18 June 2026

Contact for Apologies: Chelsie Butler
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Dear Member

NOTICE OF MEETING

Notice is hereby given pursuant to Section **83(1)** of the *Local Government Act 1999*, as amended that a meeting for the **Ordinary Council** has been called for:

DATE: **Monday, 22 June 2026**

TIME: **5:30pm**

PLACE: **Council Chambers, 1 Bay Road, Victor Harbor**

Please find enclosed a copy of the Agenda for the meeting.

Yours faithfully

Victoria MacKirdy
CHIEF EXECUTIVE OFFICER

Please be advised that filming, photography, audio recording and live-streaming may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.

Councillors are reminded of the requirements of disclosure by Members of material or general conflict of interest in items listed for consideration on the agenda.

Section 74, 75, 75A, 75B and 75C of the *Local Government Act 1999* requires that Councillors declare any interest and provide full and accurate details of the relevant interest to the Council prior to consideration of that item on the Agenda.

Index

1. PRESENT 4
2. INTRODUCTION AND ACKNOWLEDGEMENT 4
3. APOLOGIES AND LEAVE OF ABSENCE 4
4. ITEMS ADJOURNED AND/OR LYING ON THE TABLE 5
4.1. Adjourned Item - Reviewed - Public Interest Disclosure Policy and Procedure 5
4.2. Adjourned Item - Reviewed - Prudential Management Policy 49
5. MINUTES OF THE PREVIOUS MEETING 69
5.1. Minutes of the Previous Meeting - 25 May 2026 69
5.2. Minutes of the Previous Meeting - Special Council - 1 June 2026 71
6. DEPUTATION 73
6.1. Mr Keith Climpson - Victor Harbor Facility Improvements 73
6.2. Mr Greg Powell - Council's Financial Sustainability 73
7. QUESTIONS FROM THE GALLERY 73
8. PETITIONS 73
9. OFFICE OF CHIEF EXECUTIVE OFFICER 74
9.1. Outstanding Resolutions - June 2026 74
9.2. 2026/27 Interim Budget 79
9.3. 2026/27 Fees and Charges 84
9.4. Reviewed - Procurement Policy 108
9.5. Draft - Community Engagement Policy - Public Consultation 128
10. COMMUNITY AND DEVELOPMENT 152
10.1. Dog Off Leash Trial Period - Conclusion 152
10.2. Major Event Application - Flinders to Fleurieu Car Rally 157
11. CORPORATE AND CUSTOMER SERVICE 163
12. ENVIRONMENT AND INFRASTRUCTURE 164
12.1. Speed Limit Review - Victor Harbor Road 164
12.2. Regional Community, Sport and Recreation Precinct Heads of Agreement Extension 190
12.3. Open Space and Environment - 2025/26 Yearly Summary 193
13. MINUTES OF COUNCIL COMMITTEE MEETINGS 201
13.1. Recreation Centre Management Committee - 19 May 2026 201
13.2. CEO Performance Review Committee - 20 May 2026 206
13.3. Special Audit and Risk Committee - 1 June 2026 213
13.4. Disability Access and Inclusion Advisory Committee - 4 June 2026 220
14. SUBSIDIARIES AND REPRESENTATIVE REPORTS 228
14.1. Fleurieu Regional Waste Authority - 3rd Budget Review 2025/26 228

14.2. Southern and Hills Local Government Association - Draft 2026/27 Business Plan and Budget....241
15. MATTERS OF URGENCY....263
16. QUESTIONS ON NOTICE....263
17. QUESTIONS WITHOUT NOTICE....263
18. MOTIONS ON NOTICE....264
18.1. Motion on Notice - Regional Community Sport and Recreation Precinct- Cr David Kemp....264
19. MOTIONS WITHOUT NOTICE....269
20. CONFIDENTIAL ITEMS....270
20.1. CONFIDENTIAL - Inter-War Heritage Code Amendment - Proposal to Initiate....270
20.2. CONFIDENTIAL - Appointment of an Interim Chief Executive Officer....271
21. CLOSURE....272

1. PRESENT

2. INTRODUCTION AND ACKNOWLEDGEMENT

Introduction

The Mayor or Presiding Member will introduce Council Members and Senior staff in attendance.

Acknowledge of Country

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

Diversity Commitment

The City of Victor Harbor is committed to diversity, equity and inclusion. We respect people of all ages, abilities, genders, sexualities, religions, beliefs, cultures and backgrounds.

Service Acknowledgement

We recognise the brave individuals who have served, and continue to serve, our nation. We remember those who have lost their lives and paid the ultimate sacrifice to our country.

Prayer

Almighty God, we ask you to bless this council and allow it to be an agent of change to the people of this City and beyond. Direct and prosper its deliberations to the honouring of Your name and the welfare of the people whom it serves. Amen

3. APOLOGIES AND LEAVE OF ABSENCE

4. ITEMS ADJOURNED AND/OR LYING ON THE TABLE

4.1. Adjourned Item - Reviewed - Public Interest Disclosure Policy and Procedure

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Kyla Walker

RECOMMENDATION

CURRENT MOTION BEFORE COUNCIL

Moved: Cr Brayden Mann

Seconded: Cr Marilyn Henderson

That Council:

a. revokes the Public Interest Disclosure Policy as provided at Attachment 1; and

b. adopts the reviewed Public Interest Disclosure Procedure as provided at attachment 2.

ADJOURNED BUSINESS

At the Ordinary Council Meeting held on Monday, 25 May 2026, Council resolved:

Moved: Cr Brayden Mann

Seconded: Cr Marilyn Henderson

That Council:

a. *revokes the Public Interest Disclosure Policy as provided at Attachment 1; and*

b. *adopts the reviewed Public Interest Disclosure Procedure as provided at attachment 2.*

6:19pm

FORMAL MOTION

OC1772026

Moved: Cr Stewart Burns

Seconded: Cr David Kemp

That the debate on this matter be adjourned to enable Council members to consider any further amendments to the Procedure, and that the Procedure be presented back to the June Ordinary Council Meeting.

CARRIED

COMMENTARY SUBSEQUENT TO ADJOURNMENT

On Tuesday, 2 June 2026, an email was sent to Council Members requesting feedback on Cr Burns proposed amendments. Attachment 3 contains a copy of the proposed amendments, and Attachment 4 includes the proposed amendments together with administration's comments. At the time of writing this report, no feedback had been received.

The original report presented to the Ordinary Council meeting held on Monday, 25 May 2026 is provided below for Member's information, excluding the information relating to the Fraud, Corruption, Misconduct and Maladministration Prevention Policy, which was adopted by Council at its meeting on Monday, 25 May 2026.

PURPOSE

The purpose of this report is for Council to revoke the Public Interest Disclosure Policy and adopt the reviewed Public Interest Disclosure Procedure.

BACKGROUND

The City of Victor Harbor has developed a schedule to ensure that all policies are reviewed in a timely manner. Section 132A of the *Local Government Act 1999*, specifies that Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with any statutory requirements and to achieve and maintain standards of good public administration.

Policies are an important part of ensuring the City of Victor Harbor has good governance. Additionally, it is a way to protect the organisation and provide the community with confidence that the Council will undertake operations in a consistent, fair and equitable way.

The *Public Interest Disclosure Act 2018* (PID Act) commenced on 1 July 2018, replacing the *Whistleblowers Protection Act 1993*. The PID Act established a scheme that encourages and facilitates the appropriate disclosure of public interest information to certain persons or authorities. It provides protection for some persons who make an appropriate disclosure of public interest information in accordance with the PID Act and sets out processes for dealing with such disclosures.

In accordance with Section 12(4) and (5) of the PID Act, Council is required to prepare and maintain a procedure for the reporting and management of public interest disclosures. While Section 12(3) of the PID Act stipulates the requirement that the name and contact details of each responsible officer at the council are made available to officers and employees.

The Public Interest Disclosure Policy and Procedure was adopted by Council at the Ordinary Council meeting on Monday, 23 September 2019 and was last comprehensively reviewed in September 2023.

COMMENTARY

The Public Interest Disclosure Policy, Public interest Disclosure Procedure and the Fraud, Corruption, Misconduct and Maladministration Policy have been reviewed in consultation with the Senior Management Team and subject matter expert staff. The review considered legislative requirements, current standards and any challenges administration have faced when using the Policies.

A summary of the purpose and amendments for the Public Interest Disclosure (PID) Policy / Public Interest Disclosure Procedure is provided below:

Following refresher training undertaken by responsible officers in March 2026, it was confirmed that there is no statutory requirement for Council's to maintain a PID Policy. The PID Act requires councils to prepare and maintain a PID Procedure for the reporting and management of public interest disclosures. Section 12(3) of the PID Act also requires councils to make the name and contact details of each responsible officer available to employees and the community.

On this basis, administration reviewed of the Public Interest Disclosure Procedure, taking into account recent amendments to the PID Act and the ICAC Act, as well as relevant guidelines. The review primarily resulted in minor amendments to improve readability and clarify the content.

A summary of the main amendments is provided below:

- Reflect changes to the disclosure process, including alignment with the Ombudsman Directions and Guidelines and Office for Public Integrity Directions and Guidelines.
- Clarify the reporting avenues for corruption, misconduct and maladministration to ensure compliance with the PID Act and associated guidance documents.
- Update references and supporting documentation, removing outdated information and adding new legislative and policy references.
- Remove superseded terminology, including references to 'serious or systemic' within relevant definitions.
- Amend the review cycle to four years to align with the frequency of legislative updates and the scheduled expiration of the PID Regulations 2011 in 2028.

A copy of the PID Policy is provided at Attachment 1, while a tracked changed version of the reviewed PID Procedure is provided at Attachment 2.

Administration is recommending that the PID Policy is revoked, on the basis there is no statutory requirement for councils to maintain a policy under the PID Act.

No additional significant amendments have been proposed.

Audit and Risk Committee Feedback

At the Audit and Risk Committee meeting held on Monday, 18 May 2026, the Committee reviewed the Public Interest Disclosure Procedure and Fraud, Corruption, Misconduct and Maladministration Policy and resolved as follows:

ARC322026

Moved: Brendan Dowd

Seconded: Cr Brayden Mann

That the Audit and Risk Committee recommends:

1. *That Council*

   a. *revokes the Public Interest Disclosure Policy as provided at Attachment 1; and*

   b. *adopts the reviewed Public Interest Disclosure Procedure as provided at Attachment 2.*

2. *That Council adopts the reviewed - Fraud, Corruption Misconduct and Maladministration Prevention Policy as provided at Attachment 3.*

CARRIED

A copy of the PID Policy is provided at Attachment 1, while a tracked changed version of the reviewed PID Procedure incorporating the Committee feedback is provided at Attachment 2.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - By retaining the Public Interest Disclosure Procedure ensures Council is meeting it statutory obligations under the PID Act. The review has taken into consideration the legislative provisions and other best practice standards to ensure the procedure is effective and meets any statutory obligations. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Act 1999

- Section 132A - Related Administrative Standards

Public Interest Disclosure Act 2018

- Section 12 - Duties of Principle Officers

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council revoking the PID Policy and adopting the Reviewed PID Procedure.

No additional funds are required.

CONSULTATION

Audit and Risk Committee - Monday, 18 May 2026

Senior Management Team

Relevant Staff

ATTACHMENTS

Attachment 1 - Public Interest Disclosure Policy

Attachment 2 - Reviewed Public Interest Disclosure Procedure

Attachment 3 - Cr Burns Proposed Amendments - Public Interest Disclosure Procedure

Attachment 4 - Cr Burns Proposed Amendments and Administration Comments - Public Interest Disclosure Procedure

Attachment 1 - Public Interest Disclosure Policy

POLICY

Policy Name	Public Interest Disclosure Policy
Policy Category	Governance
Department / Officer	CEO/Group Manager Governance and Finance
Date Adopted	23 September 2019
Date/s Reviewed	26 June 2023
Review Frequency	Every Three Years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation
Attachments	Appendix A – Relevant Authorities

1. Purpose

The purpose of this Policy is to ensure that the City of Victor Harbor:

- Fulfils its responsibilities under the *Public Interest Disclosure Act 2018* (the PID Act);
- Encourages and facilitates Disclosures of Public Interest Information in accordance with the objects and requirements of the PID Act;
- Ensures there is appropriate oversight and reporting of all Disclosures of public interest Information, whether pertaining to Environmental and Health Information or Public Interest Information, to the Office of Public Integrity in accordance with the Guidelines prepared by the Commissioner and the PID Act.
- Ensures the protections under the PID Act are afforded to Informants who make a disclosure under the PID Act; and
- Support Informants, Responsible Officer/s and, as appropriate, those Public Officers affected by any appropriate Disclosure made under the PID Act.

2. Scope

This Policy applies:

- to appropriate Disclosures of Public Interest Information that are made in accordance with the PID Act by Council Members, Employees of the Council, and members of the public, and is intended to complement the reporting framework under the *Independent*

Commission Against Corruption Act 2012 (the ICAC Act) and Ombudsman Act 1972 (the Ombudsman Act); and

- is also designed to complement existing communication channels within Council, and operate in conjunction with other existing policies.

The City of Victor Harbor is committed to:

- referring, as necessary, appropriate Disclosures of Public Interest Information to another Relevant Authority;
- reporting all Disclosures of Public Interest information, whether pertaining to Environmental and Health Information or Public Administration Information to the *Office for Public Integrity* (OPI) in accordance with the Guidelines and the PID Act;
- facilitating the investigation of appropriate Disclosures in a manner which promotes fair and objective treatment of those involved; and
- rectifying any substantiated wrongdoing to the extent practicable in all the circumstances.

3. Policy Statement (Summary)

The City of Victor Harbor is committed to upholding the principles of transparency and accountability in its administrative and management practices and, therefore, encourages the making of disclosures that reveal public interest information.

4. Legislation and Compliance

Independent Commissioner Against Corruption Act 2012
Local Government Act 1999
Public Interest Disclosure Act 2018

5. Definitions

Words and phrases defined by the ICAC Act and the PID Act have the same meaning when used in this Policy and the Public Interest Disclosure Procedure. The definitions that are commonly used have been reproduced/defined further below:

Commissioner means the person holding or acting in the office of the Independent Commissioner Against Corruption.

Corruption in public administration is defined in Section 5(1) of the ICAC Act.

Council means the City of Victor Harbor.

Detriment takes its meaning from section 9(7) of the PID Act and includes:

- loss or damage (including damage to reputation);

- injury, harm (including psychological harm)
- intimidation or harassment;
- discrimination, disadvantage or adverse treatment in relation to a person's employment; and/or
- threats of reprisal (which may be express or implied, and/or conditional or unconditional).

Guidelines means the Guidelines published by the Commissioner pursuant to section 14 of the PID Act, available on the Commissioner's website www.icac.sa.gov.au .

Disclosure means an appropriate disclosure of a **Public Interest Information** made by an Informant to a Relevant Authority in accordance with the Act.

A person makes an ***appropriate Disclosure of Environmental and Health Information*** if:
(a) the person:

i. believes on reasonable grounds that the information is true; or

ii. is not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated; and

(b) the disclosure is made to a Relevant Authority.

A person makes an ***appropriate Disclosure of Public Administration Information*** if:
(a) the person:

i. is a public officer; and

ii. reasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and

(b) the disclosure is made to a Relevant Authority.

Employee refers to all the Council's Employees and includes trainees, work experience students, volunteers, and contractors whether they are working in a full-time, part-time or casual capacity.

Environmental and Health Information means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

Fraud is an intentional dishonest act or omission done with the purpose of deceiving.

ICAC Act is the *Independent Commissioner Against Corruption Act 2012*.

Independent Assessor means the person designated by the Responsible Officer as being responsible for investigating a Disclosure made to a Relevant Authority at the Council in accordance with the Public Interest Disclosure Procedure.

Informant means a person who makes an Appropriate Disclosure of Public Interest Information to a Relevant Authority.

Maladministration in public administration is defined in section 4 of the Ombudsman Act.

Misconduct in public administration is defined in section 4 of the Ombudsman Act.

Office for Public Integrity (OPI) is the office established under the ICAC Act that has the function to:

i. receive and assess complaints about public administration from members of the public;

ii. receive and assess reports about corruption, misconduct and maladministration in public administration from inquiry agencies, public authorities and public officers;

iii. refer complaints and reports to inquiry agencies, public authorities and public officers or to determine to take no action in accordance with Section 17 of the ICAC Act.

Ombudsman means the person holding or acting in the office of the Ombudsman under the Ombudsman Act who has functions including to receive, assess and investigate with complaints made or referred to the Ombudsman about public administration, and to receive, assess and investigate reports about misconduct and maladministration in public administration made or referred to the Ombudsman.

Ombudsman Act means the Ombudsman Act 1972

Public Administration is defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the *Ombudsman Act 1972,* will be taken to be carried out in the course of public administration.

Public Administration Information means information that raises a potential issue of corruption, misconduct or maladministration in public administration.

Public Interest Information means Environmental or Health Information, or Public Administration Information.

PID Act means the *Public Interest Disclosure Act 2018*.

PID Regulations means the *Public Interest Disclosure Regulations 2019*

Principal Officer of the Council, for the purposes of the PID Act, means the Chief Executive Officer of the Council.

Public Officer has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes:

- a Council Member; and
- an Employee or Officer of the Council

Relevant Authority means the person or entity that receives an appropriate disclosure of public interest information in accordance with the PID Act, as set out in Appendix A to this Policy.

Responsible Officer is a person who has completed any training courses required and approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by the Chief Executive Officer as a Responsible Officer under section 12 of the PID Act. A Responsible Officer is also a Relevant Authority for the purposes of the PID Act.

Victimisation occurs when a person causes Detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of Public Interest Information.

6. Policy Content

6.1 Confidentiality

The identity of an Informant will be maintained as confidential, subject to the requirements under Section 8 of the PID Act and the Guidelines.

6.2 Disclosure Process

6.2.1 A recipient of an appropriate Disclosure may only divulge the identity of an informant in accordance with the Public Interest Disclosure Procedure.

6.2.2 The PID Act does not expressly require any other information relating to a Disclosure (including for example, the nature of the allegations) to be maintained as confidential, but in considering whether to further disclose other information provided as part of an appropriate Disclsoure, the recipient should be mindful of the prohibition against victimization under the PID Act. Nothing in this Policy prevents a person from making a Disclosure to a Relevant Authority external to the Council (i.e. the Ombudsman or the OPI). This is a choice to be made by the Informant at his/her discretion. The Council recommends an Informant have regard to the factors at section 6.4 of the Public Interest Disclosure Procedure when deciding where to direct a Disclosure.

6.2.3 An informant may wish to remain anonymous, but in that event, must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

6.3 The Role of the Responsible Officer

6.3.1 A person designated as a Responsible Officer for the Council must:

6.3.1.1 receive appropriate Disclosures of Public Interest information relating to Council and ensure compliance with the PID Act, and the Public Interest Disclosure Procedure in relation to any such Disclosures; and

6.3.1.2 make appropriate recommendations to the Chief Executive Officer of the Council in relation to dealing with Disclosures, including any suggested changes to this Policy or the Public Interest Disclosure Procedure; and

6.3.1.3 provide advice to Officers and Employees of the Council in relation to the administration of the PID Act; and

6.3.1.4 complete any training courses required and approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* .

6.3.2 A Responsible Officer for the Council must carry out any other functions as required under the PID Act

6.3.3 Upon the receipt of a Disclosure, the Responsible Officer will deal with the Disclosure in accordance with the Public Interest Disclosure Procedure.

6.3.4 In making any determination or taking any action under this Policy, or pursuant to the Public Interest Disclosure Procedure, the Responsible Officer:

6.3.4.1 may seek legal advice from Council's Lawyers and/or guidance from SAPOL, the OPI or the Ombudsman, in relation to the most appropriate course of action; and

6.3.4.2 is authorised to incur costs in accordance with Council's Budget for that purpose.

6.3.5 The Responsible Officer will liaise as required with the Informant, and any Independent Assessor, in relation to any investigation process undertaken in accordance with the Public Interest Disclosure Procedure and will ensure that the Informant is provided with support and protection as necessary and appropriate in the circumstances of the Disclosure.

6.4 Information to Elected Body

6.4.1 As a matter of discretion, the Chief Executive Officer may inform the elected body, on a confidential basis, of the fact that an investigation of a Disclosure under the PID Act took place and the outcome of the investigation as outlined in Public Interest Disclosure Procedure.

6.5 Protection for the Informant

6.5.1 An informant who makes an appropriate Disclosure of the Public Interest Information under the PID Act is entitled to: does not provide any protection to people who knowingly make Disclosures that are false or misleading.

6.5.2 An informant who makes an appropriate Disclosure is entitled to the protections under section 5(1), 8 and 9 of the PID Act (refer to *Section 16 of the Public Interest Disclosure Procedure*).

7. Risk Management

This Policy ensures that Council fulfils its obligations under the PID Act and should be read in conjunction with Council's Fraud and Corruption Prevention Policy and Public Interest Disclosure Procedure.

8. Implementation/Delegations

The Chief Executive Officer has the delegated authority to implement this Policy and sub-delegate as necessary.

9. Related Documents

Code of Conduct for Employees
Behavioural Standards for Council Members
Complaints Handling Policy
Fraud Corruption, Misconduct and Maladministration Policy
Internal Control Policy and Procedure
Internal Review of Council Decisions Procedure (*Section 270 Local Government Act 1999*)
Public Interest Disclosure Procedure
Guidelines published by the Commissioner under the Public Interest Disclosure Act 2018

10. Availability of Policy

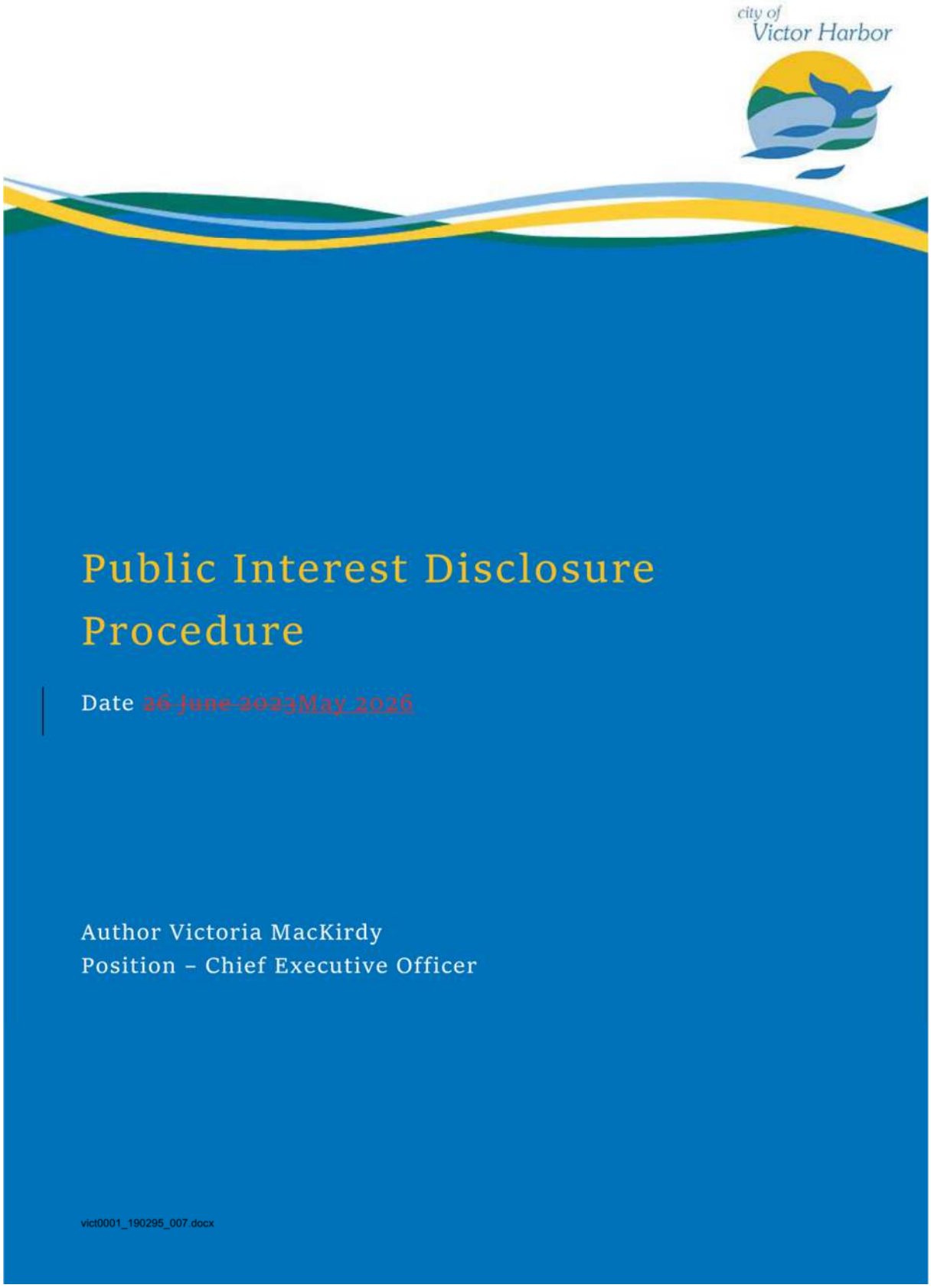
This policy is available on Council's website at www.victor.sa.gov.au.

Appendix A – Relevant Authorities

A disclosure of Public Interest Information[1] where the information relates to…	The relevant authority is…
a public officer[2]	either: • the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or • the person who is in fact responsible for the management or supervision of the public officer; or • the relevant Responsible Officer (as designated by the Chief Executive Officer in accordance with section 12 of the PID Act)
a public sector agency or public sector employee	either: • the Commissioner for Public Sector Employment; or • the responsible officer for the relevant public sector agency
an agency to which the *Ombudsman Act 1972* applies	the Ombudsman
a location within the area of a particular council established under the *Local Government Act 1999*	a member, officer or employee of that council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class[3]	an authority declared by the regulations to be a relevant authority in relation to such information
Public Interest Information	• the OPI; • a Minister of the Crown; or • any other prescribed person or person of a prescribed class

[1] *Being Environmental and Health Information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public) or Public Administration Information that raises a potential issue of corruption, misconduct or maladministration in public administration*
[2] *As defined and set out in Schedule 1 of the Independent Commissioner Against Corruption Act 2012 – relevantly, this includes members, officers and employees of Local Government bodies.*
[3] *At this stage, no prescribed persons or classes have been identified*

Attachment 2 - Reviewed Public Interest Disclosure Procedure



Contents

Statement of Intent 43

1. Introduction 54

2. Scope 65

3. Definitions 65

4. Responsibilities 98

4.1 Role of the Principal Officer 98

4.2 Role of the Responsible Officer 98

4.3 Role of a Council Member, Employee or Officer 109

4.4 Receipt of a Disclosure 109

5. Responsible Officers
10~~9~~

6. Confidentiality
11~~10~~

7. Disclosure Process
12~~10~~

8. Receipt of a Disclosure
13~~12~~

9. Preliminary Assessment of Disclosure
14~~13~~

10. Notification of Preliminary Assessment
16~~14~~

11. Investigation Procedure
17~~16~~

12. Notification of Further Action
19~~18~~

13. Final Report and Recommendation
20~~19~~

14. Information to the Elected Body
21~~20~~

15. Secure Handling and Storage of Information
22~~20~~

16. Protection for the Informant
23~~22~~

17. Public Interest Disclosure Register
23~~22~~

18. Reviews
24~~23~~

19. Availability of the Procedure
24~~23~~

20. Document History
24~~23~~

21. Document Control
24~~23~~

Attachment 1 – Relevant Authorities
26~~25~~

Attachment 2 – Notification Process Flowchart
2726

Statement of Intent

This Procedure has been prepared in accordance with the requirements of section 12(4) and (5) of the *Public Interest Disclosure Act 2018* ('the PID Act').

As Chief Executive Officer of the City of Victor Harbor ('the Council'), and designated Principal Officer for the purposes of the PID Act, I expect that the implementation and operation of the PID Act will encourage and facilitate:

- further transparency and accountability in Council's administrative and management practices; and
- the disclosure, in the public interest, of information about substantial risks to public health or safety, or to the environment, and about corruption, misconduct and maladministration in public administration.

This Procedure, ~~and Council's Public Interest Disclosure Policy,~~ provides ~~are designed~~ clear processes for ~~to enable that to occur, by ensuring that proper procedures are in place for the~~ making and ~~dealing~~ handling ~~with~~ *appropriate disclosures of public interest information* and by providing appropriate protections for those who make such disclosures.

I, and the Employees, ~~Officers~~ and Council Members at Council, remain deeply committed to the protection of informants who make *appropriate disclosures of public interest information* in accordance with the objectives of the PID Act, and to the genuine and efficient consideration and action in relation to information provided to the Council via an *appropriate disclosure of public interest information*, as contemplated and demonstrated by this ~~Procedure~~procedure.

Any questions relating to this ~~Procedure~~ procedure ~~or the Council's Public Interest Disclosure Policy~~ should be directed in the first instance to the Rresponsible ~~Officer~~officer/s, whose details are at Section 5 of this ~~Procedure~~procedure.

Victoria MacKirdy
Chief Executive Officer
City of Victor Harbor



1. Introduction

1.1. The City of Victor Harbor ('Council') is committed to supporting and encouraging appropriate disclosures of public interest information in accordance with this Pprocedure including:

- upholding the principles of transparency and accountability in its administrative and management practices;
- the ~~protection~~ protecting ~~of~~ informants who make Public Interest Disclosures; and
- ~~the~~ giving genuine and efficient consideration to and taking appropriate ~~and~~ action in relation to information provided in a Public Interest Disclosure

~~and, therefore, encourages the making of appropriate Disclosures that relate to public interest information in accordance with this Procedure.~~

1.2. Council is also committed to:

- referring, ~~as necessary,~~ appropriate ~~Disclosures~~ disclosures to another Relevant Authority where required;
- ~~where the~~ reporting ~~Disclosure~~ disclosures relatinges to ~~Corruption~~corruption~~, or serious or systemic Misconduct or Maladministration in public administration, reporting the Disclosure~~ directly to the OPI in accordance with the ~~Guidelines~~ guidelines issued under the PID Act and the requirements of the ICAC Act;
- reporting disclosures relating to misconduct or maladministration in public administration directly to the Ombudsman in accordance with the Ombudsman Ddirections and ~~G~~guidelines
- ~~otherwise~~ facilitating the investigation of appropriate ~~Disclosures~~ disclosures in a manner which promotes fair and objective treatment of those involved; and
- taking practicable steps to rectify~~ing~~ any substantiated wrongdoing ~~to the extent practicable~~ in all ~~the~~ circumstances.

1.3. This document explains the applicable procedures and processes that Council has in place for making and ~~dealing with~~handling appropriate Disclosures of Public Interest Information, to ensure that Council:

- fulfils its responsibilities and obligations under the PID Act and the ICAC Act;
- encourages and facilitates Disclosures of Public Interest Information, ~~Information~~ information including environmental and health information regarding locations within the Council area;
- provides a process ~~by which~~for making ~~Disclosures~~ disclosures ~~may be made~~ so that they are appropriately received, assessed and action is taken, where required.
- ensures the protections under the PID Act are afforded to ~~Informants~~ informants who make ~~Disclosures~~ disclosures in accordance with the PID Act; and



- recognises the need to appropriately support Informants, the Responsible Officer and, as appropriate, those Public Officers affected by any appropriate Disclosure.

2. Scope

2.1. This ~~Procedure~~ procedure applies to appropriate Disclosures of Public Interest Information including environmental and health information made in accordance with the PID Act, public officers including (but not limited to) Council Members, Officers and Employees of the Council, as well as ~~-~~by members of the public.

2.2. This ~~P~~procedure is intended to complement the reporting framework under the ~~Guidelines~~ guidelines prepared by the Commissioner in accordance with Section 14 of the PID Act, as well as the reporting obligations of public officers under the ICAC Act and the *Ombudsman Act 1972*,

2.3 This Procedure is also designed to complement the existing communication channels within Council and to operate in conjunction with other existing policies including the:

- ~~Public Interest Policy~~
- Fraud, Corruption, Misconduct and Maladministration Prevention Policy
- ~~Code of Conduct~~Behavioural Standards for Council Employees
- Behavioural Standards for Council Members
- Complaint Handling Policy and Procedure.
- Internal Review of Councils decision under Section 270 of the Local Government Act 1999.
- Independent Commission Against Corruption act 2012
- Ombudsman Act 1972
- Public Interest Disclosure Act 2018
- Public Interest Disclosure Regulations 2019
- Office for Public Integrity Directions and Guidelines
- Ombudsman Directions and Guidelines

3. Definitions

~~For the purposes of this Procedure, the definitions are as per the Public Interest Disclosure Policy.~~

Words and phrases defined by the ICAC Act and the PID Act have the same meaning when used in this Procedure. The definitions that are commonly used have been reproduced/refined further below:

Commissioner means the person holding or acting in the office of the Independent Commissioner Against Corruption.

Corruption in public administration is defined in Section 5(1) of the ICAC Act

Council means the City of Victor Harbor

Detriment is defined from Section 9(7) of the PID Act and includes:

- Loss or damage (including damage to reputation);
- Injury, harm (including psychological harm)
- Intimidation or harassment
- Discrimination, disadvantage or adverse treatment in relation to a person's employment and/or
- Threats of reprisal (which may be express or implied, and/or conditional or unconditional

Guidelines means the Guidelines published by the Commissioner pursuant to Section 14 of the PID Act, available on the Commissioner's website www.icac.sa.gov.au

Disclosure means an appropriate disclosure of a ***Public Interest Information*** made by an Informant to a Relevant Authority in accordance with the Act.

A person makes an ***appropriate Ddisclosure of Eenvironmental and Hhealth Iinformation*** if:

(a) The person:
  i. Bbelieves on reasonable grounds that the information is true; or
  ii. Iis not in a position to form a belief on reasonable grounds about the truth of the information, but believes on reasonable grounds that the information may be true and is of sufficient significance to justify its disclosure so that its truth may be investigated; and

(b) The disclosure is made to a Relevant Authority.

A person makes an ***appropriate Ddisclosure of Ppublic Aadministration Iinformation*** if:

(a) A person:
  i. Iis a public officer; and
  ii. Rreasonably suspects that the information raises a potential issue of corruption, misconduct or maladministration in public administration; and

(b) The disclosure is made to a Relevant Authority

Employee means all the Council's Eemployees and includes trainees, work experience students, volunteers, and contractors whether they are working in a full-time, part-time or casual capacity.

Environmental and Hhealth Iinformation means information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public.

Fraud is an intentional dishonest act or omission done with the purpose of deceiving.

ICAC Act is the Independent Commission Against Corruption Act 2012.

Independent Assessor means the person designated by the Rresponsible Oofficer as being responsible for investigating a Ddisclosure made to a Rrelevant Aauthority at the Council in accordance with the Public Interest Disclosure Procedure.

Informant means a person who makes an ~~A~~appropriate ~~D~~disclosure of ~~P~~public ~~i~~interest ~~i~~information to a ~~R~~relevant ~~A~~authority.

Maladministration in public administration is defined in section 4 of the Ombudsman Act.

Misconduct in public administration is defined in section 4 of the Ombudsman Act.

Office for Public Integrity (OPI) is the office established under the ICAC Act that has the function to:

a. receive and assess complaints about public administration from members of the public;
b. receive and assess reports about corruption, misconduct and maladministration in public administration from inquiry agencies, public authorities and public officers;
c. refer complaints and reports to inquiry agencies, public authorities and public officers or to determine to take no action in accordance with Section 17 of the ICAC Act.

Ombudsman means the person holding or acting in the office of the Ombudsman under the Ombudsman Act who has functions including to receive, assess and investigate with complaints made or referred to the Ombudsman about public administration, and to receive, assess and investigate reports about misconduct and maladministration in public administration made or referred to the Ombudsman.

Ombudsman Act means the *Ombudsman Act 1972*

Public Administration is defined at section 4 of the ICAC Act and, without limiting the acts that may comprise public administration, an administrative act within the meaning of the Ombudsman Act 1972, will be taken to be carried out in the course of public administration.

Public Administration Information means information that raises a potential issue of corruption, misconduct or maladministration in public administration.

Public Interest Information means ~~E~~environmental or ~~H~~health ~~i~~information, or ~~P~~public ~~A~~administration ~~i~~Information.

PID Act means the *Public Interest Disclosure Act 2018*.

PID Regulations means the *Public Interest Disclosure Regulations 2019*

Principal Officer of the Council, for the purposes of the PID Act, means the Chief Executive Officer of the Council.

Public Officer has the meaning given by section 4 and Schedule 1 of the ICAC Act, and includes:

- a Council Member; and
- an ~~E~~employee or ~~O~~officer of the Council

Relevant Authority means the person or entity that receives an appropriate disclosure of public interest information in accordance with the PID Act, as set out in Attachment 1 to this Procedure.

Responsible Officer is a person who has completed any training courses required and approved by the Commissioner for the purposes of the *Public Interest Disclosure Regulations 2019* and has been designated by the Chief Executive Officer as a ~~R~~responsible ~~O~~officer under section 12 of the PID Act. A ~~R~~responsible ~~O~~officer is also a ~~R~~relevant ~~A~~authority for the purposes of the PID Act.

Victimisation occurs when a person causes ~~D~~detriment to another on the ground, or substantially on the ground, that the other person (or a third person) has made or intends to make an appropriate disclosure of ~~P~~public ~~i~~interest ~~i~~information.

4. Responsibilities

4.1 Role of the Principal Officer

The Principal Officer is responsible for:

- ensuring that one or more appropriately qualified officers or employees of the Council are designated as ~~Responsible~~ responsible ~~Officers~~ officers of the Council for the purposes of the PID Act and that those persons undertake any training as required by the PID Regulations; and
- ensuring that the name and contact details of each ~~Responsible~~ responsible ~~Officer~~ officer of the Council are made available to members of the public, officers and employees of the Council; and
- the preparation and maintenance of this ~~Procedure~~ procedure in accordance with the requirements of the PID Act and the ~~Directions~~ directions and ~~Guidelines~~ guidelines and the Ombudsman ~~D~~directions and ~~G~~guidelines.

4.2 Role of the Responsible Officer

The person designated as a ~~Responsible~~ responsible ~~Officer~~ officer for Council must:

- receive appropriate ~~Disclosure~~ disclosure of ~~Public~~ public ~~Interest~~ interest ~~Information~~information, and ensure compliance with the PID Act, and this ~~Procedure~~procedure;
- make appropriate recommendations to the Chief Executive Officer of the Council in relation to dealing with ~~Disclosure~~ disclosure of ~~Public~~ public ~~Interest~~ interest ~~Information~~information, including any suggested changes to this ~~Procedure~~ procedure ~~or the Public Interest Disclosure Policy~~; and
- provide advice to officers and employees of the Council in relation to the administration of the PID Act; and

- complete any training courses required and approved by the Commissioner for the purposes of the PID Regulations~~; and~~.

The ~~Responsible~~ responsible ~~Officer~~ officer may also carry out any other functions relating to the PID Act.

4.3 Role of a Council Member, Employee or Officer

A Council Member, ~~Employee~~ employee or ~~Officer~~ officer of Council is responsible for:

- ensuring they comply with this procedure ~~and the Public Interest Disclosure Policy when dealing with any Disclosure~~in accordance with the requirements of the PID Act, the OPI Act and the Ombudsman ~~D~~directions and ~~G~~guidelines and the Public Interest Disclosure Guidelines; and

- immediately refer~~ring~~ any ~~Disclosure~~ disclosure of E~~e~~nvironmental and ~~Health~~ health ~~I~~information made to them by a member of the public, or any Disclosure of Public Interest Information made to them by a public officer (where that information relates to a location within the area of the Council) to a Responsible Officer of the Council.

