, the Council's Auditor, BDO has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011.*

| | |
|---|---|
| Gregory Georgopoulos | Malcolm Herrmann |
| **Chief Executive Officer** | **Presiding Member Audit and Risk Committee** |

**Date:** 20/10/25

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# CERTIFICATION OF AUDITOR INDEPENDENCE

I confirm that, for the audit of the financial statements of the Adelaide Hills Council for the year ended 30 June 2025, I have maintained my independence in accordance with the requirements of the APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code), Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made und the Act.

This statement is prepared in accordance with the regulations of Regulation 22 (5) *Local Government (Financial Management) Regulations 2011.*

Linh Dao
Director

BDO Audit Pty Ltd

Adelaide, 20 October 2025

# Appendix 2: Subsidiary Annual Reports

**To be included prior to publication**

02

# Appendix 3: Annual Business Plan 2024-25

To be included prior to publication

03

# Appendix 4: Gifts and Benefits Register 2024-25

04

# Council Members & Council Staff - Gift & Benefits Register

Adelaide Hills

| DATE | DETAILS OF GIFT OR BENEFIT | APPROX VALUE | RECIPIENT - DEPARTMENT | RECEIVED FROM | REASON FOR ACCEPTING GIFT | REASON FOR OFFER OF GIFT/BENEFIT | ACTION (must include what happened to item/s, ie. declined, accepted and kept by employee, shared with staff, used within organisation, or discarded) |
|---|---|---|---|---|---|---|---|
| 16/01/2024 | 2 x cartons of Rat Tests | $200.00 | Positive Ageing Centre | Clayton Church Homes staff | The rat tests were surplus to CCH's needs and can be offered to Positive Ageing Centre clients. | The tests were surplus to Clayton Church Home's requirments. CCH are next door to the Positive Ageing Centre and they wanted to see the tests being used and not wasted. | Two cartons of rat tests acepted. NR staff alerted and will distrubute to Positive Ageing Centre clientrs when or if needed. |
| 22/02/2024 | Block of Cadbury Chocolate | $5.00 | Jake Farrant | LGRS | Unsolicited prize | Won a team building excercise during the WPG meeting | Accepted and kept by employee |
| 27/02/2024 | Vendor branded cookies | $20.00 | Louis Palumbo - Development Services | Verkada - Smarter Security & Safer Sites | Unsolicited gift with technical information | Unsolicited gift with technical information | Placed cookies in lunch room for staff to enjoy |
| 3/03/2024 | Reed diffuser | $20.00 | Sarah Hunt - CDO | Volunteer | Unsolicited farewell gift | Thank you gift | Accepted and kept by employee |
| 3/03/2024 | Flowers | $20.00 | Sarah Hunt - CDO | Volunteer | Unsolicited farewell gift | Thank you gift | Accepted and kept by employee |
| 21/03/2024 | Easter Eggs/Hot X Buns | $30.00 | Karen Cummings | Edge Recruitment | Unsolicited gift | Unsolicited thank you | Accepted and shared with staff |
| 23/05/2024 | Reconciliation SA's National RW breakfast | $120.00 | Cr Chris Grant - Elected Member | Mayers Consulting | Meal Provided as part of event | Meal provided as part of event | Accepted gift in order to participate in event |
| 23/08/2024 | Ferrero Rocher Chocolates | $15.00 | Ashleigh Gade - Development Services | Sue & Brenton Marshall | Dropped off unsolicited at the Library | Assessment of DA 23030831 - 7 Verco Road, Woodside | Accepted and shared with staff |
| 10/09/2024 | Box of Lindt chocolates | $11.00 | Kylie Hopkins | Elizabeth Liebing | Dropped off unsolicited at the Library | Thank you gift | Accepted and shared with staff |
| 30/09/2024 | Granola | | Anastasia Paslavski- Environmental Health | Basket Range granola bites | Unsolicited gift | Thank you gift | Accepted and shared with staff |
| 30/09/2024 | Granola | $100.00 | Kylie Hopkins | Final Touch Australia | Unsolicited prize | Prize won at professional association conference. | Accepted and kept by employee |
| 25/11/2024 | Chillie oil | $10.00 | Stewart West- Environmental Health | Fons Kitchen | unsolicited gift | thank you gift | Accepted and kept by employee |
| | | | Rachel Weishaupt - Library | Josie - Maxima | Unsolicited end of year gift | Thank you gift | Accepted and shared amongst library and customer service staff |
| | | | Rachel Weishaupt - Library | Customer | Unsolicited thank you gift from two children (box of chocolates) | Thank you gift | Accepted and shared amongst library and customer service staff |
| | | | Simon Horstmann | Olivia Ratcliff | Unsolicited gift | Thank you gift | Accepted and shared amoungst staff. |
| 14/05/2025 | Handmade soap, candle, lip balm by students | $20.00 | Cr Louise Pascale - Elected Member | Hills Montessori School | Thanks for giving a school talk | Organisers of the Shannons Adelaide Rally (held in our council region each November) also organise the Adelaide Motorsport Festival in the CBD in March. They provided two tickets to attend the Adelaide Motorsport Festival to get an understanding of how the event is run. | Declined tickets due to my position as events officer which may mean that the public may perceive an obligation/influence should the tickets be accepted. |
| 16/07/2025 | Use of borrowed vehicle for attending NGA in Canberra | Nil | Adrian Cheater- EM | Sustainable Vehicle Solutions/AUSEV | Was being used for private investigation for purchase of private v | I was wanting to test drive vehicle for self purchase | Used as transport to the ALGA NGA. |
| 24/03/2025 | Light food and drinks as part of opening event for Bridgewater Inn new beer garden | $50.00 | Cr Nathan Daniell, Elected Member | Bridgewater Inn | Participation in local event of significance to many in the community. | Participation of local council elected member in event of community significance. | Accepted gift in order to participate in event. |
| 24/03/2025 | Light food and drinks as part of opening event for Bridgewater Inn new beer garden | $50.00 | Cr Leith Mudge, Elected Member | Bridgewater Inn | Participation in local event of significance to many in the community. | Participation of local council elected member in event of community significance. | Accepted gift in order to participate in event. |
| 4/02/2025 | Tickets to Adelaide Motorsport Festival | $130.00 | Steph Murgatroyd - Events | Adelaide Motorsport Festival | | Thank you gift | Acceoted and shared amongst library and customer service staff |
| 30/04/2025 | Bag of Haigh's Chocolates | $14.95 | Taish Shaw - Library | Customer | Unsolicited thank you gift | Gift and promotional materials sent following initial discussions of a potential exhibition at Fabrik and/or sister city opportunities. | Accepted and stored in Jess's office |
| 3/10/2025 | Small woven samples, i.e. placemats, worry dolls, hacky sack balls to accompany promotional flyers and information about Guatemala | $40.00 | Jess Charlton - Community and Development | Embassy of Guatemala | Unsolicited gift/samples | Thank you gift | Accepted and kept by employee |
| 17/10/2025 | bottle of home made wine | $15.00 | Anastasia Paslavski- Environmental Health | Kerbrook Cherry Farm | Unsolicited gift | | |

# Appendix 5: Annual Report of Audit and Risk Committee

05

**ADELAIDE HILLS COUNCIL**
**AUDIT AND RISK COMMITTEE MEETING**
**Monday 17 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **8.1** |
| **Responsible Officer:** | **Cr Malcolm Herrmann** |
| **Subject:** | **Presiding Member's Report 2025** |
| **For:** | **Information** |

---

# REPORT TO THE ADELAIDE HILLS COUNCIL ON THE OPERATIONS OF THE AUDIT AND RISK COMMITTEE DURING 2026

## INTRODUCTION

As outlined in Clause 8.6.4 of the Terms of Reference for the Audit and Risk Committee, 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. This report provides an overview of the Adelaide Hills Council's Audit and Risk Committee operations for the 2025 calendar year.

This report includes:

- A summary of the work the Committee performed during the year aligned to the Committee's Terms of Reference; and
- Details of meetings, including the number of meetings held during the period, and the number of meetings attended by each member.

The report is intended to invite comment from the Council on all of the above.

## SUMMARY OF WORK PERFORMED AGAINST THE TERMS OF REFERENCE

For 2025, as in previous years, the Audit and Risk Committee had established a robust framework for the provision of information to meet the objectives established within the Terms of Reference. As a consequence, around 55 reports and other matters were considered by the Committee over six meetings (including this one), and where appropriate, recommendations subsequently provided to Council. All recommendations submitted to Council were approved.

The following sections of this report provide a brief summary of the work undertaken by the specific function of the Committee as set out in the Terms of Reference.

### Financial Reporting

Annual Business Planning

In May, the Committee reviewed the draft *2025-26 Annual Business Plan and Draft Long Term Financial Plan 2026-2040* in terms of its alignment with the strategic management plans and the adequacy of the plans in the context of maintaining financial sustainability. The Committee recommended the draft ABP to Council for approval for public consultation.

Budget Reviews

The Audit and Risk Committee reviewed the 2024-25 second (BR2) and third (BR3) budget reviews and the End of Year Financial Report 2024-25. The Committee reviewed the 2025-26 first (BR1) budget review prior to these reports going to Council.

Financial Statements and Annual Reports

At the October 2025 meeting, the Committee had an in-depth discussion around the draft Annual Financial Statements that had been presented. The Committee was satisfied that the Statements presented the state of affairs of Council in accordance with the *Local Government Act 1999*, the *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.

Quarterly Performance Reporting

Commencing in the 2019-20 financial year, the Committee receives quarterly performance reports on the achievement of strategic plan objectives and priorities, key projects, customer and other performance targets, capital works program implementation and financial performance.

These reports continued in the 2025 calendar year with the Quarter 3 and 4 2024-25 reports and the Quarter 1 2025-26 report being considered at the May, August and November meetings respectively.

Debtors

Bi-annual reporting of debtors continued to the Committee which demonstrated the ongoing improvement in the management of historic rate debtors and general debtors as a result of the development and application of a *Debt Recovery Policy*.

### Internal Controls and Risk Management Policies

Internal Controls

From the start of the 2015-16 financial year, Adelaide Hills Council has had additional obligations regarding the development and maintenance of a system of internal financial controls, consistent with the requirements of the *Local Government (Financial Management) Regulations 2011*. This has required Council's external auditors to provide an opinion on internal financial controls in accordance with s129(3)(b) of the Act.

Monitoring against the key risks and controls has been generated from a system called 'Control Track'. This system tracks the recognised 'core' controls and the agreed treatment plans by responsible officers. These have been provided to the Audit and Risk Committee on an annual basis.

Risk Management

Throughout the year, the Audit and Risk Committee has reviewed quarterly updates on the organisation's strategic risks and mitigation actions. The strategic risks are managed in the SkyTrust risk management platform.

At the August 2025 meeting, the Committee were provided with eleven (11) new draft strategic risks and four (4) project risks. After review and evaluation these risks were recommended for finalisation and to be provided to Council as information.

At its May meeting, the Committee received a draft report on the placement of Council's insurance portfolio. The final report was presented to the Committee at the August meeting.

### Internal Audit

The Committee received quarterly reports on the implementation of the internal audits. A three-year internal audit plan was developed and provided to and endorsed by the Committee at their April meeting. Four (4) internal audits have been completed during 2025.

The agreed actions from previous internal audits are captured within the Committee's Audit Actions Register and continue to be reported to the Committee to ensure that appropriate actions are being undertaken.

### External Auditor

At its April meeting, the Audit and Risk Committee received the *Annual Audit Plan 2024-25* from its appointed external auditor, BDO.

At the August meeting, the Committee considered the communication received from BDO regarding its interim visit relating to the 2024-25 Annual Financial Statements and Internal Financial Control Audit. A number of recommendations were made by BDO regarding potential improvements to the suite of internal financial controls and management responses and agreed actions adopted.

The Audit and Risk Committee met with BDO in the absence of management at the October meeting.

The Committee noted the certification of Auditor Independence at the October meeting.

In their audit of the Council's Annual Financial Statements, the External Auditors (BDO) have issued an unqualified audit opinion in the *2024-25 Audit Completion Report* providing the following statement:

> *In our opinion the accompanying financial report of presents fairly, in all material respects, the financial position of the Council as at 30 June 2025, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards, the Local Government Act 1999, and the Local Government (Financial Management) Regulations 2011.*

In auditing the internal financial controls, Council's External Auditors have issued an unqualified audit opinion in the *2024-25 Audit Completion Report* providing the following statement:

> *In our opinion, in all material respects:*
>
> *(a) The controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities were suitably designed to ensure such transactions have been conducted properly and in accordance with law; and*
>
> *(b) The controls operated effectively as designed throughout the period from 1 July 2024 to 30 June 2025.*

### Governance

At its May meeting, the Committee received its annual report on Council's arrangements and processes for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other governance matters.

At its August meeting, the Audit and Risk Committee received and endorsed the updated Public Interest Disclosure Policy and Procedure.

<u>Policy Reviews</u>

The Committee plays an important role in reviewing all financial and internal control related policies and making recommendations as appropriate to Council. During 2025, the Committee has reviewed six (6) policies. As part of its new terms of reference, and the associated oversight of governance processes, the Committee was informed about Council's Organisational Policy Framework at the November meeting.

### Other Business

Director Corporate Services Report

This year the Committee commenced to receive reports from the Director Corporate Services, which has assisted the committee in keeping up to date with key areas relevant to its role and functions.

Quarterly Performance Reporting

Commencing in the 2019-20 financial year, the Committee receives quarterly performance reports on the achievement of strategic plan objectives and priorities, key projects, customer and other performance targets, capital works program implementation and financial performance.

These reports continued in the 2025 calendar year with the Quarters 3 and 4 2024-25 reports and the Quarter 1 2025-26 report being considered at the May, August and November meetings respectively.

**COMMITTEE SELF-ASSESSMENT**

At its November meeting, the Committee considered the results of its annual Self-Assessment process. The feedback received is that the Committee is performing effectively in relation to its role and functions under the Committee's Terms of Reference.

**DETAILS OF MEETINGS**

During 2025, a total of six (6) Audit and Risk Committee meetings were held being:

- 17 February 2025
- 14 April 2025
- 19 May 2025
- 18 August 2025
- 20 October 2025
- 17 November 2025

The above meeting cycle is consistent with the requirements of the Committee's Terms of Reference which requires at least four meetings per year to be held.

The Audit and Risk Committee member attendance at meetings during the year was as follows:

| Name | Attendance | Comments |
|---|---|---|
| Cr Malcolm Herrmann | 6/6 | Presiding Member |
| David Moffatt | 6/6 | Independent Member |
| Sarah Beesley | 0/2 | Independent Member – resigned April 2025 |
| Pamela Lee | 6/6 | Independent Member |
| Cr Melanie Selwood | 3/3 | Committee Member – resigned May 2025 |
| Natalie Simmons | 3/3 | Independent Member – as of July 2025 |
| Cr Leith Mudge | 3/3 | Committee Member – as of July 2025 |

Committee Membership is renewed in a manner to provide continuity of knowledge. Current Membership terms are as follows:

| Role | Name | From | To |
|---|---|---|---|
| Presiding Member | Cr Malcolm Herrmann | 1 December 2023 | 30 November 2025 |
| Committee Member | Cr Leith Mudge | 11 June 2025 | 30 November 2025 |
| Independent Member | David Moffatt | 1 December 2023 | 30 November 2027 |
| Independent Member | Natalie Simmons | 9 July 2025 | 30 June 2029 |
| Independent Member | Pamela Lee | 1 May 2023 | 30 April 2027 |

Membership terms after 30 November 2025 are as follows:

| Role | Name | From | To |
|---|---|---|---|
| Presiding Member | Pamela Lee | 1 December 2025 | 31 December 2026 |
| Committee Member | Cr Malcolm Herrmann | 1 December 2025 | November 2026 |
| Committee Member | Cr Richard Gladigau | 1 December 2025 | November 2026 |
| Independent Member | David Moffatt | 1 December 2023 | 30 November 2027 |
| Independent Member | Natalie Simmons | 9 July 2025 | 30 June 2029 |

**FUTURE WORK PROGRAM PROPOSAL**

The Committee reviewed its work plan for 2026 at its November 2025 meeting. This Work Plan will ensure that the Committee continues to undertake its principal functions as set out in the *Local Government Act 1999*.

**CONCLUSION**

The body of work undertaken by the Committee is continuing to develop over time and the Committee is striving to ensure that its work is useful in the context of contributing to Adelaide Hills Council strategic objectives.

This is the last meeting that I will be presiding over as it is a State Government requirement that the Presiding Member be an independent person. Ms Pamela Lee was appointed by Council to assume the role of Presiding Member at the 11 November 2025 Ordinary Council Meeting from the 1st December 2025. I will continue to be a committee member until November 2026 until the next general election, to provide a seamless transition. I congratulate Ms Lee on her appointment.

Finally, I would like to thank the other members of the Committee for their ongoing efforts in ensuring that the work undertaken is done so at both a highly professional and robust level. I would also like to thank those staff involved in preparing the reports and responding to questions at meetings, as their involvement has significantly aided in the review and decisions of the Committee.

**Cr Malcolm Herrmann**
Presiding Member
Adelaide Hills Council Audit and Risk Committee
17 November 2025

An online version of this Annual Report can be downloaded at ahc.sa.gov.au or a copy requested by contacting us at:


(08) 8408 0400

mail@ahc.sa.gov.au

63 Mount Barker Road
Stirling SA 5152


We welcome your feedback on this report or any other Council matter.

Adelaide Hills
COUNCIL

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.5** |
| **Responsible Officer:** | **Jess Charlton**<br>**Director Community and Development**<br>**Community and Development** |
| **Subject:** | **By-laws Adoption and Consultation** |
| **For:** | **Decision** |

---


**SUMMARY**

The purpose of this report is to present the outcome of the second round of community consultation on By-laws 4 and 7, following amendments made by the Council to the draft by-laws on 12 August 2025.

Section 246 of the *Local Government Act 1999* (the Act) allows Councils to make By-laws. By-laws are local laws designed for the good rule and government of Council areas, and for the convenience, comfort and safety of the community.

By-laws remain in force for a period of seven years and the Adelaide Hills Council's current suite of By-laws expire on 1 January 2026. Draft By-laws No.4 - Roads and No. 7 - Township Bird Management have been developed and have undergone additional community consultation in accordance with the Act and as per previous Council resolution.

Following the outcome of the second round of community consultation, that By-Law No. 4 - Roads (***Appendix 1)*** be adopted without change and based on the results of phase 2 of community consultation that By-law No. 7 - Township Bird Management (***Appendix 2)*** is not adopted.


**RECOMMENDATION**

**Council resolves:**

1. **To note and receive the report and the *Community Engagement Outcomes Report – By-Laws Stage 2* provided in *Appendix 3.***
2. **To make and pass *By-law No. 4 – Roads* as attached and marked as A*ppendix 1* of this report, exercising powers contained in Section 246 of the *Local Government Act 1999*, having satisfied the consultation requirements of the Act and having regard to the submissions received from the public, the Certificates of Validity provided by the Council's legal practitioner and in the presence of at least two thirds of its members.**
3. **That having considered the feedback received through the community engagement process, to not proceed at this time with a new by-law to regulate roosters and pigeons in townships.**

4. **That the Chief Executive Officer be authorised to undertake all steps necessary to finalise the By-law review process and to give effect to By-law No. 4 – Roads.**

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## 1. BACKGROUND

The overarching intent of Council's suite of By-laws is to provide for the good rule and government of the Council area. The By-laws have the following objectives in common:

- Protect the convenience, comfort and safety of members of the public
- Enhance the amenity of an area
- Prevent nuisance, interference and damage.

The enforcement of any breach of the By-laws is informed by the Council's *Enforcement Policy*. If the conduct giving rise to the offence occurred with mitigating circumstances, then this may support a decision not to take any enforcement action or, to simply issue a warning or use the opportunity to educate and encourage the persons involved.

The current By-law No. 4 – Roads was made by the Council at its meeting on the 24 July 2018 and will expire on 1 January 2026 pursuant to the Act.

**12.1. By-Laws**

Cimon Burke, Kelledy Jones Lawyers, was present to respond to questions from Council Members.

**Moved Cr Linda Green** **164/18**
**S/- Cr Kirrilee Boyd**

1. **That the report be received and noted.**
2. **In exercise of the powers contained in section 246 of the *Local Government Act 1999*, having satisfied the consultation requirements of the Act and having regard to the submissions received from the public, the National Competition Policy Report, the Certificates of Validity provided by the Council's legal practitioner and the comments from the Dog and Cat Management Board in relation to By-laws number 5 and 6, the majority of Council in the presence of at least two thirds of its members, hereby makes and passes the following By-laws as attached and marked as A*ppendices 1 to 6* of this report.**
3. **That the Chief Executive officer be authorised to undertake all steps necessary to finalise the By-law review process and to give effect to the newly adopted By-laws.**

**Carried Unanimously**

Council resolved to undertake community consultation on a suite of proposed draft By-laws at its meeting on 30 June 2025.

**12.3 Draft By-Laws**

**Moved Cr Kirsty Parkin**
**S/- Cr Mark Osterstock** **222/25**

**Council resolves:**

1. **That the report be received and noted.**
2. **The draft By-laws contained within Appendix 1 through to Appendix 7 (inclusive) be released for community consultation for a period of at least twenty-one clear days.**
3. **To authorise the Chief Executive Officer to make any minor changes to the draft By-laws that the Chief Executive Officer deems fit prior to the commencement of community consultation.**

**Carried Unanimously**

The first consultation involved the release of preliminary drafts for community feedback, enabling stakeholders to comment on the proposed scope and intent of each By-law. Feedback received during this stage was reviewed and considered, with the Council resolving to adopt By-laws 1, 2, 3, 5 and 6, make amendments to By-laws 4 and 7 and undertake further consultation on By-laws 4 and 7, at its meeting on 12 August 2025.

**12.1 By -Law Adoption and Consultation**

**Moved Cr Leith Mudge**
**S/- Cr Kirsty Parkin** **266/25**

**DECISION 1**

**Council resolves:**

1. **That the report be received and noted.**
2. **To make and pass the following By-laws as attached and marked as Appendices 1 to 3 and 5 to 6 of this report, exercising powers contained in Section 246 of the Local Government Act 1999, having satisfied the consultation requirements of the Act and having regard to the submissions received from the public, the Certificates of Validity provided by the Council's legal practitioner and in the presence of at least two thirds of its members.**

3. **That the Chief Executive Officer be authorised to undertake all steps necessary to finalise the By-law review process and to give effect to the newly adopted By-laws.**

**Carried Unanimously**

Resolution 266/25 was made with at least two-thirds of the members of the Council present and was supported by at least an absolute majority of the members of the Council.

**DECISION 2**

**Moved Cr Leith Mudge**
**S/- Cr Chris Grant** **267/25**

**Council resolves:**

1. **That the draft By-law No.4 Roads in Appendix 4 be released for community consultation for a period of at least twenty-one clear days with the following changes:**

    a. **The appropriate part of Section 4.16.1 be changed to "...and not before 6:00am the day prior to collection;"**

2. **To authorise the Chief Executive Officer to make any minor changes to draft By-law No.4 Roads as amended by this resolution, that the Chief Executive Officer deems fit prior to the commencement of community consultation.**

**Carried Unanimously**

The second phase of consultation involved the formal public notification of the amended By-laws 4 and 7 in accordance with Section 249 of the *Local Government Act 1999*. This stage provided the community with a further opportunity to review and comment on the revised drafts prior to Council's final consideration and adoption.

The proposed by-laws that were the subject of a second round of consultation included the following elements:

*By-law No. 4 – Roads*
Following the first round of consultation, this by-law was changed to allow bins to be placed on the road from 6.00am the day prior to collection (rather than from 4.00pm the day prior to collection). The by-law also creates an offence where people have removed trees or undertaken planting within the road reserve without permission, which is a new provision not included in the 2018 by-law.

*By-law No. 7 – Township Bird Management*
Following the first round of consultation, this By-Law no-longer considered the ownership of livestock and bee management. The proposed new By-law is aimed at assisting in responding to noise complaints about roosters within township areas. The by-law would restrict the ownership of roosters and pigeons within townships. Residents wishing to have rooster or pigeons within townships would require permission from Council, with the approval process not incurring a fee to residents.

While the *Local Nuisance and Litter Control Act 2016* is currently used to administer complaints about these matters, the by-law was proposed in order to more clearly define rules and expectations. It would also make investigation of complaints and any enforcement more efficient and timely.

The results of the community consultation on the amended proposed By-laws are provided in ***Appendix 3*** and discussed below in the analysis.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

| | |
|---|---|
| Goal 4 | Organisation |
| Objective O2 | Operate with integrity using best practice governance processes |
| Priority O2.1 | Demonstrate accountable and transparent decision making. |

This report provides the results of community consultation on the draft By-laws, ensuring that any decision around their adoption takes into account the community's views.

Effective By-laws are essential to ensure the good governance of the Council's area and the comfort, convenience and safety of the community.

### ➢ Legal Implications

Chapter 12, Part 1 of the *Local Government Act 1999* (the Act) provides Councils with the ability to make By-laws for the benefit of the community as a whole. While Councils are not legally obliged to have By-laws in place, the adoption of By-laws is considered essential for good governance of community and Council owned land within the Adelaide Hills Council.

The Act outlines the scope of Council's By-law making powers and prescribes the procedure that Council must observe when making By-laws. Any By-laws made by Council must comply with the rules and principles contained in Sections 247, 248 and 249 of the Act.

By-laws must be made at a meeting of Council where at least two-thirds of the members of the Council are present and the relevant resolution must be supported by an absolute majority of members of the Council. On this occasion, eight (8) members must be present at the meeting and seven (7) members must vote in support of the resolution.

Certificates of validity, in the prescribed form, must be obtained from a legal practitioner and are provided in ***Appendix 4***.

Council has powers under the *Nuisance and Litter Control Act 2016* to investigate and respond to complaints of noise that have an adverse impact on local amenity that unreasonably interferes with people's enjoyment of the area. These powers are relevant in considering other mechanisms to respond to noise complaints, should the draft new By-law No. 7 - Township Bird Management not be proceeded with.

### ➢ Risk Management Implications

Council resolving to endorse the draft By-law as recommended will assist in mitigating the risk of:

*Not having by-laws in place to provide for the good rule and government of Council areas, and for the convenience, comfort and safety of the community*

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| Extreme (4A) | Extreme (3A) | Low |

This is an existing mitigation.

➢ **Budget, Financial and Resource Implications**

Not applicable

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

The Administration does receive complaints from residents about noise from roosters on adjoining properties or in their local area.

The total number of complaints received in recent years is as follows:

| | Number of complaints |
|---|---|
| 2025 (to date) | 11 |
| 2024 | 21 |
| 2023 | 25 |
| 2022 | 18 |
| 2021 | 18 |

Should the Council resolve not to proceed with the proposed new by-law 7 to regulate roosters and pigeons in townships, the Administration will still be able to respond to and investigate these complaints using powers under the *Local Nuisance and Litter Control Act 2016.*

This can involve the following steps:

- An authorised officer assessing whether the noise meets the threshold for causing a local nuisance, including obtaining sufficient evidence.
- An authorised officer requesting the noise cease
- Issuing of a Nuisance Abatement Notice if the nuisance continues, which can impose requirements for certain actions to be undertaken
- Enforcement, including expiations, for non-compliance with requests of an Authorised Officer or a Nuisance Abatement Notice.

This is in contrast to the proposed by-law No.7 which presumes that residents cannot have a rooster (or pigeon) in a township. Thus the process to respond to complaints is simplified, not requiring detailed investigations of the noise occurring or the enforcement process laid out in the *Nuisance and Litter Control Act, 2016.*

That said, the community feedback as detailed in the analysis below, indicates that the issue of noise from roosters is not significant enough to warrant clearer rules as detailed in the proposed new by-law No.7.

➢ **Sustainability Implications**

Local Government Roads By-Law (No.4) has provisions that have beneficial environmental outcomes, such as making it an expiable offence to remove trees or planting within the road reserve without permission.

➢ **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:* | First Round of Consultation: 1 July to 22 July 2025<br>Second Round of Consultation: 3 September to 23 September 2025 |

➢ **Additional Analysis**

<u>Consultation Approach</u>

The purpose of phase 2 of engagement was to understand the level of support for the amendments to the Road By-law No. 4 and for the proposed new By-law 7 regulating the keeping of poultry within townships.

Pursuant to Section 249 of the *Local Government Act* 1999, public consultation on By-laws must be undertaken in line with Council's *Public Consultation Policy*. A community engagement strategy was developed, and consultation was undertaken with the community over 21 days from Wednesday 3 September to Tuesday 23 September 2025.

The engagement approach aimed to provide detail on the role of By-laws, a summary of proposed changes to existing By-law No. 4 - Roads and information on the proposed new By-law No.7, Township Bird Management. Respondents were able to select which By-law they wanted to provide feedback on, including their level of support for the proposed changes for each selected By-law, along with 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 online submission via the online Engagement Hub, email, mail, phone and hardcopy feedback form.

<u>Consultation Outcome and Summary</u>

A total of 54 survey responses were received, with most respondents participating via the online Engagement Hub. The majority of feedback came from residents within the Adelaide Hills Council area (95%, 52 respondents), demonstrating strong local engagement from those directly affected by the proposed By-laws. A further 3.5% (2 respondents) were from other areas outside the Adelaide Hills region.

Within the Adelaide Hills Council area, the highest number of submissions were received from Lobethal (16.7%) and Aldgate (13%), followed by Crafers (9.3%), Bridgewater (7.4%), Oakbank and Woodside (5.6%), and Balhannah, Birdwood, and Gumeracha (each 3.7%), with smaller numbers from the remainder of townships (27.8%). This distribution highlights that engagement was broad across the region, with particularly high input from townships where local identity and lifestyle factors strongly influence community views on the By-laws.

While feedback varied across each By-law, there was a small amount of respondents who expressed general opposition/over reach of government to regulations as part of the By-law review.

The detailed results from the consultation are provided in the *Community Engagement Outcomes Report – By-Laws Stage 2* in ***Appendix 3***, with the following summary results:

- A majority (77%) of respondents supported the amended timeframe for waste bin placement in the draft By Law No. 4 Roads. This includes 59% who wholly supported and 18% who supported but with some concerns or suggestions.
- A majority (76%) of respondents did not support the amended new draft By Law No. 7 Township Bird Management

A summary of the comments on each by-law and the Administration's response is provided in the tables below.

*Table 1: Summary of Feedback and Response for By-law No.4*

| **By-law** | **Feedback** | **Administration Response/Comments** |
|---|---|---|
| By-law 4 – Roads | Comments were in relation to the bin placement timeframes, including:<br>• Flexibility for special circumstances (3 comments),<br>• Concerns for people who require support to take their bins in and out (3 comments),<br>• Bin placement questions (4 comments)<br>• Support for timeframes to support accessibility (1 comment) | The Administration will work with property owners in the case of extenuating circumstances<br><br>The proposed changes for placement of kerbside bins address real operational problems, such as blocked footpaths and waste collection issues, and improve community amenity.<br><br>The Administration currently approves the location of bins on certain sides of the road or in bin banks which would mean the by-law does not apply to those scenarios.<br><br>Any enforcement is guided by the Enforcement Policy and would only be taken where complaints are received, and any investigation shows bin placement has negatively impacted safety or access for other residents. |

*Table 2: Summary of Feedback and Response for the proposed new By-Law No.7*

| | **Feedback** | **Administration Response/Comments** |
|---|---|---|
| By-law 7 – Township Bird Management | Comments in relation to regulation of roosters in township included:<br>• Importance of maintaining the character of the Adelaide Hills / country | Given the engagement feedback, the Administration recommends not proceeding with the new proposed By-Law at this time. |

| | | |
|---|---|---|
| | living and compared this to city living (20 comments)<br>• Other noises being just as prevalent as roosters and pigeons (14 comments)<br>• that roosters are not a nuisance or that they enjoy having roosters around them (11 comments).<br>• that Council has existing tools to manage these complaints including the Nuisance Act (6 comments)<br>• that the By-law is council overreach or over governance (5 comments). | |

Draft By-laws for Adoption

Given the outcome of the community consultation, it is recommended that By-law No. 4 be adopted by Council unchanged per the draft in *Appendix 1* and that a new By-law to regulate roosters and pigeons in townships not be proceeded with at this time.

## 3. OPTIONS

Council has the following options:

I. To adopt Draft By-law 4 – Roads (***Appendix 1)*** without change and not proceed with Draft By-law 7 – Township Bird Management (***Appendix 2)***. This option responds to the feedback from the consultation process which showed overall support for the new measures in By-Law No.4 regarding bin placement and opposition to a new By-law regulating roosters and pigeons in townships. The adopted By-law 4 – Roads will then be advertised and published in the Government Gazette in accordance with the Local Government Act 1999 and sent to the Legislative Review Committee as required. It will come into effect four months after the date of gazettal.

II. To adopt both draft By-laws contained within ***Appendices 1 and 2.*** The adopted By-laws will then be advertised and published in the Government Gazette in accordance with the Local Government Act 1999 and sent to the Legislative Review Committee as required. They would come into effect four months after the date of gazettal.

III. To not adopt either of the draft By-laws contained in ***Appendices 1 and 2***. This option is not recommended as the Draft By-law 4 – Roads contains important provisions regulating the use of Council roads, including road reserves, which enable the enforcement of breaches through expiations (as opposed to prosecution).

IV. To resolve that the draft By-laws contained within ***Appendices 1 and 2*** be amended. Any changes to a proposed By-law require further consultation before they are adopted by Council. Not doing so risks the By-law being rejected by the Legislative Review Committee and being returned to Council for further consultation.

## 4. APPENDICES

(1) Draft By-law 4 – Roads
(2) Draft By-law 7 – Township Bird Management
(3) Community Engagement Outcomes Report – By-Laws Stage 2
(4) Certificates of Validity

# Appendix 1

*Draft By-law 4 – Roads*

Adelaide Hills COUNCIL

*By-law made under the Local Government Act 1999*

**ROADS BY-LAW 2025**

**By-law No. 4 of 2025**

*For the management of public roads.*

**Part 1 – Preliminary**

1. **Short Title**

This by-law may be cited as the *Roads By-law 2025*.

2. **Commencement**

This by-law will come into operation four months after the day on which it is published in the *Gazette* in accordance with Section 249(5) of the *Local Government Act 1999*.

3. **Definitions**

In this by-law, unless the contrary intention appears:

3.1 **adjacent land** has the same meaning as in the *Australian Road Rules*;

3.2 **animal** includes birds and poultry but does not include a dog;

3.3 **camp** includes setting up a camp, or cause a self-contained vehicle to remain on the land for the purpose of staying overnight, whether or not any person is in attendance or sleeps on the road;

3.4 **dog** has the same meaning as in the *Dog and Cat Management Act 1995*;

3.5 **electoral matter** has the same meaning as in the *Electoral Act 1985* provided that such electoral matter is not capable of causing physical damage or injury to any person within its immediate vicinity;

3.6 **emergency worker** has the same meaning as in the *Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*;

3.7 **road** has the same meaning as in the *Local Government Act 1999*.

**Part 2 – Management of Roads**

4. **Activities Requiring Permission**

A person must not on any road, without the permission of the Council:

4.1 **Advertising**

display any sign for the purpose of commercial advertising, other than a moveable sign which is displayed on a public road in accordance with the Council's *Moveable Signs By-law 2025*;

4.2 **Amplification**

use an amplifier or other device whether mechanical or electrical for the purposes of amplifying sound;

4.3 **Animals**

4.3.1 cause or allow any animal, to stray onto, graze, wander on or be left unattended on any road;

4.3.2 lead, drive or exercise any animal in such a manner as to endanger the safety of any person;

4.4 **Bridge Jumping**

jump from or dive from a bridge;

4.5 **Camping**

4.5.1 erect any tent or other structure of calico, canvas, plastic or similar material as a place of habitation;

4.5.2 camp or sleep overnight;

4.5.3 camp or sleep overnight in a motorhome, except where a sign or signs erected by the Council indicate that camping on the road in such a vehicle is permitted;

4.6 **Donations**

ask for or receive or indicate that he or she desires a donation of money or any other thing;

4.7 **Driving on Formed Surface**

drive a motor vehicle other than on a portion of the road that has been formed or otherwise set aside by the Council for the driving of motor vehicles, unless it is not reasonably practical to do so;

4.8 **Fishing**

fish from any bridge or other structure on a road to which the Council has resolved this subparagraph shall apply;

4.9 **Flora, Fauna and Other Living Things**

subject to the *Native Vegetation Act 1991* and the *National Parks and Wildlife Act 1972*:

4.9.1 damage, pick, or interfere with any plant, fungi or lichen thereon; or

4.9.2 remove, interfere with, tease, disturb or cause harm to any animal or bird or the eggs or young of any animal or bird or aquatic life;

4.9.3 use, possess or have control of any device for the purpose of killing or capturing any animal, bird or aquatic life;

4.9.4 plant, damage, pick, cut, disturb, interfere with or remove any plant, tree or flower;

4.9.5 cause or allow an animal to be present on any flowerbed or garden plot;

4.9.6 deposit, dig, damage, disturb, interfere with or remove any soil, stone, wood, clay, gravel, pebbles, timber, bark, shells or fossils or any part of the land;

4.9.7 disturb, interfere, damage or remove any burrow, nest or habitat of any animal, bird or aquatic life;

4.9.8 burn any timber or dead wood;

4.10 **Obstructions**

erect, install or place or cause to be erected, installed or placed any structure, object or material of any kind so as to obstruct a road, footway, water channel or water course;

4.11 **Preaching**

preach or harangue;

4.12 **Public Exhibitions and Displays**

4.12.1 sing, busk or play a recording or use a musical instrument for the apparent purpose of either entertaining others or receiving money;

4.12.2 conduct or hold any concert, festival, show, public gathering, circus, meeting, performance or any other similar activity;

4.12.3 cause any public exhibitions or displays;

4.13 **Soliciting**

ask for or receive or do anything to indicate a desire for a donation of money or any other thing;

4.14 **Working on Vehicles**

perform the work of repairing, washing, painting, panel beating or other work of any nature on or to any vehicle, except for running repairs in the case of breakdown;

4.15 **Waste**

deposit any domestic or commercial waste or other rubbish emanating from domestic or commercial premises in any Council rubbish bin;

4.16 **Waste Collection**

4.16.1 an occupier of premises must facilitate the collection and removal of domestic waste, recyclables or green organics from the premises by placing the container on the kerbside by 6:00am on the day of waste collection and not before 6:00am the day prior to collection;

4.16.2 ensure that, prior to the time appointed by the Council (but not outside the times provided in subparagraph 4.16.1) for the collection of a particular kind of domestic waste, recyclables or green organics from the premises, the container containing that kind of waste is placed out for collection in a position:

4.16.2.1 on the street in front of and on the same side as the premises, abutting the edge of (but not on) the carriageway and positioned so that the side of the container on which the hinges of the lid are situated faces the premises; or

4.16.2.2 as otherwise approved by the Council; and

4.16.2.3 it is not under the overhanging branches of street trees; and

4.16.2.4 the container is removed from that position on the kerbside within 24 hours of being emptied.

5. **Prohibited Activities**

A person who owns or is in charge of any horse or cattle must, if the horse or cattle defecates on a road, immediately remove the faeces and dispose of them in a lawful and suitable manner.

**Part 3 – Miscellaneous**

6. **Directions**

A person must comply with any reasonable direction or request from an authorised person relating to:

6.1 that person's use of the road;

6.2 that person's conduct and behaviour on the road;

6.3 that person's safety on the road;

6.4 the safety and enjoyment of the road by other persons.

7. **Removal of Animals**

If any animal is found on a road in breach of this by-law:

7.1 any person in charge of the animal shall forthwith remove it from that land on the request of an authorised person; and

7.2 any authorised person may remove any animal from the road if the person fails to comply with the request, or if no person is in charge of the animal.

8. **Exemptions**

8.1 The restrictions in this by-law do not apply to any Police Officer, Council Officer or Council employee acting in the course and within the scope of that person's normal duties, or to a contractor while performing work for the Council and while acting under the supervision of a Council Officer, or to an emergency worker performing emergency duties.

8.2 The restrictions in paragraphs 4.12 and 4.13 of this by-law do not apply to:

8.2.1 electoral matters authorised by a candidate and which relate to a State or Commonwealth election and are otherwise authorised to be exhibited under Sections 226 and 226A of the *Local Government Act 1999* or the *Electoral Act 1985*; or

8.2.2 electoral matters authorised by a candidate and which relate to an election held under the *Local Government Act 1999* or the *Local Government (Elections) Act 1999* and is otherwise authorised to be exhibited under Section 226 of the *Local Government Act 1999*; or

8.2.3 matters which relate to, and occur during the course of and for the purpose of a referendum.

8.3 Paragraph 4.7 of this by-law does not apply to a motor vehicle being driven to or from adjacent land by the shortest practical route.

9. **Application**

Paragraph 4.8 of this by-law shall apply only in such portion or portions of the area as the Council may by resolution direct from time to time in accordance with Section 246(3)(e) of the *Local Government Act 1999*.

10. **Revocation**

Council's *Roads By-law 2018*, published in the *Gazette* on 9 August 2018, is revoked on the day on which this by-law comes into operation.

The foregoing by-law was duly made and passed at a meeting of the Council of the Adelaide Hills Council held on the day of 2025 by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.

……………………………………
Mr Greg Georgopoulos
Chief Executive Officer

# Appendix 2

*Draft By-law 7 – Township Bird Management*

**ADELAIDE HILLS COUNCIL**

*By-law made under the Local Government Act 1999*

**TOWNSHIP BIRD MANAGEMENT BY-LAW 2025**

**By-law No. 7 of 2025**

*For the management, control and regulation of the keeping of roosters and pigeons on residential premises within townships, and for related purposes.*

## Part 1 – Preliminary

### 1. Short Title

This by-law may be cited as the *Domestic Livestock By-law 2025*.

### 2. Commencement

This by-law will come into operation four months after the day on which it is published in the *Gazette* in accordance with Section 249(5) of the *Local Government Act 1999*.

### 3. Definitions

In this by-law:

3.1 **keep** includes care, feed, control or possess, whether temporary or permanent;

3.2 **township** has the same meaning as in the *Local Government Act 1999*.

## Part 2 – Requirements for Roosters and Pigeons

### 4. Keeping Roosters

A person must not, without permission, keep a rooster on premises within a township.

## 5. **Keeping Pigeons**

A person must not, without permission, keep a pigeon on premises within a township.

The foregoing by-law was duly made and passed at a meeting of Adelaide Hills Council held on the day of 2025 by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.

..............................................
Mr Greg Georgopoulos
Chief Executive Officer

# Appendix 3

*Community Engagement Outcomes Report – By-Laws Stage 2*

# Hills Local Laws – Phase 2

## *Community Engagement Outcomes Report*

**September 2025**

Adelaide Hills
COUNCIL

# Contents

# 1. Introduction

By-laws are local laws created by Council to manage issues specific to areas under our care and control – from pets to waste, trees and signage.

Some By-laws are in place to protect the comfort and safety of our community while others seek to prevent damage to local government land.

We review our By-laws every 7 years to ensure they meet the current needs of our community and to meet our obligations under the Local Government Act 1999. There are some things we cannot create By-laws for, for example, things that are the responsibility of State or Federal Government.

During July 2025, we asked for our communities' feedback on proposed changes/revisions to our existing six By-laws as well as a proposed additional By-law for Livestock and Bee Management. Following community engagement feedback received, we made further amendments to our proposed By-laws for Roads and Township Bird Management.

We invited feedback from the public on the proposed amendments to By-law No. 4 Roads and By-law No. 7 Township Bird Management, between Wednesday 3 and Tuesday 23 September 2025. 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.

A total of 54 participants provided feedback on the proposed changes to the two By-laws. 53 respondents provided their feedback via the online or hardcopy survey. One person provided their feedback via email and one person completed the online survey twice.

# 2. Summary of Engagement

## Engagement approach

The purpose of the engagement was to assist us to understand our community's level of support for the proposed amendments to By-laws No. 4 Roads and new By-law No. 7 Township Bird Management, prior to finalise these two By-laws.

Pursuant to Section 249 of the Local Government Act 1999, public consultation must be undertaken in line with Council's Public Consultation Policy when passing new By-laws. A community engagement plan was developed, and consultation was undertaken with the community over 21 days from Wednesday 3 September to Tuesday 23 September 2025.

Our engagement approach aimed to provide detail on the role of By-laws and an explanation of the proposed amendments to the two By-laws that had been made following earlier community engagement findings.

Questions were asked to determine participants level of support for the proposed amendments for both By-laws, along with 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 page
- 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 any AHC Library or Customer Service Centres

## Distribution and promotion

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

- Courier Advertisement on 3 September 2025
- Adelaide Hills Council Website and Engagement Hub Page
- Email newsletter to engagement subscribers with relevant categories of interest and previous engagement contributors and followers
- Email to Elected Members to share
- Social media
- Inclusion in Hills Voice e-newsletter
- Posters, hardcopy information and feedback forms available at Customer Service Centres and Libraries at Gumeracha, Stirling, Woodside and The Summit.

Email and social media promotion statistics are presented below:

*Table 1 Promotional statistics*

| Media | Number of posts / emails / Newsletter | Reach | Engagement (reaction, comment, share or opening link) |
|---|---|---|---|
| Adelaide Hills Council Facebook | 1 | 2,856 views, 21 interactions | 20 link clicks |
| Adelaide Hills Engagement Hub email | 2 | 2,484 | Opens – 1,144, clicks - 153 |
| Adelaide Hills Engagement Hub page | - | 706 views, 549 visitors | 53 engagement contributors, 27 followers |

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

# 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.

*Table 2 Participation Source*

| Activity | Number Participating |
|---|---|
| Online submissions | 52 (1 person completed twice) |
| Hardcopy submissions | 2 |
| Written response – email, letter | 1 |
| Total Consultation Participation | 54 |

## Participation characteristics

### *Respondents suburb*

Table 3 Participant Suburbs

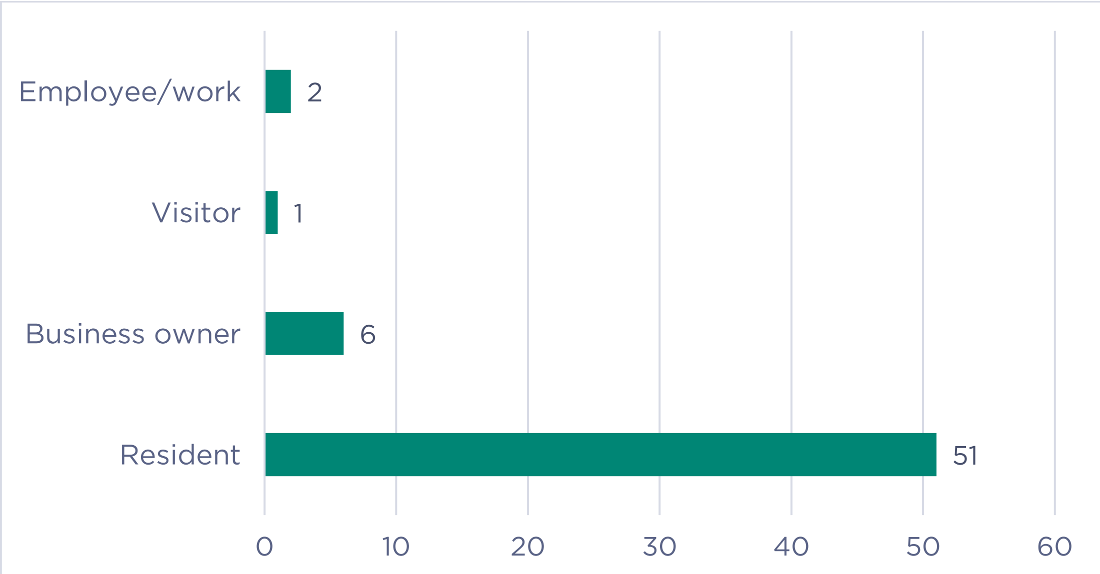
| Suburb / Township | No. of Respondents | % of Participants |
|---|---|---|
| Lobethal | 9 | 16.7% |
| Aldgate | 7 | 13% |
| Crafers | 5 | 9.3% |
| Bridgewater | 4 | 7.4% |
| Oakbank | 3 | 5.6% |
| Woodside | 3 | 5.6% |
| Balhannah | 2 | 3.7% |
| Birdwood | 2 | 3.7% |

| | | |
|---|---|---|
| Gumeracha | 2 | 3.7% |
| Other AHC suburbs: Ashton, Carey Gully, Crafers West, Heathfield, Houghton, Inglewood, Ironbank, Kenton Valley, Kersbrook, Mount George, Mount Torrens, Stirling, Teringie, Uraidla, Woodforde | 15 (1 each) | 27.8% |
| I live outside AHC | 2 | 3.7% |
| **Total** | **No.** | **100%** |

*Respondents' connection to Adelaide Hills Council area*

Data was collected from survey respondents on their connection to Adelaide Hills Council area. This data showed that the majority (49) of respondents were residents of Adelaide Hills Council, however 2 of these respondents also selected that they live outside of Adelaide Hills Council area. Respondents were able to select more than one answer.

*Chart/graph 1: Respondents' connection to the Adelaide Hills Council area*

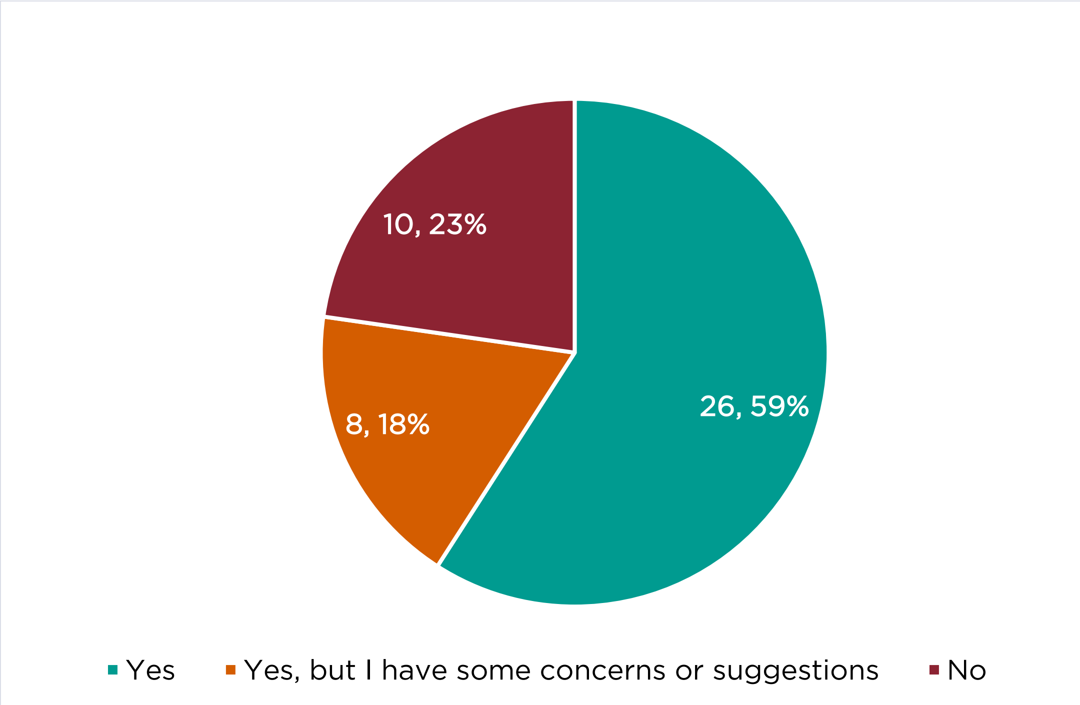


# 4. Online and Hardcopy Feedback

**Level of support for amended timeframe for waste bin placement on the kerbside included in draft By-law No. 4 Roads**

44 respondents selected to provide feedback on amendments to By-law No. 4 Roads. When asked if they supported the amendments to the timeframe for waste bin placement on the kerbside included in draft By-law No. 4 Roads, majority of respondents (77%) selected "Yes" (59% / n=26) or "Yes, but I have some concerns or suggestions" (18% / n=8), with 23% (n=10) selecting "No".

*Chart/graph 1: Respondents' level of support for amendments to By-law No. 4 Roads*




**Respondents feedback and comments**

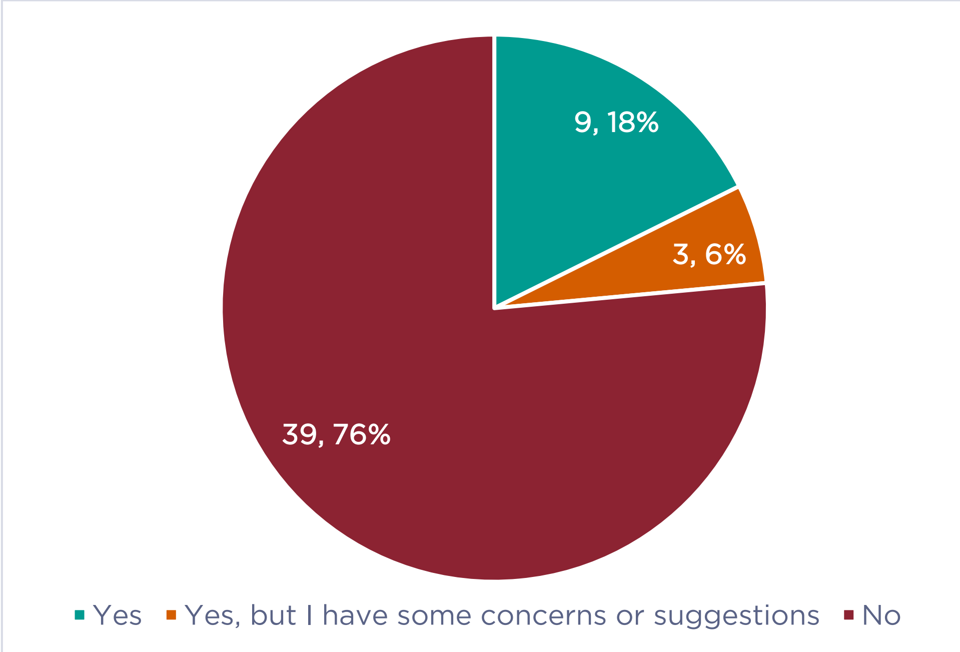
Respondents were asked to if they had "Any further feedback about the proposed amendments to By-law No. 4 Roads". 14 respondents chose to provide comments, and the themes of these comments can be seen in the table below. Verbatim responses can be viewed in Appendix B.

| Theme/s - "Yes, but I have some concerns or suggestions" | No. of Respondents |
|---|---|
| Bin placement / storage question or comment | 3 |
| Questions about why By-law is needed | 2 |
| Need for enforcement of By-law | 1 |
| Concerns about extenuating circumstances they might prevent someone from meeting the timeframe | 1 |
| Understanding around accessibility needs (clear accessways) | 1 |
| Comments about specific wording within areas of amended By-law | 1 |
| **Theme/s - "No"** | **No. of Respondents** |
| Concerns about people needing support to take bins in and out | 3 |
| Concerns about extenuating circumstances they might prevent someone from meeting the timeframe | 2 |
| Comments that timeframe too restrictive | 2 |
| General waste collection complaint | 1 |
| Comment that timeframe is too long | 1 |
| Enforcement question or concern about | 1 |
| Bin placement / storage question or concern | 1 |
| Comment about over governance | 1 |

**Level of support for the amended draft By-law No. 7 Township Bird Management**

51 respondents selected to provide feedback on amendments to By-law No. 7 Township Bird Management. When asked if they supported the amendments to the proposed new By-law, majority of respondents (76% / n=39) selected "No", 18% (n=9) selected "Yes" and 6% (n=3) selected "Yes, but I have some concerns or suggestions".

*Chart/graph 2: Respondents' level of support for amendments to By-law No. 7 Township Bird Management*




**Respondents feedback and comments**

Respondents were asked to if they had "Any further feedback about the proposed amendments to By-law No. 7 Township Bird Management". 38 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 - "Yes" | No. of Respondents |
|---|---|
| Question about process to obtain permit | 1 |
| **Theme/s - "Yes, but I have some concerns or suggestions"** | **No. of Respondents** |
| Enjoy roosters / roosters no nuisance / don't support inclusion of roosters within the By-law | 2 |
| Shouldn't need a permit for 1 rooster, only multiple | 1 |
| Support inclusion of pigeons within By-law | 1 |
| Concern about residents feeding pigeons | 1 |

| Theme/s - “No” | No. of Respondents |
|---|---|
| Comments about country living vs suburban living | 20 |
| Commentary that other noises are just as prevalent | 14 |
| Enjoy roosters / roosters no nuisance / don’t support inclusion of roosters within the By-law | 9 |
| Council should use the existing tools / nuisance act to deal with any issues | 6 |
| By-law is Council overreach / over governance | 5 |
| Responsible pet ownership / neighbours resolve any issues | 4 |
| Sustainable living – roosters support sustainable living | 4 |
| What is the need for the By-law / current issue? | 2 |
| Concern that permit application charges will come later | 2 |
| Shouldn’t need a permit for 1 rooster, only multiple | 2 |
| Questions about process to obtain a permit | 2 |
| Question / concern about township boundaries | 2 |
| Question / comment about caged birds vs. free range birds | 2 |

# 5. Written and Verbal Feedback

One email was received during the engagement period. This email expressed a general complaint about the work of council.

# 6. Conclusion

A total of 54 people participated in community engagement around the finalisation of our By-laws for Roads and Township Bird Management. Participation was through online and hardcopy feedback forms and email and was significantly lower than responses received during Phase 1 of community engagement run through July 2025 (316 responses).

This reduction in responses is expected to be due to the reduced number of By-laws we were consulting on and the revision of proposed By-law No. 7 to now only govern township ownership of roosters and pigeons. It’s likely also due to the requirement for participants to register / sign in to Adelaide Hills Engagement Hub to complete the online feedback form.

A large number of responses received during Phase 1 of engagement shared negative feedback across all or several By-laws without providing any useful feedback as to this blanket rejection. Many respondents also resided outside of the Adelaide Hills Council area and did not fall within the jurisdiction of the By-laws.

Of the 54 respondents that participated in Phase 2 of engagement, 96.5% (n=52) of respondents who completed feedback live within the Adelaide Hills Council area, with 3.5% (n=2) living in other suburbs outside of the Adelaide Hills Council area.

### By-law No. 4 Roads

The amendment to the timeframe for waste bins on the kerbside was largely supported by participants with 77% of respondents selecting "Yes" or "Yes, but I have some concerns or suggestions" when asked if they support the proposed amendments to the draft By-law.

Commentary received focused around concerns for people who require support to take their bins in and out, extenuating circumstances that might prevent the timeframe from being met and that the timeframe was still too restrictive. There were a few comments about why the By—law / timeframe is needed and concerns about bin placement and circumstances that might prevent placement in line with the By-law.

### By-law No. 7 Township Bird Management

Majority (76%) of respondents who provided feedback on By-law No. 7 were not in support of the proposed amendments to the draft By-law. When detailing why they didn't support the By-law, many mentioned the importance of maintaining the character of the Adelaide Hills / country living and compared this to city living (20), others mentioned other noises being just as prevalent as roosters and pigeons (14) and that roosters are no nuisance or that they enjoy having roosters around them (11).

Other responses mentioned the existing tools Council has to manage these complaints including the Nuisance Act (6) and that the By-law is council overreach or over governance (5).

# 7. Appendices

## Appendix A – Information Provided and Feedback Form

Adelaide Hills Engagement Hub page

# Hills Local Laws

Share your feedback on proposed amendments to our By-laws for Roads and Township Bird Management.

+ Follow

Home / **Hills Local Laws**

**Community engagement open - help us finalise our By-laws for Roads and Township Bird Management.**

Following community engagement feedback received during July 2025, we have made amendments to our proposed By-laws for Roads and Township Bird Management. We are seeking feedback on the proposed amendments to both By-laws as detailed below.

### Proposed amendments to By-law No. 4 Roads

In July 2025, we proposed a key change to the existing By-law to include a new section covering residential waste bin management. This section included a timeframe for placing domestic waste, recyclables and green organics containers on the kerbside for collection.

Following community feedback:

- We have increased this timeframe by 10 hours, to allow bins to be placed on the kerbside from 6.00am the day prior to collection.
- The timeframe for waste bins to be returned to properties remains at up to 24 hours after waste collection.

The draft By-law continues to include the following changes that were engaged on in July 2025. We are not seeking further feedback on these changes.


## Lifecycle

**Community Engagement - Roads and Bird Management**

We are seeking feedback on proposed revisions to By-law No. 4 Roads and By-law No. 7 Birds within Townships

See more

- Detail around the positioning of domestic waste containers on the roadside.
- A new section covering residents altering the vegetation within council verges.

### Proposed amendments to new By-law No. 7 Township Bird Management

In July 2025, we proposed a new By-law covering the ownership of livestock, roosters and bee management within designated townships.

Following community feedback:

- This By-law no-longer considers the ownership of livestock and bee management.
- This By-law restricts the ownership within townships, of roosters and pigeons. Residents wishing to have rooster or pigeons within townships will require permission from Council. This approval process will not incur a fee to residents.

You can view both draft By-laws under the Document Library.