4.4 Receipt of a Disclosure

- Upon receipt of a Disclosure of Public Interest (whether from an Informant directly, or on referral from a~~n~~ Council Member, Employee or Officer of the Council), the Responsible Officer will ~~deal~~ handle~~with~~ the Disclosure in accordance with the processes described in this Procedure, ~~and within the authority granted by the Public Interest Disclosure Policy~~ and the PID Act.

- If an Informant believes that his/her Disclosure is not being ~~dealt with~~handled appropriately or in accordance with this Procedure ~~or the Public Interest Disclosure Policy~~, they should contact the Responsible Officer in the first instance.

5. Responsible Officers

The Responsible Officer~~s~~ may be contacted in person, by telephone or in writing. The relevant contact details are:

- **City of Victor Harbor Responsible Officers**
  - Manager Library and Customer Service – Vicki Hutchinson
  - Director Corporate and Customer Service – Karen Rokicinski
  - Governance and Policy Officer – Kyla Walker

- **Phone**: (08) 8551 0500 – request to be transferred to a Responsible Officer



- **In writing** Address as:
  Private and Confidential – Public Interest Disclosure
  City of Victor Harbor
  Attention: Responsible Officer
  PO Box 11
  Victor Harbor SA 5211

- **Email:** publicinterestdisclosure@victor.sa.gov.au

6. Confidentiality

6.1 The identity of an Informant will ~~be maintained as~~remain confidential, subject to the requirements under Section 8 of the PID Act, and the Guideline 3 of the Guidelines published by the Commissioner.

6.2 In accordance with section 8 of the PID Act, it is a criminal offence to reveal ~~for~~ the identity of an Informant ~~to be disclosed in the absence of his or her~~without their consent unless one of the following applies:

6.2.1 the recipient believes on reasonable grounds that it is necessary to ~~divulge~~ disclose the identity of the Informant in order to prevent or minimise an imminent risk of serious physical injury or death to any person, **and** the identity of the Informant is ~~then divulged~~ disclosed to a person or authority that the recipient believes on reasonable grounds is the most appropriate authority or person to be able to take action to prevent or minimise the imminent risk of serious physical injury or death to any person;

6.2.2 the recipient has been issued with a notice from the OPI advising that the identity of the Informant is required by the OPI, in which case the recipient must disclose the identity of the Informant to the OPI; ~~or~~

6.2.3 the disclosure of identity ~~doing so~~ is necessary for the matter to be properly investigated (~~but~~ and only to the extent ~~necessary~~ to ensure proper investigation).~~; or~~

6.2.4 the Informant consents to his/her identity being disclosed.

6.3. The PID Act does not ~~expressly~~ require any other information relating to a d~~D~~isclosure (including, for example, the nature of the allegations) to ~~be maintained as~~remain confidential, but in considering whether to further disclose other information provided as part of an appropriate d~~D~~isclosure the recipient of the d~~D~~isclosure should be mindful of the prohibition against Victimisation ~~in~~ under the PID Act must be considered.

6.4. An Informant may wish to remain anonymous, but in that event must ensure that the allegation is sufficiently supported by the provision of necessary details and evidence to enable the matter to be properly investigated.

7. Disclosure Process

7.1 The PID Act provides for protection for Informants where Public Interest Disclosures are made:

7.1.1. by a member of the public or a public officer about Environmental and Health Information which the Informant reasonably believes to be true or which the Informant believes may be true and is of sufficient significance to warrant dDisclosure; and/or

7.1.2. by a public officer who holds a reasonable suspicion that the Public Administration Information raises a potential issue of corruption, misconduct or maladministration in public administration.

7.2. Disclosures should generally, and wherever possible, be directed in the first instance to the Responsible Officer, who has the responsibility for receiving appropriate dDisclosures relating to the Council.

7.3. However, nothing in this Procedure prevents a person from making a dDisclosure to another Relevant Authority, including a Relevant Authority external to the Council. This is a choice to be made by the Informant at his/her discretion.

7.4. The following are relevant considerations for an Informant in determining where to direct a dDisclosure:

7.4.1 when choosing to make a dDisclosure internally, dDisclosures relating to a Council Member or a member of council staff should be made to a Responsible Officer;

7.4.2 any dDisclosures relating to the Chief Executive Officer, including a person acting in that position, should be made to a Responsible Officer (or the Mayor);

7.4.3 any dDisclosure relating to a person appointed as a Responsible Officer should be made to another Responsible Officer or to a Relevant Authority external to the Council (such as the OPI);

7.4.4 any dDisclosure relating to Public Administration Information ~~(being information relating to corruption, maladministration or misconduct in public administration)~~ about a public officer who is a Council Member, Officer or employee of the Council may be made to a Responsible Officer ~~or otherwise to a Relevant Authority external to the Council (such as the OPI);~~

7.4.5 Matters involving maladministration or misconduct in public administration may be reported to the Ombudsman or OPI in accordance with the Ombudsman Directions and Guidelines and ICAC Act.

7.4.6 Suspected corruption in public administration must be reported to the OPI in accordance with the OPI's Directions and Guidelines.

7.4.75 ~~any~~ Disclosures relating to Environmental and Health Information should be made to a Responsible Officer or otherwise to a Relevant Authority ~~external to the Council~~ (such as the Environment Protection Agency).

7.5. A d~~D~~isclosure may be made in person, by telephone or in writing (either by post or email).

~~Where~~ When a d~~D~~isclosure is made by telephone, the recipient must take notes of the conversation and, where possible, should ask the Informant to verify and sign the notes.

8. Receipt of a Disclosure

8.1. A flowchart outlining the d~~D~~isclosure p~~P~~rocess is ~~contained in~~provided at **~~Appendix~~ Attachment 2~~B~~** to this Procedure.

8.2. If a Council Member, Employee or Officer receives a d~~D~~isclosure of Public Interest Information including environmental and health information regarding locations within the Council area, the ~~and determines that they require assistance with the appropriate assessment and management of the Disclosure,~~ the recipient of that d~~D~~isclosure ~~should~~will:

8.2.1. ask the Informant whether they consent to ~~the details of~~ their identity being provided to the Responsible Officer, and in doing so advise the Informant that a failure to provide that consent may mean that the d~~D~~isclosure cannot be properly investigated; and

8.2.2. refer the d~~D~~isclosure to the Responsible Officer and, in doing so, complying with the wishes of the Informant with respect to whether details of their identity may be ~~divulged~~disclosed.

8.3. Upon the receipt of a d~~D~~isclosure (whether directly, or by referral from a Council Member, Employee or Officer), the Responsible Officer will:

8.3.1. immediately undertake a Preliminary Assessment in accordance with Section 9 of this Procedure; and

8.3.2. as soon as practicable thereafter, in accordance with Section 10 of this Procedure:

8.3.2.1. notify the OPI of the d~~D~~isclosure; and

8.3.2.2. confirm receipt of the d~~D~~isclosure with the Informant; and

8.3.3. subject to the outcome of the Preliminary Assessment, the Responsible Person will then take appropriate action, including, where required:

8.3.3.1. appointing an Independent Assessor to further investigate the d~~D~~isclosure in accordance with Section 11 of this Procedure; and

8.3.3.2. notifying the Informant of the outcome of any action, including any investigation in accordance with Section 12 of this Procedure; and

8.3.3.3. notifying the OPI of the outcome of any action taken in accordance with Section 12 of this Procedure; and/or

8.3.3.4. reporting the outcome of any action taken to the Minister in accordance with Section 12 of this Procedure; and

8.3.3.5. preparing and issuing a final report to the Principal Officer in accordance with Section 13 of this Procedure.

9. Preliminary Assessment of Disclosure

9.1 Where the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will acknowledge receipt of the dDisclosure within two (2) business days of their receipt of the dDisclosure (noting that there may be delays if a dDisclosure is referred from a Council Member, Eemployee or Officer of the Council) and in doing so, will provide a copy of this Procedure ~~and the Public Interest Disclosure Policy~~ to the Informant.

9.2 Upon receipt of a dDisclosure, the Responsible Officer will undertake a preliminary assessment to determine:

9.2.1. whether the dDisclosure relates to information within the scope of the PID Act, namely whether it pertains to Environmental and Health Information and/or Public Administration Information, within the Council's area;

9.2.2 if the content of the dDisclosure suggests there is an imminent risk of serious physical injury or death to any person or the public generally;

9.2.3. if the matter/s the subject of the dDisclosure involves corruption in public administration, or serious or systemic misconduct or maladministration in public administration; or

9.2.4. ~~if the information disclosed justifies further~~ what action should be taken, including ~~a decision as to~~ whether the dDisclosure:

9.2.4.1. is frivolous, vexatious or trivial (in which case, no further action will be taken in relation to the dDisclosure);

9.2.4.2. involves a matter which has already been investigated or acted upon by a Relevant Authority (whether by the Council or any other Relevant Authority) and there is no reason to re-examine the matter or there is other good reason why no action should be taken in respect of the matter (in which case, no further action will be taken in relation to the dDisclosure);

9.2.4.3. requires referral to another Relevant Authority external to the Council; or



9.2.4.4. warrants referral to an Independent Assessor for a formal investigation and report to Council.

9.3. The Responsible Officer must report the outcome of his/her determination following the Preliminary Assessment to the Chief Executive Officer (unless the dDisclosure relates to the Chief Executive Officer, in which case it should be reported to the Mayor). Any report prepared in accordance with this Part will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in Section 6.2 of this Procedure apply.

9.5. Where the Responsible Officer determines that the content of the dDisclosure suggests there is an imminent risk of serious physical injury or death to any person or to the public generally, the Responsible Officer must immediately communicate such information as may be necessary to mitigate that risk to the most appropriate agency (for example, South Australia Police, SafeWork SA, SA Ambulance, Environment Protection Authority). In doing so, the Responsible Officer must also have regard to Section 6.2.1 of this Procedure.

9.6. Where the Responsible Officer forms a reasonable suspicion that the matter/s the subject of the dDisclosure involves

9.6.1 corruption in public administration~~, or serious or systemic misconduct or maladministration in public administration,~~ the Responsible Officer must comply with his/her reporting obligations under the ICAC Act in accordance with the Directions and Guidelines.

9.6.2 misconduct or maladministration in public administration the Responsible Officer must comply with this/her reporting obligations under the Ombudsman Act and in accordance with the Ombudsman Directions and Guidelines

9.7. Where the Responsible Officer determines a dDisclosure of Environmental and Health Information warrants further investigation, the Responsible Officer will, having regard to available resources, appoint the Independent Assessor and refer the dDisclosure to the Independent Assessor for investigation. The identity of the Informant must not be disclosed in any referral to an Independent Assessor for investigation.

9.8 Where the Responsible Officer determines the dDisclosure warrants referral to an external body or another Relevant Authority, the Responsible Officer will undertake the referral, including ensuring that such information as is necessary to enable action to be taken is communicated to the most appropriate Relevant Authority to take that action.

9.9. Where the Responsible Officer determines the dDisclosure requires any other action to ensure the matter subject of the dDisclosure is properly addressed, the Responsible Officer will include in his/her determination details of any other recommended action.

10. Notification of Preliminary Assessment

10.1. If the Responsible Officer assesses the content of the disclosure as requiring no further action, the Responsible Officer must notify the Informant (if his or her identity is known) **within 30 days of receipt** of the dDisclosure that :

10.1.1. an assessment of the dDisclosure has been made; and

10.1.2. no action is being taken in relation to the dDisclosure; and

10.1.3 the reason/s why no action is being taken in relation to the information.

10.2. If the Responsible Officer assesses the content of the disclosure as **requiring further action**, the Responsible Officer must ensure that **within 30 days of receipt** of the dDisclosure:

10.2.1 such action as is appropriate in the circumstances is taken to ensure the matter(s), the subject of the dDisclosure, are properly addressed; or

10.2.2 if such action consists of referring the dDisclosure (whether to a Responsible Officer, or to the Chief Executive Officer, or to another Relevant Authority), such information as is necessary to enable action to be taken is communicated to the most appropriate person or relevant authority to take such action.

10.3 If the action taken does not consist of referring the dDisclosure, the Responsible Officer must, **within ninety (90) days** of receiving the dDisclosure, take reasonable steps to notify the Informant (if his or her identity is known) of the outcome of the action taken by the Council. This is detailed further in ~~Part~~ section 12 of this Procedure.

10.4 If the Responsible Officer fails to notify the Informant in accordance with Sections 10.1 or 10.3 above, the Informant may be entitled to protection in relation to any subsequent dDisclosure of the information to a journalist or Member of Parliament in accordance with the PID Act.

10.5. If the Informant is dissatisfied with the Responsible Officer's determination, it is open to him/her to report the dDisclosure to another Relevant Authority external to the Council.

10.6. As soon as reasonably practicable following the Preliminary Assessment and notification to the Informant, the Responsible Officer must use the dedicated online notification form to notify OPI of the dDisclosure (**Initial Notification**), and, in doing so, must ensure that the details required by Guideline One ~~of~~ within the Public Interest Disclosure Guidelines are included in the Initial Notification as detailed below:

10.4.1 the date the dDisclosure was received;

10.4.2 the name and contact details of the recipient of the Disclosure ~~(being the Relevant Authority with the Council who initially received the Disclosure)~~;

10.4.3 a summary of the content of the dDisclosure;

10.4.4 the assessment made of the dDisclosure;

10.4.5 the action taken by the recipient of the dDisclosure including:

10.4.5.1 whether the dDisclosure was referred to another Relevant Authority ~~(including to a Responsible Officer or the Chief Executive Officer of the Council)~~, public authority, public officer or other person; and

10.4.5.2 if the dDisclosure was referred to another Relevant Authority, public authority, public officer or other person:

10.4.5.2.1 the date of the referral;

10.4.5.2.2 the identity of the Relevant Authority, public authority, public officer or other person to whom the disclosure was referred;

10.4.5.2.3 the manner of referral; and

10.4.5.2.4 the action to be taken by that Relevant Authority, public authority, public officer or another person (if known);

10.4.6 if no action was taken by the recipient of the dDisclosure, the reason why no action was taken; and

10.4.7 whether the identity of the Informant is known only to the recipient of the dDisclosure or if the identity of the Informant has been communicated to a Relevant Authority, public authority, public officer or other person (and if so, the reasons why such communication was made).

10.5. The Responsible Officer will retain the unique reference number issued by the OPI upon making the **Initial Notification**, and will ensure that reference number is provided to any other person or authority to whom the dDisclosure is subsequently referred.

11. Investigation Procedure

11.1. Where the Responsible Officer determines, following a Preliminary Assessment, that a dDisclosure warrants referral to an Independent Assessor for a formal investigation and report, the Responsible Officer will appoint an Independent Assessor in accordance with this Part to investigate the dDisclosure.

11.2. The Independent Assessor will be appointed on a case-by-case basis depending on the nature of the dDisclosure. Council may prepare a list of pre-approved persons who may be appointed as an Independent Assessor in any given circumstances, in

which case the Responsible Officer must have regard to this list in appointing the Independent Assessor.

11.2.1 An Independent Assessor will not be appointed to investigate a ~~d~~Disclosure of Public Administration Information (being information that raises a potential issue of corruption, maladministration or misconduct in public administration) **in the absence of a direction to do so from the OPI or the ICAC**. Such ~~d~~Disclosures must be referred to the OPI for further investigation in accordance with the ICAC Act.

11.3. The objectives of the investigation process are:

11.3.1. in appropriate circumstances, to investigate the substance of the ~~d~~Disclosure and to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made;

11.3.2. to collate information relating to the allegation as quickly as possible. This may involve taking steps to protect or preserve documents, materials and equipment;

11.3.3. to consider the information collected and to draw conclusions objectively and impartially;

11.3.4. to observe procedural fairness in the treatment of any person who is subject of the ~~d~~Disclosure; and

11.3.5. to make recommendations arising from the conclusions drawn concerning remedial or other appropriate action.

11.4. The Independent Assessor will observe the principles of natural justice throughout the investigation process. The investigation will be conducted in an efficient manner and will involve a thorough and balanced assessment of the available evidence and any other factors deemed relevant to making a fair and reasonable judgement about the matter.

11.5. Upon receipt of a ~~d~~Disclosure referral under this Part, the Independent Assessor will bring the fact of the ~~d~~Disclosure to the attention of the person who is the subject of it (if applicable) in writing **within 5 business days**, and provide them with an opportunity to respond to the ~~d~~Disclosure within a reasonable timeframe (either in writing or in person). The full details of any allegations contained in the ~~d~~Disclosure need not be brought to the person's attention if the Independent Assessor considers that doing so will compromise the investigation.

11.6. During any interview with the Independent Assessor, the person who is the subject of a ~~d~~Disclosure may be accompanied by any person providing support to him/her (including a lawyer) as he/she considers fit. Any costs incurred in relation to obtaining the assistance of a support person are the personal expenses of the person subject of the ~~d~~Disclosure. The support person is bound by a duty of confidentiality in relation to any matter discussed during such interview.

11.7. The investigation will be undertaken in confidence. So long as the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Independent Assessor will keep the identity of the Informant confidential unless the circumstances in Section 6.2 of this Procedure apply.

11.8. The Independent Assessor will keep the Responsible Officer informed of the expected timeframes for completion of the investigation and the provision of his/her investigation report to the Responsible Officer.

11.9. Upon finalising an investigation, the Independent Assessor must prepare an investigation report to the Responsible Officer that will contain the following details:

11.9.1. the allegation(s);

11.9.2. an account of all relevant information received including any rejected evidence, and the reasons why the rejection occurred;

11.9.3. the conclusions reached and the basis for them; and

11.9.4. any recommendations arising from the conclusions, including any remedial action which should be taken by the Council.

The report is to be accompanied by:

11.9.5. the transcript or other record of any verbal evidence taken, including tape recordings; and

11.9.6. all documents, statements or other exhibits received by the Independent Assessor and accepted as evidence during the course of the investigation.

11.10. Any report prepared in accordance with this Part will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in Section 6.2 of this Procedure apply.

11.11. The Responsible Officer must take whatever action is, in his/her discretion, considered appropriate in the circumstances having regard to the matters identified in the Independent Assessor's report.

12. Notification of Further Action

12.1. If the identity of the Informant is known to the Responsible Officer or is reasonably ascertainable, the Responsible Officer will notify the Informant of the outcome of his/her determination in writing as soon as is reasonably practicable after the fFurther aAction has been taken and, in any event, within either:

12.1.1. **90 days of receipt of the Disclosure**; or

12.1.2. ~~such a~~ longer period ~~as may be~~ specified by written notice given by the Responsible Officer within that 90-day period.

12.2. In doing so the Responsible Officer must advise the Informant of:



12.2.1. any action that has been, or will be, taken in relation to the dDisclosure; or

12.2.2. if no action is being taken in relation to the dDisclosure, the reason/s why.

12.3. If the Responsible Officer ~~fails~~ does not ~~to~~ notify the Informant in accordance with Section 12.1 and 12.2 above, the Informant may be entitled to protection in relation to any subsequent dDisclosure of that information to a journalist or Member of Parliament in accordance with the PID Act.

12.4. If the Informant is dissatisfied with the Responsible Officer's determination or the action taken it is open to him/her to report the dDisclosure to another Relevant Authority, external to the Council.

12.5. As soon as reasonably practicable following the Preliminary Assessment and notification to the Informant, the Responsible Officer must use the dedicated online notification form to notify OPI of the action taken in relation to the dDisclosure (**Further Notification**) and, in doing so, must ensure that the details required ~~by~~ under Guideline 2 of the Public Interest Disclosure Guidelines are included in the Further Notification as detailed below:

12.5.1 The unique reference number issued by the OPI upon notification of the Initial Notification;

12.5.2 the name and contact details of the notifier;

12.5.3 the name and contact details of the person or authority responsible for taking the action;

12.5.4 what (if any) findings were made in respect of the disclosure;

12.5.5 the nature of the action taken (if any);

12.5.6 the outcome of any action taken (if applicable);

12.5.7 whether the identity of the informant was disclosed to a person other than the original recipient of the dDisclosure; and

12.5.8 whether the informant was notified of the action taken and, if so, when and how that notification was made.

12.6. If the dDisclosure ~~came~~ was referred to the Council by ~~way of a referral from~~ a Minister, the Responsible Officer must ~~ensure that the Minister is~~ also ~~notifi~~notify the Minister ~~ed~~ of the action taken and outcome in relation to the dDisclosure~~, and the outcome of any such action.~~ If no action is to be taken, ~~T~~the Minister should be notified in accordance with this section following the Preliminary Assessment~~ if the Responsible Officer determines that no action is to be taken.~~

13. Final Report and Recommendation

13.1. Upon finalising any action required in relation to a dDisclosure, the Responsible Officer must prepare a report that will contain the following details:



13.1.1. the subject of the dDisclosure;

13.1.2. an account summary of the steps taken by the Responsible Officer in accordance with this Procedure, including, where appropriate, enclosing a copy of any Independent Assessor's report;

13.1.3. the conclusions reached as a result of the steps taken in response to the dDisclosure and the basis for them; and

13.1.4. any recommendations arising from the conclusions, including any remedial action which should be taken by the Council.

13.2. Any The report prepared in accordance with this Section will not disclose particulars that will or are likely to lead to the identification of the Informant, unless the circumstances in Section 6.2 of this Procedure appliesy.

13.3. The Responsible Officer's Report must be provided to the Chief Executive Officer, or to the Mayor where the matter relates to the Chief Executive Officer, to action as he/she considers appropriate.

14. Information to the Elected Body

14.1 As a matter of discretion, the Chief Executive Officer may inform the Elected Body, on a confidential basis, of the fact that an investigation of a dDisclosure took place and the outcome of the investigation.

14.2 The Chief Executive Officer shall take into account, in determining whether to inform the Elected Body under Section 14.1 above, the level of detail to be provided to the Elected Body including:

14.2.1 if known, the identity of the Informant, and whether the Informant has consented to his/her identity being ~~divulged~~disclosed;

14.2.2 if applicable, the identity of any person the subject of the dDisclosure;

14.2.3 the impact (if any) of the investigation upon Council's achievement of its objectives under its Strategic Plan and/or policies; and

14.2.4 the impact of any action taken to finalise the matter upon Council's operations and/or budget.

14.3 In the event the dDisclosure and/or subsequent investigation process is confined to issues that impact only upon Council staff and human resources processes, the Chief Executive Officer will not inform the elected body of the fact of the dDisclosure and/or investigation (since these matters fall outside the roles and responsibilities of Council members under the *Local Government Act 1999*).

15. Secure Handling and Storage of Information

15.1. The Responsible Officer must ensure accurate records of an appropriate dDisclosure are securely and confidentially maintained including notes of all discussions, phone calls, and interviews.

15.2. The Responsible Officer will ensure all information relating to an appropriate dDisclosure is maintained as confidential and as such, will be solely responsible for the records are stored securely with restricted access and remain confidential. No details will be placed on personnel files.

15.3. In performing his/her duties, the Responsible Officer will maintain a confidential file of information (including written documents, disks, tapes, film or other objects that contain information) that relates to a dDisclosure and/or is a product of the associated investigation/reporting process. All such information will be recorded in a register which is to remain confidential and be securely stored in the strong room at the Civic Centre.

15.4. In the event that a person's appointment as a Responsible Officer is terminated, the person must provide this information to the newly-appointed Responsible Officer and having done so will continue to be bound by a duty of confidentiality in respect of an Informant's identity and the information received as a result of the dDisclosure.

15.5. The Responsible Officer is ultimately responsible to ensure Public Interest Information will be securely received and stored, the security and confidentiality obligations outlined in this Part also apply to any Independent Assessor appointed pursuant to this Procedure in relation to any Investigation.

15.6 In addition to the above, in giving effect to this responsibility, a Responsible Officer may employ security measures including, but not limited to:

15.6.1 keeping all printed material in secure files that are clearly marked as "CONFIDENTIAL', and which warn of the criminal penalties that apply to any unauthorised access, use or divulging of information concerning a public interest disclosure;

15.6.2 keeping all printed material in a locked cabinet that is only accessible to the relevant authority at the Council who is responsible for the management of the assessment and/or action of the disclosure;

15.6.3 assigning specific password protections to all electronic material, which are provided to only the relevant authority at the Council who is responsible for the management of the assessment and/or action of the disclosure;

15.6.4 ensuring that all electronic material is only accessible by the relevant authority at the Council who is responsible for the management of the assessment and/or action of the disclosure; and

15.6.5 conducting all telephone calls and meetings in relation to a public interest disclosure privately and in the strictest of confidence.

16. Protection for the Informant

16.1 An Informant who makes an appropriate dDisclosure will be afforded the following protections under the PID Act:

16.1.1 immunity from criminal or civil liability;

16.1.2 a prohibition on disclosure of his/her identity, other than in limited specific circumstances, as set out under the PID Act and Guidelines;

16.1.3 a prohibition against Victimisation; and

16.1.4 a prohibition against hindering, obstructing or preventing an Informant from making an appropriate dDisclosure.

16.2 A person who personally commits an act of Victimisation against an Informant is guilty of an offence and may be prosecuted.

16.3 In accordance with section 12 of the PID Act, the Chief Executive Officer must also ensure there are risk management steps for assessing and minimising detriment to people against whom allegations are made in a dDisclosure. The Council commits to providing the same protections to persons who are the subject of a dDisclosure, as it does to Informants, which will include, but not necessarily be limited to:

16.3.1 keeping the identity of the Informant, and the subject of the dDisclosure, confidential;

16.3.2 flexibility as to when meetings are held, if and when necessary; and

16.3.3 the opportunity to make reasonable requests in relation to how and when the Relevant Authority of the Council, responsible for the management of the dDisclosure, makes contact with them, to minimise the potential for the person (being either the informant, or subject of the disclosure) to be subject to detriment.

16.4 The Council also commits to supporting all relevant authorities at the Council who receive any appropriate dDisclosures of Public Interest Information.

17. Public Interest Disclosure Register

17.1 In accordance with Section 15.3, a register recording a unique register number and key information for each disclosure shall include the following:

- The date a Public Interest dDisclosure was received
- Name of the Public Officer who received the Public Interest Disclosure
- Name of Responsible Officer undertaking the assessment
- The date of the acknowledgement correspondence sent to the informant
- A summary of the allegation/information received

- Involvement of an external agency
- The action taken to minimise any risk
- Details of the Preliminary Assessment
- Date of the report provided to CEO of the outcome of the Preliminary Assessment
- Date when the Responsible Officer notified that a preliminary assessment of information had been made.
- Date of any action taken and details
- Date of who was notified from the action taken (eg informant, OPI, Minister)

The Responsible Officer/s will ensure that the Public Interest Disclosure Register are stored securely with restricted access and remain confidential.

18. Reviews

18.1 This Procedure will be reviewed every three years, or as required as a consequence of amendments to the Act, Regulations, Guidelines or the statutory public integrity framework generally.

19. Availability of the Procedure

19.1 This Procedure will be available free of charge for inspection at the Council's offices during ordinary business hours and via councils website www.victor.sa.gov.au Copies will also be provided to the public upon request and upon payment of a fee in accordance with Councils Fee and Charges.

20. Document History

Version	Issue Date	Resolution No.	Description
1.0	23 September 2019	OC6652019	Endorsed by Council
2.0	24 May 2025		

21. Document Control

Policy Category	Statutory
Department/Officer	Office of CEO/CEO
~~**Applicable Legislation**~~	~~Public Interest Disclosure Act 2018~~ ~~Independent Commissioner Against Corruption Act 2012~~
~~**Related Policies**~~	~~Code of Conduct for Employees~~ ~~Code of Conduct for Council Members;~~ ~~Fraud and Corruption Prevention Policy~~ ~~Internal Review of Council Decisions Policy under Section 270 of the Local Government Act 1999.~~ ~~Public Interest Disclosure Policy~~ ~~Public Interest Disclosure Guidelines~~

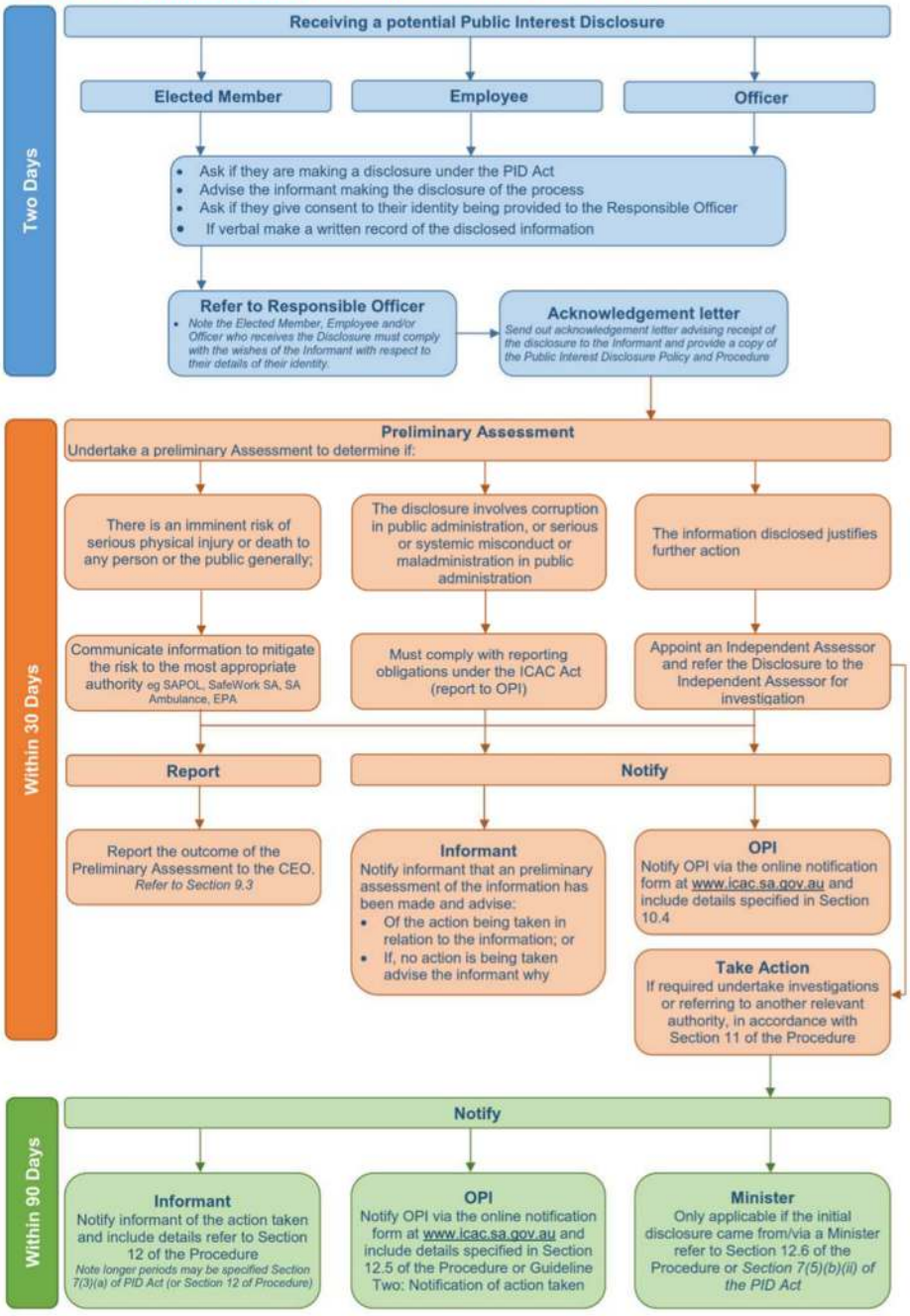
Date Adopted	23 September 2019
Next Review	~~August 2022~~March 2029
Review Frequency	Every Three Years

~~Appendix A~~Attachment 1 – Relevant Authorities

A disclosure of public interest information[1] where the information relates to…	the relevant authority is…
a public officer[2]	either: • the person who is designated by the Guidelines as being taken to be responsible for management or supervision of the public officer; or • the person who is in fact responsible for the management or supervision of the public officer; or • the relevant Responsible Officer (as designated by the Chief Executive Officer- in accordance with Section 12 of the PID Act)
a public sector agency or public sector employee	either: • the Commissioner for Public Sector Employment; or • the responsible officer for the relevant public sector agency
an agency to which the *Ombudsman Act 1972* applies	the Ombudsman
a location within the area of a particular council established under the *Local Government Act 1999*	a member, officer or employee of that Council
a risk to the environment	the Environment Protection Authority
an irregular and unauthorised use of public money or substantial	the Auditor-General
the commission, or suspected commission, of any offence	a member of the police force
a judicial officer	the Judicial Conduct Commissioner
a member of Parliament	the Presiding Officer of the House of Parliament to which the member belongs
a person or a matter of a prescribed class[3]	an authority declared by the regulations to be a relevant authority in relation to such information
Public Interest Information	• the OPI; • a Minister of the Crown; or • any other prescribed person or person of a prescribed class

[1] *Being Environmental and Health Information that raises a potential issue of a substantial risk to the environment or to the health or safety of the public generally or a significant section of the public) or Public Administration Information that raises a potential issue of corruption, misconduct or maladministration in public administration*
[2] *As defined and set out in Schedule 1 of the Independent Commissioner Against Corruption Act 2012 – relevantly, this includes Council members, officers and employees of Local Government bodies.*
[3] *presently, no prescribed persons or classes have been identified*

~~Appendix B~~Attachment 2 – Notification Process Flowchart



Attachment 3 - Cr Burns Proposed Amendments - Public Interest Disclosure Procedure

Public Interest Disclosure Policy Changes – review – agenda item 9.3

PROPOSED AMENDMENT

Amended Motion

That Council revoke the Public Interest Disclosure Policy and adopt the reviewed Public Interest Disclosure Procedure as provided at Attachment 2, subject to the following amendments:

1. Council reporting requirement
Insert a clause requiring:
"Council must receive periodic, de-identified reporting on the number, type and status of public interest disclosures, including any systemic or emerging issues identified."

2. Material issue escalation to elected members
Insert a clause stating:
"Where a public interest disclosure raises material governance, financial, systemic or reputational risks to Council, the Mayor and elected members must be informed in an appropriate and lawful manner, subject to confidentiality requirements under the Act."

3. Limitation on CEO discretion
Insert a clause stating:
"The Chief Executive Officer must not have sole discretion to withhold from Council information about material or systemic issues arising from public interest disclosures."

4. Conflict and independent escalation safeguard
Insert a clause stating:
"Where a disclosure involves the Chief Executive Officer, senior administration, or matters that may reasonably give rise to a conflict of interest, the matter must be referred to an appropriate independent authority or reported to the Mayor in accordance with legislative requirements."

5. Governance principle statement (optional but recommended)
Insert a clause stating:
"The management of public interest disclosures must support transparency, accountability and appropriate oversight by elected members while maintaining the confidentiality protections required under the Public Interest Disclosure Act 2018."

Attachment 4 - Cr Burns Proposed Amendments and Administration Comments - Public Interest Disclosure Procedure

Cr Burns - Proposed Amendments

Public Interest Disclosure Procedure

1. Council reporting requirement

Insert a clause requiring:

"Council must receive periodic, de-identified reporting on the number, type and status of public interest disclosures, including any systemic or emerging issues identified."

Administration Comments

The proposed amendment is not outlined within the reviewed Procedure specifically. However, the procedure instead establishes:

- A confidential public interest disclosure register (clause 17)
- Strict confidentiality obligations regarding disclosure information (clause 6) which are designed to protect informants and ensure compliance with the Public Interest Disclosure Act 2018.

While the Chief Executive Officer may inform the council of investigation outcomes in appropriate circumstances (clause 14), this occurs on a discretionary and case by case basis rather than through periodic reporting.

However, it is important to note that Clause 14.3 states that where a disclosure relates solely to an employee or human resources matters, the CEO will not inform Council, as these matters fall outside the roles and responsibilities of Council Members under the *Local Government Act 1999*.

It's recommended that the amendment is not included.

2. Material issue escalation to elected members

Insert a clause stating:

"Where a public interest disclosure raises material governance, financial, systemic or reputational risks to Council, the Mayor and elected members must be informed in an appropriate and lawful manner, subject to confidentiality requirements under the Act."

Administration Comments

The proposed amendment would impose a mandatory reporting obligation to Council that is inconsistent with the current framework.

Clause 14 of the reviewed Procedure provides that the CEO may inform the Council, on a confidential basis, of the fact and outcome of a disclosure investigation, having regard to confidentiality, the nature of the matter. However, it is important to note that Clause 14.3 states that where a disclosure relates solely to an employee or human resources matters, the CEO will not inform Council, as these matters fall outside the roles and responsibilities of Council Members under the *Local Government Act 1999*.

The reviewed procedure appropriately balances transparency with governance and confidentiality requirements, and it's recommended that the amendment is not included.

3. Limitation on CEO discretion

Insert a clause stating:

"The Chief Executive Officer must not have sole discretion to withhold from Council information about material or systemic issues arising from public interest disclosures."

Administration Comments

The reviewed Procedure, assigns responsibility for managing disclosures to the CEO and Responsible Officers, in accordance with the Public Interest Disclosure Act 2018.

Clause 14 establishes that reporting to the Council is discretionary and clause 14.3 excludes reporting of matters that relate solely to staff or human resources.

Removing or limiting the CEO's discretion in this regard would be inconsistent with:

- The statutory role of the Principal Officer under the PID Act; and
- The separation of roles and responsibilities between Council and administration under the Local Government Act 1999.

It's recommended that the amendment is not supported, as it would exceed Councils roles and responsibilities under the Local Government Act and Public Interest Disclosure Act 2018.

4. Conflict and independent escalation safeguard

Insert a clause stating:

"Where a disclosure involves the Chief Executive Officer, senior administration, or matters that may reasonably give rise to a conflict of interest, the matter must be referred to an appropriate independent authority or reported to the Mayor in accordance with legislative requirements."

Administration Comments

The proposed amendment is already addressed within the review procedure and relevant legislation.

Clause 7.4.2 provides that were a disclosure relates to the Chief Executive Officer, the disclosure may be made to a Responsible Officer of the Mayor. Additionally, the *Public Interest Disclosure Act 2018* establishes a framework of relevant authorities (including external bodies such as the Office for Public Integrity and the Ombudsman) to whom disclosures may be made where appropriate.

It's recommended that the amendment is not included, as it is already addressed within the reviewed Procedure and relevant legislation.

5. Governance principle statement (optional but recommended)

Insert a clause stating:

"The management of public interest disclosures must support transparency, accountability and appropriate oversight by elected members while maintaining the confidentiality protections required under the Public Interest Disclosure Act 2018."

Administration Comments

The proposed amendment is already addressed within the reviewed procedure and relevant legislation.

The Statement of Intent at the beginning of the Procedure affirms Council's commitment to transparency and accountability and the handing of Public Interest Disclosures in accordance with the Public Interest Disclosure Act 2018.

The procedure also establishes requirements for:

- Confidentiality protections (Clause 6)
- Independent assessment and investigation processes; and
- Reporting and oversight mechanisms

These provisions collectively give effect to the principles of transparency, accountability and appropriate oversight while maintaining statutory confidentiality protections.

It's recommended that the amendment is not included, as it is already addressed within the reviewed Procedure and relevant legislation.

4.2. Adjourned Item - Reviewed - Prudential Management Policy

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Kyla Walker

RECOMMENDATION

CURRENT MOTION BEFORE COUNCIL

Moved: Cr Brayden Mann

Seconded: Cr Marilyn Henderson

That Council adopt the Reviewed Prudential Management Policy as provided at Attachment 2.