### Sharing your feedback

You can share your feedback on the proposed amendments in any of the following ways:

- Complete the online feedback form below
- Email your feedback to 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 any AHC Library or Customer Service Centre and submit via any of the ways listed above or by handing into our Council Service Centres or Libraries at:
    - Coventry Library, 63 Mt Barker Rd, Stirling
    - Woodside Service Centre, 26 Onkaparinga Valley Road, Woodside
    - Gumeracha Civic Centre, 45 Albert Street, Gumeracha
    - The Summit Community Centre, 4 Crescent Dr, Norton Summit

**This engagement closes at 5pm on Tuesday 23 September 2025.**

Feedback form | AHC townships | Background | August Council decision

### 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.

## FAQs

- What are By-laws?
- How does council enforce By-laws?
- What time can I place rubbish bins out for collection?
- What if I can't move my bin in time due to illness, disability, or being away?
- How will the By-law for Township Bird Management be managed
- If I already have a rooster or pigeons, can I keep them?

See more

## Document Library

**Draft By-law No. 4 Roads**
PDF (197.28 KB)

**Draft By-law No. 7 Township Bird Management**
PDF (214.79 KB)

**Feedback Form - Hills Local Laws Phase 2**
PDF (247.66 KB)

**Factsheet - Hills Local Laws Phase 2**
PDF (1.50 MB)

See more

## Who's Listening

# Hills Local Laws

## Help us to finalise our By-laws for Roads and Township Bird Management

Adelaide Hills COUNCIL

***Following community engagement feedback, we have made amendments to our proposed By-laws for Roads and Township Bird Management.***

***We are seeking feedback on these proposed amendments prior to finalising our local laws.***

During July 2025, we asked for your feedback on proposed changes / revisions to our existing six By-laws as well as a proposed additional By-law for livestock and bee management.

At the Council Meeting held on 12 August 2025, Council endorsed the revisions / changes to existing By-laws:

- No. 1 Permits and Penalties
- No. 2 Moveable Signs
- No. 3 Local Government Land
- No. 5 Dogs
- No. 6 Cats

### Proposed amendments to By-law No. 4 Roads

In July 2025, we proposed a key change to the existing By-law to include a new section covering residential waste bin management. This section included a timeframe for placing domestic waste, recyclables and green organics container on the kerbside for collection.

Following community feedback:

- We have increased this timeframe by 10 hours, to allow bins to be placed on the kerbside from 6.00am the day prior to collection.
- The timeframe for waste bins to be returned to properties remains at up to 24 hours after waste collection.

The draft By-law continues to include the following changes that were engaged on in July 2025. We are not seeking further feedback on the below changes:

- Detail around the positioning of domestic waste containers on the roadside.
- A new section covering residents altering the vegetation within council verges.

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

# Hills Local Laws

## Help us to finalise our By-laws for Roads and Township Bird Management

Adelaide Hills COUNCIL

### Proposed amendments to new By-law No. 7 Township Bird Management

In July 2025, we proposed a new By-law covering the ownership of livestock, roosters and bee management within designated townships.

Following community feedback:

- Bee management and hooved livestock ownership have been removed from this By-law.
- The newly named By-law No. 7 Township Bird Management will now focus on roosters and pigeons within designated townships. Residents wishing to have rooster or pigeons within townships will require permission from council. This approval process will not incur a fee to residents.

### Share your feedback in 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 a letter to Community Engagement, 63 Mount Barker Road, Stirling SA 5152
- Phone 8408 0400
- Collect a hardcopy feedback form from any AHC Library or Customer Service Centre and submit via any of the ways listed above or by handing into our Council Service Centres or Libraries at:
  - Coventry Library, 63 Mt Barker Rd, Stirling
  - Woodside Service Centre, 26 Onkaparinga Valley Road, Woodside
  - Gumeracha Civic Centre, 45 Albert Street, Gumeracha
  - The Summit Community Centre, 4 Crescent Dr, Norton Summit

**This engagement closes at 5pm on Tuesday 23 September 2025.**

# Hills Local Laws – help us finalise our By-laws

## Feedback Form

Adelaide Hills COUNCIL

### What's happening?

Following community engagement feedback received during July 2025, we have made amendments to our proposed By-laws for Roads and Township Bird Management. We are seeking feedback on these proposed amendments to both By-laws as detailed below.

#### Proposed amendments to By-law No. 4 Roads

In July 2025, we proposed a key change to the existing By-law to include a new section covering residential waste bin management. This section included a timeframe for placing domestic waste, recyclables and green organics container on the kerbside for collection.

Following community feedback:

- We have increased this timeframe by 10 hours, to allow bins to be placed on the kerbside from 6.00am the day prior to collection.
- The timeframe for waste bins to be returned to properties remains at up to 24 hours after waste collection.

The draft By-law continues to include the following changes that were engaged on in July 2025. We are not seeking further feedback on these changes.

- Detail around the positioning of domestic waste containers on the roadside.
- A new section covering residents altering the vegetation within council verges.

#### Proposed amendments to new By-law No. 7 Township Bird Management

In July 2025, we proposed a new By-law covering the ownership of livestock, roosters and bee management within designated townships.

Following community feedback:

- This By-law no-longer considers the ownership of livestock and bee management.
- This By-law restricts the ownership within townships, of roosters and pigeons. Residents wishing to have rooster or pigeons within townships will require permission from council. This approval process will not incur a fee to residents.

**Please return this form by 5pm Tuesday 23 September 2025, via one of the following ways:**

- Handing in a copy into any Adelaide Hills Council Customer Service Desk (Woodside, Gumeracha, Stirling or The Summit)
- Sending it back in the mail: Melissa Clarke 63 Mount Barker Road, Stirling SA 5152
- Scanning it and emailing it to engage@ahc.sa.gov.au

# Feedback Form - Hills Local Laws Phase 2

**1. Do you support the amended timeframe for waste bin placement on the kerbside included in draft By-law No. 4 Roads?**

- [ ] Yes
- [ ] Yes, but I have some concerns or suggestions
- [ ] No

**2. Any further feedback about draft By-law No. 4 Roads**

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

**3. Do you support the amended draft By-law No. 7 Township Bird Management?**

- [ ] Yes
- [ ] Yes, but I have some concerns or suggestions
- [ ] No

**4. Any further feedback about draft By-law No. 7 Township Bird Management**

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

## About you

5. **What is your connection to the Adelaide Hills Council? (choose all that apply)**

- ☐ Resident
- ☐ Business owner
- ☐ Visitor
- ☐ Employee/work
- ☐ Student
- ☐ Other: please specify

______________________________

6. **Your Name** ______________________________

7. **Your email** ______________________________

8. **Your suburb, township or locality**

______________________________

Thank you very much for sharing your feedback.

# Appendix B - Verbatim comments from online and hardcopy feedback responses

Any further feedback about the proposed amendments to By-law No. 4 Roads.

| Comments from respondents who answered "Yes, but I have some concerns or suggestions" |
|---|
| Why can't people just leave their own bins outs for as long as they want especially if going away for the weekend |
| If a bin is within the boundaries of a property, not on council kerbside, is this acceptable? I.e. if at rear of property, on and wholly within the land owners lot, not on the council kerbside, not on the road or footpath or verge, is on the owners land. Is this considered within regulations of "returned to properties"?<br>This is the feedback id like clarified and stipulated in the bylaw if possible. |
| I understand we don't want bins on pavement ect. In busy streets. I still have concerns if people are sick for example. Maybe a 3 strike then enforcement policy maybe. |
| I still don't see why we need such a by law. It seems likely to be a waste of council resources, and could invite vexatious and trivial complaints from residents.<br><br>How is this going to work for property owners who find it necessary for practical reasons to store their bins on council property due to their house being located a large distance from the collection truck route? |
| 4.16. 1 suggest removing reference to 6am the day before and replacing with "as close to 6am on the day of collection as reasonably practicable".<br><br>Question the need for section 4.16.2.3 regarding overhanging trees- Common sense should prevail here. The number of incidents where bins are damaged by falling branches or where trucks are obstructed from picking up bins due to overhanging branches is surely negligible?<br><br>4.16.2.4 add "or as soon as reasonably practicable."<br><br>How does this by-law interact with other relevant policies including the roadside vegetation management policy? |
| The by-laws need to be enforced and penalties applied for non compliance. Some households leave their bins out by the road permanently never taking them in. |
| I have no issue with the revised timing for the placement and retrieval of the bins, however as advised in the 1st feedback provided, I do have a concern about the placement of the bins. I understand you are no longer seeking feedback on this aspect of the proposed By-law, HOWEVER, there are many examples in the Hills where it is not safe or possible to place the bin directly in front of the resident's property. In my case the bin is not emptied if placed on my side of the road as the garbage truck does not drive past my property on my side of the road. |
| **Comments from respondents that answered "No"** |

| |
|---|
| The proposed change is discriminatory against residents who have a disability, making it difficult or impossible to move their bins without help, which may not be available it the specified time frame. |
| The time frame for bringing bins back in is still too restricted. I am not always home within 24 hours due to work. |
| I think that the suggested time to put bins out is too long, particularly when some people making parking difficult. |
| The amendments are a farsical example of over reach.<br>4.16.2.1 - the edge of the carriageway is positively dangerous on some of our narrow rural roads. Half of the roads are only collected from one side. |
| No i dont agree, who do plan to monitor this. Most neighbours look after their neighbours bins by putting them out or bringing them in. |
| They fail to collect, we leave them out until the are collected |
| I should not need to gain permission from the council on occasions in which I may have gone away for a short period of time and placed my bin for collection or are unable to remove it immediately after the collection. Moreover, if my elderly grandmother needs help moving her bins in and out and I only see her every other day, she will be infringing this by-law. I see no issue with bins being left out in situations such as these and feel this by-law is overly restrictive on a households lifestyle. |

### Any further feedback about the proposed amendments to By-law No. 7 Township Bird Management

| Comments from respondents who answered “Yes” |
|---|
| Who grant s permission to keep roosters or pigeons and on what grounds ? Are there fees associated? |
| **Comments from respondents who answered “Yes, but I have some concerns or suggestions”** |
| I still think you should be able to have a rooster anywhere if you want<br>I agree with the pigeon bylaws |
| I don't have a problem with people having a rooster. For example if you breed your chickens you would need one. I think it should be if people have multiple roosters in a small area then they should be punished. Unfortunately no one will take roosters on so they will have to be euthanasia. |
| What about residents who encourage wild pigeons by feeding them The pigeons end up by congretating en masse to perch on overhead wires and invade other properties searching for free food |
| Who grants permission to keep roosters or pigeons and on what grounds ? Are there fees associated? |
| **Comments from respondents that answered “No”** |

| |
|---|
| Local councils have no right to ban pigeons or roosters in Hills townships because these animals are part of the region's rural identity, heritage, and lifestyle. The Adelaide Hills has long been a place where people keep small livestock, poultry, and birds, not only for food and self-sufficiency but also for cultural and community traditions such as showing, breeding, and sport. Imposing blanket bans ignores this history and unfairly penalises responsible owners who care for their animals properly. Pigeons and roosters are no more of a nuisance than barking dogs, noisy lawn mowers, or leaf blowers, yet these are managed with sensible guidelines rather than outright prohibition. Instead of heavy-handed restrictions, councils should support balanced regulations that respect both animal keepers and neighbours, ensuring that the Hills retains its character as a living, working, and diverse community rather than being regulated into a sterile suburbia. |
| Residents should be able to keep one rooster without requiring a permit. When permits are introduced, the next step is to add a fee. I also note the draft By-law No. 7 Township Bird Management refers to "Bird Management" although it then refers to Roosters and Pigeons – will other birds be added at a later stage? The By-law should be more specific and called By-law No. 7 Township Rooster and Pigeon Management. |
| We do not live in the city, our region is rural therefore the keeping of a rooster should be allowed. A rooster makes no more noise than a truck driving through a township or even noisy birds such as crows. This proposed restriction is over governing for the sake of areas like Mt Barker |
| Living in the Adelaide hills, birds are a part of hills life. I don't believe we should need permission to keep animals on our property. How is the sound of a rooster in the hills any worse than the sound of construction in the city? |
| No point in banning roosters and pigeons in townships unless you can do something about the koalas grunting at all hours, the magpies carolling at the moon and greeting the day at 5.30 or 6.00 am . . . Hills townships are not city suburbs. You already have power to act on residents' complaints, so what is the point of creating a new by-law, and additional work for a council that is already short-staffed? |
| More information is required on how to obtain permission to keep a rooster. What will happen to the roosters that are already being kept by residents? |
| I have kept roosters as part of my home chicken flock for the nearly 30 years that I have lived in Aldgate. My property is now very close to the township boundary, and my concern is, if this by-law comes in and the township boundary gets extended further out in the future, then I will fall into the new rules. If this happens then I would no longer be able to have my roosters and this does not seem fair to me just because you extend the boundaries. My right to be self sufficient is now impacted. I would like to see a by-law that says anyone who currently has roosters when a township boundary is changed is able to continue doing so. I am happy for a by-law to not allow new owners to have roosters but those that have them at the point of change should be allowed to continue having roosters. |
| This is just a way of people to complain about roosters in the hills. People moved here to keep animals and it should be allowed.<br>What happens if you have a rooster with permit and a neighbour complains? Do you have to get rid of it? |
| I have numerous properties around me which have roosters and they do NOT cause a noise nuisance to surrounding residents. I strongly believe residents should have the right to own 1 rooster without requiring council approval within townships. |

| |
|---|
| Where a residents intends to house multiple roosters for breeding or commercial gain then yes it should be reviewed by council and possibly require approval.<br><br>Similar goes for pigeons where a resident only keeps say 2-4 pigeons as pets, then they should not require council approval. Likewise should they wish to house significantly more for breeding or commercial gain then should be reviewed.<br><br>Council is trying to overreach with this by-law particularly when it relates to rural townships. Secondly, the cows in the paddock nearby cause more noise than a single rooster kept as a family pet. |
| If you can allow beer gardens and cellar doors without consideration for neighbouring residential properties in the interest of tourism, if you can build excessively expensive galleries utilising bushfire funding for the benefit of visitors, if you can continually extend the Amy Gillet in the interest of visitors and ignore safe bike parks and trails for local children, you can start allowing residents of rural areas to live in a rural community without everything being change to suit visitors.<br><br>People visit rural communities to escape the trappings of restricted city living. They bring their children to places like the Hahndorf Farm farm, Gorge Wildlife park, the increasing popularity in farm visit to pat a highland cow, photo shoots in flower farms all experince a moment of country life because it is a life they can not experience in the city. It's a tourism selling point. If you can do i for the tourists you can do it for the people who pay the rates for them to experience these. |
| We live rural |
| Animals are part of our rural identity and heritage. Most people love that they are a part of our lives. |
| We live on a semi-rural property on the absolute edge of Adelaide Hills council. Many people in our area have roosters and we hear them day and night, it does not bother us and we feel the sounds are just part of living in a rural area just like other animal sounds. If night time noise is a concern for neighbours people can contain their rooster in a dark crate in a dark shed every night, so no sound all night until let out in the morning. Day time crowing should not be any concern to any neighbour as the native wildlife/traffic/dogs also make sound and it is just part of living together as a rural community. |
| Roosters are a part of country living .. on the broad scheme of noise pollution they rate very low and I do not want to see them banned .. nothing lovelier than waking to the sound of a rooster crowing .. You should not need a permit to own one .. |
| Leaf blowers are more annoying than any bird. If you want to live somewhere devoid of life, move to an apartment in the Adelaide CBD. |
| People live in the hills to raise animals. Any mistreatment can be handled by RSPCA.<br>People should accept animals as a part of hills living.<br>Noisy roosters should be managed on a case by case basis as should be fouling by fowl on other peoples property. |
| We live in a rural environment and this shouldn't prevent us from keeping birds (roosters and pigeons included) |
| The adelaide hills is a country area and with that comes the owning of birds including roosters and pigeons. Those who move to the Adelaide hills come for the country lifestyle. If they don't like the sound of roosters then maybe country is not for them. |

| |
|---|
| Cleanliness is important, perhaps responsible ownership laws for these animals needs to be considered rather than completing banning them from townships.<br><br>I noticed that in your registration form to join you need to put your "suburb" a reminder that the majority of hills residents live in towns not suburbs, this mindset of suburbia is not what the hills is. |
| Taking away roosters from towns will remove the feel of the hills. If there is concerns around noise. People need to communicate and not go whinging to the council. That should be a last resort. And a permit to have roosters or pigeon. It's free to start but you will increase to charging us residents.This is the Adelaide hills, not metro city Adelaide. Leave things how they are. By adding these bylaws you remove a portion of what makes the hills, hills.<br><br>Also I want to add I, I am Extremely disappointed in the council and the way rate payers are notified of this. I only found out because a local told me it's open again.<br><br>19000 homes and only 390 replied last survey. You are negligent of failure to fairly notify the residents. |
| There is already a legal and regulatory framework covering noise and/or nuisance by neighbours. Council simply needs to act on or appropriately refer on any complaints. The permit system is unnecessary beaurocracy |
| It's the hills, there should be no restrictions on pigeons and roosters. |
| I have concerns about the extents of the current township zone covering Crafers, it does not seemed to be based on much logic. We are on a 4 acre block with large blocks adjacent plus Cleland National Park. We have chickens and a rooster and it seems unnecessary to need to register Roger the rooster given our location.<br>So thats a NO from me.<br>Regards<br>[redacted] |
| I don't see a need to have roosters particularly as township people are restricted to number of poultry one can keep. I don't have a problem with roosters outside townships. Regarding pigeons - if they are caged are they a problem - or does it refer to those who are released to fly about. |
| Woodside |
| Roosters only make noise in the morning. Its delightful, a normal part of hills life. Caged cockatiels (for example there's a VERY loud one on Charles St Mt Barker) make a constant, sickening noise, and furthermore, having "pet" caged birds is cruel, outdated and should be banned. Why permit pet birds in cages AT ALL? They annoy neighbours, in fact I've moved house once due to a cockatiel, and its cruel to the birds. Be progressive and pro animal. Permit bees, roosters, and ban caged birds. |
| Local councils have no right to ban pigeons or roosters in Hills townships because these animals are part of the region's rural identity, heritage, and lifestyle. The Adelaide Hills has long been a place where people keep small livestock, poultry, and birds, not only for food and self-sufficiency but also for cultural and community traditions such as showing, breeding, and sport. Imposing blanket bans ignores this history and unfairly penalises responsible owners who care for their animals properly. Pigeons and roosters are no more of a nuisance than barking dogs, noisy lawn mowers, or leaf blowers, yet these are |

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| managed with sensible guidelines rather than outright prohibition. Instead of heavy-handed restrictions, councils should support balanced regulations that respect both animal keepers and neighbours, ensuring that the Hills retains its character as a living, working, and diverse community rather than being regulated into a sterile suburbia.<br><br>Maybe instead of wasting money on an expensive Art gallery and this bylaw you could fix the damage council Building (Woollen Mill) that has lead to business moving out of the town which will impact the growth and economy of Lobethal!<br><br>Imagine living in the hills and being a hill Ls council and wanting to ban birds, in Lobethal we have to suffer through more noise and blatant disregard for residents during the Lobethal lights festival! |
| No bees no food. We must support bee populations. Rosters are part of the rural village lifestyle we live and are no different to someone starting a motorbike or using garden tools or the church bell or the CFS fire drill test . It's all part of living in the hills. This is not the metropolitan suburbs. |
| If someone wants to make a complaint abt a rooster they can why ban them or make them be registered. What is wrong with pigeons, it is not like you get thousands congregating in neighbourhoods. I have 5 that come to my backyard with the rest of the birds, why is there an issue. |
| Should be treated like dogs, only pursue if there is a significant noise issue from a particular address. Considering I am woken by trucks from 5am every day, I'd prefer a rooster... |
| This is an area of control i feel is no a council problem. We have had roosters for 3 years and never received a neighbourhood complaint what so ever. We have had families tell us they enjoy the chickens amd the occasional crow. |
| We live outside of the mt barker built up areas we have always had roosters and it has never been an issue it should be felt with the same way dogs are if there is a complaint then a solution needs to be made not just outright banning all roosters there is more noise made from barking dogs or screeching galahs |
| The hills is a rural area it doesn't make sense to stop residents from having roosters if they wish. We hear cows mooing, chickens clucking, dogs barking and they are no where near as loud or as much of a nuisance as the Corellas. If my neighbour had a rooster I wouldn't have a problem with it. I knew we would be hearing animals when we chose to live here. |
| We live in the Adelaide Hills for a reason. The plan to ban birds from yards must be abolished. These birds have long been part of households and communities, providing food, sustainability, and companionship. Removing them serves no real purpose and only harms responsible families who care for them. Councils should scrap this plan entirely. |
| The sound of farm animals is something I thoroughly enjoy about living in the hills. I am not fortunate enough to purchase property and instead, live in the township of Lobethal. I can hear roosters from my location (as well as cows and sheep, for example). While I appreciate that there will always be people that dislike any noise, I speak to those people that find this sound a small comfort in an otherwise frustrated world. |
| I still think you should be able to have a rooster anywhere if you want<br>I agree with the pigeon bylaws |
| I don't have a problem with people having a rooster. For example if you breed your chickens you would need one. I think it should be if people have multiple roosters in a |

| |
|---|
| small area then they should be punished. Unfortunately no one will take roosters on so they will have to be euthanasia. |
| What about residents who encourage wild pigeons by feeding them The pigeons end up by congretating en masse to perch on overhead wires and invade other properties searching for free food |
| Who grants permission to keep roosters or pigeons and on what grounds ? Are there fees associated? |



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

# Appendix C – Advertisements and social media posts

Adelaide Hills Council social media post 11 September 2025

**Adelaide Hills Council**
September 11 at 12:20 PM ·

We've revised our proposed Hills Local By-Laws after listening to your feedback — now we'd like your thoughts again before we finalise them.

🔹 By-law 4: Bin collection rules — We've extended the time. Bins can now go out from 6am the day before.
🔹 By-law 7: Township Bird Management — Livestock and bee keeing has been removed. Only roosters and pigeons in townships will need Council approval (no fee).

Take a look and share your feedback by 📅 Tuesday 23 September 👉 https://ow.ly/PpLU50WUjBP


👍 6 5 comments 3 shares

Like Comment Share

Courier Ad 3 September 2025



## Public Consultation: Hills Local Laws - By-laws Review

Adelaide Hills Council is seeking feedback on further changes to our existing By-law for Roads and proposed new By-law for Township Bird Management.

Following community feedback received during July 2025, Council resolved to make changes to the draft By-law No. 4 Roads and the newly named By-law No. 7 Township Bird Management.

We'd like to find out if our community supports the proposed changes prior to finalising these local laws.

To view the draft By-laws and to provide your feedback, please visit engage.ahc.sa.gov.au before 5pm on Tuesday 23 September 2025.

For more information contact Adelaide Hills Council on 8408 0400

ahc.sa.gov.au

Adelaide Hills COUNCIL

Email to previous engagement contributors from July 2025 engagement (239 recipients)

# Hills Local Laws - help us finalise our By-laws for Roads and Township Bird Management

Hi {{Username}}

Following community engagement feedback received during July 2025, we have made amendments to our proposed By-laws for Roads and Township Bird Management. We are seeking feedback on the proposed amendments prior to finalising these local laws.

**Community engagement open - help us finalise our By-laws for Roads and Township Bird Management**

You can view the proposed amendments to By-law No. 4 Roads and By-law No. 7 Township Bird Management, by visiting the project page on **Adelaide Hills Engagement Hub** or collecting a factsheet from one of our libraries or customer service centres.

**Sharing your feedback:**

You can share your feedback on the proposed amendments in any of the following ways:

- Complete the online feedback form
- Email your feedback to 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 any AHC Library or Customer Service Centre and submit via any of the ways listed above or by handing into our Council Service Centres or Libraries at:
    - Coventry Library, 63 Mt Barker Rd, Stirling
    - Woodside Service Centre, 26 Onkaparinga Valley Road, Woodside
    - Gumeracha Civic Centre, 45 Albert Street, Gumeracha
    - The Summit Community Centre, 4 Crescent Dr, Norton Summit

This engagement closes at 5pm on Tuesday 23 September 2025.

Hills Local Laws - help us finalise our By-laws for Roads and Township Bird Management

Have a great day

**Melissa Clarke**

**Community Engagement Coordinator**

Adelaide Hills COUNCIL

# September Newsletter - Adelaide Hills Engagement Hub

Hi Adelaide Hills Engagement Hub members,

We hope you've been enjoying our new Engagement Hub site. We're excited to share some of the new functions with you and we have a range of engagement projects currently open that you might like to check out.

**September 2025 Engagement Update:**

**Hills Local Laws - help us finalise our By-laws for Roads and Township Bird Management** - Following community engagement feedback, we have made amendments to our proposed By-laws for Roads and Township Bird Management. We are seeking feedback on the proposed amendments to both By-laws.

**Bridge Name Proposal - Mount Torrens** - We are seeking your feedback on the proposal to name the DIT bridge located on Townsend Street, Mount Torrens to Andy Bennett Bridge.

**Woodside CFS Lease** - We are seeking feedback on the proposal to enter into a long-term lease with the CFS for the land they currently occupy at 8 Nairne Road, Woodside for the Woodside CFS Station.

**Your Say, Your Way - help shape our new community engagement framework** - We are developing a Community Engagement Framework that will guide the way we undertake community engagement activities, and we'd like you to help us to understand what's most important to feature in this document. There are a variety of ways that you can provide your ideas and feedback on what should be included.

**Upper Sturt Community Forum** - Our next community forum is coming up in Upper Sturt on Tuesday 30 September and we'd like your help to understand how we can improve the way we engage with you. Hear presentations from Imagine Uraidla and Friends of Reconciliation Adelaide Hills. Light food provided along with tea, coffee and water.

**Update your categories and locations of interest** - As an existing Engagement Hub member your details have been brought across to our new site. The first time you login you will be required to reset your password. We'd also encourage you to update your member details and notification preferences at the same time. Updating these details gives you the opportunity to update your categories and locations of interest and control when you receive notifications.

Adelaide Hills Engagement Hub

Have a great day

Melissa Clarke

Community Engagement Coordinator

Hi Adelaide Hills resident and community associations,

We'd like to make you aware that we currently have the second phase of community engagement open around the review of our By-laws. Following community engagement feedback received during July 2025, we have made amendments to our proposed By-laws for Roads and Township Bird Management. We are seeking feedback on the proposed amendments prior to finalising these local laws. This engagement might be one that you'd like to share with your members / neighbours.

**Community engagement open - help us finalise our By-laws for Roads and Township Bird Management**

You can view the proposed amendments to By-law No. 4 Roads and By-law No. 7 Township Bird Management, by visiting the project page on **Adelaide Hills Engagement Hub** or viewing the factsheet attached to this email.

**Sharing your feedback:**
You can share your feedback on the proposed amendments in any of the following ways:

- Complete the online feedback form
- Email your feedback to 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 any AHC Library or Customer Service Centre and submit via any of the ways listed above or by handing into our Council Service Centres or Libraries at:
  - Coventry Library, 63 Mt Barker Rd, Stirling
  - Woodside Service Centre, 26 Onkaparinga Valley Road, Woodside
  - Gumeracha Civic Centre, 45 Albert Street, Gumeracha
  - The Summit Community Centre, 4 Crescent Dr, Norton Summit

This engagement closes at 5pm on Tuesday 23 September 2025.

Thank you and please let me know if you have any questions.

Adelaide Hills
COUNCIL

**Melissa Clarke**
Community Engagement Coordinator
8375 7971 | 0456 178 54F
mclarke@ahc.sa.gov.au
ahc.sa.gov.au

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

**ahc.sa.gov.au**

Adelaide Hills
COUNCIL

# Appendix 4

*Certificates of Validity*

**SECTION 249 LOCAL GOVERNMENT ACT 1999**

**CERTIFICATE OF VALIDITY**

I, Michael Stephen Woon of 431 King William Street, Adelaide SA 5000, being a legal practitioner within the meaning of the *Legal Practitioners Act 1981*, declare that I have examined the following by-law which the Adelaide Hills Council intends to make, being *Roads By-law 2025* and do certify that in my opinion:

(a) the said Council has power to make the by-law by virtue of the following statutory provisions:

*Local Government Act 1999*, Section 239(1)(b), 239(1)(c), 239(1)(d), 239(1)(e), 239(1)(f), 239(1)(g), 246(1), 246(2) and 246(3);

*Local Government (General) Regulations 2013*, Regulation 28;

*Legislation Interpretation Act 2021*, Section 40;

(b) the by-law is not in conflict with the *Local Government Act 1999*.

**DATED** the 19th day of November 2025.

**Michael Stephen Woon, Legal Practitioner**

**UNDER SECTION 249(4) OF THE LOCAL GOVERNMENT ACT 1999**

**CERTIFICATE OF VALIDITY**

I, Michael Stephen Woon of 431 King William Street, Adelaide SA 5000, being a legal practitioner within the meaning of the *Legal Practitioners Act 1981*, declare that I have examined the following by-law which the Adelaide Hills Council intends to make, being *Township Bird Management By-law 2025* and do certify that in my opinion:

(a) the said Council has the power to make the by-law by virtue of the following statutory provisions:

*Local Government Act 1999*, Section 246(1)(a), 246(2) and 246(3)(f);

*Legislation Interpretation Act 2021*, Section 40;

(b) the by-law is not in conflict with the *Local Government Act 1999*.

**DATED** the 19th day of November 2025.

..................................................................

**Michael Stephen Woon, Legal Practitioner**

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.6** |
| **Responsible Officer:** | **Jess Charlton**<br>**Director**<br>**Community and Development** |
| **Subject:** | **2025 - 2026 Community Development Grant Recommendations** |
| **For:** | **Decision** |

## SUMMARY


The purpose of this report is to seek Council approval of the recommendations on the awarding of Community Development Grants for 2025-2026 as contained in ***Appendix 1.***

Adelaide Hills Council provides Community Development Grants to assist local non-profit community groups and organisations to establish and undertake innovative projects or activities that are beneficial to the community and which align with Council's *Strategic Plan*. Community Development Grant applications are open for applications annually in September of each year.

At the Council Meeting on the 28 October 2025, Council resolved to allocate an additional $18,500 per annum to the Community Development Grants program, from costs associated with the road closure fee for the Stirling Market. This increased the total allocated budget for Community Development Grants from $44,000 to $62,500.

Council received 31 Community Development Grant applications totalling $85,937. These applications were considered by the staff Assessment Panel against eligibility and assessment criteria. On the basis of this assessment, it is recommended that 23 of these applications be awarded Community Development Grants, to a total amount of $62,500.


## RECOMMENDATION

**Council resolves:**

1. **That the report be received and noted.**

2. **That Council approve the awarding of Community Development Grants for 2025-2026 totalling $62,500 as follows:**

| | | |
|---|---|---|
| Bund der Bayern Inc | Venue hire and the purchase of wax torches for the torch hike for Hüttenzauber event | $2,143 |

| | | |
|---|---|---|
| Torrens Valley Football Club Incorporated | Purchase and installation of weatherproof external LED screen suitable for community movie nights, music, external gaming and scoreboard facility for football and cricket | $3,000 |
| Uraidla & Summertown H&F Society Inc | Equipment to support community events | $1,731 |
| Hills Environment Centre Inc | Library of items for community loan | $2,600 |
| Paracombe Pony and Equestrian Club Incorporated | Purchase of an Automated External Defibrillator (AED) package, a metal case to hold the (AED), and signage | $2,650 |
| The Forest Range and Lenswood History Group Inc | Development of a tourist drive | $2,178 |
| The Aldgate Men's Shed Inc | Retaining wall and kindling loading area for facility at Woodhouse | $2,100 |
| Adelaide Hills Garden Affair Inc | Community Learning Project for children and older gardeners | $3,000 |
| The Cudlee Creek Tennis and Basketball Club Incorporated | Family fun days during school holidays and R U OK round | $1,400 |
| Sixth Creek Catchment Group | Purchase of four stainless steel nursery benches | $2,836 |
| Onkaparinga Swimming Club Inc | Purchase of an Auto-Coach system | $3,000 |
| Heathfield High School | Artist's fee and costs for painting the student-designed mural at Red Cacao, Stirling | $3,000 |
| Montacute Progress Association | Purchase equipment and bench seats to support nature trails at Montacute Common | $3,000 |
| RSL Stirling Sub-Branch | Upgrade audio visual equipment in community hall | $3,000 |
| Fortem Australia Limited | Thank a First Responder Day educational resources for 50 schools and childcare centres | $3,000 |
| Adelaide and Hills Koala Rescue – 1300KOALAZ Incorporated | Purchase equipment to assist koala rescue | $3,000 |
| National Trust of South Australia | Interpretive signage at Malcolm Wicks Reserve | $3,000 |
| Gumeracha District Bowling Club Inc | Replacement of commercial dishwasher | $3,000 |
| Gumeracha Table Tennis | Purchase of tables and net | $2,862 |
| Lobethal Community Association | Create a digital heritage walking tour app | $3,000 |
| Hills Community Toy Library | Creation of a large sign promoting the toy library by a commissioned artist | $3,000 |
| Heathfield Netball Club Inc | First Nations Round Reconciliation Dress Design | $3,000 |
| Lobethal Lutheran School | Purchase new adjustable netball posts and basketball tower | $3,000 |

## 1. BACKGROUND

Council has a well-established grant giving program, underpinned by Council's *Grant Giving Policy*. The purpose of Community Development Grants is to assist local non-profit community groups and organisations to establish and undertake projects or activities that are beneficial to the community and which support Adelaide Hills Council's *Strategic Plan*.

Community Development Grants are available to community organisations located within the Adelaide Hills Council district or that provide a significant benefit to the Adelaide Hills Community. It is the intention of this program to assist groups in the delivery of local initiatives which make a positive contribution to the building of community capacity and wellbeing through:

- Community participation and connection
- Arts and place-making
- Youth
- Sustainability and biodiversity
- Diversity, inclusion and accessibility
- Aboriginal recognition and reconciliation
- Built heritage and history
- Tourism and township development

The Community Development Grant Application Guidelines detail that applicants must not have received a Community Development Grant in the previous year’s grant round (groups may only receive grant funding once every two years (biennially)). The Assessment Panel attempts to fund as many applications as possible, by considering those whose projects can still proceed with partial funding.

In addition to Community Development Grants, Council also provides:

- Community and Recreation Facilities Grants
- Youth Incentive Grants
- Minor Grants

Staff associated with these grant programs work in close collaboration in delivering consistent information and support to community groups throughout the application and assessment process.

This year the Community Development Grants Assessment Panel included the following members of the Administration:

- Manager Community Wellbeing
- Events and Grants Officer
- Reconciliation and Culture Officer
- Biodiversity Officer
- Coordinator Property Projects & Maintenance

At the Council Meeting on the 28 October 2025, Council resolved to allocate an additional $18,500 per annum to the Community Development Grants program, from costs associated with the road closure fee for the Stirling Market. This increased the total allocated budget for Community Development Grants from $44,000 to $62,500.

**11.2 Community Grants (Acting Mayor Nathan Daniell)**

**Moved Acting Mayor Nathan Daniell**
**S/- Cr Adrian Cheater** **360/25**

**That Council:**

1. **Notes that under the new 2025-2030 permit with the Stirling Market, the costs associated with road closures are paid annually by the Stirling Market direct to Adelaide Hills Council, replacing the previous arrangement under which equivalent funds were donated to the community.**
2. **Note the current cost associated with road closures is $18,500 per annum.**
3. **Allocates an additional $18,500 per annum to the Community Development Grants program, including for the 2025-26 grant program.**
4. **Request the CEO (or delegate) review whether an additional grant stream should be added to enable the distribution of these additional funds, before the 2026-27 Community Grants round.**

**Carried Unanimously**

Council received 31 Community Development Grant applications totalling $85,937. Grant applications were considered by the Assessment Panel on 13 October 2025 based on the *Grant Giving Policy*, Community Development Grant Application Guidelines and Eligibility and Assessment Criteria. After the Council Meeting on 28 October, three members of the Assessment Panel met to reassess the applications given the additional funding. An email was sent to the remaining two Assessment Panel members to confirm their agreement of additional recommended recipients to receive grant funding.

## 2. ANALYSIS

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

*Strategic Plan 2024 – Your Place Your Space*

| | |
|---|---|
| Goal | Community Wellbeing |
| Objective CW2 | Enrich, empower and support connected communities |
| Priority CW2.2 | Support community groups and community-led initiatives that achieve wellbeing outcomes. |

Community Development Grants have a significant impact in building community capacity through supporting community led initiatives that respond to local community needs and interests.

Community Development Grants are delivered in accordance with Council's *Grant Giving Policy* as adopted 25 February 2025.

On this occasion, grant applications exceeded available funds. All applications have been assessed in accordance with the established criteria, ensuring transparency, equity, and consistency in decision-making. Recommendations have been made based on this thorough assessment.

- **Legal Implications**

Not Applicable

- **Risk Management Implications**

Grant funding assessment and distribution is an area of Council business that attracts a high level of scrutiny. There is an expectation that the awarding of these funds will deliver good outcomes and value for money. There is also an expectation that the grant giving process will be fair, transparent and accountable.

Successful grants are required to be acquitted in accordance with conditions of the grant. The guidelines and process for our Community Development Grants have enabled a transparent, robust and sustainable program that reduces any associated risks.

The use of robust eligibility criteria and selection processes will assist in mitigating the risk of:

> *Unclear grant provision processes which do not reflect Council's strategic directions, resulting in failure to achieve equity in funding or meet community expectation.*

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| Medium (3D) | Low (2D) | Low (2D) |

- **Financial and Resource Implications**

The amount allocated to Community Development Grants is determined through normal annual budget processes. The total amount dedicated to Community Development Grant funding was $44,000. At the Council Meeting on the 28 October, Council resolved to allocate an additional $18,500 per annum to the Community Development Grants program. This increased the total allocated budget for Community Development Grants from $44,000 to $62,500.

This year Council received Community Development Grant applications totalling $85,937 and the recommendation of the panel is to award grants to a total of $62,500.

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

Community Development Grants give Council the opportunity to support and encourage community led initiatives that build capacity and collaboration, and that facilitate a wide range of beneficial community outcomes.

Council Grant Giving attracts considerable interest and scrutiny and a high priority is placed on ensuring equitable and transparent processes. It is also a process that some in the community find difficult to navigate. Council has a number of measures in place to support community groups through this process including:

- *Grant Giving Policy*
- Grant Guidelines
- Public information sessions (x 3)

- Direct support from Council staff (including face to face meetings, emails and phone calls)
- Smarty Grants platform for online applications and reporting

➢ **Sustainability Implications**

Grant applications that have positive outcomes in relation to sustainability and biodiversity are encouraged. Grant applications in this area are considered in consultation with Council's Biodiversity Officers. In assessing grant applications, consideration is given to the sustainability and ongoing impact of projects and the applicant's ability to continue projects beyond the terms of the grant.

➢ **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 |

Consultation was undertaken with staff in relation to grant applications that related to their areas of expertise or to seek information relating to property or sites pertaining to these applications.

➢ **Additional Analysis**

Promotion of the grants program this year included:

- Advertising in local newspaper (Courier)
- Promotion on Council's website
- Promotion through Council's e-News and social media channels
- Targeted emails via databases
- Postcards produced and available in libraries
- District signage installed around the region
- Inclusion in messages on hold
- Hosted three grant information sessions in July (in Woodside and Stirling)

## 3. OPTIONS

Council has the following options:

I. That the 2025-2026 Community Development Grant Recommendations as detailed in ***Appendix 1***, be endorsed.

II. That the 2025-2026 Community Development Grant Recommendations as detailed in ***Appendix 1***, are not endorsed, and Council determines to allocate funds differently to those recommended or, through the CEO, asks the Assessment Panel to reconsider its recommendations.

## 4. APPENDICES

(1) 2025-2026 Community Development Grant Applications and Recommendations

# Appendix 1

*2025 – 2026 Community Development Grant Recommendations*

## in2025 – 2026 Community Development Grant Applications and Recommendations

| Applicant | Project Description | Recommendation | Assessment Comments | Amount Requested | Amount Recommended |
|---|---|---|---|---:|---:|
| Bund der Bayern Inc | Venue hire and the purchase of wax torches for the torch hike for Hüttenzauber event | RECOMMENDED | Adelaide Hills Council have supported this event with funding via Community Development Grants in 2021/22 and 2023/24, and a Minor Grant in 2025/26.<br>As the event has been supported with funding over numerous years, the project is only recommended for part funding.<br><br>*Outcome: Community participation and connection; Diversity, inclusion & accessibility* | $3,000 | $2,143 |
| Torrens Valley Football Club Incorporated | Purchase and installation of weatherproof external LED screen suitable for community movie nights, music, external gaming and scoreboard facility for football and cricket | RECOMMENDED | Project will support activities at the football club and community events held at the site.<br><br>*Outcome: Community participation and connection; Youth; Diversity, inclusion & accessibility* | $3,000 | $3,000 |
| Uraidla & Summertown H&F Society Inc | Purchase of Show day infrastructure including droppers and bunting for car parks to enable more cars to park in an organised, safe manner, plus gazebos to assist with providing shade on the oval at the Show | RECOMMENDED | Project benefits delivery of numerous community events as equipment can be used by other local organisations. Equipment is able to be reused on an ongoing basis.<br><br>*Outcome: Community participation and connection; Tourism and township development* | $1,731 | $1,731 |
| Hills Environment Centre Inc | Grant funds will be used to establish the Library of Things for community loan including a sewing machine, bike repair kits, wildlife tracking cameras, weed control tools, a soil testing kit, nature education kit, event equipment | RECOMMENDED | Adelaide Hills Council Biodiversity team are supportive of this initiative which also reflects Council's strategic objectives. This project has broad community benefit. | $2,600 | $2,600 |

| Applicant | Project Description | Recommendation | Assessment Comments | Amount Requested | Amount Recommended |
|---|---|---|---|---:|---:|
| | | | *Outcome: Community participation and connection; Sustainability & biodiversity management; Diversity, inclusion & accessibility* | | |
| Paracombe Pony and Equestrian Club Incorporated | Purchase of an Automated External Defibrillator (AED) package, a metal case to hold the (AED), and signage | RECOMMENDED | Important asset for the Pony Club as they are not near other facilities which may have access to an AED.<br><br>Conditions of Funding:<br>Adelaide Hills Council will not be responsible for routine inspections, testing, or the replacement of consumables such as pads and batteries. The Paracombe Pony and Equestrian Club Incorporated will be solely responsible for all ongoing maintenance and replacement costs associated with the AED. Additionally, they are responsible for registering the AED location with SA Ambulance Service.<br><br>*Outcome: Community participation and connection; Youth* | $2,650 | $2,650 |
| Torrens Valley Community Kindergym | Purchase two key pieces of equipment: a HART Junior Horizontal Bar and a HART Crawl Net | NOT RECOMMENDED | Not eligible due to operating for profit. | $2,880 | 0 |
| The Forest Range and Lenswood History Group Inc | Develop a local tourist and history drive. Support with printing of 2,000 copies each of two brochures (Route 1 and Route 2), for a total of 4,000 brochures | RECOMMENDED | Development cost to establish project. Future printing will need to be covered by the group. Supports tourism in the area.<br><br>*Outcome: Community participation and connection; Built heritage and history; Tourism and township development* | $2,178 | $2,178 |

| Applicant | Project Description | Recommendation | Assessment Comments | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|
| Sceniicc pty ltd | Digital content development and community promotion supporting the Training for Life program | NOT RECOMMENDED | Not eligible due to operating for profit. | $3,000 | 0 |
| Woodside Preschool | Development of raised garden bed, mud kitchen and extended butterfly garden | NOT RECOMMENDED | Project only benefits Playgroup and Occasional Care participants. Funding responsibility of the State Government. | $2,800 | 0 |
| The Aldgate Men's Shed Inc | Retaining wall and kindling loading area for facility at Woodhouse | RECOMMENDED | Project benefits the Aldgate Men's Shed who will benefit from having an ergonomic workspace.<br><br>*Outcome: Community participation and connection; Sustainability & biodiversity management; Diversity, inclusion & accessibility* | $2,100 | $2,100 |
| Kersbrook Tennis Club | Cleaning of courts | NOT RECOMMENDED | Cleaning of courts is an operational cost which leads to a dependence on Council | $3,000 | 0 |
| Cherryville Residents Association | Create a mural on community hall | NOT RECOMMENDED | Council have recently provided an extension to the committee to acquit funding provided in a previous grant round. Due to a changeover in committee members, this has not been acquitted previously. This would make them ineligible for future grants.<br>Given grant applications exceeded available funds, this project was not recommended on this occasion. | $3,000 | 0 |
| Adelaide Hills Garden Affair Inc | Materials to facilitate a Community Learning Project / curated Speakers Program for children and older gardeners | RECOMMENDED | Event provides community benefit and supports environmental objectives.<br><br>*Outcome: Community participation and connection; Youth; Sustainability & biodiversity* | $3,000 | $3,000 |

| Applicant | Project Description | Recommendation | Assessment Comments | Amount Requested | Amount Recommended |
|---|---|---|---|---:|---:|
| | | | *management; Tourism and township development* | | |
| The Cudlee Creek Tennis and Basketball Club Incorporated | Family fun days during school holidays and R U OK round | RECOMMENDED | Supports isolated community through inclusive activity.<br><br>*Outcome: Community participation and connection* | $1,400 | $1,400 |
| PlantingSeeds Projects Ltd | Education sessions covering biodiversity, planting, citizen science, urban island heat effect and pollinator habitat – for two schools | NOT RECOMMENDED | Project forms part of school curriculum. Funding responsibility of the State Government. | $3,000 | 0 |
| Sixth Creek Catchment Group | Purchase of four stainless steel nursery benches | RECOMMENDED | Supported by Adelaide Hills Council Biodiversity team. While the nursery work benches will be used on private property, the benches remain the property of the Sixth Creek Catchment Group, and the product that is produced from the work benches is used across public and private creek areas.<br><br>*Outcome: Community participation and connection; Sustainability & biodiversity management* | $2,836 | $2,836 |
| Onkaparinga Swimming Club Inc | Purchase of an Auto-Coach system | RECOMMENDED | Supports community who use the Woodside Pool.<br><br>*Outcome: Community participation and connection; Youth; Diversity, inclusion & accessibility; Tourism and township development* | $3,000 | $3,000 |

| Applicant | Project Description | Recommendation | Assessment Comments | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|
| Heathfield High School | Artist's fee and costs for painting the student-designed mural at Red Cacao, Stirling | RECOMMENDED | Collaboration between school and local business. External wall located in a high-traffic area and so provides a broad placemaking benefit.<br><br>*Outcome: Community participation and connection; Arts and place-making; Youth; Diversity, inclusion & accessibility; Tourism and township development* | $3,000 | $3,000 |
| Montacute Progress Association | Purchase equipment and bench seats to support nature trails at Montacute Common | RECOMMENDED | Supported by Adelaide Hills Council Biodiversity team, good community benefit. The Association has a long-term lease for the Montacute Common. Landowner consent from Council will be required. (Council).<br><br>*Outcome: Community participation and connection; Youth* | $3,000 | $3,000 |
| RSL Stirling Sub-Branch | Upgrade audio visual equipment in community hall | RECOMMENDED | Significant community benefit as hall used by 16 groups.<br><br>*Outcome: Community participation and connection; Arts and place-making* | $3,000 | $3,000 |
| Fortem Australia Limited | Thank a First Responder Day educational resources for 50 schools and childcare centres | RECOMMENDED | Broad community reach and encourages positive culture towards first responders. Supported by Adelaide Hills Council Community Resilience team.<br><br>*Outcome: Community participation and connection; Youth* | $3,000 | $3,000 |
| Adelaide and Hills Koala Rescue – | Purchase equipment to assist koala rescue | RECOMMENDED | Supported by Adelaide Hills Council Biodiversity team. | $3,000 | $3,000 |

| Applicant | Project Description | Recommendation | Assessment Comments | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|
| 1300KOALAZ Incorporated | | | *Outcome: Sustainability & biodiversity management* | | |
| National Trust of South Australia | Interpretive signage recognising First Nations, information on significant plants and animals at Malcolm Wicks Reserve | RECOMMENDED | Land owned by National Trust. Adds value to visitor experience. Supports Council Reconciliation Action Plan.<br><br>*Outcome: Community participation and connection; Sustainability & biodiversity management; Aboriginal recognition and reconciliation* | $3,000 | $3,000 |
| Gumeracha District Bowling Club Inc | Replacement of commercial dishwasher | RECOMMENDED | Funding will provide support to local group to upgrade equipment.<br><br>*Outcome: Community participation and connection* | $3,000 | $,3000 |
| Gumeracha Table Tennis | Purchase of tables and net | RECOMMENDED | Supports active lifestyle, improves community assets and facilities.<br><br>*Outcome: Community participation and connection; Youth; Diversity, inclusion & accessibility* | $2,862 | $2,862 |
| Love Woodside (committee of Woodside Commerce Association) | Deliver “Get Stoked” BMX event at Station Road, Woodside | NOT RECOMMENDED | Not eligible due to having an outstanding acquittal.<br>Annual event, operating recurrent cost. Recognise value of event, while not eligible for this funding, they will be introduced to our new Youth Officer to discuss this event. | $1,900 | 0 |
| Project Create Home Education Community | Create a community garden for home school families | NOT RECOMMENDED | Privately owned property and would only be available for home school groups. | $3,000 | 0 |

| Applicant | Project Description | Recommendation | Assessment Comments | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|
| | | | | | |
| Lobethal Community Association | Create a digital heritage walking tour app | RECOMMENDED | Project will support increased tourism to the region and supports our Reconciliation Action Plan and promoting local heritage.<br><br>*Outcome: Community participation and connection; Arts and place-making; Youth; Diversity, inclusion & accessibility; Aboriginal recognition and reconciliation; Built heritage and history; Tourism and township development* | $3,000 | $3,000 |
| Hills Community Toy Library | Creation of a large sign promoting the toy library by a commissioned artist | RECOMMENDED | Broad community benefit.<br>Subject to landowner consent (Council).<br><br>*Outcome: Community participation and connection; Arts and place-making; Sustainability & biodiversity management* | $3,000 | $3,000 |
| Heathfield Netball Club Inc | Creation of netball dresses featuring cultural artwork designed through employment of a First Nations Artist for First Nations Round | RECOMMENDED | Aligns with Reconciliation Action Plan.<br><br>*Outcome: Community participation and connection; Youth; Aboriginal recognition and reconciliation* | $3,000 | $3,000 |
| Lobethal Lutheran School | Purchase new adjustable netball posts and basketball tower | RECOMMENDED | Broad community benefit – facility accessible by netball club and broader community.<br><br>*Outcome: Community participation and connection; Sustainability & biodiversity management* | $3,000 | $3,000 |

| Summary | |
|---|---|
| **Number of Applications Received** | 31 |
| **Value of Applications Received** | $85,937 |
| **Number of Grants Recommended** | 23 |
| **Value of Grants Recommended** | $62,500 |

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.7** |
| **Responsible Officer:** | **Jade Ballantine**<br>**Director**<br>**Environment and Infrastructure** |
| **Subject:** | **2025-2026 Community & Recreation Facility Grants Recommendations** |
| **For:** | **Decision** |

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## SUMMARY


The purpose of this report is to seek Council approval of the recommendations on the awarding of Community and Recreation Facilities Grants for 2025-2026 as contained in ***Appendix 1.***

The Adelaide Hills Council Community and Recreation Facility Grants provide funding support for improvements or upgrades to facilities that will contribute to the development of community and recreation within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan and Sport and Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects. Community and Recreation Facility Grants are open for applications annually in September of each year.

A staff Assessment Panel was again formed for this round. The Panel assessed each of the applications against the endorsed guidelines and made recommendations in preparation for presentation to Council.

If the recommendations are adopted, the Adelaide Hills Council will have supported 17 groups and their associated facilities through the Community and Recreation Facility Grants program this year and provided $199,894 for community projects. Coupled with the club contributions of $1,449,252.16 towards these projects, Council will have assisted in generating community projects to the value of $1,707,015.61 this year.


## RECOMMENDATION

**Council resolves:**

1. **That the report of the Community and Recreation Facility Grants 2025-26 be received and noted.**

2. **That Council approves the awarding of Community Recreation and Facility Grants for 2025-26 totalling $199,894 as follows.**

| Applicant | Project Description | Amount Recommended |
|---|---|---|
| South Australian Pistol and Shooting Club | Solar battery purchase and installation | $12,000 |
| Highercombe Golf and Country Club | 8th hole path and water harvesting project | $9,460 |
| Lions Hearing Dogs | Assistance Dog training centre multipurpose hall | $20,000 |
| Bridgewater Callington Raiders Football Club | Canteen shelter | $9,968 |
| Basket Range Cricket Club | Cricket net upgrade | $20,000 |
| Kersbrook Football Club | Oval LED lighting upgrade | $25,000 |
| Paracombe Cricket Club | Oval sub-surface drainage project | $22,055 |
| Verdun Fighting Forces Memorial Hall | Memorial and garden development and drainage upgrade | $17,000 |
| Aldgate Village Well | Studio upgrades for inclusivity | $5,978 |
| Northern Hills Pony Club | Arena fencing | $5,000 |
| Upper Sturt Soldiers Memorial Hall | Electrical rewiring, lighting and air-conditioning project | $10,600 |
| Ashton Community and Sports Association | Oval fencing upgrade | $9,999 |
| The Scout Association of Australia SA Branch on behalf of Mt Lofty Scout Group | Hall floor resurfacing | $5,000 |
| Lenswood Ranges Cricket Club | New cricket training net | $6,000 |
| Cherryville Residents Association | Re-paint and repair of Cherryville Community Centre | $9,890 |
| Lenswood Memorial Park | Basketball court resurfacing | $9,999 |
| Hills Community Toy Library | Toy Library garden glow up | $1,945 |

## 1. BACKGROUND

Council has a well-established grant giving program, underpinned by Council's *Grant Giving Policy*. The purpose of this program is to assist local not-for-profit community groups and organisations to establish and undertake innovative projects or activities that are beneficial to the community.

The Community and Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide community, or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of sport and recreation within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan and Sport and Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

In addition to Community and Recreation Facility Grants, Council also provides:

- Community Development Grants
- Youth Incentive Grants
- Minor Community Grants

Council's Community and Recreation Facility Grants and Community Grants annual rounds are run concurrently. Staff associated with both of these grant programs work in close collaboration in delivering consistent information and support to community groups throughout the application and assessment process.

## 2. ANALYSIS

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

*Strategic Plan 2024 – Your Place, Your Space*

| | |
|---|---|
| Goal 1 | Responsible custodians of our natural environment. |
| Objective NE2 | Support the community and businesses to decarbonise and transition to sustainable lifestyle practices (green communities) |
| Priority NE2.4 | Support business, commerce associations, community associations and other groups to adopt sustainability targets and actions. |
| | |
| Goal 2 | A thriving, safe and welcoming community. |
| Objective CW2 | Enrich, empower and support connected communities |
| Priority CW2.2 | Support community groups and community-led initiatives that achieve wellbeing outcomes. |
| Objective CW6 | Promote physical, mental and social wellbeing. |
| Priority CW6.4 | Support and partner with clubs, groups and other stakeholders to provide sport and recreation opportunities / activities and facilities for the community. |
| | |
| Goal 3 | Building foundations for the future |
| Objective BFE4 | Improve the utilisation of Council and community facilities |
| Priority BFE4.2 | Encourage greater utilisation and enhancement of community halls and facilities and foster multi-use spaces to maximise community benefit. |
| | |
| Goal 4 | An accessible, accountable and representative organisation |
| Objective O.2 | Operate with integrity using best practice governance processes. |
| Priority O2.1 | Demonstrate accountable and transparent decision making. |

➢ **Legal Implications**

Not Applicable

➢ **Risk Management Implications**

Grant funding assessment and distribution is an area of Council business that attracts a high level of scrutiny. There is an expectation that the awarding of these funds will deliver good outcomes and value for money. There is also an expectation that the grant giving process will be fair, transparent and accountable.

Successful grants are required to be acquitted in accordance with conditions of the grant. The guidelines and process for our Community and Recreation Facility Grants have enabled a transparent, robust and sustainable program that reduces any associated risks.

Projects that involve Council owned property have been assessed to ensure that they comply with leasing and maintenance arrangements. In addition, Council staff will work with these particular groups and provide some form of project oversight.

The use of robust eligibility criteria and selection processes will assist in mitigating the risk of:

*Unclear grant provision processes which do not reflect Council's strategic directions, resulting in failure to achieve equity in funding or meet community expectation.*

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| Medium (3D) | Medium (2D) | Low (2D) |

- **Financial and Resource Implications**

Council has an annual operational budget that is attributed to the Community and Recreation Facility Grants program. The budget amount has varied in the past few years following the adoption of the Community and Recreation Facilities Framework (CRFF) and other budget adjustments.

This year there was $156,900 made available for the grants program, with an additional $43,000 for projects that had a sustainability element.

The Community and Recreation Facility Grants program received $446,400.64 worth of applications this year, funding $199,894 (45%) worth of applications.

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

Grant giving provides Council with an opportunity to support and encourage community led initiatives that build capacity and collaboration, and that facilitate a wide range of beneficial community outcomes.

Council Grant Giving attracts considerable interest and scrutiny and a high priority is placed on ensuring equitable and transparent processes in this area. It is also a process that some in the community find difficult to navigate. Council has a number of measures in place to support community groups through this process including:

- Grant Giving Policy
- Grant Guidelines
- Public information sessions (x2)
- Direct support from Council staff (including face to face meetings and phone calls)

- Smarty Grants for online applications and reporting

➢ **Sustainability Implications**

$43,000 of Council's Sustainability funding is made available for those applications that addressed sustainability initiatives in their applications.

➢ **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

Consultation was undertaken with staff who participated in the assessment panel in the development of this report.

➢ **Additional Analysis**

Considering the ongoing construction environment, with the challenges in obtaining quotes for works, and the increase in costs for goods and services, promotion of the grants program this year began earlier than usual. Promotion included:

- Advertising in local newspaper (Courier).
- Promotion on Council's website, including a promotional video.
- Promotion through Council's e-News and social media channels.
- Targeted emails via databases.
- Hosted two grant information sessions in July (in Woodside and Stirling).

The Community and Recreation Facility Grants have been consistently oversubscribed since their inception nine years ago. Even with additional funding made available in the 2022 – 2023 financial year (as a result of CRFF adoption), the program still receives requests for more funds than are available.

This years grant round had the most enquiries during the period of opening and received the second highest number of applications ever, the most since the initial round in 2017/2018.

Of the 30 applications received, there were 12 from groups who had never applied to the grant program before. Administration also noted the larger amounts being requested and that many groups could not proceed with their project unless they received the full amount requested.

The Council's Sport and Recreation Facilities Grants Guidelines indicate that where the grant program is oversubscribed, which was the case again this year, priority should be given to groups "that have not received funding within the previous three years." The panel also attempts to fund as many applications as possible, by considering those whose projects can still proceed with partial funding.

The quality of most applications continues to improve, with clubs with high quality applications being rewarded. Clubs and their Committees should be congratulated for the time and effort spent developing these applications. It is clear that training and development opportunities in this space, and feedback provided to applicants from staff, is being considered by clubs when they apply. Applicants demonstrated that their projects will facilitate benefit to the Adelaide Hills community, and address the needs of their clubs and associated members.

## 3. OPTIONS

Council has the following options:

I. That 2025-2026 Community and Recreation Facility Grant Recommendations as detailed in ***Appendix 1,*** be endorsed (Recommended).