ADJOURNED BUSINESS

At the Ordinary Council Meeting held on Monday, 22 May 2026, Council resolved:

Moved: Cr Brayden Mann

Seconded: Cr Marilyn Henderson

That Council adopt the Reviewed Prudential Management Policy as provided at Attachment 2.

6:16pm

FORMAL MOTION

OC1762026

Moved: Cr Marilyn Henderson

Seconded: Cr Michael Quinton

That the debate on this matter be adjourned to enable Council members to consider any further amendments to the Policy, and that the Policy be presented back to the June Ordinary Council Meeting.

CARRIED

COMMENTARY SUBSEQUENT TO ADJOURNMENT

On Tuesday, 2 June 2026, an email was sent to Council Members requesting feedback on Cr Burns' proposed amendments. Attachment 3 contains a copy of the proposed

amendments, and Attachment 4 includes the proposed amendments together with Administration's comments. At the time of writing, no feedback had been received

The original report presented to the Ordinary Council meeting held on Monday, 25 May 2026 is provided below for Member's information.

PURPOSE

The purpose of this report is for Council to adopt the reviewed Prudential Management Policy.

BACKGROUND

Policies are an important part of ensuring the City of Victor Harbor has good governance. Furthermore, they are a mechanism to protect the organisation and provide the community with confidence that the Council will undertake operations in a consistent, fair and equitable way.

The City of Victor Harbor has developed a schedule to ensure that all policies are reviewed in a timely manner. Section 132A of the *Local Government Act 1999*, specifies that Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with any statutory requirements and to achieve and maintain standards of good public administration.

Section 48 of the *Local Government Act 1999* requires councils to have prudential management practices, policies and procedures.

The Prudential Management Policy was adopted by Council at the Ordinary Council meeting held on Monday, 24 June 2013 and was last comprehensively reviewed in November 2022.

COMMENTARY

Feedback from the Audit and Risk Committee meeting in May 2025 highlighted that the Policy fell short in providing clear policy principles, and the need to take a risk-based approach to prudential management that goes beyond financial risks, and a need for further clarity where thresholds for prudential reporting are reached retrospectively.

Administration have developed a new Prudential Management Policy that is straightforward and covers the intent of the Committee's feedback. This policy has been based on the Mount Barker District Council Prudential Management Policy.

A summary of the main amendments are provided below:

- Clause 1 - Purpose - this clause has been updated to include risk-based focus and reference legislation compliance and evaluation.

- Clause 2 - Scope - this Clause has been updated to include risk proportionate and includes statutory exclusions.

- Clause 3 - Policy Statement - this clause has been strengthened to align with internal frameworks

- Clause 4 - Legislation and Compliance - this clause adds access and confidentiality settings and also includes exemptions

- Clause 5 - Definitions - this clause has been expanded and updated to include due diligence, prudential project, financial risk, organisation risk, project and prudential report etc.

- Clause 6.1 - Roles and Responsibilities - this clause includes clear accountability and reporting, which supports assurance, oversight and consistent practice.

- Clause 6.2 - Prudential Report - this clause covers the requirements under Section 48(1) of the Local Government Act, which is in a table format to make it clearer

- Clause 6.3 - Due Diligence before decision - this has been reframed to include a comprehensive checklist of what may be required before a prudential report is required.

- Clause 6.4 - Monitoring and Review - this Clause consolidates the current clauses 6.5 and 6.6.

A copy of the current Prudential Management Policy is provided at Attachment 1, and the reviewed Policy, which incorporates the above amendments is provided at Attachment 2.

Audit and Risk Committee Feedback

At the Audit and Risk Committee meeting held on Monday, 18 May 2026, the Committee reviewed the Prudential Management Policy and resolved as follows:

ARC312026

Moved: Michele Bennetts

Seconded: Cr Brayden Mann

That the Audit and Risk Committee recommends:

That Council adopt the reviewed Prudential Management Policy as provided at Attachment 2.

CARRIED

A copy of the reviewed Prudential Management Policy, incorporating the Committees feedback is provided at Attachment 2.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance -The Prudential Management Policy has been reviewed and taken into consideration the Committee feedback, legislative provisions and other best practice standards to ensure that the Policy is effective and meets its statutory obligations. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Act 1999

- Section 132A - Related Administrative Standards

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council adopting the reviewed Prudential Management Policy.

No additional funds are required.

CONSULTATION

Audit and Risk Committee - Monday, 18 May 2026

Senior Management Team

Relevant Staff

ATTACHMENTS

Attachment 1 - Current - Prudential Management Policy

Attachment 2 - Reviewed - Prudential Management Policy

Attachment 3 - Cr Burns Proposed Amendments - Prudential Management Policy

Attachment 4 - Cr Burns Proposed Amendments and Administration's Comments - Prudential Management Policy

Attachment 1 - Current - Prudential Management Policy

POLICY

Policy Name	Prudential Management Policy
Policy Category	Statutory Requirements
Department / Officer	Office of Chief Executive Officer / Group Manager Governance and Finance
Date Adopted	24 June 2013
Date/s Reviewed	27 August 2018, 28 November 2022
Review Frequency	Every 3 Years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation
Attachments	

1. Purpose

This policy is intended to provide further guidance to Council in regard to the management of all its prudential projects regardless of size.

2. Scope

This Policy applies to all Council projects, irrespective of size, to ensure that decision-making in respect of any project is made with reliable, accurate and timely information and to ensure that each Council project is managed in line with legislative requirements and gives consideration to Council's strategic plans. :

3. Policy Statement (Summary)

The City of Victor Harbor will support prudential decisions, which balance the value of community outcomes against the cost of achieving those outcomes to facilitate financial sustainability.

4. Legislation and Compliance

Pursuant to Section 48(aa1) of the *Local Government Act 1999* (the Act), Council must develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:

a) acts with due care, diligence and foresight; and
b) identifies and manages risks associated with a project; and
c) makes informed decisions; and
d) is accountable for the use of Council and other public resources.

5. Definitions

Due Diligence is the conduct of a systematic review of a transaction, prior to entering the transaction.

Prudential Report is a formal report with specific due diligence and format requirements in accordance with Section 48(2) of the *Local Government Act 1999*.
Project may be defined as a new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset

This should not be interpreted to mean that all Council activities are "projects". Regular, ongoing deliveries of Council services are not "new and discrete" activities so therefore are not included within this definition. A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land will constitute a "project" if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council's Procurement Policy. However, a "project" will typically involve more than merely purchasing. It will always involve Council staff time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

All projects should be considered in the context of not only this policy, but also Council's Risk Management Plan.

Whole-of-life cost is an assessment of all costs associated with any Project from inception, implementation, maintenance and decommissioning of assets and or services arising from a Project and includes all cash, depreciation and financing considerations.

6. Policy Content

6.1 Deciding upon an appropriate level of due diligence

Any proposed project must first be assessed as to the level of due diligence that is required.

Council's Delegation Register lists the powers and functions that the Council has delegated to the Chief Executive Officer and/or other managers, including the power (depending upon budgetary allocations and other Council policies) to approve some projects. The Delegation Register may distinguish types of projects that a specific manager is permitted to approve.

Therefore, for a particular proposed project, (depending on the Delegation Register) the decision-maker may be the Council, the Chief Executive Officer or Director or a Manager.

When approval is being sought or considered for a specific proposed project, information must be provided to the decision-maker to indicate approximately, at first instance:

- the specific benefits or needs to be addressed by the proposed project;
- the extent to which the proposed project may be substantially similar to other past projects;
- the expected whole-of-life costs of the proposed project; and
- what, if anything, is known about the levels of financial risk that may be involved.

6.2 Two Threshold Questions

The decision-maker should make an evaluation as to the extent of due diligence that must be embarked upon before any subsequent decision is made whether or not to proceed with the proposed project.

As a first step, the decision-maker must ascertain:

- whether funding of the whole-of-life costs of the proposed project will (or might) require additional allocations beyond those already accommodated in Council's long-term financial plan; and
- whether the proposed project will (or might) generate any additional financial risk for the Council.

Seeking the answers to these two questions is a threshold 'due diligence' test. If the decision-maker is sure that whole-of-life costs and financial risks are already accounted for, then no further action is necessary. However, in many cases, the decision-maker will not be sure of these answers, and will require a second step.

To resolve any doubt, the decision-maker must request preparation of a due diligence report. See section 6.3 below.

6.3 Due Diligence Report

To resolve any doubt, the decision-maker must request preparation of a due diligence report. (refer to section 6.4)

For large commercial or non-commercial projects, *Section 48(1) of the Act* requires that a full prudential report be prepared for Council. A report under Section 48 will be regarded as the highest-level, most thorough type of Due Diligence Report for the purposes of this Policy. The following issues must be considered in the report *(Section 48(2))*:

(a) The relationship between the project and relevant strategic management plans;
(b) The objectives of the Development Plan in the area where the project is to occur;
(c) The expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried on in the

proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;

(d) The level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;

(e) If the project is intended to produce revenue, revenue projections and potential financial risks;

(f) The recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements;

(g) The financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the council;

(h) Any risks associated with the project, and the steps that can be taken to manage, reduce eliminate those risks (including by the provision of periodic reports to the Chief Executive Officer and to the Council);

(i) The most appropriate mechanisms or arrangements for carrying out the project.

(j) If the project involves the sale or disposition of land, the valuation of the land by a qualified valuer under the *Land Valuers Act 1994*.

A full prudential report may also be commissioned under Section 48, for "any other project for which the Council considers that it is necessary or appropriate".

If a full prudential report is not sought, Council will record its reasons for not obtaining such a report. This might be satisfied simply by noting (if appropriate) that the proposed project has been assessed under 6.2 of this policy, or under a Due Diligence Report as being of low or negligible financial risk.

6.4 Due diligence before a decision on whether to Proceed

Depending upon the extent of due diligence required by the decision-maker, a Due Diligence Report of greater or lesser detail will be prepared. This Due Diligence Report will include, in relation to the proposed project:

- an analysis of the need or demand;
- identification and quantification of the expected financial and other benefits;
- identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs;
- assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated;
- an evaluation that weighs up all of the factors above.

For the smallest projects with least financial risk, this Due Diligence Report may comprise only a single page and may be prepared by a single Council Employee. Larger, more complicated and/or financially riskier projects will require a Due Diligence Report containing correspondingly more information and assessment, as required by the decision-maker, with input from two or more officers.

For example, the decision-maker may request a Due Diligence Report from a working party of Council Officers, or an external consultant, or a combination of both. Consideration will be given to whether those preparing a Due Diligence Report require special skills such as engineering, finance, project management, town planning etc.

For any project that falls into an area where there is an extreme to high financial risk using the Risk Management Framework, a Due Diligence Report must also include a project feasibility study, to provide a high level consideration of the expected costs and revenues over the life of the project, using discounted cashflow analysis. One important aspect that will be considered in such a study is the reliability of these costs and revenues within these calculations, particularly if revenues are dependent on future market conditions.

6.5 Due diligence during a project

Council will after a decision has been made to commence a project, it will be managed according to the principles of due diligence.

Council will take action to manage the project so that:

- the project remains focused upon the expected public benefits or needs that have been identified in the Due Diligence Report; and
- financial risks identified in the Due Diligence Report are managed appropriately.

6.6 Due diligence after a project

Council will, after a project has been completed, evaluate the project, according to the principles of due diligence, to determine the extent to which the project:

- has achieved the public benefits or needs identified in the Due Diligence Report that it was intended to achieve or satisfy; and
- has avoided or mitigated the financial risks identified in the Due Diligence Report.

7. Risk Management

The contents of this Policy relate to financial issues arising from Council 'projects' hence using the term 'prudential management' to refer to the management of these particular risks. However, as not all risks associated with projects relate to financial risks, Council will apply Council's Risk Management Framework and Policy for the overall management of Council projects. Adequate resources will be allocated to the prudential management of projects and staff will be appropriately trained.

8. Implementation/Delegations

The Chief Executive Officer has the delegated authority to commission a prudential report pursuant to Section 48 of the *Local Government Act 1999*.

9. Related Documents

Procurement Policy
Internal Control Policy
Risk Management Policy
Risk Management Framework and Strategy
Major Tender and Quotation Procedure
Disposal of Land and Other Assets Policy

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.

Attachment 2 - Reviewed - Prudential Management Policy

POLICY

Policy Name	Prudential Management Policy
Policy Category	Statutory
Department / Officer	Office of Chief Executive Officer / Group Manager Governance and Finance
Date Adopted	24 June 2013
Date/s Reviewed	27 August 2018, 28 November 2021,
Review Frequency	Every 3 Years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation
Attachments	

1. Purpose

The purpose of this policy is to set out a framework for the prudential management of Council projects and commercial activities, regardless of size, that present greater than normal financial or governance risk including strategic risks, operational risks and compliance risks.

This policy supports compliance with Section 48(1) of the *Local Government Act 1999* and ensures projects are subject to appropriate due diligence, risk management, and post-implementation evaluation to achieve identified public benefits while minimising financial risks.

2. Scope

This policy applies to all City of Victor Harbor projects and commercial activities that have greater than usual financial and governance risks. A prudential report must be considered where it meets Section 48(1) of the *Local Government Act 1999*.

This Policy does not apply to road construction or maintenance; and drainage work in accordance with Section 48(3) of the *Local Government Act 1999*.

3. Policy Statement (Summary)

The City of Victor Harbor is committed to applying a proactive, transparent and risk-based approach to the assessment, approval, delivery and review of significant projects. Council will act with due care, diligence and foresight and ensure that all projects are undertaken in accordance with Council's Project Management Framework and strategic objectives.

4. Legislation and Compliance

Under Section 48 of the *Local Government Act 1999*, Council must develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:

a) acts with due care, diligence and foresight; and
b) identifies and manages risks associated with a project; and
c) makes informed decisions; and
d) is accountable for the use of Council and other public resources.

A prudential report is not required in relation to road construction or maintenance, or drainage works, even when the cost of such works would exceed the expenditure levels identified within this Policy (Section 48(3) of the Act).

Certain prudential reports, or parts of them, may be restricted from public release to protect commercial in confidence or other exempt information under Section 48(6) of the Act.

5. Definitions

Due Diligence means the obligation to exercise reasonable care of all aspects including but not limited to financial assurance, Workplace Health and Safety, legislative compliance, risk management, project management, expected whole-of-life costs, impact on future generations, and appropriate consultation prior to committing to a project. It will establish that Section 48(2) has been regarded but additionally identify any gaps in information and make an assessment of the adequacy of that information to support informed decision making, and accountability for the use of council and other public resources. A prudential report prepared under Section 48 of the Act will be regarded as the highest level due diligence report.

Engage in a Prudential Project means Council has committed funds or resources to commence planning, design, procurement or delivery activities.

Financial Risk means the potential for adverse financial impacts, including cost overruns, incorrect forecasting, revenue shortfalls or long-term sustainability impacts.

Organisation Risk means risks including work health and safety, public and product liability and is separate but may be linked to financial risk.

Project means a temporary endeavour with a defined beginning and end (not business as usual). A new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset. It will typically involve more than simply purchasing an asset or infrastructure; it does not need to entail expenditure as it may be based around the receipt of land or assets for free, or the granting of permission for a private activity on Council land.

Prudential Report means a report pertaining to a prudential project, that demonstrates due diligence has been undertaken and provides an assessment as to the adequacy of that due diligence.
.

Prudential Project means a project that requires prudential legislative requirements to be followed.

Senior Management Team include the Chief Executive Officer, Director Corporate and Customer Service, Director Environment and Infrastructure, Director Community and Development and the Group Manager Governance and Finance.

Suitably Qualified Independent Person means a person (who may be an employee of Council) with appropriate skills and experience and with no interest in the relevant project.

Whole-of-life cost is the full financial cost associated with a project or asset over its entire life cycle, including capital, financing, operating, maintenance, renewal, and disposal costs, used to assess long-term financial sustainability in a prudential context.

6. Policy Content

6.1 Roles and Responsibilities

6.1.1 Council

- Adopt and review Prudential Management Policy and ensure oversight of significant projects.
- Consider prudential reports and make decisions regarding project approval.

6.1.2 Chief Executive Officer

- Commission prudential reports in accordance with this Policy and Section 48 of the *Local Government Act 1999*
-
- Where there is a material change in project scope, cost, funding, delivery model, risk profile, or forecast financial impacts, require the prudential report to be reviewed, updated or re-obtained.
- Provide regular prudential project updates to Council via the Aduit and Risk Committee.

6.1.3 Senior Management Team

- Ensure relevant projects are assessed against prudential thresholds and risk
- Nominate a project sponsor and assign appropriately skilled project managers

6.1.4 Project Managers

- Undertake initial threshold and risk assessments for proposed projects
- Coordinate due diligence documentations (eg feasibility, business case, risk assessment, procurement plan)
- Maintain the project risk register and ensure quarterly reporting.

6.1.5 Audit and Risk Committee

- Review prudential reports to confirm they address all matters required under Section 48(2) of the Local Government Act 1999 and are based on appropriate and reasonable assumptions;
- Monitor whether identified gaps are appropriately addressed or resolved prior to Council making a decision on the project,
- overseeing the Significant Project Risk Register and monitoring key project risks and mitigation actions

6.2 Prudential Report

A prudential report will be prepared where a project meets the thresholds under Section 48 of the *Local Government Act 1999*:

Threshold Type	Requirement
Operating Expenses	The expected operating expenses of the project over the ensuring five years exceed 20% of Council's average annual operating expenses over the previous five financial years (as shown in Councils financial statements).
Capital cost	The expected capital cost of the project over the ensuring five years exceeds the capital threshold is likely to exceed $4,000,000 (indexed). Noting this amount is to be adjusted on the 1 January each year, by multiplying the amount by a proportion obtained by dividing the CPI for the September quarter of the immediately preceding year by the CPI for the September quarter.
Risk-Based trigger	The project is assessed: • as a high risk under council's Risk Management Framework and exceeds $1,000,000; or • it would materially impact forecasts in Council's Long-Term Financial Plan.

A prudential report may also be obtained where the Chief Executive Officer considers it necessary or appropriate having regard to risk, materiality and public interest.

Prudential reports must address all matters required under Section 48(2) of the *Local Government Act 1999* and be prepared by an independent, suitably qualified independent person.

Where a project subsequently meets prudential thresholds after commencement, the Chief Executive Officer must determine whether a retrospective prudential assessment or report is required, having regard to risk, financial exposure and public interest.

If it is determined that a prudential report is not required for projects that meet prudential thresholds (clause 6.2) after commencement any newly identified risks will

be added to the Significant Project Risk Register and will be included in quarterly updates to the Audit and Risk Committee.

6.3 Due Diligence Requirements

Council will ensure that prudential projects are only undertaken after an appropriate level of due diligence has been completed.

Depending on the nature of the project, the following documentation may include:

- Needs analysis and public interest assessment
- Feasibility study and options analysis
- Business case including whole-of-life costs and benefits
- Funding and financing strategy (including impacts on key financial indicators)
- Updated Long Term Financial Plan modelling (if Applicable)
- Risk Assessment aligned with the Council's Risk Management Framework, with mitigation plans
- Procurement Plan and market approach
- Stakeholder and community engagement plan proportionate to scale and risk
- Legislative and regulatory compliance analysis (including property, planning, WHS)
- Implementation plan, milestones and performance measures
- Legal and specialist consulting advice

6.4 Monitoring and Review

At the completion of a prudential report and during the project delivery, Council (through the CEO) will monitor compliance, benefits and financial risks throughout the project lifecycle.

Where underlying project assumptions materially change, the Chief Executive Officer or their delegate may require the prudential report to be revisited or amended.

Completed projects which were subject to a Prudential Review will be evaluated to confirm achievement of intended benefits and effective risk mitigation.

6.5 Exclusions during Local Government Periodic Elections

Council will not commission new prudential reports during local government periodic elections caretaker period.

6. Risk Management

Prudential risk considerations form part of Councils risk management framework. The risk management policy and framework apply to all projects, with adequate resources allocated and appropriate staff training will be provided.

7. Implementation/Delegations

The Chief Executive Officer or delegate is responsible for implementing this Policy and engaging independent suitably qualified person in accordance with Sections 48(4 and 48(4a)

of the *Local Government Act 1999*, to prepare a prudential report that includes all matters listed in Section 48(2) of the *Local Government Act 1999*.

Minor administrative changes may be approved by the Chief Executive Officer, while material changes require Council resolution.

8. Related Documents

Delegations Register
Disposal of Land and Other Assets Policy
Internal Control and Audit Policy
Major Tender and Quotation Procedure
Procurement Policy
Risk Management Policy
Risk Management Framework and Strategy

9. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au. Adopted prudential reports will be published on Council's website for the duration of the project and remain available for at least one year following project completion.

Attachment 3 - Cr Burns Proposed Amendments - Prudential Management Policy

Prudential Report Policy Changes – ASSESSMENT & RED FLAGS

PROPOSED AMENDMENT MOTION - Item 9.2:

That Council adopt the reviewed Prudential Management Policy as provided at Attachment 2, subject to the following amendments:

1. Statutory trigger clarification
Insert a clause stating:
"A prudential report must be obtained and considered where the requirements of Section 48(1) of the Local Government Act 1999 are met, regardless of any risk-based or proportional assessment."

2. Risk-based approach clarification
Insert a clause stating:
"A risk-based approach may determine the extent of additional analysis undertaken, but must not reduce the minimum statutory requirement for a prudential report or the consideration of prudential issues under Section 48."

3. Retrospective threshold safeguard
Insert a clause stating:
"Where a project exceeds prudential reporting thresholds after commencement, Council must not make further material financial or contractual commitments until a prudential report has been obtained and considered by Council."

4. Minimum financial assessment requirements
Insert a clause requiring that all prudential reports include, at a minimum:

- whole-of-life costs
- revenue projections (where applicable)
- identification of financial risks
- short and long-term impact on Council's financial position
- key assumptions underpinning the analysis

5. Confidentiality safeguard
Insert a clause stating:
"Any confidentiality provisions must not restrict Council's access to, or consideration of, the full financial viability and risk assessment of a project."

Attachment 4 - Cr Burns Proposed Amendments and Administration's Comments - Prudential Management Policy

Cr Burns - Proposed Amendments

Prudential Management Policy

1. Statutory trigger clarification

Insert a clause stating:

"A prudential report must be obtained and considered where the requirements of Section 48(1) of the Local Government Act 1999 are met, regardless of any risk-based or proportional assessment."

Administrations Comments

The proposed amendment is reinstating what is prescribed by the legislation. In accordance with Section 48(1) of the *Local Government Act 1999* Council is required to obtain and consider a prudential report where the statutory criteria are met. As this is a legislative requirement, it is not necessary to repeat it in the Policy. The obligation is also reflected in Clause 4 under Legislation and Compliance.

It's recommended that the amendment is not included.

2. Risk-based approach clarification

Insert a clause stating:

"A risk-based approach may determine the extent of additional analysis undertaken, but must not reduce the minimum statutory requirement for a prudential report or the consideration of prudential issues under Section 48."

Administrations Comments

Section 48(2) of the *Local Government Act 1999* prescribes the minimum statutory content requirements for a prudential report. Clause 6.3 of the reviewed Policy further provides for additional supporting documentation, where appropriate. Prudential Reports are subject to review by the Audit and Risk Committee to ensure completeness, quality and the identification and recording of relevant risks within the Significant Project Risk Register. This review is also reflected in the Prudential Management Procedure under Clause 4.6 - Stage 6 and the Audit and Risk Committee Audit and Risk Committee Terms of Reference adopted by Council.

It's recommended that the amendment is not included.

3. Retrospective threshold safeguard

Insert a clause stating:

"Where a project exceeds prudential reporting thresholds after commencement, Council must not make further material financial or contractual commitments until a prudential report has been obtained and considered by Council."

Administrations Comments

The proposed amendment relates to clause 6.2 of the reviewed Policy. It proposes that, where a project meets prudential thresholds after commencement, the determination of whether a retrospective

prudential assessment or report is required be determined by the Council instead of at the discretion of the Chief Executive Officer. However, Council was proposing to amend this clause, it would be suggested that a report be presented to the Audit and Risk Committee for recommendation to Council. Where Council determines that a prudential report is not required, any newly identified risks would be recorded in the Significant Project Risk Register and reported to the Audit and Risk Committee through quarterly updates.

Council could amend the following paragraphs as follows:

Where a project subsequently meets prudential thresholds after commencement, a report will be presented to the Audit and Risk Committee who will recommend to Council ~~the Chief Executive Officer must determine~~ whether a retrospective prudential assessment or report is required, having regard to risk, financial exposure and public interest.

If Council ~~it is~~ determine~~d~~s that a prudential report is not required for projects that meet prudential thresholds (clause 6.2) after commencement any newly identified risks will be added to the significant Project Risk Register and will be included in quarterly updates to the Audit and Risk Committee.

4. Minimum financial assessment requirements

Insert a clause requiring that all prudential reports include, at a minimum:

- whole-of-life costs
- revenue projections (where applicable)
- identification of financial risks
- short and long-term impact on Council's financial position

key assumptions underpinning the analysis

Administrations Comments

The proposed amendments are already addressed in the reviewed Policy and in section 48(2) of the *Local Government Act 1999*, which prescribes the minimum content requirements for a prudential report. Specifically:

- whole-of-life costs are addressed in section 48(2)(f);
- revenue projections in section 48(2)(e);
- financial risks in section 48(2)(h); and
- the short and longer-term impact on Council's financial position in section 48(2)(g).

In addition, clause 6.1.5 provides that the Audit and Risk Committee reviews prudential reports to confirm they address the matters required under section 48(2) and are based on appropriate and reasonable assumptions.

It's recommended that the amendment is not included.

5. Confidentiality safeguard

Insert a clause stating:

"Any confidentiality provisions must not restrict Council's access to, or consideration of, the full financial viability and risk assessment of a project."

Administrations Comments

All information required by the legislation or the Policy is included in the prudential report to support consideration by the Aduit and Risk Committee and council, including confidential information.

However, there are restrictions to protect commercial confidential, or other people's financial affairs, the report must become a public document after the council has made a decision on the project (or earlier at the council's discretion). However, under Section 48(6) council must take steps to prevent the disclosure of specific information in the prudential report in order to protect its commercial value or to void disclosing the financial affairs of a person (other than the council).

It's recommended that the amendment is not included.

5. MINUTES OF THE PREVIOUS MEETING

5.1. Minutes of the Previous Meeting - 25 May 2026

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Chelsie Butler

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Monday, 25 May 2026 be confirmed as true and accurate.

INFORMATION

The purpose of this report is to confirm the minutes of the previous meeting in accordance with Regulation 8(1) of the *Local Government (Meeting) Procedures 2013*.

The minutes of the Ordinary Council meeting held on Monday, 25 May 2026 have been distributed to Council Members.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government (Meeting Procedures) Regulations 2013

- Regulation 8 - Minutes

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications from the preparing this report or endorsing the minutes of the previous meeting.

No additional funds are required.

CONSULTATION

Council Members

Chief Executive Officer - Victoria MacKirdy

5.2. Minutes of the Previous Meeting - Special Council - 1 June 2026

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Chelsie Butler

RECOMMENDATION

That the minutes of the Special Council meeting held on Monday, 1 June 2026 be confirmed as true and accurate.

INFORMATION

The purpose of this report is to confirm the minutes of the previous meeting in accordance with Regulation 8(1) of the *Local Government (Meeting) Procedures 2013*.

The minutes of the Special Council meeting held on Monday, 1 June 2026 have been distributed to Council Members.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government (Meeting Procedures) Regulations 2013

- Regulation 8 - Minutes

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications from the preparing this report or endorsing the minutes of the previous meeting.

No additional funds are required.

CONSULTATION

Council Members

Chief Executive Officer - Victoria MacKirdy

6. DEPUTATION

6.1. Mr Keith Climpson - Victor Harbor Facility Improvements

6.2. Mr Greg Powell - Council's Financial Sustainability

7. QUESTIONS FROM THE GALLERY

8. PETITIONS

9. OFFICE OF CHIEF EXECUTIVE OFFICER

9.1. Outstanding Resolutions - June 2026

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Chelsie Butler

RECOMMENDATION

That Council receive and note the Outstanding Resolutions - June 2026 report.

PURPOSE

The purpose of this report is to provide Council with an up-to-date listing of the outstanding resolutions of Council as at the time of the agenda preparation.

BACKGROUND

A register of resolutions for the term of Council is maintained and a report included in each Ordinary Council meeting.

The register is presented as an attachment to the report and shows items completed since the last Council meeting and outstanding resolutions that still require action.

COMMENTARY

The Outstanding Resolutions Register provided at Attachment 1 details items still to be actioned and those completed since the Ordinary Council meeting held on Monday, 25 May 2026.

Summary action comments are provided for each item to advise Council of progress to date.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Preparation and reporting for the endorsement of the Outstanding Resolutions Report can be managed through routine activities and have a negligible impact This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications from the preparation or receipt of the Outstanding Resolutions report.

No additional funds are required.

CONSULTATION

Chief Executive Officer - Victoria MacKirdy

Relevant Staff

ATTACHMENTS

Outstanding Resolutions - June 2026

Attachment 1 - Outstanding Resolutions

COMPLETE

	Meeting Date	Description	Details	Comments
1	25/05/2026	OC1762026 - Reviewed - Prudential Management Policy	That the debate on this matter be adjourned to enable Council members to consider any further amendments to the Policy, and that the Policy be presented back to the June Ordinary Council Meeting.	The Prudential Management Policy is included as an adjourned report within this Council agenda.
2	25/05/2026	OC 1772026 - Reviewed - Public Interest Disclosure Policy and Procedure / Fraud, Corruption, Misconduct and Maladministration Prevention Policy	That the debate on this matter be adjourned to enable Council members to consider any further amendments to the Procedure, and that the Procedure be presented back to the June Ordinary Council Meeting.	The Fraud, Corruption Misconduct and Maladministration Prevention Policy was endorsed at the May Ordinary Council meeting. The reviewed Public Interest Disclosure Policy and Procedure is included as an ajourned report within this agenda.
3	25/05/2026	OC1852026 - Cinema Tenancy Update	That Council: a.Endorses the implementation of a flexible activation model with respect to the Victa Cinema tenancies, including short-term leasing and casual hire arrangements; and b.Requests that Administration report back to Council following an initial period of operation to assess utilisation, operational considerations, financial performance, and emerging longer-term opportunities for the tenancy.	Fees and Charges have been included in the 2026/27 period to support this. Administration will monitor and review as part of future Annual Business and Budget Planning processes as detailed in report.
4	25/05/2026	OC1922026 - Motion Without Notice - Future Shared Services Discussions - Cr Brayden Mann	That the City of Victor Harbor invite Alexandrina Council and the District Council of Yankalilla to attend a joint briefing session in 2027, to discuss the Fleurieu Futures report and explore everything from shared services to potential amalgamation.	Correspondence has been sent to Alexandrina Council and District Council of Yankalilla CEO's advising of the Council resoltuion, and proposing to connect in 2027.

OUTSTANDING

	Meeting Date	Description	Details	Comments
1	11/12/2023	OC4562023 - Advisory and Working Group Review	That Council as part of the upcoming introduction of the Sector-wide Community Engagement Charter and subsequent requirement to review its Community Engagement Policy and Framework consider implementing a modern less formal engagement approach to achieve better participation from a broader cross-section of the community.	The new Local Government Community Engagement Charter was gazetted on 11 December 2025. The Charter brings in new rules about how councils engage with their communities. The new Charter replaces the old, detailed public consultation rules that were set out in the Local Government Act 1999. Its sets out different levels of engagement based on how important a decision is. Each level of engagement has minimum engagement requirements. Now that the Charter has been gazetted, councils must have adopted a new Community Engagement Policy by 11 September 2026. Council will continue to use their current public consultation policy until three months after the new policy is adopted OR 10 December 2026 (whichever comes first). A Council Member briefing session was held on 10 March 2026 to seek Council's input into the new Community Engagement Policy. A subsequent briefing session was held on 15 May 2026 to workshop the draft Policy. The draft Policy is included within the June agenda, for Counil to endorse proceeding to public consultation.
2	28/01/2025	OC12025 - Adjourned Item - Speed Zone Review - The Esplanade/Flinders Parade	1. That Council support a speed zone reduction from 30km/h for The Esplanade/Flinders Parade, Victor Harbor between Albert Place and Coral Street, including Albert Place and Coral Street including Albert Place east of Crozier Road Intersection to the Esplanade. 2. That Administration request a formal speed zone review and provide feedback to the Department for Infrastructure and Transport to support the final authorisation and implementation of the speed limit change. 3. That Council endorse any changes to the speed zone signage as guided by the Department for Infrastructure and Transport.	Administration has commenced the process for requesting a speed zone review from the Department for Infrastructure and Transport. We do not have a proposed end date for this item as DIT can take between 6 months and 3 years to provide feedback. DIT has confirmed that they are aware of the process. Email sent to DIT requesting update on 30 April 2026.
3	24/11/2025	OC3312025 - Council-led Petition to State Government - Stamp Duty Exemption for First Homebuyers in Regional South Australia	That Council; a. Endorses the petition to the South Australian State Government's House of Assembly that seeks a waiver of Stamp Duty for First home buyers in regional areas up to the first $750,000 of the purchase price as provided at Attachment 2; b. authorises administration to implement the signature collection strategy as outlined within the report; c. notes the signature collection period will run from December 2025 to the end of April 2026, with the aim of presenting the petition to the new Parliament in May 2026; d. requests Administration monitor progress and provide updates to Council via the weekly update as required; e. approves a $10,000 increase to the operating budget within Project #100084 (Engagement) to allow for the execution and promotion of the petition; and f. acknowledges that a report will be presented at a future council meeting for council to seek endorsement of the petition, along with the collected signatures and to authorise the Mayor and Chief Executive Officer to affix the common seal of the City of Victor Harbor.	The project is underway. Council Members are encouraged to promote the petition where possible, including at public events and other community activities.
4	27/01/2026	OC162026 - Victor Harbor Cemetery - Buffer Land - Dedication	That Council endorse the submission of an application requesting the Dedication of the Crown Record 6166/384 to Council for cemetery purposes and provide the Chief Executive Officer authority to do all things necessary to complete the process.	Crown Land Dedication Form and corresponding support documentation submitted to Cown Land Applications on Monday, 2 February 2026.
5	27/01/2026	OC272026 - Motion on Notice - Elected Member Attraction and Retention Strategy/Policy	In the lead up to the 2026 Local Government Election, the City of Victor Harbor look to soon start encouraging local community members to consider nominating for Council including: 1. Holding information and Q&A sessions about the role entails: 2. Consulting with the community as to what would make them more likely to consider running for Council and what is currently holding them back; and 3. Alongside the consultation, the City of Victor Harbor review the outdated Elected Members Allowance & Benefits policy to bring Local Government into the 21st century and help attract a broader range of high quality, community minded candidates to run for Council.	In Progress – Administration is developing a community engagement strategy for the 2026 Local Government Elections, which will include hosting information sessions and attending local groups and organisations to promote the role of a Council Member and what it involves. The Council Member Allowances and Benefits Policy is also under review and will be presented to Council before the Caretaker period begins.

6	23/02/2026	OC482026 - Proposed Road Closure - Unmade Road Reserve - Brown Hill	That Council: i.resolve to commence proceedings under the Roads (Opening and Closing) Act 1991 for the closure of that portion of unmade road reserve separating Allotments 3 and 4, Certificate of Title 6301/186, Deposited Plan 131683; with the intention that upon closure and subject to negotiations and Council approval, a delineated portion of the said land be disposed of to the adjoining property owner of 15 Lincoln Park Drive, Hindmarsh Valley for the purpose of amalgamation with that property owners' Certificate of Title, with the balance of the land to be incorporated into the parcel intended for subdivision and subsequent acquisition by Council; and ii.proceed with obtaining an identification survey and one independent certified land valuation to enable the Chief Executive Officer to negotiate the terms of the proposed sale of the land; and iii.a further report be submitted for Council consideration to proceed with the road reserve closure and sale of the land based on the agreed sale details.	i. Road closing process commenced February 2026 subject to Land Division completion. ii. Process commenced for obtaining an identification survey and one independent certified land valuation.
7	25/05/2026	OC1872026 - Aged Care Act 2024	That Council: a.receive and notes the Aged Care Act 2024 report. b.notes that under the Aged Care Act 2024, the Mayor and Council Members are considered Responsible Persons of Council in its capacity as a registered aged care provider. c.notes governance education and training for all Responsible Persons will be scheduled in 2026. d.implements required screening and suitability obligations for all Responsible Persons in accordance with the Aged Care Act 2024. e.notes the Local Government Association has developed guidance materials for councils delivering Commonwealth Home Support Program Services, as provided at Attachment 1 and 2. f.resolves to continue delivering Commonwealth Home Support Program Services until the end of the current funding agreement in June 2027, subject to consideration of risk and mitigations in regard to personal liability. g.notes updates will be provided until June 2027 to cover compliance, governance and reporting requirements associated with ongoing service delivery to make a fully informed decision on service continuation post July 2027.	Implementation of the screening and suitability obligations for all Responsible Persons, as required under the Aged Care Act 2024, has commenced.
8	23/03/2026	OC972026 - Encounter Bay Bowling Club Septic Renewal	1.Approves the allocation of up to $80,000 within the 2025/26 capital works program, diverted from Project #300129 Encounter Bay Netball Club Courts Resurfacing, to enable the upgrade of the wastewater servicing for the facility. 2.Authorises Administration to determine the preferred wastewater servicing option following confirmation of SA Water network capacity and final cost estimates, provided the project remains within the approved budget allocation, and to progress detailed design and implementation of that option, noting that depending on the option selected and SA Water approval timeframes, part of the project expenditure may extend into the 2026/27 financial year.	1. COMPLETED as part of the third budget review. 2. Waiting for response from SA Water regarding advice on sewer capacity to determine the type of system for installation.
9	23/03/2026	OC1112026 - Motion on Notice Investigate Feasibility of Options Presented by the Sea Rescue Squadron deputation - Cr Michael Quinton	That Council request the Chief Executive Officer to undertake an investigation into the feasibility of the options presented by the Sea Rescue Squadron at their deputation, including assessment of the site located at the corner of Jagger Road and Rosemary Court, Encounter Bay, for the proposed purpose, as well as any other suitable locations identified by the CEO. That grant funding be explored through the South Australia Boating Facilities Fund to assist the potential for dredging, and that if time allows, as part of the 2026/27 budget deliberations a budget bid be prepared for dredging of the boat ramp, including the proposed timeframes for the planning and approval process.	Investigation into options continuing. Grant funding application submitted on 8 May 2026 and presentation relating to grant request scheduled for 18 June 2026. A budget bid was prepared for Council's consideration at the workshop held on Monday, 1 June 2026. No funds have been included in the draft 2026/27 Budget at this stage.
10	27/04/2026	OC1462026 - Enabling Infrastructure Grant Funding - Application of Common Seal	That Council authorise the Mayor and Chief Executive Officer to sign and affix the common seal to the Funding Deed under the Thriving Regions Fund - Enabling Infrastructure Program for the Regional Community, Sport and Recreation Precinct Service Connections on behalf of the City of Victor Harbor.	Ongoing discussions with South Australian Government Finance Authority to determine project milestones prior to issue of Grant Deed.
11	25/05/2026	OC1912026 - Motion Without Notice - Aged Care Act 2024 Advocacy - Cr Brayden Mann	To ensure our older, regional South Australian residents can continue to access the vital Aged Care Services that many Councils provided (including community transport and social inclusion programs), the City of Victor Harbor advocates for Local Government to be excluded from the onerous requirements of the Aged Care Act 2024 (Cth) for the delivery of lower level aged care services and: 1.Write an Advocacy Letter to: a.The relevant Federal Government Minister/s; b.The Member for Mayo, the Honourable Rebekha Sharkie MP; and c.Senator for South Australia, the Honourable Charlotte Walker. 2.Put an advocacy motion through the South Australia Local Government Association's next General Meeting.	In progress - Letters drafted and advocacy motion drafted.

9.2. 2026/27 Interim Budget

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Kellie Knight-Stacey

RECOMMENDATION

That Council, pursuant to Section 123 of the Local Government Act 1999, adopts:

a. an interim capital budget for 2026/27 of $9,586,500 for multi-year, work in progress or urgent projects as provided at Attachment 1; and

b. an interim operating budget for 2026/27 equal to one quarter of the draft 2026/27 Budget as presented in the Statement of Comprehensive Income at Attachment 2.

PURPOSE

The purpose of this report is to approve an interim 2026/27 budget pending the adoption of the 2026/27 Annual Business Plan.

BACKGROUND

The *Local Government Act 1999* requires councils to adopt an Annual Business Pan and Budget. The budget may be adopted after 31 May for the ensuing financial year, but it must be adopted before 15 August in the financial year. Adoption can only occur after public consultation requirements have been met and there are provisions for extensions under extraordinary circumstances.

The draft 2026/27 Annual Business Plan and Budget have been developed over the past months with four Council Member workshops and approval to proceed to public consultation as follows:

SC262026

Moved: Cr Brayden Mann

Seconded: Cr Marilyn Henderson

That Council approve the draft 2026/27 Annual Business Plan and Budget provided at Attachment 1 for the purpose of public consultation in line with the Communication and Engagement Plan provided at Attachment 2:

a. *noting that the Plan will be updated for the consultation period to be from 4 June to 1 July 2026 with a public meeting scheduled for 30 June 2026; and*

b. *incorporate the feedback provided by the Audit and Risk Committee including the inclusion of the financial sustainability / COVID catchup rate increase of 1.5%.*

CARRIED UNANIMOUSLY

COMMENTARY

The budget development schedule has been adjusted a number of times due to challenges with migrated data in council's new corporate system which impacted the ability to undertake rate modelling. With the draft 2026/27 Annual Business Plan and Budget currently out for public consultation, it is anticipated that the document will be presented to Council for adoption on 13 July 2026.

It is recommended that Council adopt an interim budget to enable service continuity and the progression of capital projects.

Capital

The interim 2026/27 capital budget recommended for approval is $9,586,500, which provides funds for completion of works underway ($7,041,000) and works where there is a time imperative ($2,545,500).

On 3 June 2026, following a reported failure of a localised section of the Town Hall stage floor during rehearsal use, Council staff arranged an immediate on-site inspection with a building surveyor, structural engineer and pest controller. The inspection identified termite-damaged timber floorboards beneath the Masonite overlay, with the structural engineer advising that the damage appeared to be limited to the timber floorboards and did not appear to affect the supporting timber structure.

Immediate repairs were undertaken on 10 and 11 June 2026 to an approximately 2.4m x 1.2m section of the stage, in accordance with the structural engineer's assessment and advice. These works were completed at a cost of $2,936 ex GST, funded from the existing property building maintenance budget. The structural engineer was satisfied that the immediate repair provided a safe short term outcome to allow the continuation of rehearsals and the subsequent production by a local theatre group. However, this repair was a localised and immediate response only and did not resolve the broader condition risk associated with the remaining timber floorboards.

An interim budget allocation is required to enable the broader works to be undertaken during the next available booking window, from 29 June to 12 July 2026, minimising safety risk and avoiding disruption to scheduled hall use. An interim budget allocation of $65,000 is recommended. Council is also progressing an insurance claim, with maintenance records being prepared to support the submission.

The projects recommended for inclusion are provided at Attachment 1.

Operating

It is recommended that one quarter of the operating budget is endorsed to provide for the continuation of service delivery.

The Statement of Comprehensive Income, as per public consultation, is provided at Attachment 2.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - the draft 2026/27 has been prepared in line with legislation and is currently undergoing public consultation. The adoption of an interim budget does not impact this process and allows for continued service delivery and council operations. This risk is assessed as ***low***.

Service Delivery - the lack of an approved budget may impact service delivery and completion of capital projects. This risk is assessed as ***medium***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

- Local Government Act 1999

Section 123 - Annual Business Plans and Budgets

BUDGET IMPLICATIONS

The interim 2026/27 budget provides funds for continuation of services and capital works to progress.

The interim capital budget provides net capital expenditure of $9,586,500 and the interim operating budget provides one quarter of the current draft budget which provides an operating deficit of $1,907,000.

CONSULTATION

Senior Management Team

ATTACHMENTS

Attachment 1 - 2026/27 Interim Capital Budget

Attachment 2 - 2026/27 Draft Statement of Comprehensive Income

Attachment 1 - 2026/27 Interim Capital Budget

Project	Description	Amount	Comments
300011	Arts and Culture Precinct – Design	705,000	Works in progress
300031	Civic Centre Solar System	260,000	Works in progress
300037	Community Garden	210,000	Works in progress
300043	Fleet Purchases	798,000	Long lead times for delivery
300044	Strategic Land Purchases	1,500,000	Works in progress
300045	Yacht Club Upgrade	450,000	Works in progress
300049	Road Reseal Program	619,000	High demand for contractors and weather dependent
300062	Unsealed Roads Reseal Program	464,000	Work needs to continue through the winter months
300074	McKinlay St Car Park	20,000	Works in progress
300092	Town Hall Stage Replacement	65,000	Urgent rectification works
300095	Haywood Court Beach Access	479,000	Works in progress
300102	Encounter Bay Bowling Club	80,000	Works in progress
300105	Fire Safety Provisions - Various locations	7,000	Works in progress
300107	Stormwater - Crozier Rd	60,000	Works in progress
300128	Encounter Bikeway	65,000	Works in progress
300129	EB Netball Club Courts Resurfacing	205,000	Works in progress
300132	Whalers Road Reconstruction	3,000,000	Works in progress
300152	Jenke Rd Widening	599,500	Design needs to commence so work can be done in summer school holidays
Total 2026/27 Interim Capital Budget		**9,586,500**	

Attachment 2 - 2026/27 Draft Statement of Comprehensive Income

City of Victor Harbor
STATEMENT OF COMPREHENSIVE INCOME
For the year ending 30 June 2026

	2026/27 LTFP $'000	2026/27 PROPOSED $'000
Income		
Rates	34,775	34,923
Statutory charges	710	760
User charges	2,248	2,361
Grants, subsidies and contributions - capital	438	438
Grants, subsidies and contributions - operating	3,421	1,944
Investment income	42	40
Reimbursements	306	345
Other Revenue	186	68
Total Income	**42,127**	**40,879**
Expenses		
Employee costs	14,532	15,234
Materials, contracts and other expenses	17,488	14,863
Depreciation, amortisation and impairment	12,118	12,119
Finance costs	418	300
Net Loss - Equity Accounted Council Business	230	270
Total Expenses	**44,786**	**42,786**
Operating surplus / (deficit)	**(2,659)**	**(1,907)**
Physical resources received free of charge	1,000	3,000
Amounts specifically for new or upgraded assets	1,428	48
Asset Disposal and fair value adjustments	(1,000)	(1,000)
Net surplus / (deficit)	**(1,231)**	**141**
Other Comprehensive Income		
Amounts which will not be reclassified subsequently to operating result		
Changes in Revaluation Surplus - I,PP&E	1,961	15,000
Total amounts which will not be reclassifed subsequently to operating result	1,961	15,000
Total other comprehensive income	**1,961**	**15,000**
Total comprehensive income	**730**	**15,141**

9.3. 2026/27 Fees and Charges

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Jeet Thind

RECOMMENDATION

1. That Council adopt the 2026/27 Fees and Charges as provided at Attachment 1, noting the relevant legislative fees and charges will be added to the register upon gazettal.

2. That Council, having considered the request from Business Victor Harbor in regards to a waiver for outdoor dining and street trading, endorse the application of:

    a. a full fee waiver, noting there will be a reduction in operating income of approximately $14,500;

    OR

    b. the application fee only, noting that there will be a reduction in operating income of approximately $13,000;

    OR

    c. a targeted waiver for activation and expansion, with application and furniture fees to 2025/26 volumes and all additional furniture free of charge;

    OR

    d. fees as per the Fees and Charges Register provided at Attachment 1.

PURPOSE

The purpose of this report is for Council to consider and adopt the 2026/27 Fees and Charges.

BACKGROUND

The *Local Government Act 1999* (the Act) provides the mechanism through which councils can impose fees and charges. Under the Act, Council has discretion in setting certain fees and charges whilst others must be adopted by Council or are fixed by legislation.

Section 188 (1) of the Act provides that Council may impose fees and charges:

- for the use of any property or facility owned, controlled, managed or maintained by the council;

- for services supplied to a person at his or her request;
- for carrying our work at a person's request;
- for providing information or materials, or copies of, or extracts from, council records;
- in respect of any application to the council;
- in respect of any authorisation, licence or permit granted by the council;
- in respect of any matter for which another Act provides that a fee under this Act to be payable;
- in relation to any other prescribed matter.

COMMENTARY

As part of the annual budget process Council is required to review and adopt its Fees and Charges to ensure charges remain compliant with legislative requirements, reflect the reasonable cost of service delivery, and support financial sustainability while balancing affordability and community access.

The proposed 2026/27 Fees and Charges have been developed following a comprehensive internal review across all service areas. The majority of changes are driven by Adelaide CPI movements, legislative changes, and alignment with neighbouring councils. Several fees have been rationalised or removed where they no longer represent efficient or practical administration.

The review of the Fees and Charges Register has been completed and is provided in Attachment 1.

The Fees and Charges Register provides:

- An increase of 4.9% to the relevant fees and charges consistent with the CPI increase for Adelaide (all groups) for the quarter ending March 2026.
- Discounts where applicable for community and not-for-profit groups
- Increases for dog and cat registration fees that are subject to Ministerial approval.
- New Fees which are denoted by a 'NF'.

Key movements by service area include:

Administration and Statutory Services

Fees associated with information services, statutory documents and Freedom of Information (FOI) applications are legislated and included in the Fees and Charges Schedule in accordance with the Gazettal issued for the 2026/27 financial year. These fees have been largely maintained, with minor CPI increases applied where relevant. This approach ensures

ongoing compliance with statutory requirements while maintaining accessibility for the community.

Regulatory Services and Compliance

Targeted increases and new fees have been introduced in selected compliance areas, including animal management, parking enforcement and local nuisance regulation. These changes are intended to better reflect staff time, contractor costs, and the increasing complexity of regulatory enforcement, while aligning with neighbouring councils.

Animal Management (Dog and Cat Control)

Registration fees have been adjusted broadly in line with CPI. New and amended fees have been introduced for high-demand and resource-intensive activities such as animal collection (where impoundment does not occur), dangerous dog holding, animal surrender and applications to keep more than the prescribed number of animals. These changes strengthen cost recovery and risk management outcomes.

Health and Environmental Services

Environmental health, septic system and wastewater application fees have been increased modestly to reflect CPI and rising inspection and compliance costs. Waste reduction product prices have been updated to reflect increased procurement and supplier costs.

Community Facilities, Recreation and Cultural Services

Facility hire fees across halls, recreation centres, the Town Hall and civic spaces have been adjusted primarily by Adelaide CPI. Fee structures have been simplified in some areas to reduce administrative burden. Fees for eligible not-for-profit and community groups have been maintained at nil or concessional levels to support participation and community wellbeing.

Permits, Licences and Commercial Activities

Permit and licence fees, including outdoor dining, street trading, mobile food vendors, events and road occupation, have been updated to reflect Adelaide CPI and administrative effort. Minimum annual charges have been introduced in some categories where fees had not increased for several years.

Cemeteries and Memorial Services

CPI-based increases have been applied across interment rights, burial fees and memorial items. Legislative changes, including GST treatment where applicable, have been incorporated. Pricing adjustments ensure consistency across cemetery sites and reflect material, supplier and travel costs.

Community Transport and Social Programs

Subsidised services have largely maintained existing client contribution levels in line with Commonwealth and State funding guidelines. Non-subsidised transport services have been

increased where previous fees did not reflect actual operating and administrative costs, particularly following changes to aged care and NDIS arrangements.

Overall, the Schedule maintains a strong focus on equity, transparency and affordability, with concessions and fee waivers retained where appropriate and fees removed where no longer practical or required.

Additional Matters for Council Consideration

Business Victor Harbor - Outdoor Dining Permits and Fixed Location Street Trading Fees

Council received a deputation from Business Victor Harbor, requesting consideration of a time limited trial to waive outdoor dining permit fees, including table, chair and related fixed-location street trading charges, while retaining all existing compliance and safety requirements.

In response, the following options are presented for Council's consideration:

(i) Full fee waiver

Temporary removal of all applicable outdoor dining and fixed-location street trading permit fees.

If Council supports a 12 month trial, the estimated reduction in permit income is approximately $14,500 in 2026/27.

(ii) Administration fee only

Retention of application/administration charges, with all usage-based fees (tables, chairs and related charges) waived.

If Council supports a 12 month trial, the estimated reduction in permit income for this option is approximately $13,000.

(iii) Targeted waiver for expansion

Waiver of fees for additional tables and chairs beyond those approved and paid for in 2025/26, enabling businesses to expand outdoor activation without additional cost.

This option supports increased activation and business participation without removing the existing revenue base or shifting additional cost burden onto ratepayers.

It is noted that there will be limitations in measuring outcomes of any fee waiver, particularly in determining whether changes result in increased activation beyond existing businesses and current levels of outdoor activity.

(iv) Retain existing charges as per Register

Esplanade Car Park Fees

Esplanade Car Park fees have been increased to $4 in line with feedback provided by Members at the briefing session. It is recommended that any further increases be investigated in the coming year with consideration of implementation on a pro-rata basis.

Block Clearance Fees - Administration Charge

The increase in block clearance fees, particularly the administration component, reflects the cost of service delivery including staff time for multiple site inspections, customer liaison, contractor coordination and compliance monitoring. For comparison, the proposed fee is consistent with Alexandrina Council (District Council of Yankalilla's Administration Charge is $400).

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Financial Management - The proposed changes improve cost recovery in high-demand and high-cost service areas while avoiding material fee shocks. This risk is assessed as ***low.***

Legal and Compliance - Section 188 of the *Local Government Act 1999* allows councils to impose fees and charges. The Schedule incorporates legislated fees and reflects current statutory requirements. Adoption ensures Council remains compliant with relevant Acts and Regulations. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

- Local Government Act 1999

Section 188 - Fees and Charges

BUDGET IMPLICATIONS

The proposed 2026/27 Fees and Charges Register supports the 2026/27 Annual Business Plan and Long-Term Financial Plan by maintaining and where appropriate, improving cost recovery for Council services.

While the 2026/27 Fees and Charges Register is not intended to generate significant additional revenue beyond cost recovery, revenue from outdoor dining and street trading assists in offsetting rising operational, labour and contractor costs. This reduces pressure on general rate revenue and supports the ongoing financial sustainability of Council services.

CONSULTATION

Council Members at a briefing session on 9 June 2026

Senior Management Team

Budget Officers

ATTACHMENTS

Attachment 1 - 2026/27 Draft Fees and Charges Register

Attachment 1 - 2026/27 Draft Fees and Charges Register

FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Administration						
Information Services						
Statutory Documents (Imposed under Section 188(1)(d) of Local Government Act 1999)						
Council or DAP Agenda, including reports	Per document	N	$5.00	$5.00		
Committee Agenda, including reports	Per document	N	$5.00	$5.00		
All Minutes	Per document	N	$5.00	$5.00		
Strategic Plan	Per document	N	$5.00	$5.00		Colour publication
Annual Report	Per document	N	$5.00	$5.00		Colour publication
Annual Business Plan	Per document	N	$5.00	$5.00		Includes the Rating Policy
Long Term Financial/Asset Plans	Per document	N	$5.00	$5.00		
Annual Financial Statements	Per document	N	$5.00	$5.00		Included in the Annual Report
Register of Salaries extract	Per position	N	$0.20	$0.20		
Register of Salaries extract - whole register	Per register	N	$5.50	$5.50		
Note - all documents incur a $5 administration charge in addition to the actual printing fee (per document) and postage (if required)						
Other Council Documents (Includes extracts from Registers etc)						
Less than 20 pages	Per document	N	$5.00	$5.00		
20 to 50 Pages	Per document	N	$5.00	$5.00		
50 to 100 Pages	Per document	N	$5.00	$5.00		
100 to 150 Pages	Per document	N	$5.00	$5.00		
Over 150 Pages	Per document	N	$5.00	$5.00		
Note - all documents incur a $5 administration charge in addition to the actual printing fee (per document) and postage (if required)						
Photocopying						
A4 Photocopy / Print	Per side	N	$1.00	$0.20		Plus postage if required
A3 Photocopy / Print	Per side	N	$2.00	$0.30		Plus postage if required
A4 Colour Photocopy / Print	Per side	N	$2.00	$1.00		Plus postage if required
A3 Colour Photocopy / Print	Per side	N	$4.00	$2.00		Plus postage if required
Freedom of Information (Imposed under Freedom of Information Act)						
Application fee	Per application	N	$43.30	$44.70	✓	
Personal Affairs of Applicant - first two hours	Per hour	N	No charge	$0.00	✓	No charge
Personal Affairs of Applicant - subsequent 15 minutes	Per 15 minutes	N	$16.40	$16.90	✓	Processing fee
General Application - each 15 minutes	Per 15 minutes	N	$16.40	$16.90	✓	
Photocopy Fee	Per page	N	$0.30	$0.30	✓	
Transcript	Per page	N	$9.70	$10.00	✓	
Photograph, X-Ray, DVD or other medium	Per item	N	POA	At Cost	✓	Actual cost incurred
Application for review	Per application	N	$43.30	$44.70	✓	
Note - Plus postage / delivery costs if relevant						
Internal Review of Council Decision (Imposed under Section 270(3) of LG Act)						
Application for Review of Council Decision	Per application	N	$20.00	$20.00	✓	
Sundry Debtors						
Administration fee on overdue accounts	Per account	Y	$10.00	$10.00		Charged at 60 days (once off)
Dishonoured Payment Fee						
Administration fee	Per dishonour	Y	$10.00	$10.00		Plus financial service provider charge

FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Property Data Sales (Imposed under Section 188(1)(d) of LG Act)						
Extract from Assessment Book	Per extract	N	$10.00	$10.00		Auto-generation
Backdated Rates/Property Information	Per request	N	$30.00	$30.00		
Search Fees (Imposed under Real Estate (Land and Conveyancing) Act)						
Certificate of Liability	Per certificate	N	$41.50	$42.75	✓	Includes rates outstanding
Full search	Per search	N	$71.00	$73.25	✓	Includes Certificate of Liability
Block Clearances (Imposed under Fire Services and Emergency Act)						
Clearance of flammable material	Per block	Y	At cost	At Cost		Actual cost incurred
Administration Fee - Non Compliance	Per notice	Y	$45.00	$110.00		Block slashing/ clearing of properties where non compliant
Local Nuisance and Litter Control Act						
NF Application for an exemption to the Local Nuisance and Litter Control Act	Per application	Y	-	$100.00		More than 14 day notice
NF Priority Application for an exemption to the Local Nuisance and Litter Control Act	Per application	N	-	$250.00		Less than 14 day notice
Development (Planning, Development and Infrastructure Act 2016)						
Please refer to the PlanSA website for all Development Application Fees at plan.sa.gov.au						
Public Notification Fees						
Public Notification cost per new PDI Act (sign on land)	Per notification	Y	$325.00	$350.00		Administration fee and creation of sign to be displayed, installation and removal.
Health						
Septic Application Fees (Imposed under PEH (Waste Control) Regulations)						
Septic Application Lodgement		N	$133.00	$137.00	✓	Plus $30.25 for each additional 2EP for systems over 10EP
Septic Application Inspections	Per inspection	N	$147.00	$152.00	✓	
Application for postponement of expiry of a wastewater works approval	Per application	N	$133.00	$137.00	✓	
Application for variation or revocation of a condition of a wastewater works approval	Per application	N	$133.00	$137.00	✓	
Food Premises Inspection Fee						
P3 classified (low risk) home based food businesses	Per inspection	N	$65.00	$70.00	✓	
Small Businesses	Per inspection	N	$130.00	$140.00	✓	
Businesses over 20 Employees	Per inspection	N	$270.00	$290.00	✓	
High Risk Manufactured Water Systems						
Registration Fee - one system	Per registration	N	$46.75	$48.25	✓	
Registration fee - additional systems	Per registration	N	$31.25	$32.25	✓	
Registration Renewal	Per renewal	N	$23.60	$24.40	✓	
Inspection Fee for 1 system	Per inspection	N	$187.00	$193.00	✓	
Inspection Fee for additional systems	Per inspection	N	$125.00	$129.00	✓	
Supported Residential Facility Licences						
Application Fee	Per facility	N	$96.50	$99.50	✓	
Licence Renewal Fee	Per renewal	N	$96.50	$99.50	✓	
New SRF Licence Approval	Per licence	N	$452.00	$467.00	✓	
Copies of Development Plans						
NF Building and Planning approvals, documentation & plans	Per application	N	-	$70.00		Administration charge per application

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Dog & Cat Control (Imposed under Dog and Cat Management Act)						
	Dog Expiations						
	For statutory Dog Offence Expiations please refer to the Dog & Cat Management Act 1995 SA						
	Dog Registration Fees						
	Standard Dog Registration	Per dog	N	**$49.00**	**$52.00**		
	Standard Dog Concession	Per dog	N	**$25.00**	**$26.00**		50% rebate of non-standard dog
	Non-Standard Dog Registration	Per dog	N	**$98.00**	**$104.00**		50% rebate of non-standard dog
	Non-Standard Dog Concession	Per dog	N	**$49.00**	**$52.00**		50% rebate of standard dog
	Puppy (Under 6 months)	Per dog	N	**$49.00**	**$52.00**		
	Puppy (Under 6 months) Concession	Per dog	N	**$25.00**	**$26.00**		
	Working Dog	Per dog	N	**$36.00**	**$38.00**		
	Greyhound (Racing Only)	Per dog	N	**$41.00**	**$43.00**		
	Assistance Dog in Training	Per dog	N	**$0.00**	**$0.00**		
	Late Registration Renewal Fee (applied after 31st August)	Per dog	N	**$25.00**	**$26.00**		
	New Disk or replacement	Per disk	N	**$11.00**	**$11.50**		
	Business Dog registration 1-5	1 to 5 dogs	N	**$465.00**	**$488.50**		
	Business Dog registration 6-10	6 to 10 dogs	N	**$930.00**	**$976.50**		
	Business Dog registration 11-15	11 to 15 dogs	N	**$1,850.00**	**$1,942.50**		
	Business Dog registration 15-20	15 to 20 dogs	N	**$3,700.00**	**$3,885.00**		
	Part year registrations - Discount	Per dog	N	**50%**	**50%**		Effective 1 February
	Dog Impounding Fee	Per dog	N	**$65.00**	**$85.00**		Plus any veterinary, feed and miscellaneous costs incurred during impoundment
	Dog Impounding Fee - Per Day (Subsequent Days)	Per dog	N	**$65.00**	**$65.00**		Plus any veterinary, feed and miscellaneous costs incurred during impoundment
NF	Dog Collection Fee (not impounded)	Per dog	N	**-**	**$50.00**		Plus any veterinary, feed and miscellaneous costs incurred
NF	Daily Holding Fee for Dangerous and Unduly Dogs	Per dog	N	**-**	**$200.00**		Daily fee for dangerous dogs and unduly dangerous dog for breach of order and/or on hold pending an order or review of an order IE via SACAT
NF	Dangerous Dog Collar	Per collar	N	**-**	**$10.00**		Plus administration fees and cost of collar
NF	Dangerous Dog Signs	Per sign	N	**-**	**$10.00**		Plus administration fees and cost of collar
NF	Dog Surrender Fee	Per dog	N	**-**	**$250.00**		Plus administration fees and cost of collar
NF	Application to keep more than 2 dogs on property (Per Council By-law)	Per application	N	**-**	**$70.00**		Per application including inspection.
	Cat Registration Fees (approved by Council- LG Act via By-law)						
	Standard Cat Registration	Per cat	N	**$35.00**	**$37.00**		50% rebate of non-standard cat
	Standard Cat Registration Concession	Per cat	N	**$17.50**	**$18.50**		50% rebate of standard cat
	Non Standard Cat Registration	Per cat	N	**$70.00**	**$74.00**		
	Non Standard Cat Registration Concession	Per cat	N	**$35.00**	**$37.00**		
	Kitten (Under 6 months)	Per cat	N	**$35.00**	**$37.00**		
	Kitten (Under 6 months) Concession	Per cat	N	**$17.50**	**$18.50**		
	Late Registration Renewal Fee (Applied after 31st August)	Per cat	N	**$25.00**	**$26.00**		
NF	Application to keep more than 2 cats on property (Per Council By-law)	Per application	N	**-**	**$70.00**		Per application including inspection.
	Part Year Registrations - Discounts	Per cat	N	**50%**	**50%**		Effective 1 February 2025
	Cat impounding	Per cat	N	**$65.00**	**$85.00**		Plus any veterinary, feed and miscellaneous costs incurred
NF	Cat Impounding Fee - Per Day (Subsequent Days)	Per cat	N	**-**	**$65.00**		Plus any veterinary, feed and miscellaneous costs incurred
NF	Cat Collection Fee (not impounded)	Per cat	N	**-**	**$50.00**		Plus any veterinary, feed and miscellaneous costs incurred

FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Other Dog / Cat Services						
Cat Trap hire						
First week free	Per trap	Y	**$10.00**	**$10.50**		
Subsequent weeks or part thereof	Per trap	Y	**$20.00**	**$21.00**		
Other Fees						
Fee for Medication, Microchipping, Desexing, Euthanasia and or disposal of animal	Per animal	Y	**at cost**	**At Cost**		Plus administration fees of $60
Parking						
Esplanade Car Park						
Ticket Parking Zone - 9am to 6pm on any day	Per hour	Y	**$2.50**	**$3.00**		
Peak Times - Third of the Car Park	Per day	Y	**$360.00**	**$378.00**		
Peak Times - Half of the Car Park	Per day	Y	**$545.00**	**$570.00**		
Peak Times - Full Car Park	Per day	Y	**$1,085.00**	**$1,140.00**		
Off Peak Times - Third of the Car Park	Per day	Y	**$180.00**	**$189.00**		
Off Peak Times - Half of the Car Park	Per day	Y	**$280.00**	**$295.00**		
Off Peak Times - Full Car Park	Per day	Y	**$545.00**	**$570.00**		
Foreshore Permit Parking	Per year	Y	**$235.00**	**$247.00**		
Bluff Boat Ramp Car Park						
Annual Passes - from 1 December 2026	Per year	Y	**$100.00**	**$105.00**		Charge applied from 1 December 2026
Annual Passes - prior 30 November 2026	Per year	Y	**-**	**-**		Acknowledgment of the Algal Bloom Summer Plan
Casual Fee Post - from 1 December 2026	Per 24 hour Period	Y	**$9.00**	**$9.50**		Charge applied from 1 December 2026
Casual Fee prior - 30 November 2026	Per 24 hour Period	Y	**-**	**-**		Acknowledgment of the Algal Bloom Summer Plan
Abandoned Vehicles - Towing and Other Costs - **(Imposed under Section 236-237 of LG Act)**						
Removal of vehicle	Per vehicle	N	**at cost**	**At Cost**		
Administration Fee	Per vehicle	Y	**$145.00**	**$155.00**		
Parking Expiations **(Imposed via the Australian Road Rules under the Road Traffic Act 1961)**						
Please refer to the road Traffic Act 1961						
NF Motor Vehicle Search Fee	Per search	N	**-**	**At Cost**		
Other Expiations						
Animal in lake	Per offence	N	**$312.50**	**Awaiting Gazettal**	✓	by-law expiations
All other By-Law offences	Per offence	N	**$312.50**	**Awaiting Gazettal**	✓	by-law expiations
Failure to Pay - Boat Launching Fee (Bluff Boat Ramp)	Per offence	N	**$312.50**	**Awaiting Gazettal**	✓	by-law expiations
Parking without boat trailer (Bluff Boat Ramp)	Per offence	N	**$312.50**	**Awaiting Gazettal**	✓	by-law expiations

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Civic Centre						
	Room Hire						
	Not for Profit Groups, Government organisations and individuals during Civic Centre Opening Hours						
	Council Chambers	Per hour	Y	$38.00	$39.00		
	Encounter Room	Per hour	Y	$31.00	$32.00		
	Conference Room	Per hour	Y	$24.00	$25.00		
NF	Foyer	Half day	Y	-	$37.00		No Charge for not for profit and community groups.
	Foyer	Per day	Y	-	$74.00		No Charge for not for profit and community groups.
	Foyer	Per week	Y	-	$331.00		No Charge for not for profit and community groups.
	Library (Imposed under Section 188(1)(d) of LG Act)						
	Library Room Hire						
	IT/Training Room - Commercial Use	Per hour	Y	$29.00	$30.00		
	IT/Training Room - Community and Not for Profit Groups	Per hour	Y	$0.00	$0.00		
	Community Meeting Room	Per hour	Y	$25.00	$26.00		
	Community Meeting Room - Community and Not for Profit Groups	Per hour	Y	-	-		
	Library Photocopying / Laminating						
	A4 Photocopy/Print	Per side	Y	$0.20	$0.20		
	A3 Photocopy/Print	Per side	Y	$0.30	$0.30		
	A4 Colour Photocopy/Print	Per side	Y	$1.00	$1.00		
	A3 Colour Photocopy/Print	Per side	Y	$2.00	$2.00		
	Laminating - A4 Sheet	Per sheet	Y	$1.00	$1.00		
	Laminating - A3 Sheet	Per sheet	Y	$2.00	$2.00		
	Discount - Photocopying for Not for Profit Community Groups	Per side	Y	50%	50%		50% discount on the listed fee
	3D Printing						
	3D Printing <20 Grams	Per item	Y	$2.20	$2.20		Minimum charge for 3D printing
	3D Printing >20 Grams	Per gram	Y	$0.11	$0.11		
	Lost Books						
	Book Replacement	Per book	Y	Variable	Variable		Per SA Libraries - Library Management System (LMS)
	Events and Programmes						
	Library events & programmes	Per event / programme	Y	Variable	$2.00 - $70.00		Variable cost depending on event
	Other Items						
	Library USBs	Per item	Y	$10.00	$10.00		
	Library bags	Per item	Y	$5.00	$5.00		
	Headphones	Per item	Y	$3.00	$3.00		
	Inter Library Loans (Interstate only)	Per item	Y	$33.60	$34.40		Standard National ILL fee including postage
	Local History Book "Victor Harbor Beside the Sea"	Per item	Y	$49.95	$49.95		RRP of book

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Permits/Licenses (Imposed under Section 188(1)(f) of LG Act)						
	Outdoor Eating Area Permit						
	New Permit Application Fee	Per application	N	**$44.00**	**$46.00**		Plus per table and chair fee
	Annual Permit Renewal Fee	Per renewal	N	**$44.00**	**$46.00**		Plus per table and chair fee
	Plus Per Table	Per table	N	**$30.00**	**$31.50**		Plus per permit fee (new or renew)
	Plus Per Chair	Per chair	N	**$18.00**	**$19.00**		Plus per permit fee (new or renew)
	Short Term/ Seasonal Permits	Per application	N	**POA**	**$46.00**		Plus per table and chair fee*
	Note - 50% reduction when the permit expiry date < 6 months from the date of issue						
	Good for Sale on Footpath						
	Street Traders - Annual Permit	Per rack / item	N	**$44.00**	**$46.00**		For fixed premises to display goods of footpath*
	Note - 50% reduction when the Permit expiry date < 6 months from the date of issue						
	Street Permit						
	Daily Street Permit	Per event / application	N	**$17.00**	**$18.00**		Includes busking, pamphlet distribution, preaching, badge days and performances
	Monthly Street Permit	Per event / application	N	**$42.00**	**$44.00**		Includes busking, pamphlet distribution, preaching, badge days and performances
	Aquatic / Fitness Activity Permit						
	Single Event - Not for Profit	Per event	N	**$40.00**	**$42.00**		
	Single Event - Commercial	Per event	N	**$78.00**	**$82.00**		
	Annual Permit - Not for Profit	Per year	N	**$158.00**	**$165.00**		
	Annual Permit - Commercial	Per year	N	**$314.00**	**$330.00**		
NF	Permit - Not for Profit	Per event / year	N	**Nil**	**-**		Not for Profit Groups that do not charge an entrance or membership fee to participate e.g. parkrun
	Business Activity Permit						
	Single Event Fee	Per day	N	**$44.00**	**$46.00**		
	Annual Fee - Commercial	Per event / year	N	**$314.00**	**$330.00**		
	Annual Fee - Not For Profit	Per event / year	N	**$158.00**	**$165.00**		
	Road Permits						
	Exclusive Use - Annual	Per hectare	N	**$57.00**	**$60.00**		$80 minimum or $60 per hectare, whichever is greater
	Non-Exclusive Use - Annual	Per hectare	N	**$35.00**	**$37.00**		$50 Minumum or $37 per hectare, whichever is greater
	Temporary Community Event Sign / Banners						
	Commercial Event	Per event and site	N	**$25.00**	**$26.00**		
	Not-for-Profit Group Event	Per event and site	N	**FOC**	**-**		No charge
	Mobile Food Vendor						
	Mobile Food Vendor - Annual Permit	Per Permit	N	**$2,421.00**	**$2,540.00**		
	Mobile Food Vendor - Monthly Permit	Per Permit	N	**$242.00**	**$255.00**		
	Mobile Food Vendor - Daily Permit	Per Permit	N	**$27.00**	**$28.00**		
	Other Permits						
	Other Permit	Per application	N	**$44.00**	**$46.00**		E.g. food van for a festival that is not included in an approved minor or major event
	Pontoon/Structure Permit - 5 years	Per structure	N	**$196.00**	**$205.00**		Permit is for 5 years
	Commercial Signs on Council Reserve/Road Reserve	Per month	N	**$123.00**	**$129.00**		Monthly fee

FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Recreation Centre (Imposed under Section 188(1)(a) of LG Act)						
Recreation Centre (Entire Venue)						
Hourly Rate	Per hour	Y	**$63.00**	**$67.00**		
Extended Hire (over or equal to 4 consecutive hours)	Per hour	Y	**$49.00**	**$52.00**		
Daily Hire	Per day	Y	**$584.00**	**$613.00**		
Court Hire						
Sporting Use						
Single Court	Per hour	Y	**$46.00**	**$49.00**		
Boths Courts	Per hour	Y	**$74.00**	**$78.00**		
Local Sporting Club*						
Single Court	Per hour	Y	**$31.00**	**$33.00**		
Boths Courts	Per hour	Y	**$44.00**	**$47.00**		
**Note- Local Sporting Club is a special rate available only for the purpose of official games or practice to nonprofit sporting clubs that are seasonal hirers*						
Shoot Around Session						
Shoot Around Session	Per hour	Y	**$10.00**	**$11.00**		Non-exclusive use outside of regular user training hours for individuals or small groups (5 or less) for informal, non-organised exercise
Non-Sporting Use - Allowed on Court 1 only						
Hourly Rate	Per hour	Y	**$38.00**	**$40.00**		
Extended Hire (over or equal to 4 consecutive hours)	Per hour	Y	**$32.00**	**$34.00**		
Inman						
Hall Hire						
Base Hire	Per hour	Y	**$38.00**	**$40.00**		
Extended Hire (over or equal to 4 consecutive hours)	Per hour	Y	**$32.00**	**$34.00**		
All day / multi day hire	Per day	Y	**POA**	**POA**		
Kitchen Hire	Per booking	Y	**$43.00**	**$46.00**		
Discount - Not-for-profit groups and incorporated groups based in Victor Harbor, Alexandrina and Yankalilla Council areas or Not-for-profit groups and incorporated groups outside of these areas that are offering free community and/or health services for residents within these areas.	Per booking	Y	**75%**	**75%**		Not applicable to cleaning, bonds deposits
Hindmarsh						
Hall Hire						
Base Fee	Per hour	Y	**$38.00**	**$40.00**		
Extended Hire (over 4 consecutive hours)	Per hour	Y	**$32.00**	**$34.00**		
Discount - Not for profit groups and incorporated community groups based in Victor Harbor, Alexandrina and Yankalilla Council areas	Per hour	Y	**75%**	**75%**		Not applicable to cleaning, bonds deposits
Great Southern Amateur Basketball Association (GSABA)						
NF Trial Block Hire Arrangement (GSABA)	Per term (Quarterly)	Y	**-**	**$12,000**		Per agreement.
HIRE BOND FEE		N	**$300.00**	**$300.00**		A $300 (or at Council's discretion) bond is to be paid by all hirers. Where the hirer leaves any part of the facility in an unfit state requiring Council to clean up, such work shall be deducted from the bond at the rate of $50 per hour.

FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Town Hall (Imposed under Section 188(1)(a) of LG Act)						
Main Hall						
Hourly Hire	Per hour	Y	$45.00	$48.00		
Extended Hourly Hire	Per hour	Y	$28.00	$30.00		Applies to bookings of 4 or more consecutive hours
Full Day Rate	Per day	Y	$270.00	$284.00		7am to 12 midnight
Multi-Day Hire	Per day	Y	$156.00	$164.00		Applies to bookings of 5 or more consecutive days.
Key Bond	Per booking	N	$50.00	$50.00		
Bond	Per booking	N	$300.00	$300.00		Or at Council's discretion
Optional - Cleaning Fee	Per booking	Y	$210.00	$221.00		Applies where cleaning is requested or required as part of the booking.
Optional - Set-up Fee	Per booking	Y	POA	POA		Applies where additional set-up requirements are requested and can be accommodated.
Upstairs Clubroom and Old Library Store Room Hire - (South Coast Choral and Arts Society)	Per year	Y	$1,350.00	$1,417.00		
Discount - Not For Profit groups/ public schools/ incorporated community groups based in Victor Harbor, Alexandrina and Yankalilla Council areas	Per booking		75%	75%		Not applicable to cleaning, set up, bonds, deposits or SCCAS upstairs room hire
Recreation (Imposed under Section 188(1)(a) of LG Act)						
Sporting Facilities						
Victor Harbor Oval	Per day	Y	$308.00	$324.00		
Encounter Bay Oval	Per day	Y	$308.00	$324.00		
Discount - Booked by schools or DECD for interschool competitions	Per day		$1.00	$1.00		
Bond	Per booking	N	$300.00	$300.00		
Bond - Large events, special circumstances, extended bookings	Per booking	N	POA	POA		Discretion of the Environment and Infrastructure Department
Recreation (Imposed under Section 188(1)(a) of LG Act)						
Reserves						
Major Event (Exclusive Use) Over 1000 people, staging, fencing, portable toilets etc (refer Policy)	Per day	Y	$205.00	$216.00		
	Multi day (Per day)	Y	$154.00	$162.00		
Medium Event (Non-Exclusive Use) Under 1000 people, moderate infrastructure (refer Policy)	Per day	Y	$154.00	$162.00		
	Multi day (Per day)	Y	$102.00	$107.00		
Minor Event (Non-Exclusive Use) Under 200 people, minimal infrastructure (refer Policy)	Per day	Y	$102.00	$107.00		
Commemorative Event (Non-Exclusive Use) Anzac Day/Remembrance Day services, minimal infrastructure	Per day	Y	-	-		
General Use (Non-Exclusive Use) no infrastructure, no staking in ground, no vehicle access	Per day	Y	-	-		
Vehicle Displays						
Vehicle Display (Non-Exclusive Use) no infrastructure, no staking, vehicle access	Per day	Y	-	-		
Vehicle Display (Non-Exclusive Use) with infrastructure, with staking, vehicle access	Per day	Y	$102.00	$107.00		
Vehicle Display, non-profit, Esplanade carpark		Y	POA	POA		No staking into ground or public fundraising to occur on site

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Other Reserve Fees						
	Irrigation Marking Fee	Based on event size	Y	**POA**	**$30.00-$120.00**		Previously Line Marking Fee
	Bond required on booking	Per booking	N	**$300.00**	**$300.00**		
	Bond required on booking - special circumstances, extended bookings	Per booking	N	**POA**	**POA**		Discretion of the Environment and Infrastructure Department
	Victor Harbor Visitor Centre						
	Whale Centre General Entry						
	Adults	Per Person	Y	**$5.00**	**$5.00**		
	Concession	Per Person	Y	**$4.00**	**$4.00**		
	~~Children 4-15 years~~	~~Per Person~~	Y	**$4.00**	**$4.00**		
	Family Pass	Per family	Y	**$15.00**	**$15.00**		2 adults Plus 2 children OR 1 adult Plus 3 children
	Family Pass - add one child	Per family	Y	**$2.00**	**$2.00**		
	Group Tours - 12+ Persons	Per Person	Y	**$4.00**	**$4.00**		
	Special Events and out-of-commission exhibits	Per Person	Y	**Gold Coin Donation**	**$1.00**		Applied during major events and while exhibits are out of action.
	Independent Education Provider - wholesale admission rate	Per Person	Y	**$3.00**	**$3.00**		As per MOA between City of Victor Harbor and Independent Education Operator.
	Local Business Partnership	Per Person	Y	**($2.00) discount**	**($2.00) discount**		$2 off entry price - via coupon supplied by tourism operators
	Retail						
NF	Retail mark-up on products	Per item	Y	**Various**	**50% - 150%**		Mark-up on products for sale - stock and market dependent.
NF	Retail mark-down on products	Per item	Y		**5% - 50%**		Mark-down on products (damaged / not selling)
	Venue Hire Fees						
	Railway Goods Shed (Whole Building)	On application	Y	**POA**	**POA**		
	Education Room						
	Full day	Per day	Y	**$175.00**	**$175.00**		
	Part day		Y	**$25.00**	**$25.00**		Minimum charge $50.00
	Community Groups	hourly	Y	**FOC**	**-**		Not-for-profit, subject to availability, and groups that align with the purpose of the Whale Centre.
	Boardroom						
	Full day	Per day	Y	**$150.00**	**$150.00**		
	Part day	hourly	Y	**$20.00**	**$20.00**		Minimum charge $40.00
	Community Groups (FOC)	Hourly	Y	**FOC**	**-**		Not-for-profit, subject to availability, and groups that align with the purpose of the Whale Centre.
	Miscellaneous Items						
	A4 Photocopy/Print	Per side	Y	**$0.20**	**$0.20**		
	A3 Photocopy/Print	Per side	Y	**$0.30**	**$0.30**		
	A4 Colour Photocopy/Print	Per side	Y	**$1.00**	**$1.00**		
	A3 Colour Photocopy/Print	Per side	Y	**$2.00**	**$2.00**		

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Cultural Services						
	Coral Street Art Space						
	Commission / Artist Fees						
	Commission on works sold - unless subject to prior negotiation	Per item	Y	**35%**	**35%**		Standard commission rate applied to the sale of an artwork in the Coral Street Art Space
	Sale of Artworks - Artist Partnership Program Participant	Per item	Y	**10%**	**10%**		Commission rate applied to the sale of artwork where the artist meets minimum volunteering hours in the space.
	Sale of Artwork - Commission Better World Arts	Per item	Y	**15%**	**15%**		Commission rate applied to indigenous art sourced and sold through Better Worlds on consignment
	Retail						
	Retail mark-up on products	Per item	Y	**Various**	**30% - 150%**		Mark-up on products for sale - stock and market dependent.
NF	Retail mark-down on products	Per item	Y	**-**	**5% - 50%**		Mark-down on products (damaged / not selling)
	Venue Hire						
	Workshop Space - Non-commercial including non-ticketed and Free Ticketed Events	Per hour		**FOC**	**-**		Available during normal business hours
	Workshop Space - Ticketed Workshops / Events	Per hour	Y	**$15.00**	**$15.00**		Day is within normal business hours. Outside of business hours on request and may incur additional fees.
	Workshop Space - Ticketed Workshops / Events	Per day	Y	**$50.00**	**$50.00**		Day is within normal business hours. Outside of business hours on request and may incur additional fees.
	Entire Venue - Standard Hourly Rate	Per day	Y	**$35.00**	**$35.00**		Subject to negotiation and terms of agreement between parties.
	Entire Venue - Not-for-Profits, Schools and Incorporated Community Groups	Per day	Y	**$15.00**	**$15.00**		Subject to negotiation and terms of agreement between parties.
	Entire Venue Hire Bond	Per hire	N	**$300.00**	**$300.00**		Includes $50 key deposit. Applies to entire venue bookings outside of normal hours
	Victa Cinema						
	Film Screenings						
	Adult	Per Person	Y	**$17.00**	**$17.00**		
	Concession	Per Person	Y	**$15.00**	**$15.00**		
	Student	Per Person	Y	**$15.00**	**$15.00**		
	Child - 3 - 18 years	Per Person	Y	**$14.00**	**$14.00**		
NF	Child - under 3	Per Person		**-**	**-**		With paying adult
	Family (2 adults and 2 children) - each	Per Person	Y	**$15.00**	**$14.00**		
	Special Sessions (Coffee/Flix, flashbacks, marathons, special cinema events etc)	Per Person	Y	**$11.00 - $14.00**	**$11.00 - $14.00**		
	Schools (1 teacher free Per 10 students) Per student	Per Person	Y	**$13.00**	**$13.00**		
	Seniors	Per Person	Y	**$13.00**	**$13.00**		
	Fundraiser or volunteer screening group rate	Per Person	Y	**$11.50**	**$11.50**		
	Multi Ticket (10 tickets)	Per book	Y	**$130.00**	**$130.00**		
	Victa Cinema Membership Discount - Applicable to adult, concession, student and family tickets	Per Person	N	**-10%**	**-10%**		Does not apply on public holidays
	Public Holiday Surcharge	Per Person	Y	**10%**	**10%**		Applies on public holidays
	Complementary Tickets - media purposes, Companion Card holders (as per Companion Card Affiliate terms and conditions)	Per Person	N	**-100%**	**-100%**		
NF	Pioneer pass - as per terms and condition of the Society of Australian Cinema Pioneers - Cinema Pioneers Membership Program	Per Person	Y	**$2.00**	**$2.00**		
	Choovie partner discount	Per Person	Y/N		**$12.00**		

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Candy Bar & Retail						
NF	Mark-up on Candy Bar and retail products	Per item	Y	**Various**	**50% - 200%**		Mark-up on products for sale - stock and market dependent.
NF	Mark-down on Candy Bar and retail products	Per item	Y	**-**	**5% - 75%**		Mark-down on products (damaged / not selling)
NF	Ex-display movie posters - small		Y	**-**	**$5.00**		
NF	Ex-display movie posters - large		Y	**-**	**$10.00**		
	Venue Charges						
	Private Venue Hire - Basic Rental (3 hour session)	Per session	Y	**$410.00**	**$424.00**		
	Private Venue Hire - Discount Rental (3 hour session)	Per session	Y	**$305.00**	**$315.00**		Applies to not-for-profit, incorporated community organisations and schools from within the City of Victor Harbor, Alexandrina and Yankalilla Council areas.
	Private Venue Hire- Basic Rental extended hire (after 3 hrs)	Per half hour	Y	**$82.00**	**$85.00**		
	Private Screenings Venue Hire - Basic Rental (3 hour session)	Per session	Y	**$305.00**	**$315.00**		BYO non-current release movie/game and non-ticketed event
	Private Screenings Venue Hire - Basic Rental extended hire (after 3 hrs)	Per half hour	Y	**$82.00**	**$85.00**		BYO non-current release movie/game and non-ticketed event
	Private Screening Current Release/Fundraiser - per ticket (minimum 50 tickets)	Per ticket	Y	**Minimum $575**	**Minimum $575**		Price per ticket sold @ $11.50 per ticket
	Private Venue Hire - Bond	Per session	N	**$300.00**	**$300.00**		For private non-film screening type activities. Not generally applicable for fundraisers and private screenings, unless deemed appropriate by Council.
	Ticket Transaction Charges						
	Online Transaction Fee charge to ticket buyer	Per transaction	Y	**$0.50**	**$0.50**		
	Cinema Advertising Fees						
	New advertisers - 15 to 20 seconds Ads only	Per month	Y	**$270.00**	**$279.00**		
	New advertisers - additional 15 second increments	Per month	Y	**$102.00**	**$105.00**		
	New advertisers - Val Morgan Advertisers	Per month	Y	**50% of income**	**50% of income**		50% rebate from Val Morgan
	Fees in place agreed from previous agreements - 15 to 20 seconds Ads only	Per month	Y	**$200.00**	**$207.00**		
	Fees in place agreed from previous agreements - additional 15 second increments	Per month	Y	**$102.00**	**$105.00**		
	Fees in place agreed from previous agreements - Val Morgan Advertisers	Per month	Y	**50% of income**	**50% of income**		50% rebate from Val Morgan
	Meal Deals						
	Tier 1 - Business Partnership	Per Person	Y	**$35.00**	**$35.00**		Partnership with private business to offer meal and ticket deals - Tier level dependant of meal cost
	Tier 2 - Business Partnership	Per Person	Y	**$40.00**	**$40.00**		Partnership with private business to offer meal and ticket deals - Tier level dependant of meal cost
	Membership						
	Victa Cinema Membership Fee	Annual Fee	Y	**$10.00**	**$10.00**		Includes membership card and benefits as per Terms and Conditions
	Membership Card Replacement Fee	Per Replacement	Y	**$3.00**	**$3.00**		

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Cemeteries (Imposed under Section 188(1)(a) of LG Act)						
	Inman Valley Cemetery						
	Burial Interment in General Section						
	Interment Right - (3 x burials + 4 x ashes interments)	Per interment right	N	$3,673.00	$3,853.00		
	Single	Per burial	Y	$2,348.00	$2,572.00		
	Double	Per burial	Y	$2,491.00	$2,714.00		
	Triple	Per burial	Y	$2,643.00	$2,856.00		
	Ashes Interment in General Section						
	Interment of Ashes - Standard	Per internment	Y	$150.00	$160.00		
	Interment of Ashes - additional done at the same time	Per internment	Y	$70.00	$75.00		
	Removal of Ashes - Standard	Per removal	Y	$150.00	$160.00		
	IV Native Garden Section						
	Interment Right - (1 x ashes Interment)	Per interment right	N	$1,091.00	$1,145.00		
	Interment of Ashes - Standard	Per interment	Y	$150.00	$160.00		
	Removal of Ashes - Standard	Per removal	Y	$150.00	$160.00		
	Standard Plaque	Per plaque	y		$650.00		Includes mileage for installation
	Extra Lines	Per line	Y		$42.00		
	Emblems	Per emblem	Y		$100.00		
	Victor Harbor Cemetery						
	Burial Interment in all sections						
	Single	Per burial	Y	$2,452.00	$2,573.00		
	Double	Per burial	Y	$2,587.00	$2,714.00		
	Triple	Per burial	Y	$2,723.00	$2,857.00		
	Ashes Interment in all sections						
	Interment of Ashes - Standard	Per interment	Y	$150.00	$160.00		
	Interment of Ashes - additional done at the same time	Per interment	Y	$70.00	$75.00		
	Removal of Ashes - Standard	Per removal	Y	$150.00	$160.00		
	Note - Refer to miscellaneous charges for non-standard internment						
	Terrace and Bicentennial Lawn Section						
	Interment Right - (3 x burials + 4 x ashes interments)	Per interment right	N	$4,085.00	$4,286.00		No remaining licences available for Bi-Centennial or General Lawn sections
	Standard Plaque	Per plaque	Y	$1,535.00	$1,611.00		
	Standard Attachment Plate	Per plate	Y	$462.00	$485.00		
	Extra Lines	Per line	Y	$40.00	$42.00		
	Emblems	Per emblem	Y	$95.00	$100.00		
NF	Standard plaque for 2 large Detachables -Includes backing plate and 1 x large Detachable			-	$1,611.00		1 x backing plate and 1 x large detachable - 8 lines
NF	Large Detachable			-	$630.00		1 x large detachable - 8 lines
	Matthew Flinders Rose Garden						
	Interment Right - (1 x ashes Interment)	Per interment	N	$2,452.00	$2,573.00		
	Standard Plaque	Per plaque	Y	$462.00	$485.00		
	Extra Lines	Per line	Y	$40.00	$42.00		
	Emblems	Per emblem	Y	$95.00	$100.00		

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Ocean View Rose Garden						
	Interment Right - (1 x ashes Interment)	Per interment right	Y	$150.00	$160.00		
	Standard Plaque - first 8 Lines	Per plaque	Y	$477.00	$630.00		
	Extra Lines	Per line	Y	$40.00	$42.00		
	Emblems	Per emblem	Y	$95.00	$100.00		
NF	**Bi-Centennial Rose Walk**						
NF	Interment Right - (1 x ashes Interment)	Per interment	N	$1,400.00	$1,470.00		
NF	Standard Plaque - first 8 Lines	Per plaque	Y	$462.00	$485.00		
NF	Extra Lines	Per line	Y	$40.00	$42.00		
NF	Emblems	Per emblem	Y	$95.00	$100.00		
	Rose Garden - Beds 1-8						
	Interment Right (4 x Ashes Interments + 2 x plaques)	Per interment right	N	$2,452.00	$2,573.00		
	Standard Plaque	Per plaque	Y	$612.00	$642.00		
	Extra Lines	Per line	Y	$40.00	$42.00		
	Emblems	Per emblem	Y	$95.00	$100.00		
	VH Native Garden						
	Interment Right - (1 x ashes Interment)	Per interment right	N	$1,068.00	$1,121.00		
	Bronze Plaque	Per plaque	Y	$600.00	$642.00		
	Extra Lines	Per plaque	Y	$40.00	$42.00		
	Emblems	Per emblem	Y	$95.00	$100.00		
	Family Tree						
	Interment Right (10 x ashes Interments)	Per interment right	N	$5,446.00	$5,715.00		
	Bronze Plaque	Per plaque	Y	$612.00	$642.00		
	Extra Lines	Per plaque	Y	$40.00	$42.00		
	Emblems	Per emblem	Y	$95.00	$100.00		
	Infant						
	Interment Right	Per interment right	N	$178.00	$187.00		
	Interment	Per interment	Y	$145.00	$153.00		
	Standard Plaque	Per plaque	Y	$536.00	$563.00		
	Extra Lines	Per line	Y	$40.00	$42.00		
	Emblems	Per emblem	Y	$95.00	$100.00		
	Niche Wall						
	Interment Right - Single Niche - (1 x ashes interment)	Per interment right	N	$1,090.00	$1,145.00		
	Interment Right - Double Niche - (2 x ashes interment)	Per interment right	N	$1,634.00	$1,715.00		
	Standard Plaque Single - first 3 lines	Per plaque	Y	$462.00	$485.00		
	Plaque Single - extra lines	Per line	Y	$40.00	$42.00		
	Standard Plaque Double - first 2 lines	Per plaque	Y	$869.00	$912.00		Includes backing plate (2 lines) and one standard attachment plaque
	Plaque Double - extra lines	Per line	Y	$40.00	$42.00		
	Standard Attachment Plate - first 5 lines	Per plate	Y	$462.00	$485.00		
	Emblems	Per emblem	Y	$95.00	$100.00		

FEES AND CHARGES			GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Miscellaneous Charges						
	Licence for Memorial Work	Per licence	Y	**$145.00**	**$153.00**		Only if council needed to locate and peg on site
	Interment site depth test	Per licence	Y	**-**	**$152.00**		If the depth of a previous interment is unknown and the depth needs to be verified.
	Searching for Records - up to five names	Per search	Y	**$72.00**	**$76.00**		
	Searching for Records - additional names	Per search	Y	**POA**	**$15.00**		First 30 minutes - no charge $15.00 applies for every additional 15 minutes thereafter.
	After hours interment fees - weekdays	Per hour	Y	**$135.00**	**$142.00**		At curators discretion - vacating cemetery after 3pm
	After hours interment fees - public holidays and weekends	Per hour	Y	**$408.00**	**$428.00**		
	Transfer of Interment Right	Per transfer	N	**$0.00**	**$0.00**		No Charge
NF	Surrender of interment Right - refund	Per interment right	N	**-**	**$1,500 max**		Contact Council for refund calculation.
	Waste Management						
	Waste reduction equipment						
	Kitchen Caddy	Per item	Y	**$15.40**	**$17.00**		
	Compost Bins	Per item	Y	**$41.80**	**$44.00**		
	Caddy Bags	Per item	Y	**$8.80**	**$10.00**		
	Bin Latches	Per item	Y	**$10.00**	**$11.00**		
	Southern Communities Transport Scheme						
	Goolwa Area Shopping Bus - One Way - Subsidised						
	Goolwa/Middleton/Hindmarsh Island - Victor Harbor	One Way	N	**$6.50**	**$6.50**		
	Strathalbyn Shopping Shuttle - One Way - Subsidised						
	Strathalbyn to Mt Barker Shopping Centre	One Way	N	**$5.00**	**$5.00**		
	Strathalbyn to Various Shopping Centres	One Way	N	**$6.50**	**$6.50**		
	Medi-Ride and Access - One Way - Subsidised						
	1 - 10 Kms	One Way	N	**$6.00**	**$6.00**		
	11 - 20 Kms	One Way	N	**$7.50**	**$7.50**		
	21 - 27 Kms	One Way	N	**$8.00**	**$8.00**		
	28 - 45 Kms	One Way	N	**$11.00**	**$11.00**		
	46 - 64 Kms	One Way	N	**$17.00**	**$17.00**		
	65 - 84 Kms	One Way	N	**$23.00**	**$23.00**		
	85 - 100 Kms	One Way	N	**$26.00**	**$26.00**		
	Goolwa Area Shopping Bus - One Way - Non-Subsidised						Support At Home and NDIS Package clients
	Goolwa/Middleton/Hindmarsh Island - Victor Harbor	One Way	N	**$6.50**	**$45.00**		
	Strathalbyn Shopping Shuttle - One Way - Non-Subsidised						Support At Home and NDIS Package clients
	Strathalbyn to Mt Barker Shopping Centre	One Way	N	**$5.00**	**$35.00**		
	Strathalbyn to Various Shopping Centres	One Way	N	**$6.50**	**$45.00**		

FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Medi-Ride and Access - One Way - Non-Subsidised						Support At Home and NDIS Package clients
1 - 10 Kms	One Way	N	**$6.00**	**$35.00**		
11 - 20 Kms	One Way	N	**$7.50**	**$45.00**		
21 - 27 Kms	One Way	N	**$8.00**	**$60.00**		
28 - 45 Kms	One Way	N	**$11.00**	**$65.00**		
46 - 64 Kms	One Way	N	**$17.00**	**$80.00**		
65 - 84 Kms	One Way	N	**$23.00**	**$85.00**		
85 - 100 Kms	One Way	N	**$26.00**	**$90.00**		
Caring Neighbourhood Program (as per the Department of Health, Disability and Ageing funding agreement)						
Client Contribution - Non Commonwealth Home Support Program (CHSP) funded clients						
Weekday lunch group	Per session	N	**$15.00**	**$15.00**		Cost of food and beverages are at own cost paid direct to venue
Carrickalinga Connections - Movie Program	Per session	N	**$15.00**	**$15.00**		All inclusive
Flutterbus - Day Outing	Per session	N	**$20.00**	**$20.00**		Cost of food, beverages and entry fees are at own cost paid direct to venue
Create Together	Per session	N	**$10.00**	**$10.00**		All inclusive
Social Stretch	Per session	N	**$10.00**	**$10.00**		All inclusive
Community Singing	Per session	N	**$10.00**	**$10.00**		All inclusive
Individual Volunteer Visits	Per session	N	**$20.00**	**$20.00**		All own costs are extra
Library Links	Per session	N	**$12.00**	**$12.00**		All own costs are extra
Chair Yoga	Per session	N	**$10.00**	**$10.00**		All inclusive
Client Contribution - Commonwealth Home Support Program (CHSP) funded clients						
Weekday lunch group	Per session	N	**$3.00**	**$3.00**		Cost of food and beverages are at own cost paid direct to venue
Carrickalinga Connections - Movie program	Per session	N	**$5.00**	**$5.00**		All inclusive
Flutterbus - Day Outing	Per session	N	**$10.00**	**$10.00**		Cost of food and beverages are at own cost paid direct to venue
Create Together	Per session	N	**$5.00**	**$5.00**		All inclusive
Social Stretch	Per session	N	**$5.00**	**$5.00**		All inclusive
Community Singing	Per session	N	**$2.00**	**$2.00**		All inclusive
Individual volunteer visits	Per session	N	**$0.00**	**$0.00**		All own costs are extra
Library Links	Per session	N	**$2.00**	**$2.00**		Transport cost - own costs are extra
Chair Yoga	Per session	N	**$5.00**	**$5.00**		All inclusive
Sundry Property (Imposed under Section 188(1)(a) of LG Act)						
Victa Cinema						
Shop 1 and 3/4 37-41 Ocean Street	Per hour	Y	**$36.00**	**$37.00**		Ad-hoc bookings for workshops or pop up activations.
Shop 1 and 3/4 37-41 Ocean Street	On application		-	**POA**		Structured, Short Term Hire
Works (Imposed under Section 188(1)(a) of LG Act)						
Construction Charges						
Crossover Construction	Per linear metre	Y	**$400.00**	**$420.00**		
NF Application for authorisation to carry our works on roads (Section 221 permit)	Per application	N	-	**$46.00**		Per application or extension

FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Rural Addressing						
Sign / Name Plate	Per sign / name plate	Y	$109.00	$115.00		
Sign Post	Per sign post	Y	$21.00	$23.00		
Direction Sign						
Standard sign, bracket and erection	Per sign	Y	$551.00	$578.00		
Standard sign, pole, bracket and erection	Per sign	Y	$617.00	$648.00		
Other signs	Per sign	Y	POA	POA		
Furniture Donation						
Recycled Plastic Seat (Supply & Installation Only)	Per seat	Y	$1,601.00	$1,680.00		
Recycled Plastic Seat (Supply, Installation & Concrete Paving)	Per seat	Y	$2,394.00	$2,512.00		
Recycled Plastic Picnic Setting (Supply & Installation Only)	Per setting	Y	$3,639.00	$3,818.00		
Recycled Plastic Picnic Setting (Supply, Installation & Concrete Paving)	Per setting	Y	$6,020.00	$6,315.00		
Aluminium Park Seat & Installation	Per seat	Y	$1,954.00	$2,050.00		
Aluminium Park Seat, Installation & Concrete/Paving	Per seat	Y	$2,766.00	$2,902.00		
Aluminium Picnic Setting & Installation	Per setting	Y	$4,075.00	$4,275.00		
Aluminium Picnic Setting, Installation & Concrete/Paving	Per setting	Y	$6,509.00	$6,828.00		
Timber Seat & Installation	Per seat	Y	$2,766.00	$2,902.00		
Timber Seat, Installation & Concrete/Paving	Per seat	Y	$3,584.00	$3,760.00		
Timber Picnic Setting & Installation	Per setting	Y	$4,438.00	$4,656.00		
Timber Picnic Setting, Installation & Concrete/Paving	Per setting	Y	$7,322.00	$7,681.00		
Heritage Timber Seat & Installation	Per seat	Y	$2,277.00	$2,389.00		
Heritage Timber Seat, Installation & Concrete/Paving	Per seat	Y	$3,089.00	$3,241.00		
Furniture Plaque - Standard	Per plaque	Y	$434.00	$456.00		
Plaques - Non Standard	Per plaque	Y	POA	POA		
Memorial Paver	Per paver	Y	$318.00	$334.00		
Installation Only - Seat (rubble surface)	Per seat	Y	$322.00	$338.00		
Installation Only - Seat (concrete/paving surface)	Per seat	Y	$859.00	$902.00		
Installation Only - Picnic Setting (rubble surface)	Per seat	Y	$645.00	$677.00		
Installation Only - Picnic Setting (concrete/paving surface)	Per seat	Y	$1,289.00	$1,353.00		
Note - If the furniture is existing, the price shall be reduced by 5% for each year since the original installation up to 20 years, with minimum cost to remain at $300.00						
Street Trees						
Replacement of trees requested to be removed		Y	$377.00	$396.00		
Street Lighting						
SA Power Networks (SAPN) Street Light Visor		Y	$1,325.00	$1,390.00		Per SAPN charge subject to change
Officer Consulting						
Level 1 - 4	Per hour	Y	$100.00	$105.00		
Level 5 - 8	Per hour	Y	$150.00	$157.00		
Senior Staff	Per hour	Y	$220.00	$230.00		
Staff Travel Cost	Per km	Y	$3.00	$3.00		

FEES AND CHARGES			GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
Encounter Centre							
	Venue Hire						
NF	Activity Room A	Per hour	Y	$410.00	$35.00		
NF	Activity Room B	Per hour	Y	-	$30.00		
NF	Consult Room	Per hour	Y	-	$20.00		
NF	Youth Space	Per hour	Y	-	$35.00		
NF	Large Meeting Room	Per hour	Y	-	$30.00		
NF	Kitchen	Per booking	Y	$305.00	$30.00		
NF	Discount - Not-for-profit groups and incorporated groups based in Victor Harbor, Alexandrina and Yankalilla Council areas or Not-for-profit groups and incorporated groups outside of these areas that are offering free community and/or health services for residents within these areas.	Per booking	Y	-	75%		
NF	Extended Booking Arrangement	Per	Y	-	$0-$35		
	Encounter Community Centre Garden			$82.00			
NF	Rent a Planter Box - 6 months	Per item	Y	$305.00	$25.00		
NF	Rent a Planter Box - 12 month	Per item	Y	$82.00	$50.00		
	Encounter Community Centre Nursey			$82.00			
NF	Seedling	Per item	Y	$305.00	$2.50		
NF	Small Pot	Per item	Y	-	$5.00		
NF	Medium Pot	Per item	Y	-	$10.00		
NF	Large Pot	Per item	Y	$82.00	$15.00		
NF	Mark-down on Nursey retail products	Per item	Y	-	5% - 75%		Percentage represents reduction retail costs set per the above.
	Encounter Community Centre Toy Shop						
NF	Mark-up on Toy Shop retail products	Per item	Y	Various	50% - 200%		
NF	Mark-down on Toy Shop retail products	Per item	Y	-	5% - 75%		Percentage represents reduction retail costs set per the above.
	Encounter Community Centre Café						
NF	Mark-up on Café retail products	Per item	Y	Various	50% - 200%		
NF	Mark-down on Café retail products	Per item	Y	-	5% - 75%		Percentage represents reduction retail costs set per the above.
	Encounter Community Centre Pottery						
NF	Pottery Classes	Per class	Y	-	$5-$20		
NF	Use of Kiln	Per item	Y	-	50% - 200%		Cost based on volume and weight of clay
NF	Mark-up on Pottery retail products	Per item	Y	-	50% - 200%		
NF	Mark-down on Pottery retail products	Per item	Y	-	5% - 75%		Percentage represents reduction retail costs set per the above.
	Encounter Community Centre Programs						
NF	Community Programs	Per class	Y	-	$5-$30		

	FEES AND CHARGES		GST Y/N	2025/26 (Inc GST)	2026/27 PROPOSED FEES (Inc GST)	✓ Legislated	Comments for Publication
	Bookable Administration Fees						
NF	External Venue Booking Administration	Per booking	Y	-	**$0-$25**		May apply where Council administers bookings through Bookable on behalf of an external venue, facility owner, community organisation or third-party venue provider. Fee may be charged to the hirer, venue provider or recovered through another agreed arrangement.
NF	Event Ticketing	Per transaction	Y	-	**$0.50**		May apply where Council administers bookings through Bookable on behalf of an external venue, facility owner, community organisation or third-party venue provider. Fee may be charged to the hirer, venue provider or recovered through another agreed arrangement.

* Outdoor Eating Area Permit - *Short Term/ Seasonal Permits - $46.00 + $31.50 Per table + $19.00
NF New Fees

9.4. Reviewed - Procurement Policy

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Kyla Walker

RECOMMENDATION

That Council adopt the reviewed Procurement Policy as provided at Attachment 1.

PURPOSE

The purpose of this report is for Council to adopt the reviewed Procurement Policy.

BACKGROUND

Policies are an important part of ensuring the City of Victor Harbor has good governance. Furthermore, they are a mechanism to protect the organisation and provide the community with confidence that the Council will undertake operations in a consistent, fair and equitable way.

The City of Victor Harbor has developed a schedule to ensure that all policies are reviewed in a timely manner. Section 132A of the *Local Government Act 1999*, specifies that Council must ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with any statutory requirements and to achieve and maintain standards of good public administration.

The Procurement Policy was adopted by Council at the Ordinary Council meeting held on Monday, 28 June 2009 and was last comprehensively reviewed in November 2023.

COMMENTARY

Administration undertook a review of the Procurement Policy (the Policy) which identified a number of procedural elements that are already captured within endorsed OneCouncil procedures. A summary of the main amendments to the Policy is provided below:

- Policy streamlined - removes operational procedure details, which are already included in OneCouncil procurement procedures.
- Artificial intelligence - defines AI tools and limits use to support functions only, subject to written CEO approval (must not influence evaluation or decisions).
- Procurement methods - this has been simplified but still retains spend thresholds (Direct/Minor/Major/Tender) and clarifies approach-to-market options (including EOI and RFP).

- Buy Local/Social Procurement - removes the mandatory 20% local contribution weighting for all processes, enabling consideration of an appropriate weighting up to 20% depending on the nature of the procurement and availability of local suppliers.

- Strategic alignment and sustainability - strengthens links between procurement and Council planning and sustainability commitments.

- Records and registers - reinforces document management requirements and notes that contract/tender registers must include contract value summaries.

- Procurement Threshold table - updated to reflect the changes in the Policy and removed the old references to SynergySoft.

The reviewed Policy was considered by the Audit and Risk Committee at its meetings on Monday, 18 May 2026 and Monday, 1 June 2026. Following the committee's consideration, further amendments have been incorporated into the Policy which include:

- Introduction of a new clause 6.2.4 addressing Unsolicited Proposals

- Reinstated Clause 6.10 (previously 6.6).

- Addition of a new reporting requirement, including an annual report to the Audit and Risk Committee regarding compliance and any waivers

A copy of the reviewed Procurement Policy, incorporating the Committee's feedback, is provided at Attachment 1.

Council Member Consultation

On Tuesday, 2 June 2026, an email was sent to Council Members requesting feedback on the reviewed Policy. At the time of writing this report, no feedback had been received.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - the Procurement Policy has been reviewed against legislative provisions and other best practice standards to ensure that this policy is effective. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Act 1999

- Section 132A - Related administrative standards

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council adopting the reviewed Procurement Policy.

No additional funds are required.

CONSULTATION

Council members - via email on 2 June 2026

Audit and Risk Committee – meetings held 18 May 2026 and 1 June 2026

Senior Management Team

Strategy and Engagement Business Partner - Michelle James

Procurement Officer - Phillip Miller

ATTACHMENTS

Attachment 1 - Reviewed Procurement Policy (track changes)

Attachment 1 - Reviewed - Procurement Policy (track changes)

POLICY

Policy Name	Procurement Policy
Policy Category	Statutory
Department / Officer	Chief Executive Officer/ Office of the CEO and Mayor
Date Adopted	28 June 2008
Date/s Reviewed	26 September 2011; 24 March 2014; 15 December 2014 - amendment; 28 September 2015; 28 August 2017, 26 November 2018, 22 November 2021;
Review Frequency	Every three years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation
Attachments	Attachment 1A – Procurement Thresholds

1. Purpose

The purpose of this policy is to establish a framework of principles relating to the procurement activities undertaken by Council in ~~meet the statutory requirements of~~accordance with Section 49(a1) of the *Local Government Act 1999*, for when Council acquires goods and services.

2. Scope

~~This Policy seeks to:~~

- ~~encourage purchases made in an open, fair and transparent manner;~~
- ~~determine the appropriate procurement method and strategy, by which goods and services are to be procured;~~
- ~~demonstrate accountability and responsibility of Council to ratepayers;~~
- ~~set the minimum standards required when conducting any procurement activity on behalf of Council;~~
- ~~be fair, equitable to all parties involved and apply fair and effective competition in all procurement activities;~~
- ~~ensure procurement processes are documented; and~~
- ~~ensure that the best possible outcome is achieved for the Council and the community.~~

This Policy applies to any person whether employee or contracted/engaged, who has been authorised to undertake the procurement of goods, works or services for and on behalf of Council (Delegated Officers).

This Policy does not ~~cover~~apply to:

- non-procurement expenditures such as sponsorships, grants, funding arrangements, donations and Council employment contracts;

- the disposal of land and other Assets owned by Council;
- the purchase of land by Council; or
- unsolicited Proposals

~~This Policy applies to all Council procurement related activities.~~

3. Policy Statement (Summary)

The Council will promote procurement practices that achieve value for money with an acceptable level of risk, maintain ethical and sustainable conduct with consideration to probity and accountability, transparency, and support ~~of~~ local business. Efficient procurement processes should be aligned with Council's Community Plan 2030, Long Term Financial Plan, Annual Business Plan, Environmental and Social sustainability commitments and department budget requirements.

4. Legislation and Compliance

In accordance with Section 49 of the *Local Government Act 1999* (the Act) Council must prepare and adopt policies on contracts and tenders including:

- The contracting out of services;
- Competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
- The use of local goods and services.

In addition, Section 49 (a1) of the Act, requires Council to develop and maintain policies, practices and procedures directed towards:

- Obtaining value in the expenditure of public money;
- Providing for ethical and fair treatment of participants; and
- Ensuring probity, accountability and transparency in all operations

Procurement activities requiring public consultation will be undertaken in accordance Council's Public Consultation Policy as well as this policy.

5. Definitions

Artificial Intelligence (AI) Tools means digital systems that apply automated reasoning, pattern recognition, machine learning, natural language processing, or generative functions to support or perform analytical or administrative tasks.

Activity Area means the program area within the annual budget as presented in the Annual Business Plan.

Consultant is a person or company who provides professional or expert advice in a particular area, where Council is unable to provide the resource internally. A consultant operates independently from Council.

Expenditure Authorisation *is* a schedule that identifies council employees who are authorised to sign a Purchase Order or Works Order for the supply of goods and/or

services relevant to their position, subject to the expenditure limit identified within Council's Delegations Register and Internal Control procedure (authorised by the Chief Executive Officer under Section 137 of the *Local Government Act 1999)*.

Local Supplier means a supplier or business who has its principal business within the Southern Fleurieu Peninsula.

Officer means all Council employees and agency staff.

Procurement Activity means the process of acquiring goods and/or services, including but not limited to:

- seeking and receiving offers (quotations and tenders);
- evaluating offers;
- negotiating contracts; and/or
- awarding contracts.

Purchase Order means a contract document provided to a supplier authorising a purchasing transaction.

Tender means a proposal, bid or offer that is submitted in response to a Request for Tender.

VendorPanel is Council's Pre-Qualified Contractor Register, which is a secure web-based system used to increase efficiency, transparency and compliance when requesting quotations from prequalified suppliers.

Whole of life cost means the total net cost of goods or products including the initial procurement costs, operating and maintenance costs.

6. Policy Content

6.1 Procurement Principals:

Council must have regard to the following procurement principles in its acquisition of goods and services:

6.1.1 Fair and effective competition

All purchasing activities should be open and encourage effective competition. Council must give fair and equitable consideration to prospective suppliers.

6.1.2 Obtaining value for money

At all times, officers engaged in any procurement activity shall pursue value for money and be able to demonstrate that value for money has been obtained. Consideration will be given to:

a) the overall objective of the procurement aligned to Council's long-term plan and strategic direction;
b) any relevant direct and indirect benefits to Council, both tangible and intangible;

c) financial considerations, including all relevant direct and indirect benefits and costs over the whole procurement cycle, cost-related factors and transactions costs associated with the acquisition, use, holding, maintenance and disposal;
d) non-cost factors and other value-add functions, such as fit for purpose, quality, contribution to local economy/community, sustainability impacts and/or environmental benefits;
e) efficiency and effectiveness of the proposed procurement activity;
f) Council's internal administration costs;
g) technical compliance issues; and
h) appropriate level of risk.

6.1.3 Ethical Practices, Professional Integrity, Probity and Conflict of Interest

Any officer engaged in procurement shall, at all times, conduct themselves with impartiality, fairness, openness and integrity in all discussions and negotiations with suppliers and their representatives.

Officers will demonstrate probity and accountability in all procurement activities through documented, consistent and transparent practices; ensuring Expenditure Authorisations are adhered to. Procurement practices will ensure the highest standards of professionalism, probity and ethical conduct, whilst applying the principle of effective competition.

Conflicts of interest, gifts and gratuities must be disclosed and managed in accordance with Council's Code of Conduct for Employees, Conflict of Interest and Gifts and Benefits procedures, and Fraud and Corruption Policy. Any potential conflicts of interest identified prior to or during the procurement activity must be declared.

6.1.4 Confidentiality

All procurement information must be treated and managed as confidential. Where required, internal stakeholders and the evaluation panel involved in a procurement activity, will sign a Declaration of Conflict of Interest and Confidentiality.

Confidentiality of Council information must also be considered.

6.1.5 Document Management and Storage

All documents relating to procurement activities must be managed and stored in accordance with legislative requirements, organisational requirements and Council's Records Management Policy.

Council's Contracts and Tenders Registers should include a summary of contracts, including contract values.

6.1.6 Buy Local and Social Procurement

Social procurement considerations aim to encourage the reasonable opportunity and participation of local suppliers and manufacturers, Aboriginal and Torres Strait Islander businesses and not-for-profit organisations that benefit the

community. Where practicable, opportunity must be given for local economic benefit including the use of Australian made goods and suppliers whose activities contribute to the economic and community benefit and development of the region.

~~A default evaluation criteria and weighting must be applied for local contribution at 20 percent of the total evaluation score.~~ A weighting of up to 20% is encouraged to be applied where local suppliers are available.

Local contribution may include ~~the following considerations~~:

- the creation of local employment opportunities;
- increased availability of local servicing support;
- economic growth within the local area including the use of Australian made goods and suppliers;
- benefit to Council of associated local commercial transactions;
- the short and long term impact of the procurement on local business; and/or
- level of activity in and support of the community.

During Procurement planning, any exceptions to this must be provided in writing for approval by the relevant Director.

Council may include other criteria and/or weightings with consideration to social procurement benefits such as:

- Aboriginal and Torres Strait Islander suppliers;
- Community focus and not-for-profit organisations;
- Positive community contributions; and/or
- Australian supply chains.

6.1.7 Environmental protection and sustainable procurement

Sustainability in procurement takes into account social (refer section 6.1.6), economic and environmental factors when procuring goods and/or services.

In undertaking any procurement activity Council will, wherever possible:

a) adopt procurement practices which conserve natural resources and principles of ecological sustainability;

b) support suppliers who are socially responsible and adopt ethical practices and select goods and services that achieve value for money on a whole of life basis in terms of generating benefits not only to Council, but also to society, community and the economy, whilst minimising damage to the environment.

c) integrate relevant principles of waste minimisation and energy; and

d) promote the use of environmentally sensitive goods and services to businesses, industry and the community.