II. That the 2025-2026 Community and Recreation Facility Grant Recommendations as detailed in ***Appendix 1***, are not endorsed, and Council determines to allocate funds differently to those recommended or, through the CEO, asks the Assessment Panel to reconsider its recommendations. (Not Recommended)

## 4. APPENDICES

(1) 2025-2026 Community and Recreation Facility Grants Recommendations

# Appendix 1

*2025 – 2026 Community and Recreation Facility Grants Recommendations*

**2025/2026 Community and Recreation Facility Grant Recommendations**

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| South Australian Pistol and Shooting Club | Solar battery purchase and installation | Part recommended | The project has merit but the Assessment Panel queried the return on investment.<br><br>The grant program is oversubscribed, and the group has indicated they can proceed with partial funding. This project is funded from the allocated Sustainability Budget. | $14,116.86 | $14,116.86 | $12,000 |
| Oakbank Golf Club | Solar and battery storage for clubhouse and irrigation | Not recommended | The project has merit however the grant program is oversubscribed, and the Club received funding in the 2022/2023 grant round.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $51,925 | $9,999 | $0 |
| Highercombe Golf and Country Club | 8th hole path and water harvesting project | Recommended | A strong application with clear justification for the project. The project involves creating a path to improve player safety, course accessibility for all ages, and addresses drainage issues. The club are contributing significant in-kind hours.<br><br>While the grant program is oversubscribed, the club has indicated they cannot proceed with partial funding. | $8,500 | $9,460 | $9,460 |
| Lions Hearing Dogs | Assistance Dog training centre multipurpose hall | Part recommended | A strong application demonstrating wider community benefit. The proposed multipurpose community hall will provide a dedicated, flexible, | $1,136,466.00 | $40,000 | $20,000 |

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| | | | and fully accessible space that benefits both Lions Assistance Dogs and the broader community. The not for profit group has successfully obtained extensive funding from many other stakeholders and partners.<br><br>The grant program is oversubscribed, but the group has indicated they can proceed with partial funding.<br><br>Funding allocation is partly from the allocated Sustainability Budget for addressing green initiatives in the build. | | | |
| Bridgewater Callington Raiders Football Club | Canteen shelter | Recommended | A strong application with clear justification for the project. The shelter will benefit not only the sporting clubs at the site but the wider community from sun and inclement weather. The club are contributing in-kind labour.<br><br>While the grant program is oversubscribed, the club has indicated they cannot proceed with partial funding. | $4,500 | $9,968 | $9,968 |
| Basket Range Cricket Club | Cricket net upgrade | Part recommended | A strong application. The current cricket training nets do not comply with peak body guidelines. Application demonstrated club and community benefits and that the club intend of seek further external funding.<br><br>The grant program is oversubscribed, and the | $74,759 | $25,000 | $20,000 |

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| | | | group has indicated they can proceed with partial funding. | | | |
| Kersbrook Football Club | Oval LED lighting upgrade | Part recommended | A strong application. The project addresses player safety concerns and assists in meeting lighting compliance standards by using LED lights. The Club has successfully obtained funding from their peak body and the State Government.<br><br>The grant program is oversubscribed, and the group has indicated they can proceed with partial funding.<br><br>Considering the LED component, funding will come from the allocated Sustainability Budget. | $158,821 | $30,000 | $25,000 |
| Paracombe Cricket Club | Oval sub-surface drainage project | Recommended | A strong application with clear justification for the project. The installation of a subsurface drainage system at Paracombe Oval will improve safety, playability, and sustainability. The club are contributing in-kind labour and have sourced external funds. | $22,055 | $22,055 | $22,055 |
| Verdun Fighting Forces Memorial Hall | Memorial and garden development and drainage upgrade | Part recommended | A good application with clear justification for the project. The project involves landscaping to create a welcoming, safe, accessible, and aesthetically pleasing entrance to the venue, whilst also addressing stormwater/drainage issues, and pedestrian safety.<br><br>The grant program is oversubscribed, and the | $30,620 | $30,000 | $17,000 |

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| | | | group has indicated they can proceed with partial funding. | | | |
| Aldgate Village Well | Studio upgrades for inclusivity | Recommended | A strong application with clear justification for the project. The project involves reducing noise sensitivity with soundproofing, wall repairs and painting rooms that are hired out to community groups. | $12,371.30 | $5,978.20 | $5,978 |
| Northern Hills Pony Club | Arena fencing | Part recommended | A good application. Project will address rider, trainer and public safety, whilst also assisting to maintain the arena surface. The project has wider community benefit being a bushfire last resort site where horse owners can access the area in an emergency.<br><br>The grant program is oversubscribed, and the group has indicated they can proceed with partial funding. | $0 | $7,000 | $5,000 |
| Kersbrook Soldiers Memorial Park | Clubroom paving | Not recommended | The project has merit, however the grant program is oversubscribed, and the group has indicated they cannot proceed with partial funding.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $21,980 | $18,310 | $0 |
| Adelaide Hills Pickleball | Rehabilitate the Upper Sturt dog park | Not recommended | The application did not meet guidelines nor eligibility criteria. Additionally, this site is Council's responsibility. The application was excluded from assessment, however Council staff can investigate any issues with the site further. | $40,000 | $40,000 | $0 |

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| Upper Sturt Soldiers Memorial Hall | Electrical rewiring, lighting and air-conditioning project | Recommended | A strong application with clear justification for the project. The project addresses electrical compliance, replacing globes with LED lights, and air conditioning which will make the facility more appealing to hire.<br><br>Part funding will come from the Sustainability Budget. | $10,600 | $10,600 | $10,600 |
| Ashton Community and Sports Association | Oval fencing upgrade | Recommended | A strong application with clear justification for the project. The current oval fencing is at the end of its useful life and is a safety issue. A minor realignment of the boundary will also occur, which will enable soccer pitch dimensions to meet association requirements. | $7,304 | $9,999 | $9,999 |
| Lobethal Lions Netball and Lobethal Lutheran School | Court safety upgrade – chainlink fencing for shared netball courts | Not recommended | The project has merit, however the grant program is oversubscribed, and the group has indicated they cannot proceed with partial funding.<br><br>Council staff are happy to work with the applicant to identify funding through alternative avenues. | $13,500 | $10,500 | $0 |
| Piccadilly Valley Recreation Centre | Courts safety and access upgrades | Not recommended | The project has merit, however the grant program is oversubscribed.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $0 | $9,845 | $0 |
| The Scout Association of Australia SA | Hall floor resurfacing | Part recommended | A good application with clear justification for the project. The project involves sanding, repairing and sealing the hall floor | $0 | $8,470 | $5,000 |

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| Branch on behalf of Mt Lofty Scout Group | | | The grant program is oversubscribed, and the group has indicated they can proceed with partial funding. | | | |
| Lenswood Ranges Cricket Club | New cricket training net | Recommended | A strong application with clear justification for the project. The project involves constructing a third lane to their existing cricket nets. The project and associated application demonstrates wider community benefit. | $4,738 | $6,000 | $6,000 |
| Uraidla Institute | Install hot water system and associated plumbing works | Not recommended | The grant program is oversubscribed and the group received funding in 2024/25.<br><br>Council staff are happy to work with the applicant to identify funding through alternative avenues. | $0 | $4,800.00 | $0 |
| Cherryville Residents Association | Re-paint and repair of Cherryville Community Center | Recommended | A strong application demonstrating wider community benefit. The project involves painting and addressing structural issues, increasing the aesthetic appeal, safety and usability of the space. | $800 | $9,890 | $9,890 |
| Aldgate Cricket Club | Aldgate Cricket Club facility upgrade | Not recommended | The application has merit however it has some conflict with the previously funded Feasibility Study for the site.<br><br>Council staff will work with the Club to develop a plan for improving the site that aligns with their Feasibility Study. | $24,986.00 | $22,836 | $0 |

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| Norton Summit-Ashton Country Fire Service (CFS) | Pathway lighting | Not recommended | The application has merit, however the grant program is oversubscribed and the group has indicated they cannot proceed with partial funding.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $0 | $2,794 | $0 |
| South Australia Police Pistol Club | Car park drainage | Not recommended | The project has merit, however the grant program is oversubscribed, and the group received grant funding in the last 3 years.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $2,715 | $2,500 | $0 |
| Mount Lofty District Football Club | Heathfield Oval LED lighting | Not recommended | The project has merit, however the grant program is oversubscribed, and the group received grant funding in the last 3 years.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $62,564.80 | $40,000 | $0 |
| Mount Lofty District Football Club | Upgrade BBQ extractor Fans | Not recommended | The project has merit, however the grant program is oversubscribed, and the group received grant funding in the last 3 years.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $1,001 | $9,999 | $0 |

| Applicant | Project Description | Recommendation | Comments from Panel | Organisation Contribution *(Note: not necessarily confirmed or obtained)* | Amount Requested | Amount Recommended |
|---|---|---|---|---|---|---|
| Lenswood Memorial Park | Basketball court resurfacing | Recommended | A strong application with clear justification for the project that demonstrates wide community benefit. The project involves applying an acrylic surface on the existing concrete pad and line marking. | $1,001 | $9,999 | $9,999 |
| Hills Community Toy Library | Toy Library garden glow up | Part recommended | The project involves upgrading the enclosed garden of the community toy library so it's more welcoming and inspires play. Not all aspects of the application met eligibility criteria, so these elements can therefore not be funded.<br><br>The grant program is oversubscribed, and the group has indicated they can proceed with partial funding. | $2,600 | $8,070 | $1,945 |
| Birdwood Park & Sporting Clubs Association | Birdwood Park & Sporting Clubs - facility masterplan | Not recommended | The project has merit, however the grant program is oversubscribed, and the group received grant funding in the last 3 years.<br><br>Council staff are happy to work with the club to identify funding through alternative avenues. | $0 | $18,500 | $0 |

**Summary of Recommendations**

| | |
|---|---|
| **Number of Applications Received** | **30** |
| **Number of Grants Recommended** | **17** |
| **Value of Grant Applications Recommended for AHC funding** | **$156,894 (CRFG budget)**<br>**$43,000 (sustainability budget)**<br>**=$199,894**<br><br>*This is attributed to $156,900 from the Community & Recreation Facility Grants budget, & $43,000 available from the Sustainability budget.* |
| **Club / Community Contribution Towards Recommended Projects** | **$1,449,252.16**<br><br>*This figure has been compiled from grant application project budgets.* |
| **Total Value of Recommended Projects** | **$1,707,015.61**<br>*This figure has been compiled from grant application project budgets.* |

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **12.8** |
| **Responsible Officer:** | **Jade Ballantine**<br>**Director Environment and Infrastructure**<br>**Environment and Infrastructure** |
| **Subject:** | **Balhannah Uniting Church Youth Group (Rear of 91 Main Street, Balhannah) – Lease Proposal** |
| **For:** | **Decision** |

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## SUMMARY


The purpose of this report is to seek approval to commence a community consultation process to grant The Uniting Church in Australia Property Trust (SA) ("UCAPT") at Balhannah Uniting Church Youth Group a right of renewal of twenty-one (21) years for their ongoing occupation at their current location at 91 Main Street, Balhannah. The land is described as portion of the land contained within Certificate of Title Volume 5696 Folio 327.


## RECOMMENDATION

**Council resolves:**

1. **That the Balhannah Uniting Church Youth Group (Rear of 91 Main Street, Balhannah) – Lease Proposal report be received and noted.**

2. **The Council approves commencement of public consultation on the proposed twenty-one (21) year lease with the Uniting Church in Australia Property Trust (SA) (UCAPT) the land designated as Balhannah Uniting Church Youth Group room at the rear 91 Main Street, Balhannah contained in portion of Certificate of Title Volume 5696 Folio 327.**

3. **That this report forms part of the Community Consultation report.**

4. **That following community consultation in accordance with Council's Community Consultation Policy:**

    a. **That if there are substantive community objections to the proposed Lease, a further report will be submitted to Council providing information on the outcomes of the consultation and proposed process to deal with the proposal moving forward.**
    b. **That if there are no substantive community objections, Council approves the signing of the twenty-one (21) year Lease.**

5. **That in the event that 4(b) applies, the Mayor and/or Chief Executive Officer or his delegate be authorised to sign all documents necessary, including affixation of the common seal if necessary, to give effect to this resolution.**

## 1. BACKGROUND

The Uniting Church in Australia Property Trust (SA) ("Lessee") for the Balhannah Uniting Church Youth Group Room located at the rear of 91 Main Street, Balhannah entered into a lease for the site for a twenty-one (21) year period from 19 April 2004 with an expiry date of 18 April 2025.

Public consultation was undertaken during April 2004 for the initial lease term of twenty-one (21) years commencing 19 April 2004. A period of extension of Lease of twenty-one (21) years commencing 19 April 2025 was promised to the Lessee but did not form part of the community consultation process in accordance with the *Local Government Act 1999* and councils' *Community Consultation Policy*.

The Balhannah Uniting Church Youth Group have expressed their intention to remain in occupation at the site. Currently the site is primarily utilised to coordinate and store goods to support the Balhannah Uniting Church's annual packing day supporting First Nation people with much needed clothing and household goods. This shed space has become a vital part of this work and services a wide area including Mount Gambier, Victor Harbour and the Riverland. The premises was originally constructed to support the Youth Group. At the present time the church is keen to appoint a part time youth pastor to support youth group activities in the future.

At its meeting held on 16 March 2004, Council considered a proposal to grant The Uniting Church in Australia Property Trust (SA) at 91 Main Street, Balhannah a Lease Agreement for twenty-one (21) years.

An aerial photo showing the whole site is provided as ***Appendix 1*** and bounded in red. A copy of the proposed draft Lease is provided as ***Appendix 2.***

This report seeks Council's endorsement to undertake community consultation for the formalisation of a twenty-one (21) year lease with no opportunity to extend the lease.

## 2. ANALYSIS

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

*Strategic Plan 2024 – Your Place, Your Space*

| | |
|---|---|
| Goal 3 | Built Form and Economy |
| Objective BFE4 | Improve the utilisation of Council and community facilities. |
| Priority BFE4.2 | Encourage greater utilisation and enhancement of community halls and facilities and foster multi-use spaces to maximise community benefit. |

- **Legal Implications**

Section 202 of the *Local Government Act 1999* requires consultation for the proposed alienation of community land by lease or licence, for any term exceeding five (5) years.

Section 202 also outlines that the lease or licence must be consistent with any relevant management plan.

The land is subject to proposed lease is contained within the "Halls and Institutes" *Community Land Management Plan*. Accordingly, the proposal is consistent with the *Community Land Management Plan*.

- **Risk Management Implications**

Undertaking consultation in accordance with the relevant statutory requirements will assist in mitigating the risk of:

> *Failure to exercise, perform and discharge the powers, functions and duties under legislation, contracts, leases and policies*

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| Extreme (4B) | Medium (2C) | Medium (2C) |

- **Financial and Resource Implications**

The cost of public consultation is to be met by Council. The Lease is proposed to be 'peppercorn' which is consistent with the past practice at this site.

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

The proposed long-term lease to The Uniting Church in Australia Property Trust (SA) over this site will support the Youth within the local community.

- **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:* The Uniting Church in Australia Property Trust (SA)
*Community:* Not Applicable

Community Consultation is required to be undertaken to comply with legislative requirements under Section 202 of the *Local Government Act 1999* and in line with Council's *Public Consultation Policy*.

- The Consultation will be undertaken by placing a public notice in the local paper which is in circulation within the area.

- A notice will be placed on the Adelaide Hills Council website and on its "Engagement Hub" inviting interested persons to make submissions with the twenty-one (21) day consultation period.
- A sign will be placed at the site notifying of the consultation being undertaken.
- A letter box drop/email to adjoining neighbours will be distributed.
- Direct emails to other identified stakeholders will be provided.
- Copies of proposal will be made available for inspection at the Council's service centres at Stirling, Woodside and Gumeracha and hard copy feedback forms will be made available.
- Feedback can be provided through email, phone and mail.

The existing Balhannah Uniting Church Youth Group has been operating from this site for many years, and The Uniting Church in Australia Property Trust (SA) wish to ensure its longevity and its support to the local community.

- **Additional Analysis**

Council has entered into a long-term lease agreement with The Uniting Church in Australia Property Trust to enable council to provide continued support for volunteering in the local area. The long-term lease arrangement proposed for The Uniting Church in Australia Property Trust (SA) is consistent with the approach taken with other volunteer-based sites on Council land across the Region.

## 3. OPTIONS

Council has the following options:

I. Endorse the commencement of public consultation on the proposed twenty-one (21) year lease with The Uniting Church in Australia Property Trust (SA) known as the Balhannah Uniting Church Youth Group with a view to entering into a long-term Lease with The Uniting Church in Australia Property Trust (SA) as outlined in this report (Recommended)

II. Not to endorse the commencement of public consultation on the proposed twenty-one (21) year lease with The Uniting Church in Australia Property Trust (SA) with the view to entering into a long-term Lease with The Uniting Church in Australia Property Trust (SA) as outlined in this report (Not Recommended)

## 4. APPENDICES

(1) Aerial photo of The Uniting Church in Australia Property Trust (SA) site
(2) Draft proposed The Uniting Church in Australia Property Trust (SA) Lease

# Appendix 1

*Aerial photo of The Uniting Church in Australia Property Trust (SA) site*


Bridge ST
3961
3 Bridge ST
Bridge Street
20724
0 Bridge ST
BLD_174769
BLD_174770
6371
91 Onkaparinga Valley RD
6383
93 Onkaparinga Valley RD
6367
kaparinga Valley RD
BLD_174768

# Appendix 2

*Draft proposed The Uniting Church in Australia Property Trust (SA) Lease*

# Lease Agreement

91 Main Street, Balhannah SA 5242

Adelaide Hills Council

and

The Uniting Church in Australia Property Trust (SA)



[Note: This is a template document for exclusive possession. It contains standard terms and conditions only and will need to be updated, amended and added to, to accurately record a particular lease arrangement. Please consider whether the terms and conditions are appropriate or if any amendments are required.]

**Reference Schedule**

| | |
|---|---|
| **Item 1**<br>Property | Portion of the land comprised in Certificate of Title Volume 5696 Folio 327 and known as 91 Main Street, Balhannah and being the area highlighted in red on the plan attached |
| **Item 2**<br>Land | The whole of the land comprised in Certificate of Title Volume 5898 Folio 844 |
| **Item 3**<br>Term | Twenty-One (21) years commencing on 19th April 2025 (**Commencement Date**) and expiring at midnight on 18th April 2046 |
| **Item 4**<br>Lease Fee | $1.00 per annum (exclusive of GST) payable on demand |
| **Item 5**<br>Outgoings | 1. Excess on claims against Council's building insurance ($750 as at Commencement Date)<br>2. Rates and Taxes (unless directly assessed against the Property and charged to the Lessee under clause 4.1)<br>3. SA Water<br>4. Emergency Services Levy |
| **Item 6**<br>Permitted Use | Youth Group Activities and associated purposes |
| **Item 7**<br>Public risk insurance | $20,000,000.00 |

## DATE

## PARTIES

**Adelaide Hills Council** of PO Box 44 Woodside SA 5244 (**Council**)

**The Uniting Church in Australia Property Trust of South Australia** of Level 2, 212 Pirie Street, Adelaide (**Lessee**)

## BACKGROUND

A. Council is the registered proprietor, or has the care, control and management, of the Land.

B. The Lessee has requested a lease of the Property for the Permitted Use.

C. Council has agreed to grant the Lessee a lease of the Property for the Term.

D. Council and the Lessee wish to record the terms of their agreement in this lease, which they acknowledge has been entered into pursuant to Council's existing *Community and Recreation Facilities Framework*.

## AGREED TERMS

1. **DEFINITIONS AND INTERPRETATION**

1.1 **Definitions**

In this lease:

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

**Agreed Consideration** means the Lease Fee, Outgoings and all other consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Property and any goods, services or other things provided by Council under this lease (other than tax payable under clause 16).

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

**Commencement Date** means the commencement date described in Item 3 of the Reference Schedule.

**Council** means the party described as 'Council' in this lease and where the context permits includes the employees, contractors, agents and other invitees of Council.

**Council's Equipment** means all fixtures and fittings, plant, equipment, Services, chattels and other goods installed or situated in, on or to the Property that are owned by Council and made available for use by the Lessee.

**Default Rate** means 2% per annum above the Local Government Finance Authority Cash Advance Debenture Rate and if there is more than one rate published the highest of those rates and if such rate is no longer published means 10% per annum.

**GST** has the meaning given to that term in the GST Legislation.

**GST Legislation** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any ancillary or similar legislation.

**GST Rate** means 10% or the rate of GST imposed from time to time under the GST Legislation.

**Institute** means the South Australian Division of the Australian Property Institute.

**Land** means the land described in Item 2 of the Reference Schedule including all present and future improvements thereon.

**Lease Fee** means the fee described in Item 4 of the Reference Schedule.

**Legislation** includes any relevant Act of Parliament (whether State or Federal) and any regulation or by-law including by-laws issued by any local government body or authority.

**Lessee** means the party described as ‘Lessee in this lease and where the context permits includes the employees, contractors, agents, customers and other invitees of the Lessee.

**Lessee’s Equipment** means any and all equipment or items installed in or brought on to or kept on the Property by the Lessee.

**Lessee’s Share** means the proportion the area of the Property bears from time to time to the total area of the Land or a proportion calculated using such other reasonable method of apportionment as Council reasonably determines and notifies to the Lessee.

**Outgoings** means the outgoings described in Item 5 of the Reference Schedule.

**Payment Date** means the Commencement Date and each anniversary during the Term.

**Permitted Use** means the use described in Item 6 of the Reference Schedule.

**Property** means the property described in Item 1 of the Reference Schedule including all present and future improvements thereon and Council’s Equipment.

**Rates and Taxes** means all present and future rates, charges, levies, assessments, duty and charges of any Statutory Authority, department or authority having the power to raise or levy any such amounts in respect of the use, ownership or occupation of the Property and includes water and sewer charges, council rates, emergency services levy and land tax (on a single holding basis).

**Services** includes all services (including gas, electricity, water, sewerage, bores and all plant, equipment, pipes, wires and cables in connection with them) to or within or associated with the Property supplied by any authority, Council or any person Council authorises.

**Statutory Authorities** means any government or authorities created by or under relevant Legislation, including Council in that capacity.

**Statutory Requirements** means all relevant Legislation and all lawful conditions, requirements, notices and directives issued or applicable under any such Legislation or by any Statutory Authorities.

**Term** means the term of this lease commencing on the Commencement Date and described in Item 3 of the Reference Schedule and any period during which the Lessee holds over or remains in occupation of the Property.

**Valuer** means a qualified valuer appointed to make a determination under this lease:

(a) who is appointed by agreement of Council and the Lessee or, failing agreement within 14 days of either notifying the other of the requirement for such appointment, at the request of either Council or the Lessee, by the President or acting President of the Institute;

(b) who has practised as a valuer with a minimum of 10 years relevant experience; and

(c) who acts as an expert and not as an arbitrator.

**Yearly Amounts** means the aggregate of the Lease Fee, Outgoings and any other moneys payable by the Lessee during the Term.

1.2 **Interpretation**

In this lease, unless the context otherwise requires:

1.2.1 headings do not affect interpretation;

1.2.2 singular includes plural and plural includes singular;

1.2.3 words of one gender include any gender;

1.2.4 a reference to a party includes its executors, administrators, successors and permitted assigns;

1.2.5 a reference to a person includes a partnership, corporation, association, government body and any other entity;

1.2.6 a reference to this lease includes any schedules and annexures to this lease and in the event of any inconsistency between the schedules and annexures to this lease and the body of this lease, the schedules and annexures will prevail to the extent of any inconsistency;

1.2.7 a reference to any document (including this lease) is to that document as varied, novated, ratified or replaced from time to time;

1.2.8 an agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;

1.2.9 an agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;

1.2.10 a reference to legislation includes any amendment to it, any legislation substituted for it, and any subordinate legislation made under it;

1.2.11 a provision is not construed against a party only because that party drafted it;

1.2.12 an unenforceable provision or part of a provision may be severed, and the remainder of this lease continues in force;

1.2.13 the meaning of general words is not limited by specific examples introduced by ‘including’, ‘for example’ or similar expressions;

1.2.14 an expression defined in the *Corporations Act 2001* (Cth) has the meaning given by that act at the date of this lease;

1.2.15 the covenants and powers implied in leases by virtue of sections 124 and 125 of the *Real Property Act 1886* apply and are implied in this lease unless they are expressly or impliedly excluded or modified; and

1.2.16 the special conditions in Schedule 2 prevail over the terms in the body of this lease to the extent of any inconsistency.

### 1.3 Retail and Commercial Leases Act

The parties acknowledge and agree that this lease has been entered into on the basis that the Act does **not** apply to this lease.

### 1.4 Background

The Background forms part of this lease and is correct.

## 2. GRANT OF LEASE

Council grants and the Lessee accepts a lease of the Property during the Term as set out in this lease.

## 3. LEASE FEE

The Lessee must pay the Lease Fee by equal instalments in advance on each Payment Date.

## 4. RATES AND TAXES AND OUTGOINGS

### 4.1 Liability for Rates and Taxes

4.1.1 The Lessee must pay or reimburse Council all Rates and Taxes levied, assessed or charged in respect of the Property or upon the owner or occupier of the Property.

4.1.2 The Rates and Taxes must be adjusted between Council and the Lessee as at the Commencement Date and the end or termination date of this lease.

### 4.2 Payment of Outgoings

4.2.1 The Lessee must pay or reimburse the Council all Outgoings levied, assessed or charged in respect of the Property or upon the owner or occupier of the Property.

4.2.2 The Outgoings must be adjusted between Council and the Lessee as at the Commencement Date and the end or termination date of this lease.

### 4.3 Lessee's Share

If any of the Rates and Taxes or Outgoings are not separately assessed or charged in respect of the Property, the Lessee must pay the Lessee Share of any such Rates and Taxes or Outgoings assessed or charged in respect of the Land.

### 4.4 Power and other utilities

4.4.1 The Lessee must pay, when due, all costs for the use of telephone, light, water and other facilities and the consumption of electricity, gas, water and any and all other Services and utilities supplied to or used from the Property.

4.4.2 If there is no separate meter for a service or utility used on or from the Property and if the Council so requires, then the Lessee must install the meter at its own cost.

4.4.3 Without limiting this subclause, the Lessee must comply with the *Electricity (General) Regulations 2012* (SA) and any other applicable electricity laws.

## 5. USE OF PROPERTY

### 5.1 Permitted Use

The Lessee may use the Property only for the Permitted Use and must not use or allow the Property to be used for any other use without Council's consent.

### 5.2 Offensive activities

The Lessee must:

5.2.1 not carry on any offensive or dangerous activities on or from the Property;

5.2.2 not create a nuisance or disturbance for Council or for the owners or occupiers of any adjoining property; and

5.2.3 ensure at all times that activities conducted on or from the Property do not discredit Council.

### 5.3 Use of Services

5.3.1 The Lessee must ensure that all Services are used carefully and responsibly and in accordance with any directions given by Council from time to time.

5.3.2 The Lessee must repair or correct any damage or malfunction that results from any misuse or abuse of those Services by the Lessee.

5.4 **Statutory Requirements**

5.4.1 The Lessee must comply with all Statutory Requirements (including under the *Work, Health and Safety Act 2012* (SA)) relating to:

5.4.1.1 the Lessee's use and occupation of the Property; and

5.4.1.2 the Permitted Use.

5.4.2 Where both Council and the Lessee have duties under the *Work, Health and Safety Act 2012* (SA) and associated regulations as a person conducting a business or undertaking, then the Lessee must cooperate and co-ordinate with Council as and when requested by Council to ensure the discharge of such duties.

5.5 **No alcohol**

The Lessee must not:

5.5.1 serve, sell or provide to persons; or

5.5.2 consume or allow persons to consume,

alcoholic beverages on the Property without Council's consent.

5.6 **No gaming**

The Lessee must not install, operate or allow the operation of gaming machines or gambling activities on or from the Property.

5.7 **Signs**

The Lessee must not place any sign or advertisement on the outside or inside (if they can be seen from outside) of the Property, except a sign or advertisement that:

5.7.1 is approved by Council; and

5.7.2 complies with any relevant Statutory Requirements.

5.8 **Dangerous equipment and installations**

The Lessee may only install or use within the Property equipment and facilities that are reasonably necessary for and normally used in connection with the Permitted Use and must not install or bring onto the Property:

5.8.1 any electrical, gas powered or other machinery or equipment that may pose a danger, risk or hazard;

5.8.2 any chemicals or other dangerous substances that may pose a danger, risk or hazard; or

5.8.3 any heavy equipment or items that may damage the Property.

5.9 **Fire precautions**

Unless specified otherwise in Schedule 3 of this lease, the Lessee must comply with all Statutory Requirements relating to fire safety and procedures including any structural works or modifications or other building works that are required as a consequence of the Lessee's use of the Property.

5.10 **Security**

The Lessee must keep the Property securely locked at all times when the Property is not occupied and must provide a key to the Property to Council to be used in emergencies.

5.11 **No warranty**

Council makes no warranty or representation regarding the suitability of the Property (structural or otherwise) for the Permitted Use or any other purpose.

## 6. INSURANCE

6.1 **Lessee must insure**

The Lessee must keep current during the Term:

6.1.1 public risk insurance for at least the amount in Item 7 of the Reference Schedule (or any other amount Council reasonably requires) for each claim;

6.1.2 all insurance in respect of the Lessee's Equipment for its full replacement value; and

6.1.3 other insurances required by any Statutory Requirement or that Council reasonably requires.

6.2 **Requirements for policies**

Each policy must:

6.2.1 be with an insurer and on terms reasonably approved by Council;

6.2.2 be in the name of the Lessee and note the interest of Council;

6.2.3 cover events occurring during the policy's currency regardless of when claims are made; and

6.2.4 note that despite any similar policies of Council, the Lessee's policies will be primary policies.

6.3 **Evidence of insurance**

The Lessee must give Council copies of certificates evidencing the currency of each policy. During the Term the Lessee must:

6.3.1 pay each premium when it is due for payment;

6.3.2 give Council copies of certificates of currency each year when the policies are renewed and at other times Council requests;

6.3.3 not vary, allow to lapse or cancel any insurance policy without Council's consent;

6.3.4 notify Council immediately if a policy is cancelled or if an event occurs which could prejudice or give rise to a claim under a policy.

6.4 **Insurance affected**

6.4.1 The Lessee must not do anything that may:

6.4.1.1 prejudice any insurance of the Property; or

6.4.1.2 increase the premium for that insurance.

6.4.2 If the Lessee does anything (with or without Council's consent) that increases the premium of any insurance Council has in connection with the Property, the Lessee must on demand pay the amount of that increase to Council.

## 7. ASSIGNMENT, SUBLETTING AND CHARGING

7.1 **Assignment**

The Lessee must not assign its interest in this lease without Council's consent.

7.2 **Subleasing**

The Lessee must not sublease or license any part of the Property without Council's consent.

7.3 **Hiring out**

7.3.1 The Lessee may hire out the Property on a casual basis without Council's consent for purposes that are consistent with the Permitted Use:

7.3.2 The Lessee is responsible for the acts or omissions of any hirer.

7.4 **Costs**

The Lessee must pay all costs reasonably incurred by Council (including the costs of any consultant or any legal fees) in relation to any dealing with the Property, including in considering whether or not to grant consent under this clause.

## 8. LESSEE GOVERNANCE

8.1 On or before the Commencement Date the Lessee must provide to Council a copy of the Lessee's constitution and any other documents that regulate its governance and operations.

8.2 The Lessee must provide Council with any information or documents in relation to the Lessee's administration, finances or use and occupation of the Property as are requested by Council on an annual basis.

## 9. COUNCIL'S OBLIGATIONS AND RIGHTS

### 9.1 Quiet enjoyment

Subject to Council's rights and to the Lessee complying with the Lessee's obligations under this lease, the Lessee may use the Property during the Term without interference from Council.

### 9.2 Right to enter

Council may (except in an emergency when no notice is required) enter the Property after giving the Lessee reasonable notice:

9.2.1 to see the state of repair of the Property;

9.2.2 to do repairs to the Property or other works that cannot reasonably be done unless Council enters the Property;

9.2.3 to do anything the Council must or may do under this lease or must do under any Legislation or to satisfy the requirements of any Statutory Authority; and

9.2.4 to show prospective lessees through the Property.