6.1.8 Workplace Health and Safety

Council is committed to ensuring a safe workplace for employees, suppliers, contractors and the community. It is therefore essential that Work Health and Safety (WHS) considerations are included in procurement decision-making including the use and disposal of any goods and through the engagement of service providers.

Contractors are obliged to comply with Council's direction in relation to WHS and environmental practices. Additional WHS considerations and requirements are included in Tender processes and conditions of contract.

Officers involved in procurement must ensure that:

a) goods and services comply with all relevant safety legislation and/or industry standards;
b) consult with end users and relevant representatives as appropriate prior to the purchase and subsequent disposal of goods; and
c) hazardous materials and chemicals are minimised to the lowest practical level.

6.1.9 Artificial Intelligence (AI) Tools

AI may only be used within procurement where explicit written approval is granted by the Chief Executive Officer and solely for clearly defined support functions that do not influence evaluation or decision-making. Council maintains this position to uphold probity, transparency, and the reliability of human judgement in all procurement assessments.

6.2 Procurement ~~Thresholds~~Methods

Council can use various procurement methods depending on the complexity of the procurement and risk assessment.

6.2.1 Thresholds

A summary of Council's procurement thresholds, which may be varied at the discretion of the Chief Executive Officer is as follows:

Type	Estimated Value (Ex GST)	Method of Procurement
Direct	$0 to $10,000	Verbal / Written Quote(s)
Minor	$10,001 - $50,000	At least two written quotes
Major	$50,001 - $150,000	At least three written quotes
Tender	>$150,000	Tender Process

The above table is to be read in conjunction with the Purchasing Procedures and the table provided at Attachment 1.

6.2.2 Alternative Methods

6.2.2.1 Expression of interest

An EOI may be issued to a selective or open market where there is a large supplier base or where supplier capability and capacity are unknown. The purpose of an EOI is to identify suitable suppliers and establish a shortlist for subsequent RFQ, RFT or RFP processes.

6.2.3 Request for Proposal (RFP)

An RFP may be used where Council seeks innovative solutions, alternative delivery approaches, or where outcomes are defined but the method of achieving those outcomes is not. RFPs allow suppliers to propose methodologies, designs, or value-added solutions. Evaluation of RFPs must follow the same probity, transparency, and documentation standards as formal tenders.

6.2.4 Unsolicited Proposals

Council welcomes opportunities to partner with individuals and organisations whose ideas, innovation and initiative contribute to positive outcomes for the community and will be considered in accordance with Councils Unsolicited Proposal Policy and Guidelines.

~~Procurement Thresholds are set to manage risk to an acceptable level, ensuring that appropriate procurement methods are undertaken within set financial thresholds and alignment to the Procurement Principles of this Policy and best practice.~~

~~Developing procurement strategies will assist in maximising value by understanding the nature of the procurement requirement, the competitive market and risk factors. Council must ensure that the most appropriate procurement strategy is identified to ensure timely procurement and a value for money outcome, with an acceptable level of risk.~~

~~The appropriate method of procurement must be determined with reference to the Procurement Thresholds – refer Attachment A.~~

~~Expenditure (ex GST) is calculated as follows:~~

- ~~Single one-off purchase: is the total amount, or estimated amount, of the single purchase;~~
- ~~Multiple purchases: is the gross value, or the estimated gross value of all items to be purchased within an Activity Area from one supplier; and~~
- ~~Ongoing purchases: are purchases under a standing offer or panel arrangement. Refer Item 6.3.3.~~

~~***Note: splitting the amounts to bring expenditure within lower limits is NOT permitted.***~~

~~Any procurement activity (excluding Expression of Interest processes) cannot proceed without an approved budget, except in the case of genuine emergencies, as determined by the Chief Executive Officer.~~

~~The Procurement Thresholds (refer Attachment A) set out the value of procurement thresholds and the approved procurement method to be used. This must be followed unless an exemption has been approved (refer Item 6.6).~~

All documentation pertaining to any procurement activity must be recorded by the representative undertaking the procurement activity and registered in Council's Records Management System.

6.2.1 Direct Procurement – Less than $10,000

Under Direct Procurement every effort should be made to ensure Council is receiving value for money.

Officers engaged in Direct Procurement must:

- purchase from a reputable supplier, where goods and/or services are available and represent value for money (preference to Local Supplier where available and represent value for money);
- purchase from a supplier who has a sound reputation in providing cost effective goods or services to the Council; and
- prices should be market tested at least every two years.

6.2.2 Minor Procurement - $10,000 to $50,000

At least two written quotations (including at least one quotation from a local supplier where available – with reference to item 6.1.6) shall be obtained from reputable suppliers or suppliers who have a sound reputation in providing cost effective goods or services to the Council.

Officers engaged in Minor Procurement must:

- ensure the principles of this Policy are adhered to;
- the quotations shall be tested for contestability through catalogues, internet or other comparison methods; and
- quotations must be approved by the relevant Director/Officer in line with this Policy and Expenditure Authorisation.

Where possible, VendorPanel shall be used to facilitate the RFQ process.

6.2.3 Major Procurement - $50,001 to $150,000

A minimum of three written quotations (including at least one quotation from a local supplier where available – with reference to item 6.1.6) must be obtained from reputable suppliers or suppliers who have a sound reputation in providing cost effective goods or services to the Council.

Officers engaged in Major Procurement must:

- ensure the principles of this Policy are adhered to;
- prepare a Scope of Works or Specification for the Goods and Response Schedules to ensure adequate evaluation can be undertaken; and
- obtain approval for the procurement by the relevant Director in line with this Policy and Expenditure Authorisation.

VendorPanel shall be used to facilitate the process.

6.2.4 Request for Tender (RFT) - $150,001 and over

~~A formal Request for Tender will be issued.~~

~~The following tender practices must be followed:~~

- ~~all tenders will be advertised on the SA Tenders and Contracts Website and downloaded at closing time in the presence of a minimum of two Council Representatives;~~
- ~~late Tenders cannot be received via SA Tenders and Contracts website unless there are extenuating circumstances. Tender submissions sent via alternative means will be deemed as non-complying;~~
- ~~it is at the absolute discretion of the Evaluation Panel to accept any late or non-conforming tenders;~~
- ~~tenders will be evaluated by a pre-determined Tender Evaluation Panel using an agreed Tender Evaluation Plan and Weighted Matrix;~~
- ~~each Panel member must sign a Conflict of Interest and Confidentiality Agreement prior to gaining access to any documentation necessary to evaluate the tender; and~~
- ~~a summary of the evaluation, in the form of a Procurement Recommendation.~~

~~A Recommendation Report, must be prepared that includes the following:~~

- ~~description of the required goods or services;~~
- ~~type of tender, advertising method and closing time;~~
- ~~approved budget allocation;~~
- ~~summary of all tenders received;~~
- ~~details of any late or non-complying tenders, any subsequent clarification or negotiations that took place;~~
- ~~the Panel's recommendation, including a copy of the Evaluation Matrix; and~~
- ~~a recommendation of the preferred tender for Council's consideration, signed by all Tender Evaluation Panel members and endorsed by the Procurement Officer.~~

~~A Contract Number will be allocated by the Procurement Officer or Records.~~

~~All documentation pertaining to the procurement activity (RFT) must be recorded in Council's Records Management System.~~

~~6.2.5 Expressions of Interest (EOI)~~

~~An EOI may be issued to a selective or open market where there is either a large market for the proposed goods and/or services or unknown capacity or capability. The objective of an EOI is to prepare a short list of suppliers to invite in a tender process.~~

6.3 ~~Procurement Commitment~~Purchase Orders

Once the appropriate threshold has been considered and procurement activity undertaken, a purchase order must be raised and approved prior ~~the following options are used~~ to the commitment of Council funds.

6.3.1 Exemptions

6.3.1.1 ~~Purchase Orders~~*Prior to commitment not required*

~~The Purchase Order records a financial commitment, allowing accurate tracking of financial obligations. Purchase Orders establish a set of Terms and Conditions for the purchase of goods and/or services, which may be superseded by formal contract terms and conditions established based on value, risk, or complexity. Suppliers are required to comply in all respects with the relevant contract documents concerning the sale, supply and delivery of the services and/or goods.~~

~~A purchase order must be provided prior to commitment of Council funds excluding:~~

~~**Purchases that do not Require a Purchase Order Prior to Commitment**~~

The following purchases are exempt from requiring a purchase order prior to commitment:

- low value < $200;
- schedule of rates, under a panel arrangement;
- Council wide expenses where multiple Activity Areas incur a portion of the expense: Stationary and Australia Post (other expenses need to be referred to Accounts Payable and the Procurement Officer for approval);
- project variations, where there is a Contract in place and prior acceptance of the expenditure as a variation has been approved by the Budget Officer applicable to the dollar value of the variation; or
- confidential or sensitive matters, for example Employee Assistance Program and medical related expenses.

6.3.1.2 ~~Purchases that do not require a purchase order~~Purchase order not required

The following purchases are exempt from requiring a purchase order:

- Utilities
- Grants and Donations
- Employee and volunteer reimbursements
- Council Member allowances and reimbursements
- Supplementary labour hire, including traineeship payments
- Corporate Credit Card Transactions
- Store accounts, however a Standing Order is encouraged

~~6.3.2~~6.4 Contracts

Council will use contracts to secure various goods and services particularly for high value and construction projects, or where it is important to manage risk and will be managed in accordance with councils procedures.

~~A written specification or scope of works will generally be used where Council enters into contractual arrangements. Reasons for entering into contracts other than those resulting from a tender process are to be documented.~~

~~A Professional Services Agreement should be used to engage all consultants.~~

~~6.3.3~~6.5 Standing Offer and Panel Arrangements

At times, Council establishes standing offer arrangements, which can include contracts, for the continuing offer by a supplier or suppliers to provide specific goods and/or services for a predetermined length of time, usually at a predetermined price (or a basis to determine the price) but with no commitment made to purchase. ~~Standing offer arrangements with more than one supplier are also referred to as Panel Arrangements.~~

~~Once a standing offer or panel arrangement has been established, purchases can be made for the particular goods and/or services. Consideration should be made to the total aggregated value of the procurement with each contracted supplier.~~

~~A standing offer or panel arrangement will be competitively tested at the expiry date of the arrangement, with consideration to any new local suppliers.~~

~~6.3.4~~6.6 Store Accounts

Council may operate individual store or trading account systems with local businesses to facilitate efficient procurement of minor goods.

~~6.3.5~~6.7 Corporate Credit Cards

Corporate Credit Cards must only be used for official Council business and under Direct Procurement ~~guidelines~~ procedures for transactions which are discretionary spend, considered low value and low risk.

Each Corporate Credit Card has an individual limit capping the maximum amount that can be purchased in one transaction and over the course of the transacting period.

A Corporate Credit Cardholder:

- must verify all transactions with a taxation receipt/invoice at the completion of a transaction to ensure accurate documentation and record keeping for audit purposes.
- cannot use the card to obtain cash from a bank or EFTPOS facility.

All Corporate Credit Card Transactions are made in accordance with the issuing Financial Institution's Conditions of Use and the City of Victor Harbor's Corporate Credit Cardholder Agreement Form, which specifies the Terms and Conditions of usage.

A Corporate Credit Card register providing details of current card holders, spend cap and transaction limits in accordance with Financial Authorisation is included in Councils Delegations Register.

~~6.3.6~~6.8 Strategic Alliances

A Strategic Alliance allows Council to undertake a procurement activity utilising contract arrangements that are already established and administered by other organisations including, but not limited to:

- Local Government Association Procurement
- Procurement Australia
- State Government contracts
- Other Councils

~~Using a Strategic Alliance contract, does not remove the requirement to undertake the procurement activity in accordance with the procurement thresholds.~~

~~Council may become party to an existing contract if the Chief Executive Officer is satisfied that the contract is likely to offer the Council better value for money than the Council going direct to the market.~~

~~6.4 Prequalification of Contractors and Consultants~~

~~Council maintains a list under VendorPanel of prospective contractors and consultants pre-qualified to respond to RFQs or EOIs for low value, low risk goods and services. Pre-qualification means that contractors and consultants have met the minimum compliance requirements including Insurances, Work Health and Safety, Licensing and Qualifications.~~

~~6.5~~6.9 Prudential Requirements

A requirement for a full prudential report does not apply to purchases and/or projects where the procurement is for road construction, road maintenance or drainage works. However, effective due diligence is required for any proposed project.

All procurement activities must be undertaken in accordance with Council's Prudential Management Policy.

6.10~~6~~ Exemptions from this Policy

The Council or the Chief Executive Officer will determine exemptions from this Policy, including emergency situations and any deviations from the procurement thresholds.

The Chief Executive Officer in approving any exemption, will consider the scale, scope and relative risk of the purchase including the principles defined in this Policy.

A Waiver to the Procurement Policy application must be completed for approval. Any request to waive a competitive procurement activity should not be viewed as a mechanism to remove the need for rigorous and strategic procurement planning.

~~6.7 Responsibilities~~

~~The Chief Executive Officer has overall responsibility for the development and maintenance of Policies, practices and procedures under Section 49(1)(1) of the *Local Government Act 1999*.~~

~~Delegated officers are required to ensure that all procurement activities comply with the provisions of this Policy and in accordance with their approved delegations and Expenditure Authorisation limits.~~

~~**6.8 Monitoring**~~

~~Procurement activities will be audited by Internal and External Auditors.~~

~~All serious breaches or non-adherence to this policy and procedures will be reported to the Senior Management Team, in accordance with Finance Procedure for Non-Conformance to Internal Controls.~~

6.11 Reporting

Quarterly reporting will be provided to the Senior Management Team including, but not limited to, procurement processes undertaken, compliance with policy and procedures and outcomes of monitoring relating to cumulative spends, panel contracts and recommendations for improvement.

An Annual Report will be provided to the Audit and Risk Committee annually outlining compliance and any waivers to this Policy.

7. Risk Management

Regardless of the cost, procurement of goods and/or services attracts and/or mitigates some level of risk exposure. As a result, the first consideration that needs to be made in any procurement decision-making process is what level of risk is acceptable and accordingly, what level of risk mitigation is required to reduce residual risk to acceptable levels.

A procurement risk assessment associated with the procurement activity, may include but is not limited to: financial, supply, legal, reputation, probity, work health safety and welfare considerations, sustainability, public safety and political risks.

Where any goods or services contracts proposing unconventional or multiparty fee structuring (such as the paying of performance fees), especially those related to large capital works or other financially significant projects, a risk assessment shall be conducted. These risk assessments shall be referred to the Audit and Risk Committee for their consideration and advice.

Request**s** for Tenders and ~~formal~~ contracts need to be referred to the Procurement Officer in the first instance.

8. Delegation

The Chief Executive Officer has the delegated authority to implement this Policy.

~~**8.1 Contracts**~~

~~The entering into any form of contractual arrangement must consider the current years approved budget before execution on behalf of Council takes place.~~

~~The Chief Executive Officer has the delegated authority to enter into any kind of contract or arrangement where the Common Seal of Council is not required and to~~

approve expenditure, provided it is for the purpose of implementing the Council's endorsed budget (or revised budget).

Relevant Directors have sub-delegated authority to execute a contract or arrangement or a contract amendment to an existing contract for the following:

- new contracts up to the total contract value (inclusive of any extension terms) of $150,000;
- term extensions where this already an option to extend under the existing contract, where no breaches or non-conformances have been notified and there is demonstrated performance under the contract;
- price variations which can be accommodated within existing budgets; and/or
- minor scope changes that can be accommodated within existing budgets.

Budget Officers have the delegated authority to commit Council funds through the use of a purchase order where budget is available.

The Procurement Officer, in consultation with the Chief Executive Officer or relevant Director can, if necessary, grant an extension to a Major Procurement (open tender) advertised closing time, to all parties.

8.2 Consultants

Consultants can only be engaged after approval is provided by the Chief Executive Officer or relevant Director.

8.3 Credit Cards

The Chief Executive Officer has delegated authority to:

- Issue corporate credit cards to Council employees
- Set the monthly limit of the card; and
- Temporarily increase the monthly limit; and
- Revoke the corporate credit card at any time

8.4 Financial Authorisation

The Chief Executive Officer will determine appropriate Expenditure Authorisation for inclusion in the Delegation Register, which will be reviewed every three years or as required.

Approval to undertake a procurement requires confirmation that budget funds are available and uncommitted within the appropriate budget line. Expenditure outside of the adopted budget requires the formal approval of the Chief Executive Officer or Council subject to the value and nature of the expenditure.

Delegations pertaining to expenditure and purchasing are recorded in the Delegations Register.

9. Related Documents

Artificial Intelligence (AI) Policy

Behavioural Management Standards for Employees

Conflict of Interest Policy, Procedure and Form

Corporate Credit Cardholder Agreement Form

Delegations Register

Disposal of Land and Other Assets Policy

~~Delegations Register~~

~~Corporate Credit Cardholder Agreement Form~~

Fraud, Corruption, Misconduct and Maladministration Prevention Policy

Gifts and Benefits Procedures

Privacy Policy

~~Public Consultation Policy~~

Prudential Management Policy

Records Management Policy

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.

Attachment 1A

PROCUREMENT THRESHOLDS			
VALUE	**TYPE / METHOD**	**REQUIREMENTS**	**AUTHORISATION/ CONSULTATION**
~~Less than~~$0 to $10,000	Direct Procurement ~~EPSF6.2.001~~ Vendor Panel Direct Email	~~**Purchase from a single source with value for money outcomes**~~ ~~*(quality, costs, fitness for purpose, timelines and risk)*~~ ~~Routine and transactional purchases require price testing every 2 years.~~ ~~**Synergy Document no. must be recorded on your purchase order.**~~ Routine and transactional purchases – **Direct** Purchase from a single source with value for money outcomes (quality, costs, fitness for purpose, timelines and risk) Market test prices every two years Consider recurring transactions with same supplier in reference to threshold **Purchase Order as per Section 6.3 of Policy**	Budget Officer in accordance with Financial Delegations
$10,001 to $50,000	Minor Procurement ~~/ Request for Quote (RFQ) FM7.81.030~~ – Vendor Panel ~~(pre-qual suppliers preferred)~~ Direct Email	~~**Minimum 2 written quotes**~~ ~~Evaluation criteria (preference to the Quotation Evaluation Summary) completed at commencement of procurement activity. Consider 2 Officers to evaluate.~~ ~~The decision, reasons and evidence must be recorded and filed.~~ ~~**Synergy Document no. must be recorded on your purchase order.**~~ **Request for Quote (RFQ) - Minimum 2 written quotes** Procurement Plan completed prior to commencement Sourcing through OneCouncil – Approach to Market Assessment based on agreed evaluation criteria. **Purchase Order as per Section 6.3 of Policy** **Alternative Methods as per Section 6.2.2. of Policy**	Budget Officer in accordance with Financial Delegations in consultation with relevant Director
$50,001 to $150,000	Major ~~Procurement / Request for Quote (RFQ) FM7.81.031~~ – Vendor Panel or SA Tenders	~~**Minimum 3 written quotes**~~ ~~Quote Number must be obtained from Procurement Officer or Records.~~ ~~Quotation Evaluation Summary completed at commencement of procurement activity, including an Evaluation Panel.~~ ~~The decision, reasons and evidence must be recorded and filed.~~ ~~**Synergy Document no. must be recorded on your purchase order.**~~ **Request for Quote - Minimum 3 written quotes** Procurement Plan completed prior to commencement Sourcing through OneCouncil – Approach to Market Assessment based on agreed evaluation criteria. **Alternative Methods as per Section 6.2.2. of Policy** **Purchase Order as per Section 6.3 of Policy**	Budget Officer in accordance with Financial Delegations in consultation with relevant Director

$150,001 and above	Formal Request for Tender ~~/ Open or~~ Expression of Interest Request for Proposal – SA Tenders ~~FM7.81.032 - successful~~ ~~FM7.81.033 - unsuccessful~~	**~~Refer upcoming procurement activity to Procurement Officer.~~** ~~Quote Number must be obtained from Procurement Officer.~~ ~~Required: Tender Evaluation Plan completed prior to commencement of procurement activity (with Evaluation Panel), Evaluation Scoring Matrix completed, Procurement Recommendation and separate report to Council, if required.~~ ~~All documentation recorded in Records. Original Tenders and Contract in Strong Room.~~ **Request for Tender (RFT) - Refer to Procurement Officer.** Procurement Plan completed prior to commencement Sourcing through OneCouncil – Approach to Market Assessment based on agreed evaluation criteria. **Purchase Order as per Section 6.3 of Policy** **Alternative Methods as per Section 6.2.2. of Policy**	Within approved budget – CEO All other - Council
NOTES: ~~Refer to the Administrative Procedures for detail of preparing the procurement activity and what elements need to be considered in the documentation. Consideration to complexity and risk may determine an alternative procurement method.~~ ~~Segregation of duties is required in regards to the commitment of funds through a purchase order. The Requisition Officer and the Authorising Officer MUST be different for all purchases. This applies regardless of the monetary threshold.~~ ~~Selective Request for Tender: Council may issue a 'Selective' RFT where a Request for Information (ROI) has been completed or where it has reasonable grounds for negotiating with a select group of potential suppliers or sole supplier. Where the procurement activity is expected to be above $150,000 a Procurement Waiver must be approved for deviation from an Open Tender method.~~			

~~*Document Control: Procurement Thresholds – last updated 19 January 2022 – with new File Numbers*~~

9.5. Draft - Community Engagement Policy - Public Consultation

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Michelle James

RECOMMENDATION

That Council

a. endorses the draft Community Engagement Policy as provided at Attachment 2 for the purpose of public consultation in line with the Communication and Engagement Plan provided at Attachment 3; and

b. notes that a further report will be presented to Council with the engagement feedback prior to the adoption of the Community Engagement Policy.

PURPOSE

The purpose of this report is to seek Council endorsement to commence public consultation on the draft Community Engagement Policy. The proposed policy has been developed to align with the Community Engagement Charter and will replace Council's current Public Consultation Policy.

BACKGROUND

On 11 December 2025, the Community Engagement Charter was published in the South Australian Government Gazette. The legislative amendments to establish the community engagement scheme under the *Local Government Act 1999* (the Act) also commenced on 11 December 2025. A copy of the Community Engagement Charter (the Charter) is provided at Attachment 1.

The new Charter replaces the previous detailed public consultation requirements under the Act and introduces a clearer, tiered approach to community engagement.

The level of engagement now depends on how significant a decision is, ranging from Significant through to Inform, with each level having minimum engagement requirements.

Minor matters may only require information to be shared with the community, while major decisions such as the Annual Business Plan require formal public notice and opportunities for community feedback.

The five community engagement categories within the Charter are:

- **Significant - Annual Business Plan and Rating Policy:** decisions related to a council's adoption of its annual business plan or proposed changes to the basis of its council rates.

- **Significant**: decisions that a council makes that have a significant impact on most or all ratepayers and residents, or the wider community or area.

- **Standard:** decisions that a council makes that benefit from community input across the council area.

- **Local:** decisions that impact an identifiable smaller group of residents/ratepayers or a local area.

- **Inform:** matters where councils provide information to a community impacted by a decision.

Each level has a minimum engagement requirements. For example:

- Local matters, such as changes to council office hours or some road proposals, may only need information shared with the community

- Significant matters, such as the Annual Business Plan and Budget, must include a public notice published in the local news paper and a chance for the community to give feedback both written and in person.

Section 50A of the *Local Government Act 1999*, requires council to prepare and adopt a Community Engagement Policy (the Policy). The Policy sets out councils formal commitments, statutory requirements and minimum standards for community engagement.

COMMENTARY

The draft Community Engagement Policy establishes the framework for how the City of Victor Harbor will undertake community engagement in accordance with the Act and the Charter.

The policy provides a clear and consistent approach to informing, consulting and involving the community in Council decision-making processes. It outlines Council's commitment to delivering engagement that is meaningful, inclusive, transparent and proportionate to the significance and impact of decisions being considered.

The policy:

- Defines community engagement categories and associated minimum consultation requirements;

- Identifies statutory matters requiring community consultation under the Act;

- Establishes a structured community engagement process, including planning, information provision, feedback collection, reporting and communication of outcomes;

- Clarifies the roles and responsibilities of Council, the Chief Executive Officer, Directors and the Communications Team; and
- Enables discretionary engagement for matters of significant community interest or importance.
- Also includes Attachment 1, which provides guidance on typical engagement categories and minimum requirements for common legislative matters.

Overall, the policy supports transparent and accountable governance by ensuring the community is provided with appropriate opportunities to contribute to Council decision-making processes.

Transitional Period

Councils are required to adopt a Policy by 11 September 2026. Councils may continue to operate under the current Public Consultation Policy until the earlier of:

- three months after adoption of the policy; or
- 10 December 2026.

Next Steps

Following Council endorsement, administration will:

- Undertake community consultation inline with the Engagement Plan
- Review and consider submissions received
- Prepare a summary consultation report for Council
- Depending on the feedback received hold a Briefing session with Council Members
- Present the final Community Engagement Policy to the August Ordinary Council meeting for adoption.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Council will be meeting it statutory obligations by undertaking community engagement on the Community Engagement Policy. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used:

Local Government Act 1999

- Section 50A - Council Community Engagement Policy

BUDGET IMPLICATIONS

There are sufficient funds in Project #100084 (*Engagement)* for the purposes of undertaking community engagement on the Community Engagement Policy at an estimated costs of $2,000.

No additional funds are required.

CONSULTATION

Council Members at a briefing session on 15 June 2026

Senior Management Team

Senior Governance Officer - Kyla Walker

Communications Officer - Emma Warren

ATTACHMENTS

Attachment 1 - Community Engagement Charter

Attachment 2 - Draft Community Engagement Policy

Attachment 3 - Draft Community Engagement Plan

Attachment 1 - Community Engagement Charter

No. 71 p. 4898 THE SOUTH AUSTRALIAN GOVERNMENT GAZETTE 11 December 2025

LOCAL GOVERNMENT ACT 1999

Section 50 Community Engagement Charter

The Community Engagement Charter (the Charter) is established by the Minister for Local Government pursuant to Section 50 of the *Local Government Act 1999* (the Act) for the purposes of this Act.

Principles

This charter has been prepared taking into account the following principles contained in Section 50(2) of the *Local Government Act 1999*—

(a) members of the community should have reasonable, timely, meaningful and ongoing opportunities to gain access to information about proposed decisions, activities and processes of councils and to participate in relevant processes;

(b) information about issues should be in plain language, readily accessible and in a form that facilitates community participation;

(c) participation methods should seek to foster and encourage constructive dialogue, discussion and debate in relation to proposed decisions, activities and processes of councils;

(d) participation methods should be appropriate having regard to the significance and likely impact of proposed decisions, activities and processes;

(e) insofar as is reasonable, communities should be provided with information about how community views have been taken into account and reasons for decisions or actions of councils.

Categories

In recognition of the fact that the matters included for community engagement in this Charter have differing levels of impact on councils' communities, this Charter establishes the following categories of engagement and requirements that are appropriate to each group—

- **Significant—annual business plan and rating policy**: decisions related to a council's adoption of its annual business plan or proposed changes to the basis of its council rates.
- **Significant**: decisions that a council makes that have a significant impact on most or all ratepayers and residents, or the wider community or area.
- **Standard**: decisions that a council makes that benefit from community input across the council area.
- **Local**: decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
- **Inform**: matters where councils provide information to a community impacted by a decision.

Mandatory Requirements Definitions

Where the Charter includes a mandatory requirement, the following table provides more information about actions that must be taken at a minimum to meet that requirement for community engagement.

While these actions are mandatory, councils should actively consider all activities that should be undertaken for each matter that it is consulting on to give community members the best chance to make their views known. In particular, councils should undertake additional engagement for matters that have greater significance, greater community interest or a greater impact on communities.

In this Charter 'community' means individuals, groups or stakeholders that are impacted by or interested in a particular council decision or action. Councils should seek broad, diverse and representative views across its community.

Whenever a council is preparing information to support engagement, it should be in plain language, readily accessible and in a form that facilitates community participation.

Categories

Mandatory Requirement	**Mandatory Minimum Actions to Achieve the Mandatory Requirements**	**Mandatory Requirement that Applies to Matters Categorised as: (X indicates that the mandatory requirement applies)**				
		Significant—Annual Business Plan and Rating Policy	**Significant**	**Standard**	**Local**	**Inform**
Website	Publish information about the matter that can be easily found on a council website.	X	X	X	X	X
News publication	Publish information about the matter in a local news publication (print where available, but otherwise digital) that circulates in the council area and is not produced by the council.	X	X			
Consult with the whole council area	Consider appropriate forms of notifications to the council area. Consider whether additional information or notification should be made available to the community to bring their attention to the matter and to support participation.	X	X	X		

Mandatory Requirement	Mandatory Minimum Actions to Achieve the Mandatory Requirements	Mandatory Requirement that Applies to Matters Categorised as: (X indicates that the mandatory requirement applies)				
		Significant—Annual Business Plan and Rating Policy	Significant	Standard	Local	Inform
Invite submissions	Provide information about how the community can make a submission, including timeframe.	X	X			
Explain decision-making process	In material prepared explain what the council proposes to do, why it proposes to do it, and what it seeks to achieve. Explain how community feedback will inform the council's decision.	X	X			
Seek and consider feedback from the community—significant matters	Consider how best to invite feedback from the community. Provide a minimum community engagement period of 21 days to enable the community to provide feedback. Include a summary of community engagement feedback to the council ahead of the decision.	X	X			
Public meeting	Hold a public meeting where the community is invited to provide submissions (written or verbal) on the matter. The public meeting may be part of a council meeting or a separate event.	X				
Council meeting invitation	Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made.		X			
Seek and consider feedback from the community	Consider how best to invite feedback from the community Provide information about how community feedback will inform the council's decision. Ensure an appropriate period of time is provided to enable communities to provide feedback.			X	X	
Consult with local community	Consider appropriate forms of notifications to the area within the council affected by the council decision or action. Consider whether additional information or notification should be made available to the local community to bring their attention to the matter and to support participation.				X	
Information to the whole council area	Provide information to the whole of the council's community if it may be directly affected by the council decision or action.					X

Mandatory Requirement	Mandatory Minimum Actions to Achieve the Mandatory Requirements	Mandatory Requirement that Applies to Matters Categorised as: (X indicates that the mandatory requirement applies)				
		Significant—Annual Business Plan and Rating Policy	Significant	Standard	Local	Inform
Information to local community	Provide information to the local community that may be directly affected by the council decision or action.					X

Matters (in Legislative Order)

Category	Matter	Act Reference	Description
Significant	Representation reviews	Section 12(7) of the *Local Government Act 1999*	Consultation that a council undertakes when it is doing a review of its internal representation (including possible changes to its ward structure, number of council members, change of council or ward names).
Inform	Minor changes to opening hours and place of council offices	Section 45(3) of the *Local Government Act 1999*	A council's decision about the manner, places and times at which its offices will be open to the public, where the impact of the decision would be minor.
Standard	Substantial changes to the opening hours and place of council offices	Section 45(3) of the *Local Government Act 1999*	A council's decision about the manner, places and times at which its offices will be open to the public, where the impact of the decision would be substantial.
Standard	Community engagement policy	Section 50A(6)(b) of the *Local Government Act 1999*	Councils must consult before adopting its community engagement policy, which is the document that demonstrated how the council will consult in accordance with this charter and on other matters.
Standard	Council behavioural support policies	Section 75(F)(6) of the *Local Government Act 1999*	Consultation that a council undertakes when it is proposing to adopt behavioural support policies.
Standard	Access to meetings and documents	Section 92(5) of the *Local Government Act 1999*	How councils ensure that council documents are made available and accessible to community members.
Significant	Strategic Management Plans	Section 122(6) of the *Local Government Act 1999*	The development and review of a council's strategic management plan. Strategic management plans lay out the council's strategic directions for a future ten-year period, including council's long-term financial plan and infrastructure and asset management plan.
Significant—annual business plan and rating policy	Annual Business Plan	Section 123(3)(b) of the *Local Government Act 1999*	Adopting an annual business plan. Annual business plans set out the decisions a council makes each year on the rates and income they will receive and how they will spend these funds.
Significant—annual business plan and rating policy	Basis of rating	Section 151(5)(e) of the *Local Government Act 1999*	Consultation that a council takes when it is proposing changes to the basis of its council rates, including declaring differential rates; imposing a separate rate, service rate or service charge; changing the basis on which land is valued for the purposes of rating.
Significant	Differential rating and special adjustments	Section 156 (14a)(b) of the *Local Government Act 1999*	Consultation that a council takes when it is proposing changes to its use of differential rating.
Significant	Revocation of classification of land as community land—in all other cases	Section 194(2)(b) of the *Local Government Act 1999*	Consultation that councils must undertake before revoking the community land status of any land that is community land.

Category	Matter	Act Reference	Description
Significant	Community Land Management Plans—adoption	Section 197(1) of the *Local Government Act 1999*	Before a council adopts a community land management plan, it must undertake consultation.
Significant	Community Land Management Plans—significant amendments	Section 198(3) of the *Local Government Act 1999*	If a council amends a community land management plan, and the amendment has a significant impact on the community, it must undertake consultation.
Significant	Alienation of community land by lease or licence	Section 202(2) of the *Local Government Act 1999*	Consultation that a council undertakes when it is proposing to lease or licence community land.
Inform	Council is proposing a permit or authorisation for alternation of a road or use of roads for business purposes	Section 223(1) of the *Local Government Act 1999*	Consultation that a council takes when there are works on a road that require the council's permit and authorisation, and where traffic will be impeded for less than 48 hours and the council ensures that a detour is in place.
Local	Council is proposing a permit or authorisation for alternation of a road or use of roads for business purposes	Section 223(1) of the *Local Government Act 1999*	Consultation that a council takes when there are works on a road that require the council's permit and authorisation, and where traffic will be impeded for more than 48 hours (with a detour in place) or where no detour will be available.
Local	Consultation on proposed planting of vegetation on a road	Section 232(b) of the *Local Government Act 1999*	Consultation that a council takes when it proposes or authorises or permits for planting street trees or other vegetation on council roads, if the planting may have a significant impact on residents, nearby business or advertisers in the area.
Standard	Power to make orders	Section 259(2)(b) of the *Local Government Act 1999*	Councils must have policies in place on how they make orders relating to hazards on land adjoining a public place and the inappropriate use of a caravan or vehicle as a place of habitation and must consult before they adopt these policies.
Inform	Election information	Section 13A(2) of the *Local Government (Elections) Act 1999*	Councils must provide information, education and publicity for local government elections.

Commencement

The Community Engagement Charter comes into operation on the day on which it is published in the Gazette.

Dated: 2 December 2025

HON JOE SZAKACS MP
Minister for Local Government

MENTAL HEALTH ACT 2009

Authorised Mental Health Professional

Notice is hereby given in accordance with Section 94(1) of the *Mental Health Act 2009*, that the Chief Psychiatrist has determined the following persons as Authorised Mental Health Professionals:

Joy Zhou
Sumesh Jose
Hardeep Singh
Teagan Palmer
Kathryn Galbraith
Mary-Clare O'Dell
Bishakha Routray
Md Sahadat Hossain
Xiaoxi Liu
Katharine Taylor
Julius Ajayi

The determination will expire three years after the commencement date.

The Chief Psychiatrist make vary or revoke these determinations at any time.

Dated: 11 December 2025

DR JOHN BRAYLEY
Chief Psychiatrist

Attachment 2 - Draft Community Engagement Policy

POLICY

Policy Name	Community Engagement Policy
Policy Category	Statutory
Department / Officer	Office of the Chief Executive Officer / Strategy and Engagement Business Partner
Date Adopted	
Date/s Reviewed	
Review Frequency	Every Three years or as required
Strategic Plan Reference	Aspiration 6: We are a financially sustainable and well-governed organisation 6.2 Ensure our community is well informed and has opportunities to inform decision making.
Attachments	

1. Purpose

The purpose of this policy is to set out how the City of Victor Harbor will undertake community engagement in accordance with Sections 50 and 50A of the *Local Government Act 1999* and the Community Engagement Charter. This Policy will provide a clear and consistent approach for informing, involving and consulting with the community to support transparent and accountable Council decision-making.

2. Scope

This Policy applies to all statutory community engagement activities undertaken by Council in accordance with the *Local Government Act 1999* and the Community Engagement Charter. It is to be used by Council Members, employees, contractors and volunteers involved in the planning, delivery or evaluation of community engagement.

This Policy does not apply to processes governed by the *Planning, Development and Infrastructure Act 2016 (PDI Act)*, which is subject to the Community Engagement Charter and legislative requirements under the PDI Act.

3. Policy Statement (Summary)

The City of Victor Harbor is committed to delivering community engagement that is meaningful, inclusive, timely and proportionate to the significance and impact of decisions. Council will provide reasonable opportunities for community members to:

- Access clear and accurate information about proposed decisions
- Participate in engagement processes appropriate to the scope and impact of the matter

- Provide feedback that is genuinely considered in decision-making

Council will clearly communicate:

- What is proposed and the purpose of the proposal
- How community feedback will inform decision making
- How community input influenced the final outcome

Engagement activities will support constructive dialogue and be accessible to diverse community.

4. Legislation and Compliance

Section 50A of the *Local Government Act 1999*, requires Council to adopt a Community Engagement Policy and this policy must be consistent with the Community Engagement Charter which is established by the Minister for Local Government under Section 50 of the *Local Government Act 1999*.

5. Definitions

Act means the *Local Government Act 1999*.

Charter means the Minister for Local Government's Community Engagement Charter published in the South Australian Gazette on 11 December 2025.

Communications Team means the Communication Officer and Strategy and Engagement Business Partner.

Community means people who live, work, study, visit or do business in the City of Victor Harbor, and any stakeholders that may be affected by council decision/s.

Community Engagement means the process of seeking input or feedback from the community regarding a decision that may affect them. This includes any activity where council provides information on a decision or invites comments on a matter. For the purpose of this policy, community engagement and public consultation mean the same.

Public consultation means the same as Community Engagement.

Senior Management Team means Chief Executive Officer, Director Corporate and Customer Service, Director Community and Development, Director Environment and Infrastructure and Group Manager Governance and Finance.

Stakeholders mean individuals or organised groups who have an interest in Council's decision-making and who are affected by council's decisions.

Submissions mean contributions made by members of the community and stakeholders, expressing an opinion in writing (including on Council's community engagement website) relating to a matter and/or proposal which will be considered in council's decision-making process.

6. Policy Content

6.1 Community Engagement Categories

Council will apply the following engagement categories in accordance with the Community Engagement Charter. Engagement requirements are set out for each category and must be applied proportionately, having regard to the scale, impact and level of community interest.