### 9.3 Emergencies

In an emergency Council may:

9.3.1 close the Property; and

9.3.2 prevent the Lessee from entering the Property.

### 9.4 Works and restrictions

9.4.1 Council may carry out works on the Property (including extensions, renovations and refurbishment).

9.4.2 Council must (except in an emergency) take reasonable steps to minimise interference with the Lessee's use and occupation of the Property.

### 9.5 Right to rectify

The Council may at the Lessee's cost do anything that the Lessee should have done under this lease but that the Lessee has not done or that the Council reasonably considers the Lessee has not done properly.

## 10. DAMAGE OR DESTRUCTION

### 10.1 Termination for destruction or damage

10.1.1 If the Property is destroyed or are damaged so that it is unfit for the Lessee's use then, within three months after the damage or destruction occurs, Council must give the Lessee either:

10.1.1.1 a notice terminating this lease (on a date at least one month after Council gives notice); or

10.1.1.2 a notice advising the Lessee that Council intends to repair the Property so that the Property is accessible, and the Lessee can use the Property (**Intention to Repair Notice**).

10.1.2 If Council gives an Intention to Repair Notice but does not carry out the repairs within a reasonable time, the Lessee may give notice to Council that the Lessee intends to end this lease if Council does not make the Property accessible and fit for use by the Lessee within a reasonable time (having regard to the nature of the required work) (**Intention to Terminate Notice**).

10.1.3 If Council does not give a notice under this subclause or does not take the action specified in the Intention to Terminate Notice, the Lessee may end this lease by giving Council not less than one month's notice.

10.2 **Reduction or abatement of Lease Fee**

10.2.1 While the Property is unfit or inaccessible, the Yearly Amounts are reduced unless:

10.2.1.1 the Property is unfit or inaccessible; or

10.2.1.2 an insurer refuses to pay a claim,

as a result of a deliberate or negligent act or omission of the Lessee.

10.2.2 The level of the reduction (if any) depends on the nature and extent of the damage.

10.2.3 If the level of the reduction (if any) cannot be agreed it must be determined by a Valuer.

## 11. NEW LEASE

11.1 The Lessee must give written notice to Council at least six months (but not more than 12 months) before the expiry of the Term of the Lessee's desire to enter into a new lease.

11.2 Council makes no representations or undertakings that a new lease will be granted at the end of the Term.

## 12. REDEVELOPMENT, ASSET RATIONALISATION AND DEMOLITION

If as part of any redevelopment, asset rationalisation or other project conducted by Council that includes the Property (**Redevelopment**), or for any other reason, Council wishes to demolish or acquire vacant possession of the Property or any part of the Property, then Council may:

12.1 terminate this lease subject to the following provisions:

12.1.1 Council must provide the Lessee with details of the proposed Redevelopment sufficient to indicate a genuine proposal to carry out that Redevelopment within a reasonably practicable time after this lease is to be terminated;

12.1.2 at any time after providing the Lessee with those details, Council may give the Lessee a written notice of termination of this licence

(**Termination Notice**) specifying the date on which this lease is to come to an end being a date not less than six months after the Termination Notice is given. Unless terminated earlier by the Lessee under clause 12.1.3, this lease comes to an end at midnight on the day specified in the Termination Notice;

12.1.3 at any time after receiving a Termination Notice, the Lessee may terminate this lease by giving not less than seven days' written notice to Council; and

12.1.4 when either party terminates this lease under this clause, the rights and obligations of Council and the Lessee under this lease (except with regard to an existing breach) come to an end; rights with regard to an existing breach continue; or

12.2 negotiate with the Lessee as to the financial and maintenance contribution which is required from the Lessee in order for Council to reconsider undertaking the Redevelopment. Council may, at any reasonable time during these negotiations exercise any of its other rights under this clause.

## 13. RIGHTS AND OBLIGATIONS ON EXPIRY

### 13.1 Expiry

This lease comes to an end at midnight on the last day of the Term unless it is terminated earlier by Council or the Lessee under this lease.

### 13.2 Handover of possession

Before this lease comes to an end, the Lessee must:

13.2.1 remove all of the Lessee's Equipment and repair any damage caused by such removal;

13.2.2 remove and reinstate any alterations or additions made to the Property by the Lessee; and

13.2.3 complete any repairs or maintenance that the Lessee is obliged to carry out under this lease.

### 13.3 Abandoned goods

If, when this lease comes to an end, the Lessee leaves any goods or equipment at the Property, then Council may deal with and dispose of those goods as Council determines.

### 13.4 Holding over

If, with Council's consent, the Lessee continues to occupy the Property after the end of this lease, the Lessee does so under a monthly tenancy, which:

13.4.1 either party may terminate on one month's notice given at any time; and

13.4.2 is on the same terms as this lease.

## 14. BREACH

### 14.1 Payment obligations

The Lessee must make payments due under this lease:

14.1.1 without demand (unless otherwise provided);

14.1.2 without set-off, counter-claim, withholding or deduction;

14.1.3 to Council or as Council directs; and

14.1.4 by direct debit or other means directed by Council.

### 14.2 Council's rights on breach

14.2.1 Council may come onto the Property and remedy a breach of this lease without notice:

14.2.1.1 in an emergency; or

14.2.1.2 if the Lessee breaches any provision of this lease and fails to remedy the breach within 14 days after receiving notice requiring it to do so.

14.2.2 The Lessee must pay or reimburse Council on demand for all costs of remedying the breach.

### 14.3 Breach and re-entry

If:

14.3.1 the Lessee fails to pay a sum of money when due and fails to remedy that failure within 14 days after receiving notice requiring it to do so;

14.3.2 the Lessee breaches any other provision of this lease and fails to remedy the breach within 14 days after receiving notice requiring it to do so; or

14.3.3 the Property is unoccupied or unused for one month or more without Council's consent,

then despite any other clause of this lease, Council:

14.3.4 may re-enter and repossess the Property, without prejudice to its other rights; and

14.3.5 is discharged from any claim by or obligation to the Lessee under this lease.

### 14.4 Rights of Council not limited

A power or right of Council under this lease or at law resulting from a breach or repudiation of this lease by the Lessee, or the exercise of such power or right, does not limit Council's powers or rights.

### 14.5 Repudiation and damages

14.5.1 The following provisions are essential terms of this lease:

14.5.1.1 the obligation to pay Outgoings;

14.5.1.2 the provisions about use of the Property;

14.5.1.3 the provisions about additions and alterations to the Property; and

14.5.1.4 the restriction on assignment, subleasing and licensing.

14.5.2 Council does not waive the essential nature of an essential term by accepting late payment of any money or by failing to exercise its rights or by delay in doing so.

14.5.3 Any breach of an essential term by the Lessee is a repudiation of this lease. Council may at any time accept that repudiation, rescinding this lease.

### 14.6 Interest on overdue amounts

The Lessee must pay to the Council interest on any overdue amount on demand from when the amount becomes due until it is paid in full. Interest is calculated on outstanding daily balances at the Default Rate.

### 14.7 Landlord and Tenant Act

A notice under section 10 of the *Landlord and Tenant Act 1936* (SA) must allow 14 days for the Lessee to remedy a breach of this lease if it is capable of remedy and to make reasonable compensation in money to the satisfaction of Council. No period of notice is required in respect of non-payment of the Licence Fee.

## 15. INDEMNITY AND RELEASE

### 15.1 Risk

The Lessee occupies and uses the Property at the Lessee's risk.

### 15.2 Indemnity

The Lessee is liable for and must indemnify Council against all actions, liabilities, penalties, claims or demands for any loss, damage, injury or death incurred or suffered directly or indirectly including in connection with:

15.2.1 any act or omission of the Lessee;

15.2.2 the overflow or leakage of water or any other harmful agent into or from the Property;

15.2.3 any fire on or from the Property;

15.2.4 loss or damage to property or injury or death to any person caused by the Lessee, the use of the Property by the Lessee or otherwise relating to the Property;

15.2.5 a breach of this lease by the Lessee; or

15.2.6 the Lessee's use or occupation of the Property.

15.3 **Release**

The Lessee releases Council from all actions, liabilities, penalties, claims or demands for any damage, loss, injury or death occurring on the Property except to the extent that they are caused by Council's negligence.

15.4 **Indemnities are independent**

Each indemnity is independent from the Lessee other obligations and continues during this lease and after this lease ends.

16. **GOODS AND SERVICES TAX**

16.1 If Council is liable to pay GST in connection with a supply under this lease, then:

16.1.1 the Agreed Consideration for that supply is exclusive of GST;

16.1.2 Council may increase the Agreed Consideration or the relevant part of the Agreed Consideration by the GST Rate; and

16.1.3 the Lessee must pay the increased Agreed Consideration on the due date for payment by the Lessee of the Agreed Consideration.

16.2 Where the Agreed Consideration is increased under this clause, Council must, on or before the date on which the Agreed Consideration is payable, issue a tax invoice to the Lessee.

16.3 If the Lessee breaches this clause and as a result Council becomes liable for penalties or interest for late payment of GST, then the Lessee must pay Council on demand an amount equal to the penalties and interest.

17. **RESUMPTION**

17.1 Council may terminate this lease by giving at least three months' written notice to the Lessee if Council receives notice of resumption or acquisition of the Property or any part of it from or by any Statutory Authority.

17.2 Council may terminate this lease immediately by giving written notice to the Lessee if the Property or any part of it is Crown land dedicated to a particular purpose and:

17.2.1 it is withdrawn from Council's care control and management;

17.2.2 the purpose for which it has been dedicated is altered under section 18 of the *Crown Land Management Act 2009* (SA); or

17.2.3 the dedication is revoked under section 19 of the *Crown Land Management Act 2009* (SA) or other legislation.

17.3 Termination of this lease under this clause releases each party from further liability under this lease, but does not affect a party's rights or liabilities for a prior breach.

18. **DISPUTE RESOLUTION**

18.1 A party must not commence arbitration or court proceedings (except for urgent equitable or injunctive relief) in respect of a dispute under this lease unless it first attempts to resolve the dispute by negotiation and mediation.

18.2 A party claiming that a dispute has arisen under this lease must give written notice to the other party specifying the nature and details of the dispute.

18.3 On receipt of that notice by the other party, the parties must negotiate in good faith to resolve the dispute. If the parties are unable to resolve the dispute within 14 days, they must promptly refer the dispute:

18.3.1 in the case of Council, to Council's Chief Executive Officer; and

18.3.2 in the case of the Lessee, to the Lessee Chairperson or President.

18.4 Those persons must meet to attempt to resolve the dispute and must be authorised to resolve the dispute.

18.5 If those persons are unable to resolve the dispute within 14 days of referral, a party may refer the dispute for mediation under the mediation rules of the Law Society of South Australia Inc to:

18.5.1 a mediator agreed by the parties; or

18.5.2 if the parties are unable to agree on a mediator within five days, a mediator nominated by the President ofthe Law Society or the President's nominee is to be appointed.

18.6 The role of a mediator is to assist in negotiating a resolution of the dispute. A mediator may not make a decision that is binding on a party unless that party has agreed in writing.

18.7 Any information or documents disclosed by a party during mediation:

18.7.1 must be kept confidential; and

18.7.2 may not be used except to attempt to resolve the dispute.

18.8 Each party must bear its own mediation costs. The parties must bear equally the costs of any mediator.

18.9 If possible, each party must perform its obligations under this lease during negotiations, mediation and arbitration proceedings.

19. **MISCELLANEOUS**

19.1 **Approvals and consents**

Unless otherwise provided, Council may in its discretion give (conditionally or unconditionally) or withhold any approval or consent under this lease.

19.2 **Entire agreement**

This lease:

19.2.1 constitutes the entire agreement between the parties about the Property;

19.2.2 supersedes any prior understanding, agreement, condition, warranty, indemnity or representation about the Property.

19.3 **Waiver**

If Council accepts or waives any breach by the Lessee, that acceptance or waiver cannot be taken as an acceptance or waiver of any future breach of the same obligation or of any other obligation under this lease.

19.4 **Exercise of power**

19.4.1 The failure, delay, relaxation or indulgence by a party in exercising a power or right under this lease is not a waiver of that power or right.

19.4.2 An exercise of a power or right under this lease does not preclude a further exercise of it or the exercise of another right or power.

20. **NOTICE**

20.1 A notice, demand, consent, approval or communication under this lease (**Notice**) must be in writing, in English and signed by a person authorised by the sender.

20.2 Notice may be given:

20.2.1 by leaving it at a party's site address last notified;

20.2.2 by sending it by pre-paid mail to the party's postal address last notified; and

20.2.3 by sending it by electronic mail to the party's email address last notified.

20.3 Notice is deemed to be received by a party:

20.3.1 when left at the party's site address;

20.3.2 if sent by pre-paid mail, six Business Days after posting; and

20.3.3 if sent by electronic mail, at the time and on the day the message is showing on the sender's electronic mail system has having been properly transferred or transmitted,

however if the notice is deemed to be received after 5:00pm or on a day that is not a Business Day it is deemed to be received the next Business Day.

20.4 If two or more people comprise a party, notice to one is effective Notice to all.

21. **COSTS**

21.1 Unless this lease specifies otherwise, if a party has an obligation to do something under this lease, that obligation must be complied with at that party's cost.

21.2 On request, the Lessee must pay or reimburse to Council all legal and other costs incurred by Council in consequence of any actual or threatened breach by the Lessee under this lease or in exercising or enforcing (or attempting to do so) any rights or remedies of Council under this lease or at law or otherwise arising in consequence of any actual or threatened breach by the Lessee.

21.3 The parties will bear their own costs of and incidental to the preparation, negotiation and execution of this lease.

## Schedule 1 Special Conditions

1. **PERFORMANCE CRITERIA**

1.1 The Lessee must comply with and document compliance with the performance criteria contained in Schedule 2.

1.2 The Lessee acknowledges and agrees that the Lessee's compliance with the performance criteria contained in Schedule 2 during the Term may be considered by Council in determining whether and/or on what basis to enter into subsequent arrangements with the Lessee with respect to the Property, including any new lease after the expiry of the Term.

2. **REPAIR AND MAINTENANCE**

2.1 **Repair**

2.1.1 The Lessee must keep and maintain the Property and the Lessee's Equipment in good repair and condition (including undertaking any structural or capital repairs, maintenance, replacements or upgrades required during the Term) to ensure the Property is maintained to an adequate community standard having regard to the Permitted Use (as reasonably determined by Council) at all times.

2.1.2 If Council requires, the Lessee must promptly repair any damage to the Land caused or contributed to by the act, omission, negligence or default of the Lessee.

2.1.3 Without limiting any general obligation the Lessee has under this lease, the Lessee must comply with the specific maintenance, repair, replacement and upgrade obligations allocated to the Lessee in the table of Maintenance and Repair Responsibilities contained in Schedule 3.

2.1.4 Council will comply with the specific maintenance, repair, replacement and upgrade obligations allocated to Council in the table of Maintenance and Repair Responsibilities contained in Schedule 3, having regard to the availability from time to time of Council's resources and personnel and hierarchy of priorities across its portfolio of community and recreation facilities.

2.1.5 Any inconsistency in the table of Maintenance and Repair Responsibilities contained in Schedule 3 that cannot be resolved by reference to this lease is to be resolved having regard to Council's existing *Community and Recreation Facilities Framework*.

2.2 **Gardening**

The Lessee must keep well-watered, trimmed and mowed (as the case may be) all plants, shrubs, garden and lawn areas on the Property (other than trees).

2.3 **Cleaning**

The Lessee must keep the Property:

2.3.1 clean and tidy; and

2.3.2 free of vermin, insects and other pests.

## 3. TURF/OPEN SPACE

If the Property includes a turf playing field or oval, the parties must comply with the open space management provisions contained in Schedule 4, unless otherwise agreed, which provisions will override the terms in the remainder of this lease as regards to turf only, to the extent of any inconsistency.

## 4. PLAY SPACE

If the Property includes a play space, the parties must comply with the play space management provisions contained in Schedule 5, unless otherwise agreed, which provisions will override the terms in the remainder of this lease as regards the play space only, to the extent of any inconsistency.

## 5. TREES

If there are trees located on the Property, the parties must comply with the tree management provisions contained in Schedule 6, unless otherwise agreed, which provisions will override the terms in the remainder of this lease as regards the trees only, to the extent of any inconsistency.

## 6. ALTERATIONS BY LESSEE

6.1 The Lessee must not carry out any alterations or additions to the Property without Council's consent.

6.2 The Lessee must provide full details of the proposed alterations and additions to Council.

6.3 Council may impose any conditions it considers necessary if it gives its approval, including requiring the Lessee to obtain Council's consent to any agreements that the Lessee enters into in relation to the alterations or additions.

6.4 The Lessee must carry out any approved alterations and additions:

6.4.1 in a proper and professional manner;

6.4.2 in accordance with the conditions imposed by Council and with the approvals made by Council in its capacity as lessor under this lease (and separate to any Statutory Requirements);

6.4.3 in accordance with all Statutory Requirements; and

6.4.4 in a way to minimise disturbance to others.

6.5 Unless otherwise agreed in writing between the parties, all alterations and additions to the Property made pursuant to this clause become the property of Council.

6.6 The Lessee must pay all of Council's costs (including consultant's costs and legal costs) as a result of the Lessee's alterations and additions.

6.7 Any improvements made to the building / structure by the Lessee with Council approval, by either way of grant funding or Lessee funding, must be maintained at the Lessee's cost.

**Schedule 2 Performance Criteria**

## 1. GOOD GOVERNANCE

- Provision of Annual General Meeting and Special General Meeting agendas and minutes including financial reports (to be audited at the Lessee's cost on request).
- Evidence of financial sustainability, including no debt with Council or defaults on loans with Council.
- Evidence of integration of quality management into operations including capacity building, good governance and planning as evidenced through provision of an annual business plan, current constitution, policies and procedures and current affiliated accreditation with associated State bodies (or similar).

## 2. UTILISATION

- Evidence of membership/use/participant numbers and hours of use on an annual basis.
- Evidence of activities and initiatives undertaken to increase utilisation of the Property.
- Initiatives to increase membership or participant numbers.
- Evidence of shared use of the Property by the community or other community clubs and organisations to ensure optimal use of the Property.

## 3. MAINTENANCE

- A maintenance program for general maintenance of the Property.
- All buildings are maintained to a standard suitable for the activity they are being used for.
- All buildings are maintained to a standard suitable to ensure community safety.
- All buildings are maintained to ensure compliance with Statutory Requirements.

## 4. SOCIAL INCLUSION

- The activity undertaken or service provided is non-discriminatory and is open to all residents who meet stated criteria for participation.
- The use of the Property will increase social inclusion, increase community participation and/or will promote health and well-being in the community.
- Activities support wider social inclusion targets, which may include such groups as:
  - persons from a low socio-economic background
  - persons over 60 years of age
  - persons who identify as Aboriginal or Torres Straight Islanders

- persons from a culturally and linguistically diverse background
- children 17 years of age and younger
- persons with a physical or intellectual disability
- female participation in sport.

5. **VOLUNTEER MANAGEMENT**

Promoting, supporting and developing volunteers and having appropriate policies and procedures in place to ensure the safety and wellbeing of volunteers.

6. **ENVIRONMENTAL INITIATIVES**

Promoting and implementing environmental initiatives such as the reduction of single-use plastics, waste reduction, recycling initiatives or energy efficient practices or investments such as solar panels or stormwater harvesting and re-use.

**Schedule 3 Maintenance and Repair Responsibilities**

| Item/Cost | Council Responsibility | Lessee Responsibility |
|---|---|---|
| PCBU – RCD test & tagging, | * | |
| Fire safety in extinguishers, blankets, pumps & hose reels | * | |
| Emergency & exit lighting | * | |
| Asbestos register, identification and maintenance as required in accordance with legislation | * | |
| Termite inspection and treatment of such as required | | * |
| Pest control inspections and treatments for insects, vermin and pest (other than termites) | | * |
| Electrical – Main power board, maintenance | | * |
| Electrical – Main power board, additions e.g. A/C & solar systems | | * |
| Internal operation - Test & Tagging – portable devices including fridges, fryers, ovens etc | | * |
| Cyclic roof & gutter cleaning ( 6 monthly) – pre winter & pre bush fire season | | * |
| Plumbing – blocked drains, broken fixtures - general maintenance | | * |
| Gas appliances inspections & maintenance – gas supply charges | | * |
| Painting – internal | | * |
| Painting – exterior | | * |
| Timber Floors – maintenance | | * |
| Timber floors – replacement | | * |
| Carpet & tiles floor – maintenance | | * |
| Carpet & tiles floor – Replacement | | * |
| Fencing & gates – Maintenance | | * |
| Fencing & gates - Replacement | | * |
| Roofs, gutters & downpipes – maintenance (Note: high risk / working at heights) | | * |
| Roofs – replacement (Note: high risk / working at heights) | * | |
| Gutters & down pipes – replacement ( Note high risk / working at heights) | | * |
| Carpark maintenance, drain clearing, traffic management (e.g. leaf litter, water run-off) | | * |
| Carpark maintenance, drain clearing, traffic management – Proactive biannual maintenance traffic management and reactive / urgent maintenance to rutting, corrugation, potholing or looseness that poses a risk to the community will be the responsibility of Council | * | |
| External paving & pathways, access ramps – maintenance | | * |
| External paving & pathways, access ramps – replacement | | * |
| Sport – Oval Lighting -maintenance | | * |
| Sport – Oval Lighting – upgrades and renewals | | * |
| Sports – Amenity lighting – maintenance | | * |

| | | |
|---|---|---|
| Sports – Amenity lighting Maintenance of an urgent safety nature will be the responsibility of Council | * | |
| Toilets (within facilities) – consumables & cleaning | | * |
| Toilet renovations (within facilities) – including fixtures and fittings | | * |
| Toilet repairs and maintenance (within facilities) – including fixtures fittings and damage | | * |
| Toilets (within facilities) – consumables & cleaning | | * |
| Graffiti removal | | * |
| Vegetation & tree pruning (subject to Council approval) | | * |
| Vandalism, CCTV, defibrillators, first aid kits | | * |
| Solar panels – Cyclic Maintenance / Reactive Repairs | | * |
| Hot water service – electric / gas / solar – maintenance | | * |
| Hot water service – electric / gas / solar – replacement | | * |
| Kitchen renovations – plumbing / appliances / cabinetry | | * |
| Septic tanks – empty & repairs (Note: high risk / confined space) | | * |
| Septic tanks – replacement (Note: high risk / confined space) | * | |
| Building lighting maintenance (Note: working at heights) | | * |
| A/C Cyclic – 6 / 12 monthly maintenance (Winter / Summer) including air vents and filtration systems | | * |
| Stormwater maintenance including drains & watercourses e.g. around ovals– annual maintenance | | * |
| Bore – Council Owned –replacement / capital upgrades | * | |
| Irrigation infrastructure (sprinklers, lateral lines, wiring, cables, controllers) – capital | * | |
| Security systems –Repairs & Cyclic Maintenance / system monitoring charges | | * |
| Work required due to, a failure by the Lessee to comply with its repair and maintenance obligations under this agreement. Costs will be passed on in full to the lessee but undertaken by Council staff | | * |



Note:-

Reactive maintenance – (also known as breakdown maintenance) refers to repairs that are done when equipment has already broken down, in order to restore the equipment to its normal operating condition.

Cyclical Maintenance – is defined as work that requires to be carried out on an agreed cycle/ basis

## Schedule 4 Open Space Management

“Not applicable”

## Schedule 5 Play Space

“Not applicable”

## Schedule 6 Trees

“Not applicable”

**EXECUTED** as an agreement

**Council**

**Signed** for **Adelaide Hills Council** by its authorised delegate in the presence of:

| | |
|---|---|
| ................................................................................ | ................................................................................ |
| Signature of witness | Signature of authorised delegate |
| ................................................................................ | ................................................................................ |
| Name of witness (print) | Name of authorised delegate (print) |
| | ................................................................................ |
| | Position of authorised delegate |

**Lessee**

**The COMMON SEAL of THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (SA)** was hereunto Affixed pursuant to a resolution passed at a meeting of the Members of the trust:

| | |
|---|---|
| ................................................................................ | ................................................................................ |
| Signature of Committee/Board Member<br>(*Please delete as applicable)* | Signature of Committee/Board Member<br>(*Please delete as applicable)* |
| ................................................................................ | ................................................................................ |
| Name (print) | Name (print) |

**Annexure A Plan**


# Administration Reports
# Information Items

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **13.1** |
| **Responsible Officer:** | **Jess Charlton**<br>**Director**<br>**Community and Development** |
| **Subject:** | **Innovate Reconciliation Action Plan Progress Report** |
| **For:** | **Information** |

---

**SUMMARY**


On 25 February 2025 Council adopted an Innovate Reconciliation Action Plan (RAP) as endorsed by Reconciliation Australia. The period of this RAP is 1 January 2025 to 31 December 2026. The Innovate RAP was launched by Council on 31 May 2025.

The purpose of this report is to update Council on progress in implementing RAP Actions as outlined in the *Innovate Reconciliation Action Plan Progress Report* in ***Appendix 1.***

In addition, this report presents highlights of the Adelaide Hills Reconciliation Working Group as established to support both the Adelaide Hills Council and Mount Barker District Council in developing and implementing their respective RAPs. This is provided in the *Adelaide Hills Reconciliation Working Group Report (AHRWG Report)* in ***Appendix 2.***


**RECOMMENDATION**

**Council resolves:**

1. **That the report and the Innovate Reconciliation Action Plan Progress Report in *Appendix 1* be received and noted.**

2. **That the Adelaide Hills Reconciliation Working Group Report in *Appendix 2* be received and noted.**

---

## 1. BACKGROUND

Council's *Innovate Reconciliation Action Plan (Innovate RAP)* is the result of a rigorous and lengthy process and reflects Council's commitment to Reconciliation as detailed in its Strategic Plan "Your Place Your Space".

This document adheres to Reconciliation Australia's RAP framework designed to provide organisations with a structured approach to advance reconciliation. This framework is the intellectual property of Reconciliation Australia and Council's RAP was endorsed by Reconciliation Australia on 10 February 2025.

The Innovate RAP was adopted by Council On 25 February 2025 and was launched by Council on 31 May 2025.

**12.2 Innovate Reconciliation Action Plan (Updated Report Circulated)**

**Moved Cr Leith Mudge**
**S/- Cr Chris Grant** **68/25**

**Council resolves:**

1. **That the Innovate Reconciliation Action Plan report be received and noted.**

2. **That Council adopt the Innovate Reconciliation Action Plan 2025 - 2026 as contained in Appendix 1.**

3. **That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Innovate Reconciliation Action Plan 2025-2026 as per Appendix 1.**

**Carried Unanimously**

The RAP was developed by an internal AHC RAP Working Group at an organisational level, with reference to the Adelaide Hills Reconciliation Working Group (AHRWG), a regional group in partnership with Mount Barker District Council.

The AHC RAP Working Group was established to write Council's RAP and champion these actions and reconciliation across Council. This group included staff members representing Biodiversity, Finance, Property, Development Service, Regulatory Services, Region and Place, Communications Engagement and Events, People and Culture and Community Wellbeing.

The Adelaide Hills Reconciliation Working Group (AHRWG) was established in partnership with the Mount Barker District Council in August 2018, recognising that the Adelaide Hills is perceived as a region by stakeholders in the Aboriginal and Torres Strait Islander community. The AHRWG provides a reference point for matters pertaining to the development of both Councils' Reconciliation Action Plans (RAPs) and other Reconciliation initiatives. This group is made up of eight community members and an elected member representative from each Council and supported by staff from each Council.

The AHRWG has played a fundamental role in developing the Innovate RAP and will continue to play a fundamental role in meeting the requirements of the Innovate RAP. The *Adelaide Hills Reconciliation Working Group Report* outlines recent highlights of the AHRWG and is attached in ***Appendix 2.***

## 2. ANALYSIS

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

*Strategic Plan 2024 – Your Place, Your Space*

| | |
|---|---|
| Goal 2 | Community Wellbeing |
| Objective CW 1 | Promote and support reconciliation |
| Priority CW 1.1 | Develop and implement our Innovate Reconciliation Action Plan with the support of the Adelaide Hills Reconciliation Working Group |

The Strategic Plan also highlights in the guiding principles, that Council recognises Peramangk and Kaurna people as the traditional custodians of the region and are committed to working with Aboriginal and Torres Strait Islander people on the reconciliation journey.

- **Legal Implications**

Not Applicable

- **Risk Management Implications**

The development and adoption of the Innovate RAP represents a significant level of contribution from, and engagement with, key stakeholders, Aboriginal and Torres Strait Islander community members and non-Aboriginal community members. There is a high level of expectation that the actions will be implemented and, in adopting the RAP, Council has committed to do so. There is a risk to Council's reputation and relationships with key stakeholders if the RAP is not progressed.

Progressing the Innovate RAP and reporting on this progress in a way that is transparent and accountable will assist in mitigating the risk to Council's reputation in relation to meeting commitments in this area.

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| High 2B | Medium 3C | Low |

- **Budget, Financial and Resource Implications**

There are no budget implications for receiving and noting the report and appendices.

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

Appropriate recognition of and engagement with the Aboriginal and Torres Strait Islander community and other key stakeholders is essential to the success of Council's Innovate RAP.

The Innovate RAP was launched by Council at a ceremony on 31 May 2025. This event included a Welcome to Country by Kaurna Elder Michael O'Brien, Speeches by the Acting Mayor and members of the AHRWG and a performance by Imbala Dance Group.

There is a growing level of allyship in the community, seen in the emergence of Friends of Reconciliation Adelaide Hills who actively support reconciliation through initiatives including community forums and yarning circles. Council has supported the delivery of yarning circles to facilitate discussion that will guide and inform this group.

- **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:* Adelaide Hills Reconciliation Working Group
*External Agencies:* Not Applicable
*Community:* Not Applicable

- **Additional Analysis**

Overall Council is positioned to meet RAP commitments with actions in progress or on track. Whilst the RAP is progressing well overall some of the actions have not been progressed within the predicted timeframe and in part this is due to delays in achieving Reconciliation Australia RAP approval. Staff vacancies and the recruitment of staff to key positions have also influenced delivery timeframes. Recent and current recruitment activity will enable additional progress in those areas in the near future.

In the meantime, many actions are underway, including some that will remain ongoing due to their nature, such as community events and activities.

- The opening of the Fabrik Arts and Heritage Hub created new opportunities to promote and celebrate Reconciliation, with the official launch held on 31 May 2025. This launch featured the installation of a fire pit as a functional public art piece, representing traditional fire pits used in Aboriginal ceremonies. Fabrik also hosted a First Nations artist-in-residence and is partnering with Country Arts SA and the Art Gallery of South Australia to deliver two Tarnanthi exhibitions from November 2025**.**

- Council's Libraries and Community Centres have supported a range of activities designed to help community members explore Aboriginal heritage, including a Family Fun Day and a display of artwork, ceramics and posters in the Stirling Library during NAIDOC week.

- Place naming initiatives have progressed across key sites, including the Stirling offices, Uncle Lewis Yarlupurka O'Brien Reserve, and Kersbrook Cemetery, with names endorsed by Kaurna Warra Karpanthi.

- Council has also supported a First Nations Business Event and Showcase and engaged First Nations business owners to deliver cultural activities.

In addition to these deliverables, initial discussions have commenced on long-term actions such as those in Council's People and Culture space, which include recruitment practices and developing training and placement opportunities for Aboriginal people, as well as other community groups such as youth and people with disability. This work is expected to deliver significant benefits across the community in the coming years.

## 3. OPTIONS

Council has the following options:

I. To receive and note the Innovate RAP Progress Report and Adelaide Hills Reconciliation Working Group (AHRWG) Report.

II. To not receive and note the Innovate RAP Progress Report and Adelaide Hills Reconciliation Working Group (AHRWG) Report.

## 4. APPENDICES

(1) Innovate RAP Progress Report
(2) Adelaide Hills Reconciliation Working Group (AHRWG) Report

# Appendix 1

*Innovate RAP Progress*

# Adelaide Hills Council Innovate Reconciliation Action Plan Progress Report November 2025

## Relationships

| Action | Deliverable | Progress | Timeframe | Status |
|---|---|---|---|---|
| 1<br>Promote reconciliation through our sphere of influence. | 1.1<br>Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce | Work has begun in developing this document | Jan 25 – Dec 26 | On track |
| | 1.2<br>Maintain an Internal Reconciliation page for staff education, reference and use including links to various websites and contact details for members of the Internal RAP Working Group | There is a dedicated page on the intranet and on Council website including links to relevant websites<br><br>Share hub information currently under further development | Jan 25 - Dec 26 | On track |
| | 1.3<br>Communicate our commitment to reconciliation publicly through:<br>• Strategic Plan<br>• Annual Business Plan<br>• Social media | Prominent in Strategic Plan<br>Regular social media posts<br>Prominent on Council website<br>Banners at libraries and community centres | March 25 - Dec 26 | On track |
| | 1.4<br>Maintain a dedicated page on Council's website for reconciliation including reference to Adelaide Hills Reconciliation Working Group and its members and links to Reconciliation Australia and other resources. | In place<br>Currently looking at reviewing and adding additional information | July 25 - Dec 26 | On track |
| | 1.5<br>Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes. | Working with community such as allyship groups to raise awareness of Reconciliation through sharing information, yarning circles.<br>Regularly provide direction in relation to Acknowledgement and Welcome to Country and cultural content to schools, early childhood and community groups. | Jan 25 – Dec 26 | On track |

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| | 1.6<br>Collaborate with RAP Organisations and other like-minded organisations to develop ways to advance reconciliation. | Significant partnerships with:<br>Mount Barker District Council, Alexandrina Council, Landcare SA, Barossa & Fleurieu Local Health Network (Blakout), Dept Education, Dept Child Protection, The Circle First Nation Business Hub, Many Rivers, Friends of Reconciliation Adelaide Hills, Reconciliation SA | July 25 – Dec 26 | On track |
| | 1.7<br>Maintain a partnership with Mount Barker District Council to support reconciliation at a regional level through the AHRWG, resource development and events. | Ongoing collaboration through AHRWG<br>Partner on First Nations Business Support, NAIDOC and National Reconciliation Week<br>Regular meetings between Council staff | June 25 - Dec 26 | On track |
| 2<br>Promote positive race relations through anti-discrimination strategies. | 2.1<br>Review and communicate to staff the Council's Fair Treatment Policy to ensure racism and discrimination are identified and addressed and diversity is valued and celebrated. | Recently reviewed | July 2025 | Completed |
| | 2.2<br>Develop guidelines that reflect Council's Fair Treatment Policy objectives and identify specific actions that facilitate anti-discrimination and diversity commitments for our organisation. | To be addressed | December 2025 | Behind Schedule |
| | 2.3<br>Deliver training to senior leaders on the effects of racism. | Seeking quote from Reconciliation SA and other organisations for Anti Racism training<br><br>To be included in Cultural Learning Strategy | September 2025 | Behind Schedule |
| | 2.4<br>Conduct a review of policies and procedures (internal and external facing) to identify existing anti-discrimination, fair treatment and diversity provisions, and future needs including the resources required to do so. | To be addressed by July 2026 | July 25 - Dec 26 | On track |

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| | 2.5<br>Engage with Aboriginal and Torres Strait Islander stakeholders including the Regional Adelaide Hills Reconciliation Working Group, to inform the development of positive race relations through anti-discrimination strategies. | Regularly addressed at AHRWG meetings of late in relation to Referendum aftermath and Australia Day issues.<br><br>In discussion with Reconciliation SA | January 2026 | On track |
| 3<br>Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations. | 3.1<br>Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement. | AHRWG<br>Building relationship with Peramangk Aboriginal Corporation.<br>Established relationship with several Kaurna stakeholders.<br>Relationships pertaining to specific areas of expertise such as Kaurna Warra Karpanthi on place naming. | Dec 2025 | On track |
| | 3.2<br>Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations. | Community Engagement Plan under development | October 2025 | Behind Schedule |
| | 3.3<br>Identify potential partnerships that build community capacity to build relationships with Council staff and to work collaboratively on projects across Council area. | NAIDOC collaboration<br>Collaboration with MBDC, The Circle and Many Rivers in supporting First Nation Businesses<br>Work supporting Friends of Reconciliation Adelaide Hills | July 2025 | Completed (ongoing) |
| | 3.4<br>Explore opportunities for Truth-telling events and initiatives through our relationships and partnerships with Aboriginal and Torres Strait Islander stakeholders and communities | Yarning Circles.<br>Cultural programs through community centres, libraries and positive ageing centre facilitate further conversations.<br>Screening of films Nunga Screen.<br>Work with community groups and history groups replacing any trail or history signage to ensure recognition of First Nations.<br>Change of date for Council award ceremonies away from 26 January. | Dec 25 – Dec 26 | On track |

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| 4<br>Build relationships through celebrating National Reconciliation Week (NRW). | 4.1<br>Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. | Information shared via Council website, socials, emails and intranet posts. | 27 May -<br>3 June<br>25 &26 | On track |
| | 4.2<br>Organise at least one NRW event each year. | A number of programs are offered through community centres, libraries, Positive Ageing Centre<br>AHRWG and leadership attended NRW Breakfast | 27 May -<br>3 June<br>25 &26 | On track |
| | 4.3<br>Council RAP Working Group members to participate in an external NRW event. | Some attended programs, NRW Breakfast, Innovate RAP launch and First Nations Business Event | 27 May –<br>3 June<br>25&26 | On track |
| | 4.4<br>Encourage and support staff and senior leaders to participate in the recognition and celebration of NRW. | NRW Breakfast<br>Information on website and staff facing intranet | 27 May –<br>3 June<br>25&26 | On track |
| | 4.5<br>Continue to offer a program of NRW activities through Community Centres, Libraries and across Council | Strongly in place | 27 May -<br>3 June<br>25 & 26 | On track |
| | 4.6<br>Engage Aboriginal and Torres Strait Islander peoples in NRW event planning and investigate partnership opportunities. | Being considered under development of Community Engagement Plan | 27 May -<br>3 June<br>25&26 | On track |
| | 4.7<br>Register NRW events on Reconciliation Australia's website. | Planned for NRW 2026 | 27 May -<br>3 June<br>25 & 26 | Planned for 2026 |
| | 4.8<br>Encourage local community groups to participate in or deliver NRW activities. | Planned for NRW 2026 | 27 May -<br>3 June<br>25 & 26 | Planned for 2026 |
| | 4.9<br>Promote NRW via the Council website & social media. | In place | 27 May -<br>3 June<br>25 & 26 | On track |

## Respect

| Action | Deliverable | Progress | Timeframe | Status |
|---|---|---|---|---|
| 5<br>Demonstrate respect for Aboriginal and Torres Strait Islander peoples by flying the Aboriginal and Torres Strait Islander flags | 5.1<br>Fly the Aboriginal flag at Council offices in Stirling, Woodside, and Gumeracha | In place | Jan 2025 | Completed (ongoing) |
| | 5.2<br>Review the Council *Flag Policy* to ensure appropriate use of the Aboriginal and Torres Strait Islander flags. | Policy does so and considered as part of review schedule<br>Flags Policy Final | May 2025 | Completed (ongoing) |
| 6<br>Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols. | 6.1<br>Continue to implement Council's policy on Acknowledgement and Welcome to Country including:<br><br>• Acknowledgement of Country conducted at all formal Council meetings.<br>• Traditional Custodians engaged to perform a Welcome to Country at all significant community events. | Policy in place and followed. Recently reviewed and Acknowledgement revised in consultation with AHRWG<br>COUNCIL POLICY | Jan 25 – Dec 26 | Completed (ongoing) |
| | 6.2<br>Provide information to staff and community members via Council website on the understanding and appropriate use of Welcome to Country and Acknowledgement of Country including links to Reconciliation SA and Reconciliation Australia websites. | Information and links on Council Intranet for staff and on website for community<br>Reconciliation • Adelaide Hills Council | Jan 2025 | Completed (ongoing) |
| | 6.3<br>In consultation with the Regional AHRWG Investigate providing a register of contact details (with permission) of appropriate Peramangk and Kaurna Peoples to conduct Welcome to Country and Aboriginal and Torres Strait Islander providers of other cultural services. | In progress<br>Information provided on a case by case basis | June 25 - Dec 26 | On track |
| | 6.4 | In place | Jan 25 - | Completed |

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| | Include a written Acknowledgement of Country in all significant Council documents including the Strategic Plan and Annual Business Plan. | Acknowledgement is also included on banners at Council Chamber, community centres and libraries and appears on signage such as parks | Dec 26 | (ongoing) |
| | 6.5<br>Include an Acknowledgement of Country on the "home page" of Council's website. | In place | Jan 25 - Dec 26 | Completed (ongoing) |
| 7<br>Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and rights through cultural learning. | 7.1<br>Conduct a review of cultural learning needs for staff, Elected Members and volunteers. | In progress | June 2025 | Behind Schedule |
| | 7.2<br>Consult local Traditional Custodians and/or AHRWG on the development and implementation of a cultural learning strategy. | Stakeholder engagement is being considered in Councils Community Engagement Plan Cultural Learning Strategy is under development | Aug 2025 | Behind Schedule |
| | 7.3<br>Develop, Implement and communicate the cultural learning strategy for our staff. | Under development | Dec 25 - Dec 26 | On track |
| | 7.4<br>Provide training on SA Aboriginal Heritage Act 1988 administered by Department of Aboriginal Affairs and Reconciliation<br>to appropriate staff, (ie: field staff and operations on Council reserves and road reserves in respect to Aboriginal cultural artefacts, remains and sacred sites) | Exploring options with Department of Aboriginal Affairs and Reconciliation | July 25 – Dec 26 | On track |
| | 7.5<br>Provide opportunities for RAP Working Group members, and other key leadership staff to participate in formal and structured cultural learning. | Currently seeking quotes from training providers | Sept 25 – Dec 26 | Behind Schedule |
| 8<br>Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week. | 8.1<br>Promote NAIDOC Week via the Council website & social media. | In place | First week July 25 & 26 | Completed for 2025 |
| | 8.2 | Information currently shared | First week July 25 / 26 | Completed for 2025 |

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| | AHRWG and Council RWG supported and encouraged to participate in an external NAIDOC Week event. | | | |
| | 8.3<br>Review People and Culture policies and procedures to remove barriers to staff participating in NAIDOC Week. | In progress for July 2026 | First week July 25 & 26 | Behind Schedule |
| | 8.4<br>Promote and encourage participation in external NAIDOC events to all staff. | Information shared via share hub and Council website | First week July 25 & 26 | Completed for 2025 |
| | 8.5<br>Support community groups and Aboriginal and Torres Strait Islander stakeholders to participate in NAIDOC Week events and activities. | Regional partnerships in place | First week July 25 & 26 | Completed for 2025 |
| 9<br>Build respect for Aboriginal and Torres Strait Islander cultures, histories by recognising significant dates. | 9.1<br>Identify significant dates such as Anniversary of the National Apology, Close the Gap Day, Mabo Day both externally and internally. | List of dates added to website | Dec 2025 | Completed |
| | 9.2<br>Promote significant dates to community members and staff via digital and social media channels and the website events calendar. | In progress developing for website external facing and intranet staff facing | Jan 25 - Dec 26 | Behind Schedule |
| 10<br>Support Aboriginal and Torres Strait Islander artists both established and emerging through Fabrik Arts + Heritage | 10.1<br>Develop a strategy for supporting and showcasing Aboriginal and Torres Strait Islander artists through Fabrik Lobethal. | Have regular content, sponsoring artist studio sessions for FN artists, have had FN artist residency, reconciliation branding and fire pit a visual invitation.<br>Partnership with Country Arts SA hosting x2 Tarnanthi exhibitions 2025/26 | Aug 2025 | Completed (ongoing) |
| | 10.2<br>Develop a strategy for showcasing and recognising Aboriginal and Torres Strait Islander histories and heritage through Fabrik Lobethal and Council libraries. | Focus Groups and Report undertaken with Ochre Dawn<br>The establishment of a First Nations Reference Group is under development. | Aug 2025 | Completed |

## Opportunities

| Action | Deliverable | Progress | Timeframe | Status |
|---|---|---|---|---|
| 11<br>Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development. | 11.1<br>Develop and implement an Aboriginal and Torres Strait Islander recruitment, retention and professional development strategy | Under development | July 2026 | On track |
| | 11.2<br>Engage with Aboriginal and Torres Strait Islander staff and volunteers to consult on our recruitment, retention and professional development strategy | Further work required | Oct 2025 | Behind Schedule. Extend timeframe to October 2026 |
| | 11.3<br>Review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace | In progress | April 2025 | Behind Schedule. Extend timeframe to April 2026 |
| | 11.4<br>Provide all staff and volunteers the opportunity to identify as Aboriginal and/or Torres Strait Islander through the implementation of a Diversity and Inclusion Survey for the purpose of improved and holistic engagement | In progress | Dec 2025 | Behind Schedule. Extend timeframe to June 2026 |
| | 11.5<br>Identify positions and/or individuals within Council where cultural mentoring would be beneficial and investigate opportunities for mentoring relationships. | Further work required | June 2025 | Behind Schedule. Extend timeframe to June 2026 |
| | 11.6<br>Develop a strategy to promote and advertise job vacancies and vocational opportunities to effectively reach Aboriginal and Torres Strait Islander stakeholders with the intention to | Further work required | Sept 2025 | Behind Schedule. Extend timeframe |

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| | increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce. | | | to June 2026 |
| | 11.7<br>Explore opportunities to partner with Tertiary education institutions to develop pathways for Aboriginal and Torres Strait Islander student placements. | | June 2026 | On Track |
| | 11.8<br>Build relationships with Aboriginal and Torres Strait Islander students at local high schools promoting career paths in local government. | Youth Officer appointed November 2025 | Jan 2026 | Behind Schedule. Extend timeframe to December 2026 |
| | 11.9<br>Explore opportunities for Aboriginal and Torres Strait Islander traineeships at Council. | Youth Officer appointed November 2025 | March 2026 | Behind Schedule. Extend timeframe to December 2026 |
| 12<br>Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes. | 12.1<br>Develop and implement an Aboriginal and Torres Strait Islander Procurement Strategy. | In progress / under development<br>Attend annual First Nations Business Showcase<br>Collaborative relationship with The Circle and Many Rivers | March 2025 | Behind Schedule |
| | 12.2<br>Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff. | In progress / under development | March 2025 | Behind Schedule |
| | 12.3<br>Review and update procurement practices to remove barriers to procuring goods and | Under development<br>Partner in First Nations Business events to identify and support local FN business | Dec 2025 | Behind Schedule |

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| | services from Aboriginal and Torres Strait Islander businesses. | | | |
| | 12.4<br>Develop commercial relationships with Aboriginal and/or Torres Strait Islander businesses. | Under development<br>Collaborative relationships with The Circle First Nations Entrepreneurs Hub and Many Rivers to identify local businesses and suppliers<br>Fabrik studio sponsorship and retail relationships | Aug 2025 | On track |
| | 12.5<br>Investigate Supply Nation Membership | In progress / under development | March 2025 | Behind Schedule |
| 13<br>Assist Aboriginal and Torres Strait Islander businesses or those employing Aboriginal and Torres Strait Islander staff to identify and engage with relevant programs services to take advantage of economic growth opportunities. | 13.1<br>Investigate funding and resourcing opportunities for projects that support Aboriginal & Torres Strait Islander business. | Under development | Dec 2025 | Behind Schedule |
| | 13.2<br>Engage with The Circle First Nations Entrepreneur Hub at Lot 14 to connect with Aboriginal and Torres Strait Islander business in South Australia. | Strong collaborative relationship with The Circle and Many Rivers | July 2025 | Completed (ongoing) |
| | 13.3<br>Foster relationships with Aboriginal and Torres Strait Islander businesses that could lead to collaboration and / or partnerships with Council | In progress<br>First Nations Business events<br>Sponsored studio use at Fabrik<br>Engage First Nations businesses to deliver a range of cultural services | July 2025 | Completed (ongoing) |
| | 13.4<br>Investigate events and programs to support Aboriginal and Torres Strait Islander businesses in the Adelaide Hills | First Nations Business Events<br>Arrangement in place with Stirling Market to support FN business<br>Established relationships with Welcome and Cultural services providers, artists and performers | July 2025 | Completed (ongoing) |
| | 13.5<br>Identify Aboriginal businesses seeking to supply goods and services to Government and facilitate this connection. | Strong relationship with The Circle. Attended First Nations Business Showcase. | June 2025 | Completed (ongoing) |

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| | 13.6<br>Explore strategies to involve Aboriginal and Torres Strait Islander businesses in professional and business development activities. | Deliver Regional First Nations Business events | Sept 2025 | Completed (ongoing) |
| 14<br>Investigate opportunities to embed Aboriginal and Torres Strait Islander engagement in Council's open space and public realm planning | 14.1<br>Explore opportunities for engagement with Aboriginal and Torres Strait Islander stakeholders to plan and facilitate cultural tourism opportunities | To be considered in the Community Engagement Plan | June 2025 | Behind Schedule |
| | 14.2<br>Explore opportunities to engage with Aboriginal and Torres Strait Islander stakeholders in the delivery of strategic planning projects that involve open space and the public realm. | Community Engagement Plan to further develop strategies<br>Consultation undertaken as part of Open Space facility upgrades | Oct 2026 | On track |
| 15.5<br>Recognise Aboriginal and Torres Strait Islander cultures and heritage in Council's Recreation Trails Strategy by incorporating interpretive signage (including language) and website content<br>Do so in consultation with Traditional Custodians and language authorities as per Councils Aboriginal Place naming Action Plan<br>16.1<br>Investigate means of incorporating Aboriginal and Torres Strait Islander peoples land management practices and bushfire prevention measures working with Traditional Custodians | 15.1<br>Engage with local Traditional Custodians to undertake Aboriginal place naming including naming and interpretive signage in reserves and significant places | Aboriginal Place Naming Policy<br><br>Stirling offices, Uncle Lewis Yarlupurka O'Brien reserve place names, Kersbrook Cemetery names in Kaurna language endorsed by Kaurna Warra Karpanthi | July 2025 | Completed (ongoing) |
| | 15.2<br>Explore opportunities for public art that reflects Aboriginal cultures of both a permanent or temporary nature. | Indigenous performance and workshop content at events<br>Reconciliation branding artwork on buildings and signage, firepit at Fabrik<br>Coolamon sculpture Gumeracha, mural at Balhannah (SA Water) | Dec 2025 | Completed (ongoing) |
| | 15.3<br>Embed cultural engagement in any place-making projects through the engagement of the AHRWG and other stakeholders and in accordance with relevant Council documents (eg Aboriginal Place Naming Action Plan) | | Dec 2026 | On track |
| | 15.4<br>Ensure appropriate budget consideration to achieve deliverables in place-making | | July 25 & 26 | On track |

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| | 15.5<br>Recognise Aboriginal and Torres Strait Islander cultures and heritage in Council's Recreation Trails Strategy by incorporating interpretive signage (including language) and website content. Do so in consultation with Traditional Custodians and language authorities as per Councils Aboriginal Placenaming Action Plan | Partly met<br>Plan to identify future sites | July 25-<br>Dec 26 | On track |
| 16<br>Investigate embedding cultural engagement into bushfire planning and response policies/program | 16.1<br>Investigate means of incorporating Aboriginal and Torres Strait Islander peoples land management practices and bushfire prevention measures working with Traditional Custodians | Exploring strategies for stakeholder engagement and consultation | Feb 2026 | On track |
| | 16.2<br>Explore strategies to engage with Traditional Custodians and Aboriginal and Torres Strait Islander stakeholders in planning for bushfire response and recovery. | Exploring strategies for stakeholder engagement and consultation | July 2026 | On track |
| 17<br>Identify and map sites of cultural significance | 17.1<br>Investigate opportunities to advocate for cultural mapping of the Adelaide Hills | | April 2026 | On Track |
| | 17.2<br>Undertake Aboriginal heritage surveys including sites of significance, considering any relevant oral history, archaeological and forensic data to inform any Council-led Planning and Design Code Amendments | | June 2026 | On Track |
| 18<br>Incorporate recognition of Aboriginal cultures into Natural Resource Management | 18.1<br>Explore the development of a planting guide for native foods. | In progress | Dec 2025 | Behind Schedule |
| | 18.2<br>Develop a plan to identify and deliver native plantings including traditional foods in or | In progress | Dec 2025 | Behind Schedule |

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| | through revegetation initiatives on Council reserves. | | | |
| | 18.3<br>Explore opportunities to incorporate local cultural information in trails through interpretive signage in consultation with Aboriginal and Torres Strait Islander peoples. | In progress | June 2026 | On Track |
| 19<br>Promote reconciliation in Education throughout the Adelaide Hills Region | 19.1<br>Promote and encourage reconciliation through schools in particular during NRW exploring the connection between mental health and reconciliation through the lens of popular youth culture. | | May 2026 | On Track |
| | 19.2<br>Encourage and support schools and early learning services within our sphere of influence to develop their own RAP via the Narragunnawali platform. | | June 2026 | On track |
| | 19.3<br>Host a link to Reconciliation Australia's Narragunnawali: Reconciliation in Education program on our website. | Narragunnawali link on Council website | March 2025 | Completed (ongoing) |

## Governance

| Action | Deliverable | Progress | Timeframe | Status |
|---|---|---|---|---|
| 20<br>Establish and maintain an effective Regional Adelaide Hills Reconciliation Working group (AHRWG) at a regional level and in partnership with Mount Barker District Council to advise on the governance of the Councils respective RAPs. | 20.1<br>Maintain Aboriginal and Torres Strait Islander representation on the AHRWG. | Embedded in the Terms of Reference | Dec 25 - Dec 26 | On track |
| | 20.2<br>Maintain Elected Member representation on this group. | Embedded in the Terms of Reference | Dec 25 - Dec 26 | On track |
| | 20.3<br>Regularly review Terms of Reference for the AHRWG. | Reviewed and endorsed by Council September 2025 | Jan 2025 | Complete |
| | 20.4<br>Meet at least four times per year to monitor and advise on RAP implementation. | Meet more than 4 times per year | Feb, May, Aug, Nov 25 & 26 | On track |
| 21<br>Establish an Adelaide Hills Council Reconciliation Working Group (INTERNAL) to drive the governance of the RAP across core business areas of Council | 21.1<br>Ensure that Internal RAP Project Team is representative of core areas of Council business | Current membership representing Open Space, Finance, Property, Development and Regulatory Services, Economic Development, Communications Engagement and Events, People and Culture, Community Development | Jan 2025 | On track |
| | 21.2<br>Meet at least 4 times per year to drive and monitor RAP implementation. | In place<br>Membership revised to align with delivering RAP Actions | Feb, May, Aug, Nov 25 & 26 | On track |
| | 21.3<br>Maintain Aboriginal and Torres Strait Islander staff or representation on this group. | In place but hope will increase in response to RAP actions and future recruitment strategies | July 25 – Dec 26 | On track |
| | 21.4<br>Seek endorsement of RAP activities through establishing regular engagement and meetings with the Regional AHRWG | In progress | Feb, May, Aug, Nov 25 & 26 | On track |
| | 21.5 Establish and apply a Terms of Reference for the Internal RAP Working Group. | Terms of Reference to be revised to reflect RAP implementation | July 25 - Dec 26 | On track |
| 22 | 22.1<br>Define and identify resource needs for implementation of RAP actions. | In progress | Feb 25 & 26 | On track |

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| Provide appropriate support for effective implementation of RAP commitments. | 22.2<br>Engage senior leaders and other staff in the delivery of RAP commitments. | Innovate RAP considered and adopted by resolution of Council. Reconciliation prominent in the Strategic Plan as a Guiding Principle:<br>First Nations We recognise Peramangk and Kaurna people as the traditional custodians of our region and are committed to working with Aboriginal and Torres Strait Islander people on the reconciliation journey.<br>Objective CW1 Promote and support reconciliation | March 25 – Dec 26 | On track |
| | 22.3<br>Appoint and maintain an internal RAP Champion from senior leadership to oversee the implementation of the Adelaide Hills Council RAP. | Director Community and Development | March 25 - Dec 26 | On track |
| | 22.4<br>Embed RAP initiatives into budget and business planning annually to ensure adequate resourcing to achieve RAP actions | Dedicated budget line for Reconciliation<br>RAP action owners to ensure consideration in normal budget setting process | Sept 25 - Dec 26 | On track |
| | 22.5<br>Define and maintain appropriate systems to track, measure and report on RAP commitments. | Under development<br>Microsoft list will enable all staff to populate and update actions | July 25 – Dec 26 | On track |
| 23<br>Build accountability and transparency through reporting RAP achievements, challenges, and learnings both internally and externally. | 23.1<br>Complete and submit the annual RAP Impact Survey to Reconciliation Australia. | | Sept 25 & 26 | On track |
| | 23.2<br>Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence. | In place | July 25 & 26 | On track |
| | 23.3<br>Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Survey. | | June 25 & 26 | On track |

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| | 23.4<br>Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP. | | Dec 2026 | On track |
| | 23.5<br>Report RAP progress to all staff and senior leaders quarterly. | In progress Microsoft list will assist all staff to populate action progress and see RAP progress across all areas of Council | March, June, Sept, Dec 25 & 26 | On track |
| | 23.6<br>Report RAP Progress to Council Elected Body through an Information Report annually. | Report to Council November 2025 | Dec 25 & 26 | On track |
| | 23.7<br>Publicly report our RAP achievements, challenges, and learnings, annually to the community through the Council digital channels. | | Dec 25 & 26 | On track |
| | 23.8<br>Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer. | | May 2026 | On track |
| 24<br>Plan the development of our next RAP. | 24.1<br>Register via Reconciliation Australia's website to begin developing our next RAP. | | Dec 2026 | On track |

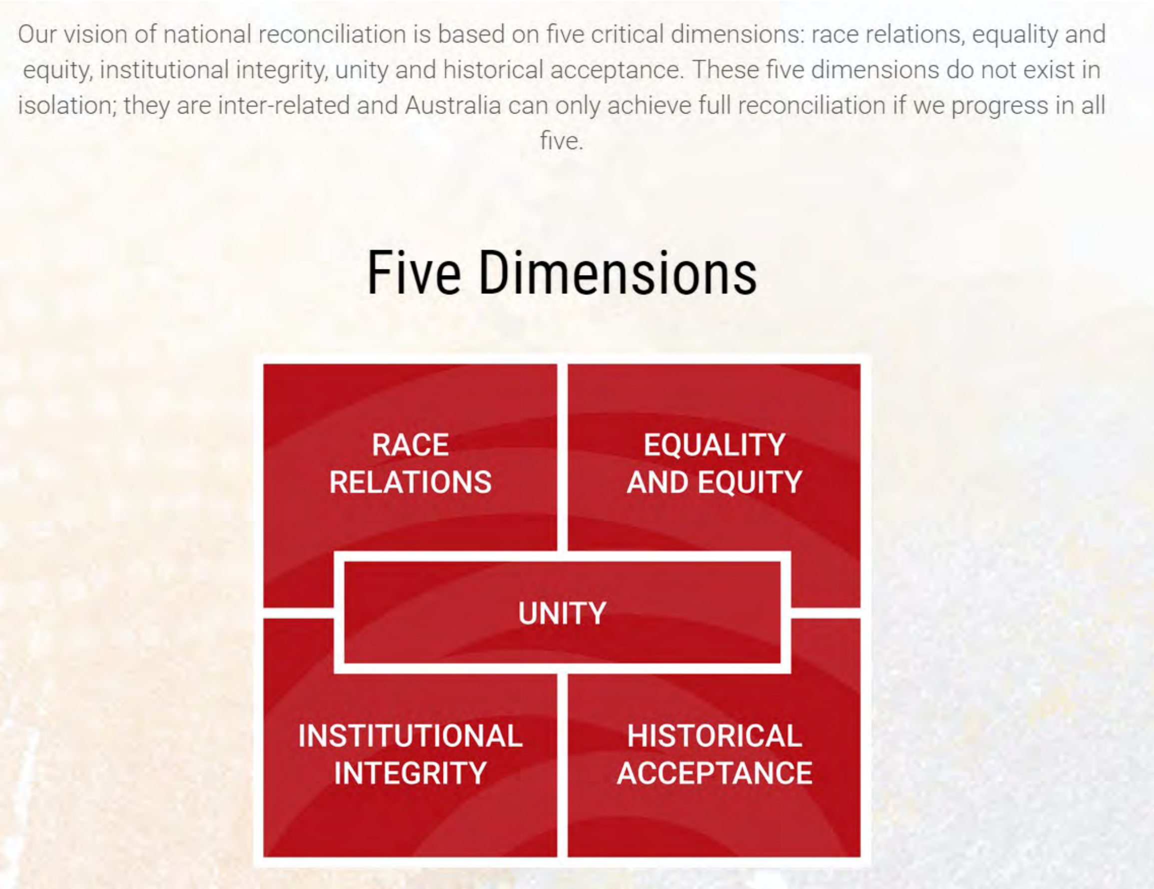
# Appendix 2

*AHRWG Report*

# Adelaide Hills Reconciliation Working Group

## Report June 2024 - November 2025

This report shares our progress towards our RAP commitment, based and measured on the five dimensions outlined by **Reconciliation Australia**:




### Reconciliation Action Plan Dimensions

In writing a Reconciliation Action Plan the template is structured to address the following:

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| *Relationships* | *Reconciliation Action Planning and Promotion*<br>*Consultation and Engagement*<br>*Reconciliation Events and Participation* |
| *Respect* | *Acknowledgement of Country & Cultural Protocols*<br>*Cultural Learning*<br>*Celebrating / Valuing Culture* |
| *Opportunities* | *Employment and Vocational*<br>*Supplier Diversity*<br>*Valuing Connection to Country* |
| *Governance* | *Establish & Maintain RAP Working Group'*<br>*Support for the implementation of the RAP*<br>*Accountability and Transparency*<br>*Continue the RAP to next level* |
| *Reporting* | *Tracking Progress and Reporting* |

## Actions and Achievements

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| Revised the Code of Conduct for the Group |
| Revised Terms of Reference for the group (process over a number of meetings) |
| Attended and represented AHRWG at National Reconciliation Week (NRW) Breakfast |
| Planning and participation in NRW and NAIDOC recognition |
| Support development of Reflect RAP MBC |
| Ongoing review of Draft Innovate AHC RAP and endorsement / adoption process |
| Participate / presentation at AHC Innovate RAP Launch |
| Advised on review of AHC Acknowledgement and Welcome to Country Policy |
| Consultation and support in relation to Citizenship Ceremony date change away from Australia Day (decision July 2023) |
| Identify platforms for racism and explore support and actions in response to this noting the impact of racism on the mental health and well being of First Nations people as a lived experience is considerable. |
| Yarning Circle with allyship group Friends of Reconciliation Adelaide Hills supporting community in the aftermath of the Voice Referendum – the impact of which is ongoing |
| Advise on planning training and terminology Cultural Safety, Cultural Humility, Cultural Awareness |
| Advised on options for engaging and paying for cultural services |
| Advised on supporting Aboriginal and Torres Strait Islander businesses |
| Consultation regarding Stirling Library Lawns master-planning |
| Assisted in identifying significant dates to promote through Council websites and media |

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 24 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **13.2** |
| **Responsible Officer:** | **Gary Lewis**<br>**Director Corporate Services**<br>**Corporate Services** |
| **Subject:** | **Annual Investment Performance Report 2024-25** |
| **For:** | **Information** |

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**SUMMARY**

In accordance with Council's Treasury Policy and Section 140 of the *Local Government Act 1999*, Council must review the performance of its investments at least annually.