6.1.1 Significant – Annual Business Plan and Rating Policy

Minimum requirements:

- Publish information on Council website and in a local news publication
- Provide clear, plain language explanation of the proposal, purpose and impacts
- Explain how community feedback will inform the decision
- Invite submissions and provide clear instructions for participation
- Provide a minimum consultation period of 21 days
- Hold a public meeting where the community is invited to provide submissions (written or verbal), the public meeting may be part of a Council meeting or a separate event
- Provide a summary of community feedback to Council prior to decision-making

6.1.2 Significant

Minimum requirements:

- Publish information on Council website and in a local news publication
- Provide clear, plain language explanation of the proposal and its impacts
- Invite submissions and provide a minimum 21-day consultation period
- Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made.
- Seek and consider community feedback
- Provide a summary of feedback to Council

6.1.3 Standard

Minimum requirements:

- Publish information on Council website
- Provide clear and accessible information about the proposal
- Invite submissions and provide an appropriate consultation period
- Seek and consider community feedback

6.1.4 Local

Minimum requirements:

- Target engagement to affected stakeholders or local community
- Use appropriate notification methods to reach impacted parties
- Provide accessible information and opportunity for feedback

6.1.5 Inform

Minimum requirements:

- Provide timely and accessible information to the affected community

6.2 Statutory Consultation Requirements

Where consultation requirements are prescribed under the *Local Government Act 1999*, Council will comply with those legislative obligations as a minimum standard. This includes, but is not limited to:

- Representative Reviews (Section 12)
- Status of a council/change of names (Section 13)
- Adoption or amendment of the Community Engagement Policy (Section 50)
- Strategic Management Plans (Section 122(6)
- By-laws (Section 249)
- Policies relating to Orders (Section 259)
- Stormwater Management Plans (Schedule 1A, Clause 16(2)(c))^

For the above matters, Council will:

- Undertake all consultation steps required by the Act
- Apply additional engagement in accordance with this Policy and the Community Engagement Charter where appropriate
- Ensure engagement is proportionate to the significance and impact of the decision
- Council will undertake the engagement process specified by any Stormwater Management Authority Guidelines when acting under Division 3 of Schedule 1A of the Act.

6.3 Council decisions subject to Consultation

Where the *Local Government Act 1999* requires Council to follow its Community Engagement Policy, Council will undertake consultation in accordance with the requirements set out in this Policy and the Community Engagement Charter. This includes:

- Principal Office – Opening hours (Section 45)
- Code of Practice – Access to meetings and Documents (Section 92)
- Annual Business Plan (Section 123)
- Changes to the basis of rating (Section 151)
- Differential Rates (Section 156)
- Community land – Revocation of classification (Section 194)
- Community land – Management Plans (Sections 197 to 198)
- Community Land – lease or licence (Section 202)
- Roads – permits affecting traffic (Section 223)
- Vegetation planting with significant impact (Section 232)

For the above matters, Council will:

- Apply the engagement category in accordance with Clause 6.1.
- Undertake engagement proportionate to the significance and impact of the matter.
- Meet all mandatory requirements of the Charter relevant to the category.
- Follow the community engagement process outlined in Clause 6.4.

6.4 Community Engagement Process

The following outlines the community engagement process for Significant – Annual Business Plan and Rating Policy, Significant and Standard community engagement categories:

1. **Develop a Community Engagement Plan.**

   The Community Engagement Plan should:
   - Identify the engagement category
   - Defines objectives and methods
   - Ensures accessibility and inclusivity

2. **Obtain approval**

   The Community Engagement Plan should be endorsed by Council or Chief Executive Officer for the engagement approach.

3. **Information Provision**

   Provide clear information that explains:
   - The proposal
   - The reason for the proposal
   - The intended outcomes
   - How feedback will be used

4. **Engagement Delivery**

   Conduct engagement using methods appropriate to the category.

5. **Feedback Collection and Analysis**

   Collect, collate and analyse all submissions and feedback

6. **Community Engagement Submission Report**

   Prepare a community engagement submission report that:
   - Summarises engagement activities, key themes and feedback
   - Demonstrates how community input has influenced recommendations

7. **Decision Making**

   Where a decision is required, Council considers the Community Engagement summary report and then makes a decision.

8. **Communicate Council's decision**

   Council's decision should be clearly communicated to the community which outlines:
   - The outcome
   - The reasons for the decision
   - How community feedback was considered and influenced the outcome

6.5 Discretionary Community Engagement

Council acknowledges that the *Local Government Act 1999* and the Community Engagement Charter may not prescribe engagement requirements for all decisions, activities, or processes, and that Council is not obliged to assess or undertake community engagement for all such matters.

However, the Council or Chief Executive Officer may determine that community engagement beyond the minimum legislative or policy requirements should be undertaken. Discretionary consultation may be appropriate for projects involved:

- Significant capital expenditure
- Economic, social, environmental, or cultural importance
- High community interest
- Enhanced decision-making through public engagement.

Guidance materials such as the City of Victor Harbor Community Engagement Toolkit, Local Government Association of South Australia Community Engagement Framework and IAP2 resources may be referenced.

For the avoidance of doubt, there is no obligation on the Council or CEO to undertake, or to consider whether to undertake, any additional or discretionary consultation steps.

6.6 Roles and Responsibilities

6.6.1 Council

Council is responsible for:

- Making decisions under the Local Government Act on behalf of the Community
- Participating in and advocate for community engagement processes and activities
- Considering community input as part of its decision making along with other relevant information including legislation, policy, resources, expert advice and previous council decisions.

6.6.2 Chief Executive Officer

The Chief Executive Officer or delegate is responsible for:

- Leading and overseeing the implementation of the Community Engagement Policy across the organisation.
- Ensuring Council and all staff adhere to the Policy's principles and legislative requirements.

6.6.3 Directors

The Directors are responsible for ensuring council employees:

- Comply with this Policy; and
- Develop a community engagement plan for all relevant consultation and engagement activities

6.6.4 Communication Team

Communications Team are responsible for:

- Providing advice and assistance to council employees and the community in adhering to the Policy and drafting a community engagement strategy; and
- Reviewing the Policy

7. Risk Management

Council recognises that effective community engagement is critical to transparent, accountable and informed decision-making. The risks associated with community engagement are managed through the consistent application of this policy, the Charter and relevant legislative requirements.

8. Implementation/Delegations

The Chief Executive Officer is responsible for the implementation and application of this policy, and where necessary reporting the outcomes of consultations to the Council.

Specific engagement activities to be undertaken in relation to any particular decision, activity or processes shall be determined on a case-by-case basis, by:

- Council, by resolution;
- the CEO;
- a delegate with the power to undertake community engagement under the Act, the Charter or this policy; or
- a delegate with power to make a decision or undertake an activity or process that requires community engagement under the Act, the Charter or this policy.

Council, the CEO or a delegate are not required by this policy to undertake, or to consider or determine whether to undertake, additional engagement activities or methods beyond those prescribed. Any decision to undertake engagement beyond the requirements of this Policy is made at the absolute discretion of the decision maker.

9. Related Documents

City of Victor Harbor Community Plan 2030
City of Victor Harbor Community Engagement Toolkit
Community Engagement Charter (11 December 2025)
IAP2 Public Participation Spectrum

10. Availability of Policy

This policy is available on Council's website at www.victor.sa.gov.au.

Attachment 1

The table provided at Attachment 1 outlines the typical Community Engagement Charter category and minimum engagement requirements for common legislative matters. The table below is only a guide and each matter must be assessed individually to ensure appropriate categorisation and compliance with the Charter.

Matter	Legislation	Typical Charter Category	Minimum Engagement Requirement
Principal Office – Opening hours	Section 45	Inform / Standard	• Publish information on Council website • Provide clear and accessible information about the proposal • Invite submissions and provide an appropriate consultation period • Seek and consider community feedback • Provide timely and accessible information to the affected community
Code of Practice – Access to meetings and Documents	Section 92	Standard	• Publish information on Council website • Provide clear and accessible information about the proposal • Invite submissions and provide an appropriate consultation period • Seek and consider community feedback
Annual Business Plan	Section 123	Significant – ABP and Rating	• Publish information on Council website and in a local news publication • Provide clear, plain language explanation of the proposal, purpose and impacts • Explain how community feedback will inform the decision • Invite submissions and provide clear instructions for participation • Provide a minimum consultation period of 21 days • Hold a public meeting or provide equivalent opportunity for verbal submissions (The public meeting may be part of a council meeting or a separate event). • Provide a summary of community feedback to Council prior to decision-making

Changes to the basis of rating	Section 151	Significant – ABP and Rating	• Publish information on Council website and in a local news publication • Provide clear, plain language explanation of the proposal, purpose and impacts • Explain how community feedback will inform the decision • Invite submissions and provide clear instructions for participation • Provide a minimum consultation period of 21 days • Hold a public meeting or provide equivalent opportunity for verbal submissions (the public meeting may be part of a council meeting or a separate event). • Provide a summary of community feedback to Council prior to decision-making
Differential Rates	Section 156	Significant	• Publish information on Council website and in a local news publication • Provide clear, plain language explanation of the proposal and its impacts • Invite submissions and provide a minimum 21-day consultation period • Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made. • Seek and consider community feedback • Provide a summary of feedback to Council
Community land – Revocation of classification	Section 194	Significant	• Publish information on Council website and in a local news publication • Provide clear, plain language explanation of the proposal and its impacts • Invite submissions and provide a minimum 21-day consultation period • Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made.

			• Seek and consider community feedback • Provide a summary of feedback to Council
Community land – Management Plans (Adoption / Amendment)	Sections 197 to 198	Significant	• Publish information on Council website and in a local news publication • Provide clear, plain language explanation of the proposal and its impacts • Invite submissions and provide a minimum 21-day consultation period • Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made. • Seek and consider community feedback • Provide a summary of feedback to Council
Community Land – lease or licence	Section 202	Significant	• Publish information on Council website and in a local news publication • Provide clear, plain language explanation of the proposal and its impacts • Invite submissions and provide a minimum 21-day consultation period • Invite people who have made a written submission to attend a council meeting to speak to their submission before the decision is made. • Seek and consider community feedback • Provide a summary of feedback to Council
Roads – permits affecting traffic	Section 223	Local / Inform	• Target engagement to affected stakeholders or local community • Use appropriate notification methods to reach impacted parties • Provide accessible information and opportunity for feedback

Vegetation planting with significant impact	Section 232	Local	• Target engagement to affected stakeholders or local community • Use appropriate notification methods to reach impacted parties • Provide accessible information and opportunity for feedback

Attachment 3 - Community Engagement Plan - Draft Community Engagement Policy

Draft Community Engagement Policy
Engagement Plan

Introduction

On 11 December 2025 the Local Government Community Engagement Charter was published in the South Australian Government Gazette, along with amendments to the Local Government Act 1999 that established a new community engagement scheme. The Charter replaces the previous public consultation requirements and introduces a clearer, tiered approach to how councils engage with their communities.

Section 50A of the Act requires Council to prepare and adopt a Community Engagement Policy that sets out its commitments, statutory requirements and minimum standards for community engagement. The draft Community Engagement Policy will replace Council's current Public Consultation Policy.

This plan sets out how the City of Victor Harbor will consult with the community on the draft Community Engagement Policy before it is presented to Council for adoption.

Purpose of community engagement

Adopting a Community Engagement Policy is a Standard matter under the Community Engagement Charter, which means Council must consult with the community before the policy is adopted. The purpose of this engagement is to give the community a clear understanding of the draft policy and a reasonable opportunity to provide feedback. Feedback received will be collated, considered and reported to Council to inform its decision on the final policy.

Objectives

This communications and engagement plan aims to:

- **raise awareness** of the draft Community Engagement Policy and what it means for the community.
- **inform the community** about Council's draft Community Engagement Policy and the new Community Engagement Charter.
- **encourage community participation** and feedback during consultation period.
- provide an opportunity for **community involvement in local decision making**.

Level of Engagement

✓	**Inform.** One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.
✓	**Consult.** Two-way communication designed to obtain public feedback on a proposal, initiative or issue to inform Council decision making.
	Active Participation. Ongoing communication, where community members and Council are working together to ensure concerns and aspirations are understood. While the decision ultimately rests with Council, the community is involved in identifying alternatives and preferred solutions.

Engagement principles

The City of Victor Harbor has a set of five principles which guide our approach to engagement.

1. **Community Participation** – We are committed to including, informing and involving our community in local decision making from project planning through to delivery.

2. **Open and Accountable** – We will provide clear and easy to understand information that will inform our community and encourage meaningful engagement.

3. **Accessibility** – Our community will be able to access information in a variety of ways.

4. **Careful Planning and Evaluation** – We will carefully plan community engagement activities and evaluate all feedback to meet the needs of our community.

5. **Closing the Loop** – We will inform our community of our decisions and outline how feedback was considered.

Risk (community engagement only)

Risk *What might go wrong?*	***Mitigation Strategy*** *How could you prevent this happening?*
Non-compliance with legislation	The engagement plan has been prepared in accordance with the requirements of the Local Government Act 1999.
Engagement opportunities are not promoted widely enough or the tools selected for engagement are perceived to be inappropriate	An engagement plan and supporting communications strategy is developed. The plan targets both online and offline audiences.
Community expectation of Council's consideration to their input is not met	Consultation documentation and information will clearly outline that while the community can influence the draft policy, the Council makes the ultimate decision balancing community feedback, legislative requirements and risk.

Key stakeholders

Impacted *(Those directly affected)*	**Interested** *(Those not directly impacted but will still be interested)*	**Internal**
• City of Victor Harbor residents • City of Victor Harbor ratepayers • City of Victor Harbor businesses	• Interest Groups • Local Member • Federal Member • Media	• City of Victor Harbor Council Members • Council staff

How will we engage?

- **Public notice** – published in a local news publication and on Council's website, inviting written submissions.
- **Face to face engagement** – drop-in session(s) held during the consultation period, giving community members the chance to ask questions and provide feedback in person.
- **Feedback form** – available online at Your Say Victor Harbor (www.yoursay.victor.sa.gov.au) or in hard copy.
- **Social Media** – leveraging Council's Facebook page to encourage community participation.

What we want to know from the engagement

The following will inform questions for the engagement survey:

- How people want to find out about consultation opportunities
- How people prefer to provide Council with feedback
- Understand how easy (or hard) it is to provide Council with feedback, and why
- What Council could do to make engagement more accessible and inclusive
- General feedback on the engagement process – from planning, engaging, reporting to closing the loop

Community engagement deliverables

By the end of this project, the following actions will have been delivered:

- The community is notified of the consultation of the draft documents and the opportunities available to participate.
- Information and related material provided for community reference.
- Community consultation undertaken through a drop-in session, online and hard copy feedback forms.
- A summary report of the engagement and feedback received prepared for Council consideration.



Key messages

- Council is updating how it engages with the community to align with the new Community Engagement Charter under the Local Government Act 1999.
- The draft Community Engagement Policy will replace Council's current Public Consultation Policy.
- The policy sets out how and when Council will inform, consult and involve the community in its decisions.
- It introduces a tiered approach so the level of engagement is proportionate to the significance and impact of each decision.
- Council is seeking community feedback on the draft policy before it is adopted.
- Feedback is open from 6 July 2026 until 5pm on 27 July 2026, and can be provided via www.yoursay.victor.sa.gov.au, by making a written submission to Council or attending a drop-in session.
- More information about the draft Community Engagement Policy and how to have your say is available online at www.yoursay.victor.sa.gov.au or in hard copy at the Civic Centre (1 Bay Road, Victor Harbor).

Key dates / timeline

Date	Action / Milestone
10 March 2026	Council Member Briefing Session – Local Government Engagement Charter and Considerations for Engagement Policy Development
15 June 2026	Council Member Briefing Session – Draft Community Engagement
22 June 2026	Ordinary Council Meeting – Draft Community Engagement Policy presented for adoption for the purposes of community engagement
6-27 July 2026	Public consultation period. Community invited to provide feedback on the draft policy via Your Say Victor Harbor, in writing or at the drop-in session.
28-31 July 2026	Submissions collated and engagement summary prepared.
10 August 2026	Council Member Briefing Session – Community feedback consideration
11-14 August 2026	Updates made to draft Policy (if required)
24 August 2026	Ordinary Council Meeting – Community Engagement Policy presented for adoption, along with final engagement summary



Communications and engagement matrix

	City of Victor Harbor Residents and Ratepayers	Local Businesses	Council Members	Council Staff	Interest Groups	Local and Federal Members of Parliament	Media
Public Notice	x	x			x		
Fact sheet	x	x	x	x	x		x
Posters/Signage for display	x	x			x		
Interactive foyer display (Civic Centre)	x		x				
Victor Viewpoint	x	x			x		
Press Advertisements	x	x			x		
Media Releases							x
City of Victor Harbor Website	x	x			x		
Feedback form	x	x			x		
Direct email / Letter			x	x	x	x	
Your Say Victor Harbor webpage	x	x			x		
Facebook	x	x			x		
Drop-In Session	x	x			x		

Measurement and Evaluation

The success of this communications and engagement plan can be measured in the following ways:

- Social media reach including likes, shares and hashtag usage
- Number of hard copy and online feedback forms completed
- Visits to Your Say Victor Harbor website
- Attendance at the drop-in session.

10. COMMUNITY AND DEVELOPMENT

10.1. Dog Off Leash Trial Period - Conclusion

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Dustin Georgeson

RECOMMENDATION

That Council:

a. notes the outcomes of the Encounter Bay Dog Off-Leash Trial Community Engagement Report; and

b. determines that the foreshore area contiguous with Franklin Parade, between Harbour View Terrace and Oakham Street, is not suitable for a permanent 24-hour dog off-leash area; and

c. requests Administration to consider future dog off-leash opportunities strategically through the development of the Dog and Cat Management Plan.

PURPOSE

The purpose of this report is to present the outcomes of the Encounter Bay Dog Off-Leash Trial, including community engagement findings, and to inform Council's consideration regarding dog off-leash access at this location.

BACKGROUND

Pursuant to Section 246 of the *Local Government Act 1999*, Council may make by-laws for the good governance, convenience, comfort and safety of its community. By-Law No. 5 - Dogs 2023 enables Council to determine areas where dogs are permitted off-leash, on-leash, or prohibited.

By-law No. 5 - Dogs 2023 authorises Council to determine, by resolution, specific parts of the Council area where dogs must be kept on-leash, where dogs may be exercised off-leash, and where dogs are prohibited. It also enables the determination of on- and off-leash times that can be enforced by Council's authorised officers.

At its Ordinary Council Meeting held Monday, 28 July 2025 Council resolved the following:

OC2102025

Moved: Cr Angela Schiller

Seconded: Cr Stewart Burns

That Council, having undertaken a trial of the foreshore area contiguous with Franklin Parade, between Harbour View Terrace and Oakham Street, determine that the trial is renewed for twelve months.

CARRIED UNANIMOUSLY

The trial sought to assess the suitability of the site in balancing community use, public safety, and environmental protection.

COMMENTARY

Trial Outcomes

The trial was implemented with conditions requiring dogs to remain under effective control and exclusion from sensitive dune and nesting areas.

No formal incidents were recorded during the trial period. However, observations by Council staff and environmental stakeholders identified several ongoing challenges.

The location is characterised by limited beach width (influenced by tidal conditions), proximity to the Encounter Bikeway and adjacent road network, and the presence of sensitive nesting habitat. These factors influence the capacity of the site to accommodate multiple uses within a shared space.

Environmental Considerations

The Franklin Parade foreshore is recognised as habitat for the Hooded Plover (Thinornis cucullatus), listed as a vulnerable species under both Commonwealth and State legislation.

Monitoring during the trial confirmed:

- Active nesting within and adjacent to the trial area
- Movement of chicks beyond protected (fenced) breeding zones
- Continued reliance on volunteer-based management and boundary adjustments

These factors limit the effectiveness of mitigation measures. Mobile chicks frequently move outside protected areas, increasing exposure to disturbance.

The site has been identified as an established breeding location, and ongoing pressures such as coastal erosion and reduced beach width further constrain available habitat.

Allowing permanent off-leash access in this location would increase the risk of disturbance to wildlife and is not consistent with Council's Biodiversity and Natural Assets Management Plan 2023-2028.

Community Engagement Outcomes

A structured engagement process was undertaken, including online surveys (42 responses), newsletters, website engagement and on-site feedback.

A copy of the Community Engagement Report is provided under separate cover due to size, with the results indicate a divided community sentiment.

Support for Off-Leash Access

- 41.5% of respondents reported being *very happy* with the trial
- 51.3% observed positive interactions
- **Strong support from dog owners, citing:**
    - Dog exercise and wellbeing benefits
    - Social and community value
    - Limited availability of off-leash areas

Concerns Raised

- 39.1% of respondents were *unhappy or very unhappy*
- 37.5% indicated they do not feel safe
- **Key concerns included:**
    - Dogs not under effective control (43.6%)
    - Dog waste (33.3%)
    - Conflict between users (20.5%)
    - Proximity to high-use shared spaces

Environmental concerns were identified, with 23.1% of respondents observing wildlife disturbance.

Key Themes

Consistent themes emerging from engagement include:

- Strong demand for additional off-leash opportunities
- Importance of responsible dog ownership
- Safety concerns for non-dog users
- Questions regarding suitability of the location
- Support for time-based restrictions rather than 24-hour access
- Need for improved signage, communication, and enforcement

- Divided community sentiment and competing expectations.

Conclusion

Notwithstanding the outcomes of the trial and associated engagement, the ecological and physical characteristics of the Franklin Parade foreshore remain unchanged.

A substantial portion of the site provides habitat for threatened bird species, including identified nesting areas. In combination with the limited physical capacity of the foreshore, these factors constrain the suitability of the location for unrestricted, 24-hour dog off-leash access.

Council is currently undertaking a review of its Dog and Cat Management Plan, which provides an appropriate strategic framework to consider dog off-leash provision across the Council area in a coordinated and evidence-based manner. This process will support consideration of alternative locations and management approaches that better balance community demand with environmental protection.

While the trial and engagement findings indicate community interest in additional dog off-leash opportunities, they do not establish a clear or sustainable case for this specific location.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Given the Hooded Plover species' vulnerability and well-documented sensitivity to disturbance, failure to implement reasonable controls could be argued as a failure to take reasonable steps to prevent foreseeable environmental harm. This risk is assessed as ***medium***.

Reputation - Allowing full-time off-leash access at this location despite known environmental and community safety concerns may be perceived as Council not giving adequate weight to environmental protection, public safety, and the needs of all foreshore users. This risk is assessed as ***low.***

Environmental - Council adopted the Biodiversity and Natural Asset Management Plan in 2023, the plan provides actions for Council to protect our high biodiversity areas. As such the latest review of Council's by-laws established areas where owners of dogs must have their dog on a lead full time in certain locations. Allowing dogs off-leash full time on the foreshore can pose several environmental risks, including wildlife disturbance, vegetation and dune damage. These can be mitigated in part through signage, education and enforcement and need to be monitored to protect the areas and understand the impacts associated This risk is assessed as ***medium.***

Service Delivery - Allowing dogs off-leash full time on the foreshore can pose several service delivery risks for the council with respect to resource allocation, enforcement challenges, waste management, environmental management, conflict resolution and community relations. To mitigate these service delivery risks, the council will continue to

record interactions and incidents to understand the resource allocation required, to enforce regulations consistently, engage with the community proactively, and regularly assess the areas impact and effectiveness. This risk is assessed as ***medium.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

Aspiration 4 - We protect and restore our environment

Other references used:

- *Local Government Act 1999*
- *Council By-Law No. 5 - Dogs 2023*
- *Council By-Law No. 7 - Foreshore 2023*
- *Biodiversity and Natural Assets Management Plan 2023-2028*

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications associated with ending the Encounter Bay 24-hour dog off-leash trial period. Future off-leash opportunities can be considered within existing budget allocations.

No additional funds are required.

CONSULTATION

Director Community and Development - Graham Pathuis

Team Leader Public Safety and Compliance - Justin McGrath

ATTACHMENTS

Attachment Under Separate Cover - Community Engagement Summary - Encounter Bay Dog Off-Leash Trial

10.2. Major Event Application - Flinders to Fleurieu Car Rally

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Mark Przibilla

RECOMMENDATION

1. That Council approve the staging of the 2026 Flinders to Fleurieu Rally, to be held on Friday 25 September 2026 in the City of Victor Harbor, subject to the following conditions:

    a. a bond of $1,000 is paid to Council in advance of the event, in accordance with Council's Festivals & Events Policy, as it relates to car rallies;

    b. Council or resident property damaged as a result of the event is satisfactorily reinstated or compensated accordingly;

    c. the event organisers to notify affected residents and businesses prior to the event, outlining road closure, access arrangements, event timings, and contact details for the organisers on the day of the event;

    d. final copies of event risk management and supplementary event safety plans are provided to and reviewed by Council administration prior to the event.

2. That Council exercises its delegation, pursuant to Section G of the 'Instrument of general approval and delegation to Council' for the 'Use of traffic control devices, road closure and granting of exemptions for events' dated 22nd August 2013 and Section 33 of the Road Traffic Act 1961 ('the Act') to:

    Pursuant to Section 33(1) of the Road Traffic Act 1961, declare that the event described below as 'the event', that is to take place on the roads described below as 'the road', is a Road Event to which Section 33 of the Road Traffic Act 1961 applies; and

    Pursuant to Section 33(1)(a) of the Road Traffic Act 1961, make an Order directing that the road on which the event is to be held and any adjacent or adjoining roads specified below, be temporarily closed to traffic for the period as specified below:

    'The Event': 2026 Flinders to Fleurieu Rally

    Friday 25 September 2026 at the following locations and times:

    - 'The Road': Mount Robinson Road from a point 2.4 kilometres north of Range Road to the Council boundary, from 11:00am to 5:30pm and

    - 'The Road': Albert Place from the Esplanade to Railway Terrace from 12noon to 9pm.

Pursuant to Section 33(1)(b) of the Road Traffic Act 1961, Council make an order granting exemptions to Council vehicles, emergency services, competitors, officials and vehicles owned by the property owners and or residents that live on the closed section of Mount Robinson Road.

3. That Council approve the temporary reduction of the speed limit to 25km/h on the Esplanade from Wills Street to Flinders Parade on Friday 25 September 2026 from 12noon to 9pm, noting that administration will ensure that relevant bodies are notified of road closures as required under the Minister's Notice and advertise the road closure in accordance with Section 33(3) of the Road Traffic Act.

4. That Council delegate authority to the Chief Executive Officer to approve any minor amendments to the approved traffic management arrangements, provided such amendments do not materially alter the intent of the approval or adversely impact local residents.

PURPOSE

The purpose of this report is to seek Council approval for the 2026 Flinders to Fleurieu Rally, a new Major Event proposed to occur in parts of the City of Victor Harbor council area on Friday 25 September 2026.

In accordance with Council's Major Festivals and Events Policy the application is being presented to Council for approval, given the requirement for road closures and due to the event not previously occurring in the City of Victor Harbor.

BACKGROUND

Council has received an application from Motorsport Academy Pty Ltd, seeking approval to hold a segment of the 2026 Flinders to Fleurieu Rally in City of Victor Harbor on Friday 25 September 2026.

The application seeks approval for the use and closure of a 500 metre section of Mount Robinson Road at Waitpinga and a section of Albert Place, adjacent to Warland Reserve. The application also seeks approval for the use of Warland Reserve and the Esplanade Car Park to facilitate the display of competition and support vehicles.

Event Summary

The Flinders to Fleurieu Rally is a proposed multi-day endurance motorsport event scheduled for 20 to 25 September 2026 in South Australia. It is intended to be the inaugural running of the event and is being promoted as Australia's largest gravel special stage rally, attracting competitors, officials and spectators from interstate and overseas.

The rally is designed as a long-distance 'outback to coast' format, commencing in the Flinders Ranges (Quorn) and concluding in Victor Harbor. The route will traverse regional South Australia over approximately six days, incorporating up to 48 competitive gravel stages and passing through approximately 16 local government areas.

The event focuses on classic 2WD and 4WD rally vehicles and forms part of the Mulligan Memorial Cup, a trans-Tasman rally series involving events in Australia and New Zealand.

In addition to competitive stages, the event includes planned community engagement activities such as public vehicle displays, spectator viewing areas and town-based activations in key locations (including Quorn, Clare and Victor Harbor). The rally is being promoted as a tourism and economic development initiative, aiming to showcase regional landscapes and support local businesses and communities along the route.

Delivery of the event requires the use of public roads for closed-road competitive stages, resulting in temporary road closures and traffic management measures in affected areas.

Event organisers have undertaken community consultation with residents and local businesses with regard to the proposed closures, access arrangements and potential impacts, with an emphasis on minimising disruption while ensuring participant and public safety.

The organisers have advised that approximately 60 competitor entries are expected. At the time of application, approximately 50 entries have been received. Each entry vehicle is expected to have between 2-3 support vehicles throughout the route and finishing in Victor Harbor.

The Application

The applicant has requested the following approvals to amend traffic conditions.

Road Closures:

Road	From	To	Closed	Open
Mount Robinson Road	2.4km north of Range Road	District Council Yankalilla boundary	11:00am	5:30pm
Albert Place	Railway Terrace	The Esplanade	12noon	9pm

The application only requests a short section of Mount Robinson Road for the rally stage as the remaining section of Mount Robinson Road is located within the District Council of Yankalilla.

The closure of the Mount Robinson Road to support the competitive rally stage is considered essential to support public, competitor and official safety.

The organisers have visited and engaged with property owners along the route of the rally stage, with positive feedback on the proposal received. Pre-arranged resident access will be provided for during the event. There appears to be only one residence along the section of road within the City of Victor Harbor.

Feedback and support has been sought and received from Council's Environment and Infrastructure Department on the use of this section of road. Subject to the weather conditions during winter and spring, the annual road grading schedule for this section of road might need to be slightly amended, so that the road is graded after the event.

The closure of Albert Place within Victor Harbor will support the installation of an arrival archway and display vehicles at post event celebration.

The timing of the closure of Albert Place has been renegotiated with the organisers, with the closure of the road to be delayed until 12 noon and reopening expected to be earlier than 9pm.

The organisers have consulted with local businesses directly affected by the closures with positive support received.

Feedback has been sought and received from Business Victor Harbor, which has confirmed its support for the proposed event.

Speed Limit Variation 25 km/ph:

Road	From	To	Closed	Open
The Esplanade	Flinders Parade	Wills Street	12noon	9pm

Through discussion with Council administration, it is suggested that the above section of the Esplanade is reduced to 25kph to reduce for the duration of the event. This will reduce risks associated with vehicles moving around in the proximity of pedestrians.

The organisers will provide two controlled pedestrian crossing points between Albert Place / Warland Reserve and the Foreshore Car Park to assist in the safe crossing of pedestrians.

The organisers have confirmed that the event will engage certified work zone traffic controllers who will install and remove road closure and speed limit variation signage.

Warland Reserve and Esplanade Car Park

The applicant has requested the use of Warland Reserve to support the placement of a stage and displays by sponsors.

The Esplanade Car Park will support the majority of competitor and support vehicles related to the event. The car park has capacity to support 165 vehicles. The closure of the car park will exclude the prescribed permit zones located at the Causeway end.

The closure of the car park will not come into effect until 2pm and is expected to be reopened from 8pm.

In-kind Assistance

The organisers have presented an application through Council's Community Grants Program, seeking support for the waiver of hire fees for Warland Reserve and the Esplanade Car Park. This request will be considered separately and in accordance with the endorsed assessment criteria.

COMMENTARY

The Flinders to Fleurieu Rally is a statewide event that is scheduled to conclude in Victor Harbor following six days of touring throughout South Australia.

In accordance with Council Festivals & Events Policy, the major event application is being presented to the Council due to the application being for a new event and the necessity for road closures of support the event.

While the number of competitor vehicles involved in the event is not significant, the supplementary and support entourage that will travel with the tour will increase the numbers and that of people associated with it.

It has been reported that a large contingent of participants involved in the event have booked accommodation in Victor Harbor for night(s) surrounding the arrival of the event.

The event will occur on Friday afternoon, meaning that the implications associated with the limited number of road closures and variations to traffic will not have a significant impact on the community.

The organisers have been proactive with their engagement with the community, having engaged with residents across the Fleurieu Peninsula who would be directly affected by road closures for this event, primarily from within the District Council of Yankalilla. Feedback received has been reported as positive, with the organisers being prepared to work around the needs of residents during closure time periods.

The application for road closure approvals is being considered by Council in parallel with the application to the District Council of Yankalilla. If closures in the Yankalilla region are not supported this could affect the rally stage presented in this application.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation - There is a risk that Council could be criticised for supporting the closure of roads and reduce car parking, that may have a direct impact on local businesses. This risk is mitigated by the event occurring on a Friday afternoon, outside of school holidays and the closures limited to a short section of Albert Place. The closure of the Esplanade Car Park will impact car parking in the vicinity, however this is offset by the increase presence of customers supporting local business and the closure being delayed until 2pm. This risk is assessed as ***low.***

Employee and Public Safety - There is a risk to public safety if roads are not closed for both the rally element of the event and the 'post rally' celebrations in Victor Harbor. Risks are heightened due to the movement of vehicles in and around the event. Given the nature of the event, the organisers are required by their insurer Motorsport Australia, to table and have approved detailed safety and risk management plans. Copies of these documents will be provided to the Council in advance of the event occurring. The closure of roads, reduction of speed limits and installation of two controlled pedestrian crossing points at the events in

Victor Harbor will significantly reduce public safety related risks at the event. This risk is assessed as ***medium***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 2 - We have a culture of innovation, collaboration and creativity

Other references used:

Culture Strategy - Festivals and Events

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in approving the major event application, inclusive of roads closures and amendments to traffic conditions for the 2026 Flinders to Fleurieu Rally.

The application for in-kind assistance will be considered and assessed in the 2026/27 financial year in accordance with endorsed Community Grant Program criteria and available budgeted resources.

No additional funds are required.

CONSULTATION

Director Environment and Infrastructure - Jodi Roberts

Manager Open Space and Environment - Mark Short

Acting Manager Operations - Scott Champion

Group Leader Operations - Malcolm Lintern

Festivals and Events Officer - Stacey Richardson

Business Victor Harbor

ATTACHMENTS

Nil

11. CORPORATE AND CUSTOMER SERVICE

12. ENVIRONMENT AND INFRASTRUCTURE

12.1. Speed Limit Review - Victor Harbor Road

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Jodi Roberts

RECOMMENDATION

1. That Council support a speed limit reduction from the default 100km/h rural speed limit to 80km/h on Victor Harbor Road from the existing 80km/h section near the Welch Road/Waterport Road roundabout north to and including the intersection of Crows Nest Road.

2. That the Minister for Police and Road Safety the Hon Michael Brown MP is to be formally advised of Council's support for the speed limit reduction.

3. That a request is made to the Department for Infrastructure and Transport for a formal review of the speed limit on Victor Harbor Road from the existing 80km/h section near the Welch Road/Waterport Road roundabout north to and including the intersection of Crows Nest Road.

4. That Council endorse any changes to speed limit signage as guided by the Department for Infrastructure and Transport.

5. That Council endorse a submission to the Department of Infrastructure and Transport and the Minister for Police and Road Safety the Hon Michael Brown MP requesting a detailed and priority review of the intersection design and traffic environment, with the objective of identifying and implementing further engineering, traffic control, or operational improvements to enhance safety for all road users.

PURPOSE

The purpose of this report is for Council to consider requesting a speed limit reduction of Victor Harbor Road and request that the Department for Infrastructure and Transport undertake a detailed review of the design of the Hindmarsh Tiers Road and Victor Harbor Road Intersection for safety improvements.

BACKGROUND

The Department for Infrastructure and Transport (DIT) determine and apply speed limits in accordance with the requirements and criteria set out in the Speed Limit Guideline for South Australia. The Guideline is based on AS 1742 Manual of uniform traffic control devices Part 4-2008: Speed controls.

The fundamental principle in setting speed limits for a particular length of road is that the speed limit should reflect the road safety risk to the road users while maintaining the ability of people to easily get to their destination. Road users are more likely to comply with a speed limit if it is consistent with limits on other roads in the network with similar characteristics, and in general reflects the factors that most influence speed choice. The level of roadside development is an important factor in the determination of an appropriate speed limit.

Best practice indicates road environments should provide a range of visual cues for motorists, in addition to speed limit signs, which encourage them to drive at safe speeds. Speed limits are set having regard to factors including abutting roadside development, which is indicative of the likely level of road user activity on, and near a road, and is an important aspect considered in determining speed zones.

At the Ordinary Council Meeting on 23 January 2023, a report was presented recommending that Council endorses the submission to the Department of Infrastructure and Transport relating to the proposed Victor Harbor Road safety upgrades. For reference a copy of the report is provided at Attachment 1. Council formally wrote to the DIT seeking consideration of a speed limit review for this location. This was followed by a detailed submission to the Department's Victor Harbor Road Safety Improvements project in February 2023, highlighting safety concerns and advocating for measures to reduce risk for all road users.

COMMENTARY

Tragically, on 30 May 2026, a fatal collision occurred at this intersection. This devastating event has had a profound impact on the local community and emergency services personnel (many of whom are local volunteers) and underscores the urgent need for further intervention.

On 4 June 2026, Member for Finniss - The Hon. Lou Nicholson sent a letter to the Minister for Police and Road Safety the Hon Michael Brown MP, outlining the community's concerns and indicating that there is strong local support for further action to improve safety at this intersection, including a reduction in the speed limit from 100km/h to 80km/h. A copy of the letter is provided at Attachment 2.

At the Zone Emergency Management Committee - Adelaide Hills Fleurieu and Kangaroo Island (ZEMC) meeting on 4 June 2026, (ZEMC includes representatives from South Australia Police (SAPOL), South Australian Ambulance Service (SAAS), Country Fire Service (CFS), State Emergency Service (SES), regional local government representatives), it was resolved that, while the committee strongly support a comprehensive review of the intersection's current design and operation, it is believed that interim risk reduction measures must be implemented without delay. In particular, the current approach speeds remain a critical factor influencing both the likelihood and severity of crashes at this location.

Accordingly, a letter was sent from the Chair of the Committee to The Department for Infrastructure and Transport CEO, Mr Jon Whelan, formally requesting that the Department:

- Implement an immediate reduction in speed limits on all approaches to the intersection as an urgent, interim safety measure; and

- Undertake a detailed and priority review of the intersection design and traffic environment, with the objective of identifying and implementing further engineering, traffic control, or operational improvements to enhance safety for all road users.

A copy of the letter is provided at Attachment 3.

It is recommended that Council support a speed reduction from the default 100km/h rural speed limit to 80km/h on Victor Harbor Road from the existing 80km/h section near the Welch Road/Waterport Road roundabout north to and including the intersection of Crows Nest Road and authorise Administration to liaise with DIT to complete the process.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation - Community looks to Council for advocacy in representing its views. The risk of causing reputational damage with our community is reduced by Council endorsing this recommendation. This risk is assessed as ***low.***

Employee and Public Safety - Victor Harbor Road continues to be a serious regional safety concern, evidenced over many years, and most recently by the occurrence of another fatality on the road. If DIT does not prioritise further safety upgrades for this road, it is possible that further death or serious injury will occur. This risk is assessed as ***high***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - We have services and infrastructure that meet our community's needs

- Objective 5.4 Advocate for improved local and regional transport networks and options

Other references used:

Speed limit Guideline for South Australia

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications for Council to request a Speed limit reduction on Victor Harbor Road.

No additional funds are required.

CONSULTATION

Chief Executive Officer - Victoria MacKirdy

Member for Finniss - The Hon. Lou Nicholson MP

ATTACHMENTS

Attachment 1 - January 2023 Council Report - Submission to Department for Infrastructure and Transport - Victor Harbor Road Safety Improvements

Attachment 2 - Letter from The Hon. Lou Nicholson to the Minister of Police and Road Safety the Hon Michael Brown MP

Attachment 3 - Zone Emergency Management Committee - Adelaide Hills, Fleurieu and Kangaroo Island letter to CEO of Department for Infrastructure and Transport

Attachment 1 - January 2023 Council Report - Submission to Department for Infrastructure and Transport - Victor Harbor Road Safety Improvements

12.6 Submission to Department for Infrastructure and Transport - Victor Harbor Road Safety Improvements

Committee	Victor Harbor Council
Meeting Held	23/01/2023
From	Kathy Hayter
File Reference	INFR14.85.004

RECOMMENDATION

That Council endorses the submission to the Department of Infrastructure and Transport relating to the proposed Victor Harbor Road safety upgrades, and in doing so, requests a detailed briefing from the Department about the proposed design and implementation of upgrades.