**RECOMMENDATION**

**Council resolves:**

**1. That the Annual investment performance 2024-25 report be received and noted.**

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## 1. BACKGROUND

In accordance with Council's Treasury Policy and Section 140 of the *Local Government Act 1999*, Council must review the performance of its investments at least annually. Given the timing of this report covering financial performance, it is considered that it is appropriate to also consider annual investment performance at this time.

This was considered by the Audit and Risk Committee at the meeting on the 17th of November, at which it resolved:

**Annual Investment Performance 2024-25**

**Moved David Moffatt**
**S/- Natalie Simmons** **ARC67/25**

**The Audit and Risk Committee resolves:**

1. **That the report on Council's Annual Investment performance for 2024-25 be received and noted (item 8.9, 17 November 2025, Audit and Risk Committee meeting).**

**Carried Unanimously**

## 2. ANALYSIS

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

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|---|---|
| Goal 4 | Organisation |
| Objective 02 | Operate with integrity using best practice governance processes. |
| Priority 02.1 | Demonstrate accountable and transparent decision making. |
| Objective 05 | Evolve Council's functions and services to meet the current and future needs and aspirations of our community. |
| Priority 05.2 | Demonstrate financial sustainability through long term financial planning and annual budget setting which aligns with adopted targets. |

The Council is committed to open, participative and transparent decision making and administrative processes. The Council diligently adheres to legislative requirements to ensure public accountability and exceed those requirements where possible.

Legislation requires Council to review and monitor Council's Annual Budget with reference to actual results and its overall financial position to ensure Council continues to be financially sustainable.

### ➢ Legal Implications

Section 140 of the *Local Government Act 1999* - Review of Investments requires Council to at least once in each year, review the performance of its investments.

### ➢ Risk Management Implications

Monitoring and reporting on Council's investment performance will assist in mitigating the risk of:

*Inaccurate budgets and unforecasted deficits leading to inadequate resourcing for current and future activities.*

| Inherent Risk | Residual Risk | Target Risk |
|---|---|---|
| Medium (4D) | Low (2E) | Low (2E) |

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and support Council's Long Term Financial Plan.

- **Financial and Resource Implications**

Not applicable.

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

There is a high expectation that Council has appropriate financial governance processes in place including the review of actual results to budget for a corresponding period.

- **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**

**Annual Investment Performance**

In accordance with Council's Treasury Policy and Section 140 of the *Local Government Act 1999*, a Council must review the performance of its investments at least annually.

Given that Council is utilising its short term drawdown facility throughout the period, Council's investments are kept at a minimum during the year. As such the focus of Treasury Management has been on minimising interest expense and maintaining appropriate working capital rather than investment return.

As a result, interest earnings largely relate to:

- Cash balances being transferred to an overnight investment account from Council's general bank account with NAB; and
- Where grants and other funds are placed directly with the Local Government Finance Authority (LGFA).

Both the NAB and LGFA investments are in accordance with Council's *Treasury Policy*.

| Year | RBA cash rate for June | LGFA Weighted Average Return | NAB Weighted Average Return | Overall Weighted Average Return | Actuals Investment Earnings | Annual Budget |
|---|---|---|---|---|---|---|
| 2018-19 | 1.25% | 1.48% | 1.98% | 1.73% | $41k | $38k |

| | | | | | | |
|---|---|---|---|---|---|---|
| 2019-20 | 0.25% | 0.67% | 1.17% | 0.92% | $42k | $42k |
| 2020-21 | 0.10% | 0.35% | 0.65% | 0.50% | $8k | $9k |
| 2021-22 | 0.85% | 0.37% | 0.67% | 0.52% | $5k | $5k |
| 2022-23 | 4.10% | 3.12% | 3.27% | 3.20% | $26k | $22k |
| 2023-24 | 4.35% | 4.47% | 4.77% | 4.62% | $35k | $25k |
| 2024-25 | 3.85% | 4.52% | 4.73% | 4.63% | $34k | $26k |

As shown in the above table, revenue from investments of $34k was stronger but broadly in line with the budget for the 2024-25 financial year.

**Borrowings**

The fixed and variable interest rate borrowings as at 30 June 2025 totalled $4.1m and $15.1m respectively resulting in the fixed and variable rate portions of total borrowings being 21% and 79% respectively. The fixed rate borrowings consist of a $2.5m loan borrowed for two years (maturing in June 2027) and a $3m credit foncier loan borrowed for 5 years (established in August 2022). The credit foncier loan was drawn to $1.6m at 30 June 2025.

Council has complied with the requirements of the Treasury Policy during the 2024-25 financial year.

## 3. OPTIONS

Council has the following options:

I. To note the Annual Investment Performance report for 2024-25.
II. To determine not to note the report.

## 4. APPENDICES

Nil.

# Correspondence for Noting

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY**
PO Box 366 Seacliff Park, SA 5049
P: 0407 717 368
E: eo@grfma.com
W: www.gawler.sa.gov.au/grfma

Acting Mayor Nathan Daniell
Adelaide Hills Council
63 Mount Barker Road Stirling SA 5152
By email governanceandperformance@ahc.sa.gov.au.
CC mail@ahc.sa.gov.au

19/11/2025

Dear Acting Mayor Daniell

**Gawler River Floodplain Management Authority Floodplain Mitigation Business Case – Disaster Ready Fund Grant $774,000**

In my letter to you of 10 September 2025 I advised that the GRFMA had applied for a grant from Round 3 of the Federally funded Disaster Ready Fund. The purpose of the grant is to complete the Business Case on flood mitigation strategies for the Gawler River environs.

I am very pleased to advise that our application has been successful, and the GRFMA has secured a $774,000 grant.

The process from here is to finalise an implementation plan and document the grant, with funds available from April 2026.

There remains much to do to finalise the business case with the focus on confirming the structural integrity of the Bruce Eastick North Para Dam to ensure the raising of the dam by 10 metres is feasible from an engineering perspective, verifying project costs and, critically, developing an achievable funding model that involves the three tiers of government and the private sector.

I will keep you informed on progress over the course of next year.

Yours sincerely

Lino Di Lernia
**CHAIRMAN/INDEPENDENT MEMBER, GRFMA**
chair@grfma.com

CC to CEO "Greg Georgopoulos" <ggeorgopoulos@ahc.sa.gov.au>

# Reports of Committees

# ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE
# MINUTES OF MEETING
# MONDAY 17 NOVEMBER 2025
# 63 MT BARKER ROAD STIRLING

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**In Attendance**

**Members**:

| | |
|---|---|
| Cr Malcolm Herrmann | Presiding Member |
| David Moffatt (via Teams) | Independent Member |
| Pamela Lee | Independent Member |
| Natalie Simmons | Independent Member |

**In Attendance:**

| | |
|---|---|
| Greg Georgopoulos | Chief Executive Officer |
| Gary Lewis | Director Corporate Services |
| Zoë Gill | Executive Governance Officer |
| Bruce Smith | Manager Financial Services |
| Lauren Jak | Minute Secretary |

## 1. COMMENCEMENT

The meeting commenced at 6:00pm.

**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. APOLOGIES/LEAVE OF ABSENCE

### 2.1 Apology

Nil

### 2.2 Leave of Absence

Cr Leith Mudge – 17 November 2025 to 20 November 2025.

### 2.3 Absent

Nil

## 3. MINUTES OF PREVIOUS MEETINGS

### 3.1 Audit and Risk Committee Meeting – 20 October 2025

**Moved Pamela Lee**
**S/- Natalie Simmons** **ARC57/25**

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**That the minutes of the Audit and Risk Committee meeting held on Monday 20 October 2025, as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

**Carried Unanimously**

## 4. PRESIDING MEMBER'S OPENING REMARKS

The Presiding Member gave the following update to the Committee:

- Amy Gillett Bikeway - Last meeting Council resolved to commence a feasibility study on stage 5 - Birdwood to the Council Boundary (Randell Road). This followed advice that the District Council of Barossa had approved funding for its section from Randell Road to the former Mount Pleasant rail terminus. The study should provide a basis for applying for grants. Stage 4 was officially opened on Thursday 13 November 2025.
- Various appointments were made to Committees. Of particular note is that current independent member, Ms Pamela Lee has been appointed as the Presiding Member of this Committee effective 1st December 2025, while I was reappointed together with Cr Richard Gladigau as the Council members on the committee for a term expiring at the next general election in November 2026. Welcome to Cr Gladigau and I trust that Cr Gladigau and Ms Pamela Lee can both enjoy and contribute to the work of the Committee.
- As part of the general service review, Council has resolved to cease operating the Gumeracha Opportunity Shop and is consulting on how it could be operated in the future.
- Council deferred a decision on making a policy on Members Leave of Absence.
- Council accepted the recommendations of the Committee and adopted the General Purposes Financial Statements and the monitoring of legal costs via quarterly reports to the Committee.
- A supplementary election is to be held to replace former Mayor Jan-Claire Wisdom who resigned in September. The key dates are:
    1. Rolls closed 31 October 2025
    2. Nominations open 20 November 2025 and close on 4 December 2025
    3. Ballot papers commence distribution 13-16 January 2026 and close on 9 February 2026
    4. Results declared on 10 February 2026

## 5. DELEGATION OF AUTHORITY

The Audit and Risk Committee operates in accordance with the relevant sections of the Local Government Act 1999, and its Terms of Reference.

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE**
**MINUTES OF MEETING**
**MONDAY 17 NOVEMBER 2025**
**63 MT BARKER ROAD STIRLING**

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## 6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT AND RISK COMMITTEE

Nil

## 7. PRESENTATIONS, ACTION REPORT & WORKPLAN

### 7.1 Action Report and Work Plan Update

**Moved Natalie Simmons**
**S/- Malcolm Herrmann**

**The Audit and Risk Committee resolves:** **ARC58/25**

1. **To receive and note the Action Report and Work Plan Update Report (item 7.1, 17 November 2025, Audit and Risk Committee meeting).**
2. **To note the 2025 Action Report, November 2025, in Appendix 1 (item 7.1, 17 November 2025, Audit and Risk Committee meeting).**
3. **To adopt the 2025 Work Plan and Reporting Schedule in Appendix 2 (item 7.1, 17 November 2025, Audit and Risk Committee meeting).**
4. **To adopt the Draft Audit and Risk Committee Work Plan 2026 in Appendix 3 (item 7.1, 17 November 2025, Audit and Risk Committee meeting**

**Carried Unanimously**

## 8. REPORTS – DECISION ITEMS

### 8.1 Presiding Members Report 2025

**Moved Malcolm Herrmann**
**S/- Pamela Lee** **ARC59/25**

**The Audit and Risk Committee resolves:**

1. **To receive and note the Presiding Members report (item 8.1, 17 November 2025 Audit and Risk Committee meeting) and a copy be included in the Audit and Risk Committee meeting minutes.**

**Carried Unanimously**

### 8.2 Audit and Risk Committee Self-Assessment Review

**Moved Natalie Simmons**
**S/- Pamela Lee** **ARC60/25**

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**The Audit and Risk Committee resolves:**

1. **To receive and note the Audit and Risk Committee Self-Assessment report (item 8.2, 17 November 2025, Audit and Risk Committee meeting).**

**Carried Unanimously**

## 8.3 2026 Audit and Risk Committee Meeting Dates

**Moved Pamela Lee**
**S/- Natalie Simmons** **ARC61/25**

**The Audit and Risk Committee resolves:**

1. **That the report on 2026 Audit and Risk Committee Meeting Dates be received and noted (item 8.3, 17 November 2025, Audit and Risk Committee meeting).**
2. **To approve the Audit and Risk Committee meeting schedule, timings, and locations for 2026 as follows:**

| **Commencement** | **6.00pm** |
|---|---|
| **Meeting Dates and Locations** | **16th February 2026, 63 Mt Barker Road, Stirling** |
| | **20th April 2026, 63 Mt Barker Road, Stirling** |
| | **18th May 2026, 63 Mt Barker Road, Stirling** |
| | **17th August 2026, 63 Mt Barker Road, Stirling** |
| | **19th October 2026, 63 Mt Barker Road, Stirling** |
| | **16th November 2026, 63 Mt Barker Road, Stirling** |

**Carried Unanimously**

## 8.4 Internal Audit Quarterly Update

**Moved Natalie Simmons**
**S/- Malcolm Herrmann** **ARC62/25**

**The Audit and Risk Committee resolves:**

1. **To receive, discuss and note the Internal Audit Quarterly Report (item 8.4, 17 November 2025, Audit and Risk Committee meeting).**
2. **To note the Audit Actions Progress Report in Appendix 1 (item 8.4, 17 November 2025, Audit and Risk Committee meeting).**

**Carried Unanimously**

## 8.5 Quarterly Risk Management Report

**Moved Natalie Simmons**
**S/- David Moffatt** **ARC63/25**

**The Audit and Risk Committee resolves:**

1. **To receive and note the Quarterly Risk Management Report (item 8.5, 17 November 2025, Audit and Risk committee meeting).**
2. **After discussion, to endorse the Quarterly Risk Management Report (item 8.5, 17 November 2025, Audit and Risk committee meeting).**
3. **To note the Strategic Risk Register Report in Appendix 1 (item 8.5, 17 November 2025, Audit and Risk committee meeting).**

**Carried Unanimously**

## 8.6 Policy and Procedure Update

**Moved Pamela Lee**
**S/- David Moffatt** **ARC64/25**

**The Audit and Risk Committee resolves:**

1. **That the report on Policy and Procedure Update be received and noted (item 8.6, 17 November 2025, Audit and Risk Committee meeting)**
2. **To note that:**
   a. **There is a new project in progress to ensure that all policies are current and compliant**
   b. **There is a dedicated Policy Officer supporting this project**
   c. **A new Policy Management Framework and System is being implemented to mitigate the risk of policies and procedures being overdue for review, update and approval in accordance with Council's review schedule**
   d. **Collateral material is being developed to support this project**

**Carried Unanimously**

**ADELAIDE HILLS COUNCIL AUDIT AND RISK COMMITTEE**
**MINUTES OF MEETING**
**MONDAY 17 NOVEMBER 2025**
**63 MT BARKER ROAD STIRLING**

## 8.7 Director Corporate Services Update

**Moved Pamela Lee**
**S/- Natalie Simmons** **ARC65/25**

**The Audit and Risk Committee resolves:**

1. **That the Director Corporate Services Update report be received and noted (8.7, 17 November 2025, Audit and Risk committee meeting).**

**Carried Unanimously**

## 8.8 Budget Review 1 – 2025-26

**Moved Natalie Simmons**
**S/- Pamela Lee** **ARC66/25**

**The Audit and Risk Committee resolves:**

1. **That the report on Budget review 1 – 2025-26 be received and noted (item 8.8, 17 November 2025, Audit and Risk Committee meeting).**
2. **To recommend to Council the proposed budget adjustments presented in Budget Review 1 which result in:**
   a. **An operating deficit of $3.130m for the 2025-26 financial year**
   b. **An operating deficit ratio of 4.8%**
   c. **Capital expenditure $22.846m for the 2025-26 financial year an increase of $1.849m from the approved budget of $20.998m**
   d. **An asset renewal funding ratio of 153% compared to the approved budget target of 90 to 110%**
   e. **A net financial liabilities ratio of 57% compared to the approved budget target of between 0 and 100%**
   f. **Net borrowing projected to be $11.1m from the Uniform Presentation of Accounts**
3. **The BR1 for 2025-26 includes capital expenditure carry overs from 2024/2025 of $3.257m**

**Carried Unanimously**

## 8.9 Annual Investment Performance 2024-25

**Moved David Moffatt**
**S/- Natalie Simmons** **ARC67/25**

**The Audit and Risk Committee resolves:**

1. **That the report on Council's Annual Investment performance for 2024-25 be received and noted (item 8.9, 17 November 2025, Audit and Risk Committee meeting).**

**Carried Unanimously**

**8.10 Council Quarterly Performance Report – Q1**

**Moved Pamela Lee**
**S/- David Moffatt** **ARC68/25**

**The Audit and Risk Committee resolves:**

1. **That the Council Quarterly Performance Report – Q1 2025-26 be received and noted (item 8.10, 17 November 2025, Audit and Risk Committee meeting).**

**Carried Unanimously**

## 9. QUESTIONS WITHOUT NOTICE

Nil

## 10. CONFIDENTIAL ITEMS

Nil

## 11. NEXT MEETING

The next ordinary meeting of the Audit and Risk Committee will be held on Monday 16 February 2026 from 6.00pm at 63 Mt Barker Road, Stirling.

## 12. CLOSE MEETING

The meeting closed at 7:33pm.

**ADELAIDE HILLS COUNCIL**
**AUDIT AND RISK COMMITTEE MEETING**
**Monday 17 November 2025**
**AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **8.1** |
| **Responsible Officer:** | **Cr Malcolm Herrmann** |
| **Subject:** | **Presiding Member's Report 2025** |
| **For:** | **Information** |

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# REPORT TO THE ADELAIDE HILLS COUNCIL ON THE OPERATIONS OF THE AUDIT AND RISK COMMITTEE DURING 2026

## INTRODUCTION

As outlined in Clause 8.6.4 of the Terms of Reference for the Audit and Risk Committee, 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. This report provides an overview of the Adelaide Hills Council's Audit and Risk Committee operations for the 2025 calendar year.

This report includes:

- A summary of the work the Committee performed during the year aligned to the Committee's Terms of Reference; and
- Details of meetings, including the number of meetings held during the period, and the number of meetings attended by each member.

The report is intended to invite comment from the Council on all of the above.

## SUMMARY OF WORK PERFORMED AGAINST THE TERMS OF REFERENCE

For 2025, as in previous years, the Audit and Risk Committee had established a robust framework for the provision of information to meet the objectives established within the Terms of Reference. As a consequence, around 55 reports and other matters were considered by the Committee over six meetings (including this one), and where appropriate, recommendations subsequently provided to Council. All recommendations submitted to Council were approved.

The following sections of this report provide a brief summary of the work undertaken by the specific function of the Committee as set out in the Terms of Reference.

### Financial Reporting

Annual Business Planning

In May, the Committee reviewed the draft *2025-26 Annual Business Plan and Draft Long Term Financial Plan 2026-2040* in terms of its alignment with the strategic management plans and the adequacy of the plans in the context of maintaining financial sustainability. The Committee recommended the draft ABP to Council for approval for public consultation.

Budget Reviews

The Audit and Risk Committee reviewed the 2024-25 second (BR2) and third (BR3) budget reviews and the End of Year Financial Report 2024-25. The Committee reviewed the 2025-26 first (BR1) budget review prior to these reports going to Council.

Financial Statements and Annual Reports

At the October 2025 meeting, the Committee had an in-depth discussion around the draft Annual Financial Statements that had been presented. The Committee was satisfied that the Statements presented the state of affairs of Council in accordance with the *Local Government Act 1999*, the *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards.

Quarterly Performance Reporting

Commencing in the 2019-20 financial year, the Committee receives quarterly performance reports on the achievement of strategic plan objectives and priorities, key projects, customer and other performance targets, capital works program implementation and financial performance.

These reports continued in the 2025 calendar year with the Quarter 3 and 4 2024-25 reports and the Quarter 1 2025-26 report being considered at the May, August and November meetings respectively.

Debtors

Bi-annual reporting of debtors continued to the Committee which demonstrated the ongoing improvement in the management of historic rate debtors and general debtors as a result of the development and application of a *Debt Recovery Policy*.

## Internal Controls and Risk Management Policies

Internal Controls

From the start of the 2015-16 financial year, Adelaide Hills Council has had additional obligations regarding the development and maintenance of a system of internal financial controls, consistent with the requirements of the *Local Government (Financial Management) Regulations 2011*. This has required Council's external auditors to provide an opinion on internal financial controls in accordance with s129(3)(b) of the Act.

Monitoring against the key risks and controls has been generated from a system called 'Control Track'. This system tracks the recognised 'core' controls and the agreed treatment plans by responsible officers. These have been provided to the Audit and Risk Committee on an annual basis.

Risk Management

Throughout the year, the Audit and Risk Committee has reviewed quarterly updates on the organisation's strategic risks and mitigation actions. The strategic risks are managed in the SkyTrust risk management platform.

At the August 2025 meeting, the Committee were provided with eleven (11) new draft strategic risks and four (4) project risks. After review and evaluation these risks were recommended for finalisation and to be provided to Council as information.

At its May meeting, the Committee received a draft report on the placement of Council's insurance portfolio. The final report was presented to the Committee at the August meeting.

## Internal Audit

The Committee received quarterly reports on the implementation of the internal audits. A three-year internal audit plan was developed and provided to and endorsed by the Committee at their April meeting. Four (4) internal audits have been completed during 2025.

The agreed actions from previous internal audits are captured within the Committee's Audit Actions Register and continue to be reported to the Committee to ensure that appropriate actions are being undertaken.

### External Auditor

At its April meeting, the Audit and Risk Committee received the *Annual Audit Plan 2024-25* from its appointed external auditor, BDO.

At the August meeting, the Committee considered the communication received from BDO regarding its interim visit relating to the 2024-25 Annual Financial Statements and Internal Financial Control Audit. A number of recommendations were made by BDO regarding potential improvements to the suite of internal financial controls and management responses and agreed actions adopted.

The Audit and Risk Committee met with BDO in the absence of management at the October meeting.

The Committee noted the certification of Auditor Independence at the October meeting.

In their audit of the Council's Annual Financial Statements, the External Auditors (BDO) have issued an unqualified audit opinion in the *2024-25 Audit Completion Report* providing the following statement:

> *In our opinion the accompanying financial report of presents fairly, in all material respects, the financial position of the Council as at 30 June 2025, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards, the Local Government Act 1999, and the Local Government (Financial Management) Regulations 2011.*

In auditing the internal financial controls, Council's External Auditors have issued an unqualified audit opinion in the *2024-25 Audit Completion Report* providing the following statement:

> *In our opinion, in all material respects:*
>
> *(a) The controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities were suitably designed to ensure such transactions have been conducted properly and in accordance with law; and*
>
> *(b) The controls operated effectively as designed throughout the period from 1 July 2024 to 30 June 2025.*

### Governance

At its May meeting, the Committee received its annual report on Council's arrangements and processes for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other governance matters.

At its August meeting, the Audit and Risk Committee received and endorsed the updated Public Interest Disclosure Policy and Procedure.

Policy Reviews

The Committee plays an important role in reviewing all financial and internal control related policies and making recommendations as appropriate to Council. During 2025, the Committee has reviewed six (6) policies. As part of its new terms of reference, and the associated oversight of governance processes, the Committee was informed about Council's Organisational Policy Framework at the November meeting.

## Other Business

Director Corporate Services Report

This year the Committee commenced to receive reports from the Director Corporate Services, which has assisted the committee in keeping up to date with key areas relevant to its role and functions.

Quarterly Performance Reporting

Commencing in the 2019-20 financial year, the Committee receives quarterly performance reports on the achievement of strategic plan objectives and priorities, key projects, customer and other performance targets, capital works program implementation and financial performance.

These reports continued in the 2025 calendar year with the Quarters 3 and 4 2024-25 reports and the Quarter 1 2025-26 report being considered at the May, August and November meetings respectively.

**COMMITTEE SELF-ASSESSMENT**

At its November meeting, the Committee considered the results of its annual Self-Assessment process. The feedback received is that the Committee is performing effectively in relation to its role and functions under the Committee's Terms of Reference.

**DETAILS OF MEETINGS**

During 2025, a total of six (6) Audit and Risk Committee meetings were held being:

- 17 February 2025
- 14 April 2025
- 19 May 2025
- 18 August 2025
- 20 October 2025
- 17 November 2025

The above meeting cycle is consistent with the requirements of the Committee's Terms of Reference which requires at least four meetings per year to be held.

The Audit and Risk Committee member attendance at meetings during the year was as follows:

| Name | Attendance | Comments |
|---|---|---|
| Cr Malcolm Herrmann | 6/6 | Presiding Member |
| David Moffatt | 6/6 | Independent Member |
| Sarah Beesley | 0/2 | Independent Member – resigned April 2025 |
| Pamela Lee | 6/6 | Independent Member |
| Cr Melanie Selwood | 3/3 | Committee Member – resigned May 2025 |
| Natalie Simmons | 3/3 | Independent Member – as of July 2025 |
| Cr Leith Mudge | 3/3 | Committee Member – as of July 2025 |

Committee Membership is renewed in a manner to provide continuity of knowledge. Current Membership terms are as follows:

| Role | Name | From | To |
|---|---|---|---|
| Presiding Member | Cr Malcolm Herrmann | 1 December 2023 | 30 November 2025 |
| Committee Member | Cr Leith Mudge | 11 June 2025 | 30 November 2025 |
| Independent Member | David Moffatt | 1 December 2023 | 30 November 2027 |
| Independent Member | Natalie Simmons | 9 July 2025 | 30 June 2029 |
| Independent Member | Pamela Lee | 1 May 2023 | 30 April 2027 |

Membership terms after 30 November 2025 are as follows:

| Role | Name | From | To |
|---|---|---|---|
| Presiding Member | Pamela Lee | 1 December 2025 | 31 December 2026 |
| Committee Member | Cr Malcolm Herrmann | 1 December 2025 | November 2026 |
| Committee Member | Cr Richard Gladigau | 1 December 2025 | November 2026 |
| Independent Member | David Moffatt | 1 December 2023 | 30 November 2027 |
| Independent Member | Natalie Simmons | 9 July 2025 | 30 June 2029 |

**FUTURE WORK PROGRAM PROPOSAL**

The Committee reviewed its work plan for 2026 at its November 2025 meeting. This Work Plan will ensure that the Committee continues to undertake its principal functions as set out in the *Local Government Act 1999*.

**CONCLUSION**

The body of work undertaken by the Committee is continuing to develop over time and the Committee is striving to ensure that its work is useful in the context of contributing to Adelaide Hills Council strategic objectives.

This is the last meeting that I will be presiding over as it is a State Government requirement that the Presiding Member be an independent person. Ms Pamela Lee was appointed by Council to assume the role of Presiding Member at the 11 November 2025 Ordinary Council Meeting from the 1st December 2025. I will continue to be a committee member until November 2026 until the next general election, to provide a seamless transition. I congratulate Ms Lee on her appointment.

Finally, I would like to thank the other members of the Committee for their ongoing efforts in ensuring that the work undertaken is done so at both a highly professional and robust level. I would also like to thank those staff involved in preparing the reports and responding to questions at meetings, as their involvement has significantly aided in the review and decisions of the Committee.

**Cr Malcolm Herrmann**
Presiding Member
Adelaide Hills Council Audit and Risk Committee
17 November 2025

**ADELAIDE HILLS COUNCIL**
**ORDINARY COUNCIL MEETING**
**Tuesday 25 November 2025**
**CONFIDENTIAL AGENDA BUSINESS ITEM**

| | |
|---|---|
| **Item:** | **19.1** |
| **Responsible Officer:** | **Jade Ballantine**<br>**Director Environment and Infrastructure**<br>**Environment and Infrastructure** |
| **Subject:** | **Organic Kerbside Service Tender** |
| **For:** | **Decision** |

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**1. Organic Kerbside Service Tender– Exclusion of the Public**

**Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:**

- **Chief Executive Officer, Greg Georgopoulos**
- **Director Environment & Infrastructure, Jade Ballantine**
- **Director Corporate Services, Gary Lewis**
- **Director Community & Development, Jess Charlton**
- **Executive Governance Officer, Zoë Gill**
- **Waste Management Coordinator, Linley Golat**
- **Minute Secretary, Skye Ludzay**
- **Minute Secretary, Lauren Jak**
- **IT Support, Lynette Paltridge**

**be excluded from attendance at the meeting for Agenda Item 19.1: (Organic Kerbside Service Tender) in confidence.**

**The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:**

**Section 90(3)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the business who supplied the information by disclosing specific quotes and modelling by the tenderer.**

**In addition Section 90(3)(k) the information to be received, discussed or considered in relation to this Agenda item is from a tender for the supply of goods, the provision of services or the carrying out of works.**

**Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.**

## 2. Organic Kerbside Service Tender– Confidential Item

*3.* CONFIDENTIAL Organic Kerbside Service Tender **– Duration of Confidentiality**

**Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.1 in confidence under sections 90(2) and 90(3)(d) and (k)) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:**

| Item | Duration of Confidentiality<br>NB: Item to be reviewed every 12 months if not released |
|---|---|
| Report | Until Further Order |
| Related Attachments | Until Further Order |
| Minutes | Until Further Order |
| Other (presentation, documents, or similar) | Until Further Order |

**Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.**