INFORMATION

Purpose

The purpose of this report is for Council to endorse a submission to the Department for Infrastructure and Transport (DIT) in response to DIT's current community consultation in relation to the proposed Victor Harbor Road Safety Improvements. The submission advocates for DIT to take immediate action to improve safety of Victor Harbor Road, and requests a detailed briefing on the holistic planning for safety upgrades along Victor Harbor Road. A copy of the submission is provided at Attachment A.

Background

The Australian and South Australian governments have committed $155 million in funding for the South Australian Rural Roads Package to improve safety on regional roads. Included in this package, safety upgrades are proposed for the section of Victor Harbor Road running through Hindmarsh Valley. Broadly, the proposed safety improvements include an overtaking lane and an upgrade of the Victor Harbor/ Hindmarsh Tiers/ Virgin Road intersection. In relation to these, high level concept designs have been developed and released by DIT for community consultation. The consultation materials are provided at Attachment B.

In short, DIT's proposal states that between Crows Nest Road and Hindmarsh Tiers Road, there were 45 crashes resulting in five serious injuries and two fatalities between 2017 to 2021. To address safety issues, an overtaking lane is proposed. The proposed treatments for the overtaking lane include:

- wide centre median;
- installation of wire rope safety barrier;
- two u-turn locations to facilitate local access;
- pavement rehabilitation, including wider lanes and sealed shoulders;
- new line marking, including audio tactile line marking; and

City of Victor Harbor

- vegetation management and removal, where required to improve sight distances and allow for increased road width.

The Hindmarsh Tiers Road and Virgin Road intersection has been identified for safety improvement due to a high number of right-angle crashes. From 2017 to 2021 there have been 11 crashes resulting in one fatality and one serious injury at this intersection.

The proposed upgrade of the Hindmarsh Tiers Road and Virgin Road intersection includes:

- the construction of a dedicated right turn lane into Hindmarsh Tiers Road from Victor Harbor Road;
- the construction of a dedicated right turn lane into Virgin Road from Victor Harbor Road;
- re-profiling of the intersection to improve sight distance;
- pavement construction and surfacing; and
- new surfacing and line markings.

Following the current round of community consultation, DIT is proposing to finalise the design for road upgrades and share the final plans with community in mid-2023. Construction is anticipated to commence in late 2023.

Commentary

Victor Harbor Road is a major rural arterial corridor under the care and control of the Department for Infrastructure and Transport. As the primary route between Victor Harbor and Adelaide, it is of huge importance to our community and visitors, and to business and industry. The Royal Automobile Association of South Australia (RAA) estimated that average daily volumes, as at 2021, were approximately 6,700 vehicles per day between Mt Compass and Victor Harbor.

Further, in its 2021 *Risky Roads* report, the RAA highlighted the ongoing inclusion of Victor Harbor Road in its nominations for both its 'riskiest regional road' category (ranked #4) and the 'riskiest intersection' category (Victor Harbor/ Hindmarsh Tiers Road ranked #3).

Community and Council have long been advocating for much-needed safety upgrades to Victor Harbor Road. Most recently, at its meeting of 12 December 2022, Council supported a Motion from Cr Kemp to advocate to Minister Brock for safety improvements on Victor Harbor Road. For reference, a copy of the Motion and the subsequent letter to Minister Brock is provided at Attachment C.

To date, little has been done to improve safety despite many years of lobbying successive governments. However, the State and Australian governments have now recognised the need for safety improvements and have proposed a works program for late 2023. It should be noted that in January 2022, the (then) relevant ministers and DIT announced that safety upgrade works on Victor Harbor Road would be completed by early 2023. The Victor Harbor community has eagerly anticipated the delivery of these upgrades.

As Council Members would be aware, on 7 January 2023 a fatal accident occurred on Victor Harbor Road (near Bambrick Road) that sadly, directly impacted on our local community. Further, a second (non-fatal) accident occurred on 17 January 2023 when a truck carrying large concrete slabs tipped further north on Victor Harbor Road, near Crows Nest Road.

City of Victor Harbor

Regrettably, these are not isolated incidents. The statistics clearly demonstrate safety improvements are justified and, it could be reasonably argued, long overdue.

In meeting with a group of around 20 residents on 16 January 2023 (including first responders to the fatality), the Mayor and Crs Kemp and Schiller heard first-hand the trauma and personal toll on residents living along Victor Harbor Road. Many described 'close calls' where they themselves came close to being involved in accidents along Victor Harbor Road, whilst others shared their grief at responding to accidents. These residents called for immediate action, including reducing the speed limit to 80kms along Victor Harbor Road – some suggesting from Squires Road, others suggesting further north from Sneyd Road, through to the Urimbirra roundabout. To note, social media feeds after the most recent accidents have indicated that community is divided in calling for speed limit changes, with some arguing that speed may not be the issue but rather "most accidents are due to inattention or impatience".

Whilst Council acknowledges the intent of DIT to undertake safety improvements, it questions whether a holistic approach that includes a rigorous safety review has been undertaken to inform the design of the currently proposed works. Council has not been provided with design documentation other than what is publicly available through the current community consultation. Nor has Council had the opportunity to discuss these plans in detail with DIT. A diligent consultation process clearly informs good decision making, and it is evident that this has not occurred on this occasion. Council, as a key stakeholder, should have been consulted. As DIT has announced that plans are still in concept stage, there remains time for this to occur before the plans are finalised.

It is therefore recommended that Council present a submission to DIT articulating unwavering support for safety improvements generally, and more specifically, strongly urging appropriate consultation with CVH so that we might provide detailed and considered comment on the proposed design and ensure that feedback received from our community is given due consideration by DIT in finalizing the safety improvements. Further, the submission to DIT will urge the State to make every effort to employ temporary safety measures (such as appropriate speed restrictions and signage) to mitigate the risk to road users until construction of the permanent safety improvements is completed.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation – Community looks to Council for advocacy in representing its views. The risk of causing reputational damage with our community by endorsing this recommendation is assessed as ***low.***

Employee and Public Safety – Victor Harbor Road continues to be a serious regional safety concern, evidenced over many years, and most recently by the occurrence of another fatality on the road. If DIT does not prioritise safety upgrades for this road, it is possible that further death or serious injury will occur. This risk is assessed as ***high.***

City of Victor Harbor

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 – we have services and infrastructure that meet our community's needs

- Strategy – advocate for improved local and regional transport networks

Other references used:

- Royal Automobile Association of South Australia 2021 Risky Roads report

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications in providing a submission to DIT in relation to the safety of Victor Harbor Road.

No additional budget is required.

CONSULTATION

Chief Executive Officer – Victoria MacKirdy

Manager Infrastructure - Jodi Roberts

Submission to the Department for Infrastructure and Transport in relation to the *Victor Harbor Road Safety Improvements*

To: dit.engagement@sa.gov.au

The City of Victor Harbor strongly supports safety upgrades on Victor Harbor Road and provides the following comments in relation to the current round of community consultation being undertaken by the Department for Infrastructure and Transport:

1. **The Proposed Safety Improvements**

In summary:
Council acknowledges the stated intent of the Victor Harbor Road Safety Improvements project and thanks the Australian and South Australian governments for their funding commitment in pursuit of safety improvements. However, without the benefit of a full briefing on the planned project, it is very difficult to determine whether the proposal for an overtaking lane at one of three locations and the upgrade of one intersection have been considered as part of a rigorous and holistic plan to address safety concerns. As such, Council requests a detailed briefing from DIT representatives as soon as possible to understand the extent of research and planning that has been undertaken by DIT to develop these improvements.

The context:
The need for safety improvements on Victor Harbor Road is undeniable. Council and community have been advocating for safety improvements for many years and to successive governments.

The RAA's 2021 Risky Roads report concluded that *almost half of casualty crashes on Victor Harbor Road between 2016 and 2020 occurred between Mount Compass and Victor Harbor, which gives it the highest crash rate per vehicle kilometre travelled* (along the length of Hindmarsh Road), despite carrying *about 25% of the volume between Old Noarlunga and McLaren Vale*.

Further, the report summarised:

> *Victor Harbor Road is notorious for serious crashes, despite being built to a higher standard than most other roads in the Fleurieu Peninsula. Due to having significantly higher traffic volumes than other roads in the area, the likelihood of being involved in a serious crash involving another vehicle is much higher. This is highlighted by crash statistics that show almost 70% of crashes on Victor Harbor Road involve multiple vehicles, compared to 40% for the rest of the Fleurieu Peninsula region.*

Victor Harbor Road is an arterial road that enables the movement of a growing population of residents and ratepayers and an increasing number of visitors to and from the southern Fleurieu region. It is also and an extremely important business/agriculture/primary production route and

a primary route on which large plant and machinery frequently travel. It is used by heavy vehicles transporting livestock, goods and materials to and from the region. The mix of traffic is a particularly pertinent consideration in relation to the safety of Victor Harbor Road.

While an overtaking lane and an upgrade to one intersection are welcome and it is acknowledged that they may address some of the issues around bypassing slow vehicles, or mitigating localized risk at the Hindmarsh Tiers Road intersection, they do not by any means, holistically consider safety associated with (for example) speed, turning traffic/lanes, site lines, traffic flow, other intersections, inadequate line marking, signage and maintenance. Quite simply, neither Council nor community, in reviewing the publicly released concept plans, can take any confidence that safety upgrades have been considered as part of a rigorous and holistic strategy aimed at improving the overall safety of this arterial road. A more comprehensive explanation is required. Only then can considered and constructive feedback be provided.

2. The Concept Plans

In summary:
Whilst Council acknowledges the need for at least one overtaking lane on the southern stretch of Victor Harbor Road in addition to the urgent need to improve intersections, it is extremely disappointing that these improvements are, on the face of it, being proposed in isolation from other much-needed safety improvements. Council strongly encourages the State Government to revisit its concept designs to include all available safety interventions, traffic devices and maintenance routines to improve the full extent of Victor Harbor Road. Further, that whilst the redesign occurs, Council implores the State Government to take whatever immediate and/or temporary action is available to it to mitigate safety risks, including where appropriate, reducing speed limits and improving signage.

The context:
Victor Harbor Road is no stranger to serious and fatal accidents – sadly, the most recent fatality occurring just two weeks ago. And, only last week, another serious accident with a truck carrying large slabs of concrete rolling on Victor Harbor Road near Crows Nest Road. These are not isolated events. The statistics provide a very sombre picture, albeit painted in very impassive numbers, about injury and death on this road. However, one just has to speak with our community and in particular, family and friends of those involved in accidents, our first responders and residents living on Victor Harbor Road to understand the indisputable hidden cost of an unsafe road is in the tragedy that befalls the community as they deal with the loss of lives and livelihoods, and the aftermath of repeated accidents. Hence, whilst we acknowledge that the evidence base and road safety standards will, and should, necessarily guide the *design* on which safety improvements will be made, it is the human impact that we hope will drive the *expediency* with which these improvements are implemented.

Council and our community have been lobbying successive state governments for safety upgrades to Victor Harbor Road for many years. What price a life? It is time for immediate action.

Submission to the Department for Infrastructure and Transport in relation to the *Victor Harbor Road Safety Improvements*

3. The Consultation Process

***In summary*:**
Council expresses its disappointment at the lack of consultation and respectfully requests that DIT meaningfully consult with Council and provide adequate opportunity for considered discussion and feedback on projects within its borders. This is especially so for the Victor Harbor Road project noting that Council had expressly raised concerns relating to safety over many years, and has made continued enquiries during the planning phase about reviewing concept plans for the proposed upgrades.

The context:
Council has provided feedback through various channels over many years, including through regular meetings with DIT representatives about safety concerns associated with Victor Harbor Road, and has been assured that plans detailing the overtaking lane would be shared with Council for comment. However, Council has not had the benefit of receiving the plans for review, or the opportunity to discuss the plans in detail with DIT representatives. Rather, after again sharing safety concerns about Victor Road with DIT in November 2022, Council was assured that "following finalisation of the full Victor Harbor Road Safety Upgrade program of works, concept design will be released to Council and the Community for review and comment. Further information and concept designs are expected to be released in the coming months." Contrary to this advice, Council has not received a copy of the plans for consideration and instead on 5 December was afforded just four days' notice that community meeting was planned and then two days following the meeting was provided with a link to the project website for our information. Council has now downloaded copies of the publicly available plans via the community consultation portal. It was only at this time that Council became aware that Hindmarsh Tiers Road was now included in the overtaking lane project. Given this high-profile project falls within Council's boundary, and coupled with our previously stated concerns, we would have expected appropriate consultation would have occurred prior to the public consultation, and indeed would have been beneficial.

cc The Honourable Geoff Brock MP - Minister for Local Government
via: Minister.Brock@sa.oov.au

The Honourable Tom Koutsantonis MP - Minister for Infrastructure, Transport, Energy & Mining
via: Minister.Koutsantonis@sa.gov.au

Jon Whelan - Chief Executive, Department for Infrastructure and Transport

Vegetation

Typical for rural properties, most of the vegetation in the area has already been removed for farming. The remaining vegetation is located mainly along the road, on both sides of the carriageway. The road corridor in this location is surrounded by agricultural land.

Vegetation removal is an unfortunate consequence of infrastructure projects. All efforts are continuously made to reduce impacts, including through the detailed design process. Any required removals will be managed and offset in accordance with legislation and the Department's Environment and Heritage Technical Manual.

The Native Vegetation Council is responsible for assessing and approving native vegetation impacts associated with the road upgrade. The Native Vegetation Council has approved native vegetation removal and pruning associated with the overtaking lane.

Removal of vegetation will be carefully supervised by a fauna specialist and an arborist. All trees will be inspected prior to removal and if animals are found, they will be relocated by appropriately qualified professionals.

The Department, in conjunction with Fleurieu Connection Alliance, is investigating opportunities to reuse the limbs, hollows, logs, foliage and mulch within the new Hindmarsh Valley National Park and to assist with the Department for Environment and Water's Re-snagging the River Murray Project.

In addition, material will be provided to local Traditional Owners for cultural heritage use.

Retention and reuse of hollows for habitat will play an important role in minimising the impacts of tree removal.

The project will also include an offset planting campaign in the immediate and broader vicinity.

As one of the lead agencies in the South Australian Government Climate Change Action Plan 2021-2025, the Department is committed to addressing climate change. The Department has recently released a Green Infrastructure Commitment, which sets out the Department's objectives and approach to delivering increased urban canopy cover, liveability, water sensitive urban design and biodiversity sensitive urban design. The Green Infrastructure Commitment can be found on the Department's website at: dit.sa.gov.au/greeninfrastructurecommitment

Heritage values

The Department has commissioned an Aboriginal heritage assessment of the area and will be commissioning an Aboriginal heritage survey with the Traditional Owners shortly.

Next steps

Have your say on the proposed Victor Harbor Road Safety Improvements.

Feedback on the proposed concept designs can be provided until 01 February 2023.

All feedback provided will be being collated and considered to help inform the final design. We look forward to showing you the finalised design in mid - 2023.

We look forward to hearing your views.

Feedback and more information

To provide feedback please:

Visit the website dit.sa.gov.au/VHRsafetyimprovements

Complete an online feedback form on the project website dit.sa.gov.au/ VHRsafetyimprovements ;

Email us at dit.engagement@sa.gov.au ; or

Call us on 1300 794 880

To register updates please visit : dit.sa.gov.au/VHRsafetyimprovements

dit.sa.gov.au

Australian Government

Government of South Australia
Department for Infrastructure and Transport

Attachment B

COMMUNITY UPDATE · December 2022

VICTOR HARBOR ROAD
SAFETY IMPROVEMENTS

- Hindmarsh Valley overtaking lane
- Hindmarsh Tiers Road and Virgin Road intersection upgrade

The Australian and South Australian governments are funding a $155 million South Australian Rural Roads Package to improve safety on regional roads in South Australia. As part of this focus on rural road safety, funding has been allocated for construction of an overtaking lane on Victor Harbor Road, Hindmarsh Valley.

This package aims to improve road safety through this section of road, by reducing the risk and severity of road crashes by the inclusion of sealed road shoulders and road centreline treatments. The combination of safety treatments being adopted under this project provides safer outcomes for motorists using this road.

In addition, as part of the $15 million Victor Harbor Road Safety Upgrade Project jointly funded by the Australian and South Australian governments, an upgrade of the Hindmarsh Tiers Road and Virgin Road intersection with Victor Harbor Road, has been identified as a priority.

Please read on for more information and concept plans for both projects.

Need for the projects

Victor Harbor Road is an important road that connects Adelaide to Victor Harbor and the wider Fleurieu Peninsula. The road is highly utilised on weekends and holidays due to the popularity of the Fleurieu Peninsula as a holiday or day-trip destination. The road is winding, with undulating terrain and the aim is to improve safety in these sections. Between Crows Nest Road to Hindmarsh Tiers Road, there have been 45 crashes resulting in five serious injuries and two fatalities from 2017 to 2021.

The **Hindmarsh Tiers Road and Virgin Road intersection** has been identified for safety improvement due to a high number of right-angle crashes.

From 2017 to 2021 there have been 11 crashes resulting in one fatality and one serious injury at the intersection.

LOCALITY MAP

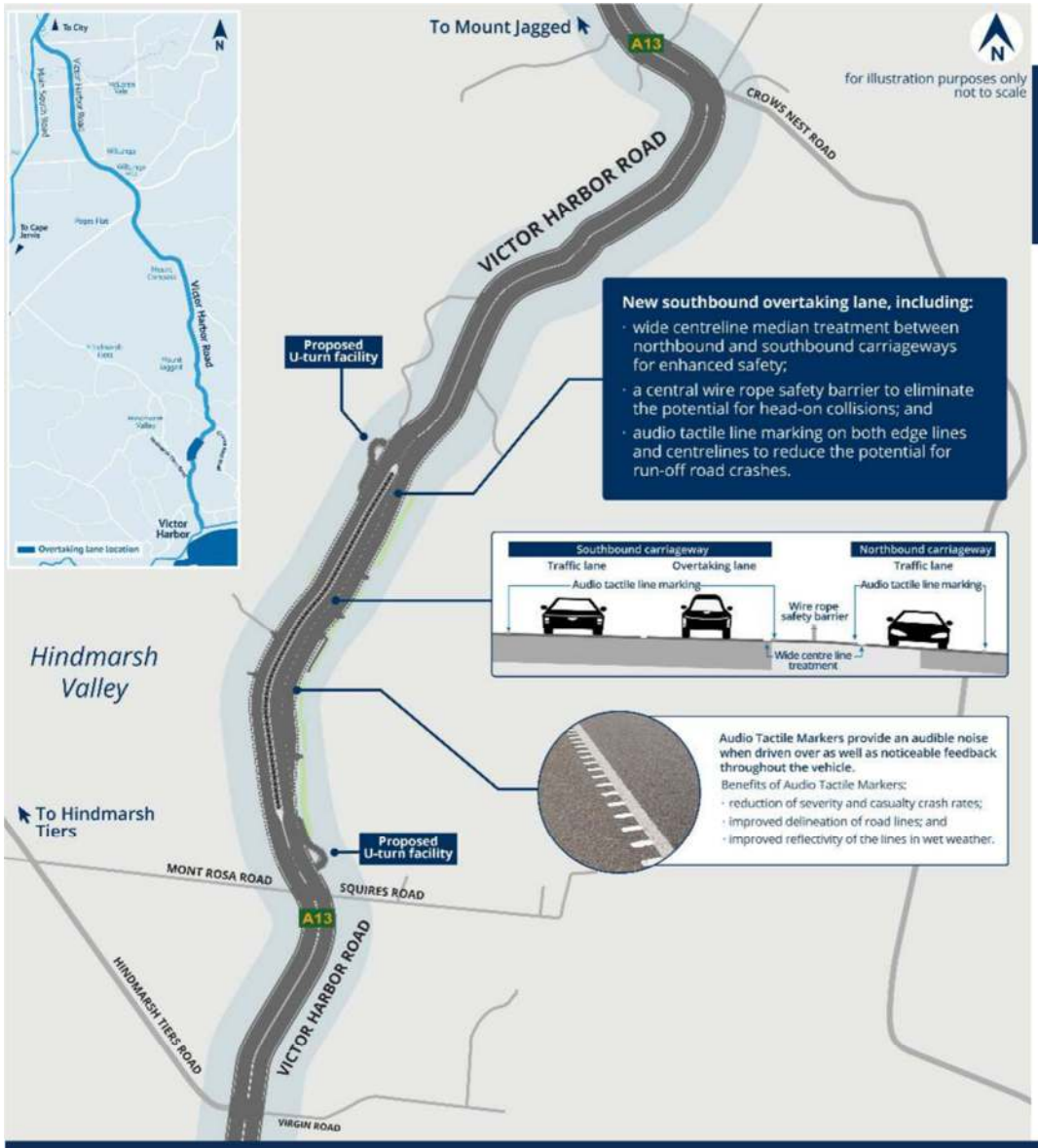


Overview map of VRH showing HTV intersection and OTL HTV and HVOTL

dit.sa.gov.au

Australian Government

Government of South Australia
Department for Infrastructure and Transport



Victor Harbor Road overtaking lane, Hindmarsh Valley

Benefits of the project

A review of Victor Harbor Road identified an approximate 10km section, between Crows Nest Road and Waterport Road, that has very limited southbound overtaking opportunities.

Overtaking lanes are one of a number of treatments for improving safety and reducing crashes.

The proposed Victor Harbor Road overtaking lane at Hindmarsh Valley will improve safety and traffic efficiency by providing an opportunity to safely overtake slower moving vehicles on a section Victor Harbor Road that is within hilly and windy terrain.

The proposed treatments include:

- wide centre median;
- installation of wire rope safety barrier;
- two u-turn locations to facilitate local access;
- pavement rehabilitation, including wider lanes and sealed shoulders;
- new line marking, including audio tactile line marking; and
- vegetation management and removal, where required to improve sight distances and allow for increased road width.

Changed access arrangements and wire rope barrier

The installation of a wire rope barrier at this location is an important road safety component of the project to address head on and cross centreline crashes. A risk assessment has been completed, in accordance with Austroads Guidelines, to determine the need to upgrade this section of road to reduce the risk of head on crashes. Based on this assessment, a wire rope barrier treatment is considered highly desirable.

National and international research identifies that wire rope barriers are extremely effective in reducing crashes.

U-turn facilities are proposed to maintain access to local properties. The location of the u-turn facilities have been identified to minimise any additional native vegetation impacts and disturbance to the land.

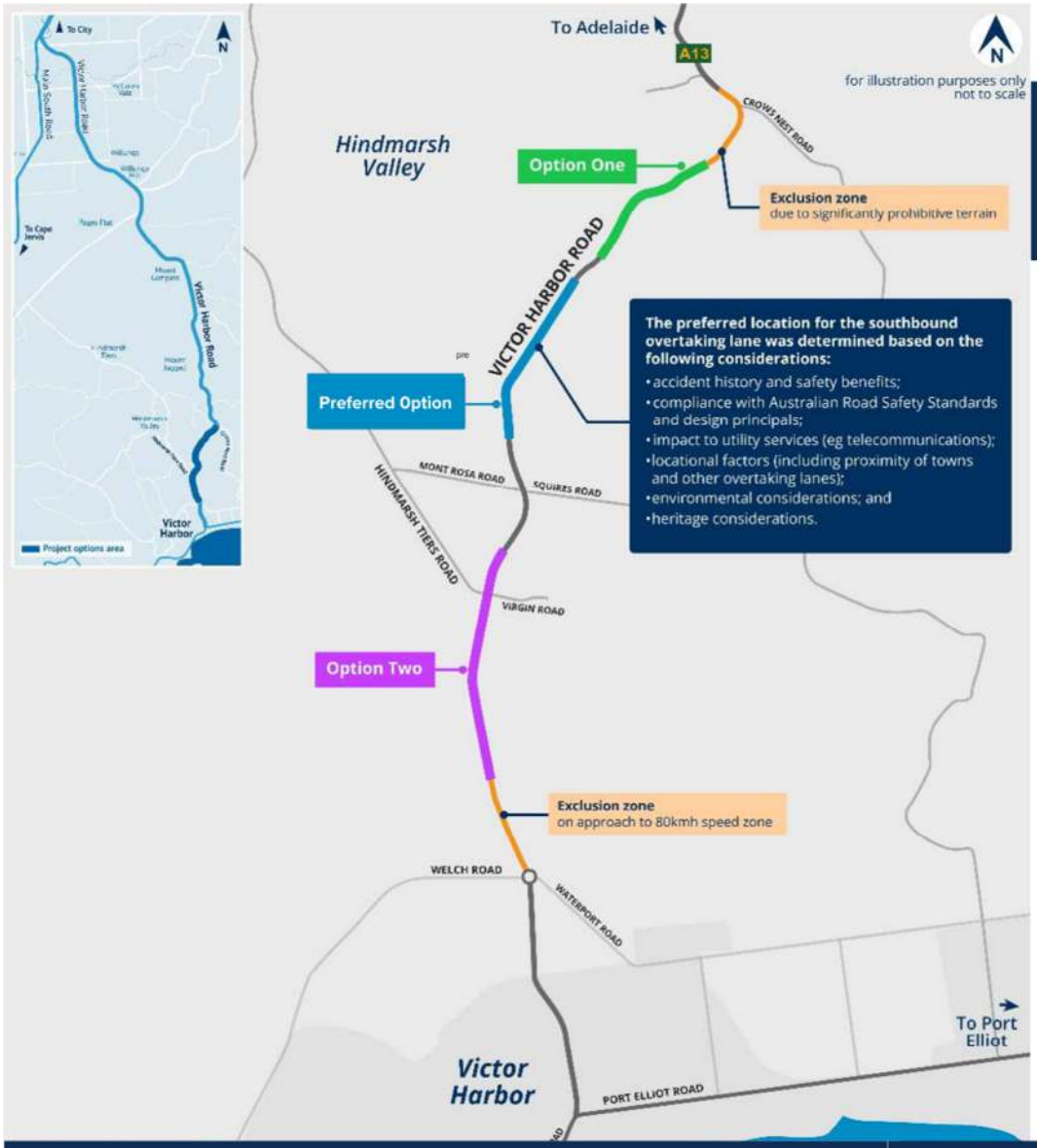
Expected timeline

Following this stage of engagement, we will be coming back to the community to share the final design in mid-2023, with construction anticipated to commence in late 2023.

dit.sa.gov.au

Australian Government

Government of South Australia
Department for Infrastructure and Transport



Alternative design options considered

Prior to finalising the preferred design, the Department investigated a range of options for the location of the overtaking lane.

The preferred location for the southbound overtaking lane was determined based on the following considerations:

- accident history and safety benefits;
- compliance with Australian Road Safety Standards and design principles;
- locational factors (including proximity of towns and other overtaking lanes);
- environmental considerations; and
- heritage considerations.

Other options considered:

Planning identified three locations as potential locations for an overtaking lane between Crows Nest Road and Waterport Road. These were all comprehensively explored.

Option 1 - a location south of Crows Nest Road was not recommended as it:

- has tight horizontal curves and reverse curves which limits sight distance and the speed of overtaking vehicles and reduces the effectiveness of the overtaking lane; and
- requires significant earthworks and rock excavation.

Option 2 - a location south of Mont Rosa Road was not recommended as it:

- is located within 3 km from Victor Harbor township and therefore has limited benefit for overtaking vehicles; and
- is located through a four-way intersection, requiring Virgin Road to be converted to a left in left out only and more extensive widening is needed to accommodate turn lanes.

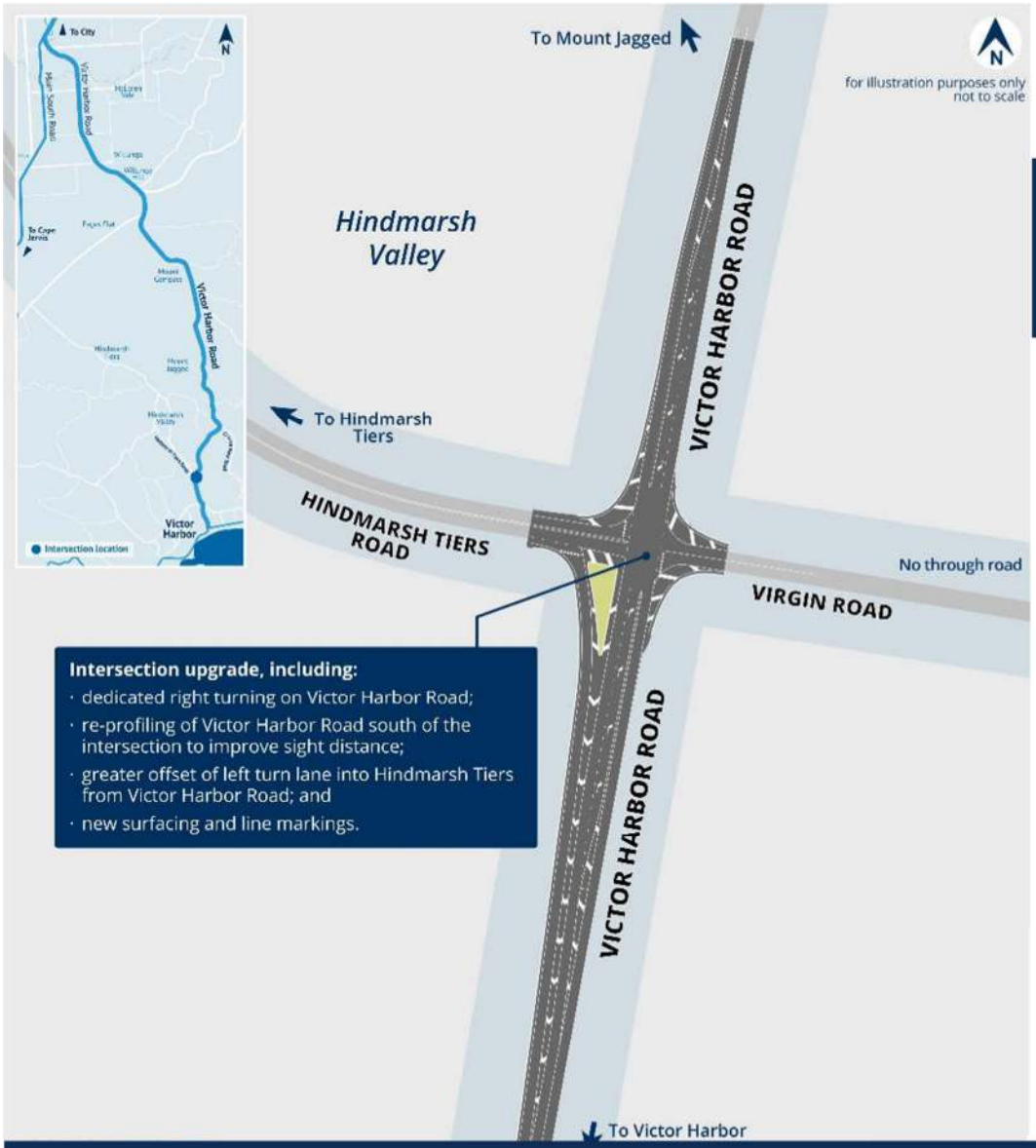
To avoid vegetation removal duplication was considered, in lieu of an overtaking lane, that would go around the impacted vegetation. Initial investigations showed that this option would have greater impacts on:

- land acquisition, the current design uses the existing road reserve as much as possible;
- earthworks, the current design optimises use of existing road pavement;
- level of impact to dams and water courses; and
- vegetation removal at lane merging locations.

dit.sa.gov.au

Australian Government

Government of South Australia
Department for Infrastructure and Transport



Hindmarsh Tiers Road and Virgin Road intersection

Benefits of the project

The upgrade of the Hindmarsh Tiers Road and Virgin Road intersection will improve safety for all road users. It includes dedicated right turning lanes for traffic which will allow unobstructed through movement of traffic on Victor Harbor Road and avoid rear end collisions.

Upgrading the intersection will also provide motorists turning out of Hindmarsh Tiers Road and Virgin Road improved visibility of vehicles travelling on Victor Harbor Road, allowing for safer turn movements.

The proposed treatments include:

- dedicated right turn lane into Hindmarsh Tiers Road from Victor Harbor Road;
- dedicated right turn lane into Virgin Road from Victor Harbor Road;
- re-profiling of the intersection to improve sight distance;
- pavement construction and surfacing; and
- new surfacing and line markings.

Expected timeline

Following this stage of engagement, we will be coming back to the community to share the final design in mid-2023. Construction is anticipated to commence in late 2023.

dit.sa.gov.au

Australian Government

Government of South Australia
Department for Infrastructure and Transport

Kathy Hayter

From:	David Kemp
Sent:	Monday, 28 November 2022 12:12 PM
To:	Karen Rokicinski
Cc:	Katie Common; Graham Pathuis; Kellie Knight-Stacey; Kathy Hayter; __Council Members
Subject:	Hi Karen
Attachments:	AdelaideVictor Harbor Virgin Rd Intersection.docx
Categories:	EM enquiry for follow-up

I have attached a Motion on Notice for the 12 December 2022 Ordinary Council meeting.

Regards

Cr David Kemp

City of Victor Harbor
1 Bay Road, Victor Harbor SA 5211

Phone: 0448 801 521
Email: david.kemp@victor.sa.gov.au
www.victor.sa.gov.au



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1

Motion on Notice
I move that the City of Victor Harbor strongly advocate to the Minister for Local Government Hon Geoff Brock and the Department of Infrastructure and Transport (DIT) on behalf of the Victor Harbor Community and the travelling public of South Australia, to find safety solutions to the Adelaide/Victor Harbor, Hindmarsh Tiers and Virgin Road, Intersection at Hindmarsh Valley.

Commentary
This is a dangerous road for all road users. The residents of Virgin Road Hindmarsh Valley have had enough in risking their lives in trying to leave or enter the Adelaide/Victor Harbor Road which is a 100km/h zone.
I believe this issue is of very high importance to the Victor Harbor community.
The intersection has significant implications to road safety, the intersection is located on a busy road corridor and is important to tourism and industry in the region, as identified in the *RAA 2021 Risky Roads* campaign.

The *RAA 2021 Risky Roads* campaign identified roads and intersections found to be confusing, difficult to negotiate or unsafe.
The Victor Harbor/Adelaide Road was listed number 4 out of the top 10 regional and metropolitan roads.
The Adelaide/Victor Harbor, Hindmarsh Tiers and Virgin Roads Intersection at Hindmarsh Valley was listed number 3 out of the top 10 regional and metropolitan intersections.
The intersection is notorious for road crashes and fatalities and is known to relevant authorities.
This has been recognised by the Australian and South Australian Governments by committing $15 million for Safety upgrade works on the Victor Harbor Road.

Unfortunately, the South Australian Government has paused works on the proposed Victor Harbor Road overtaking lane at Hindmarsh Valley until further stakeholder and community consultation can occur.
Even though as part of this upgrade, safety improvements to the intersection of Hindmarsh Tiers and Virgin Roads were also being considered as a high priority and also has now been paused.

I have listed some solutions but not limited to:

- Install a roundabout.
- Extend 80kph speed limit from Urimbirra to Mosquito Hill Road
- Update intersection warnings signs, i.e. change Give Way signs to Stop signs, dangerous intersection sinage, slow down signs, Black Spot intersection signage, flashing light warning sign prior to intersection
- Additional Slip lanes for turning right or left

It has been reported to me just recently another near miss has occurred. Unfortunately this is a frequent event.
The intersection is especially dangerous when drivers wish to turn into Virgin Road from the south side. The driver turning right must slow down, very often to a stop, and sometimes wait several seconds for a break in oncoming traffic, which is travelling at 100km/h.
There is a slip lane for traffic turning left onto the Hindmarsh Tiers Road, there is no such lane for Virgin Road.
Local residents problems continues when they exit Virgin Road to turn left toward Victor Harbor. They can only see traffic approaching from the right if it is within 200 metres.
They have to pull out on to the main road where vehicles are travelling at 100km/h.
Exiting Hindmarsh Tiers Road left or righ at this intersection create problems for drivers as I believe the most recent fatality at the intersection has been linked to this issue.

18.1 Motion on Notice - Victor Harbor Road/Hindmarsh Tiers Road/ Virgin Road Intersection - Cr David Kemp

Committee	Victor Harbor Council
Meeting Held	12/12/2022
From	Chelsie Butler
File Reference	GOV9.24.002

RECOMMENDATION

(Cr David Kemp to propose his motion)
That the City of Victor Harbor strongly advocate to the Minister for Local Government Hon Geoff Brock and the Department of Infrastructure and Transport (DIT) on behalf of the Victor Harbor Community and the travelling public of South Australia, to find safety solutions to the Adelaide/Victor Harbor, Hindmarsh Tiers and Virgin Road, Intersection at Hindmarsh Valley.

INFORMATION

Purpose
The purpose of this report is to provide information to allow for the consideration of a Motion submitted by Cr David Kemp pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013* in relation to the Victor Harbor Road/Hindmarsh Tiers Road/Virgin Road intersection in Hindmarsh Valley.

Council Member Commentary
This is a dangerous road for all road users. The residents of Virgin Road Hindmarsh Valley have had enough in risking their lives in trying to leave or enter the Adelaide/Victor Harbor Road which is a 100km/h zone.

I believe this issue is of very high importance to the Victor Harbor community.

The intersection has significant implications to road safety, the intersection is located on a busy road corridor and is important to tourism and industry in the region, as identified in the RAA 2021 Risky Roads campaign.

The RAA 2021 Risky Roads campaign identified roads and intersections found to be confusing, difficult to negotiate or unsafe.

The Victor Harbor/Adelaide Road was listed number 4 out of the top 10 regional and metropolitan roads.

The Adelaide/Victor Harbor, Hindmarsh Tiers and Virgin Roads Intersection at Hindmarsh Valley was listed number 3 out of the top 10 regional and metropolitan intersections.

The intersection is notorious for road crashes and fatalities and is known to relevant authorities.

This has been recognised by the Australian and South Australian Governments by committing $15 million for Safety upgrade works on the Victor Harbor Road.

Unfortunately, the South Australian Government has paused works on the proposed Victor Harbor

Road overtaking lane at Hindmarsh Valley until further stakeholder and community consultation can occur.

Even though as part of this upgrade, safety improvements to the intersection of Hindmarsh Tiers and Virgin Roads were also being considered as a high priority and also has now been paused.

I have listed some solutions but not limited to:

- *Install a roundabout.*
- *Extend 80kph speed limit from Urimbirra to Mosquito Hill Road*
- *Update intersection warnings signs, i.e. change Give Way signs to Stop signs, dangerous intersection sinage, slow down signs, Black Spot intersection signage, flashing light warning sign prior to intersection*
- *Additional Slip lanes for turning right or left*

It has been reported to me just recently another near miss has occurred. Unfortunately this is a frequent event.

The intersection is especially dangerous when drivers wish to turn into Virgin Road from the south side. The driver turning right must slow down, very often to a stop, and sometimes wait several seconds for a break in oncoming traffic, which is travelling at 100km/h.

There is a slip lane for traffic turning left onto the Hindmarsh Tiers Road, there is no such lane for Virgin Road.

Local residents problems continues when they exit Virgin Road to turn left toward Victor Harbor. They can only see traffic approaching from the right if it is within 200 metres.

They have to pull out on to the main road where vehicles are travelling at 100km/h.

Exiting Hindmarsh Tiers Road left or right at this intersection create problems for drivers as I believe the most recent fatality at the intersection has been linked to this issue.

Officer Commentary
As Council Members are aware, Victor Harbor Road and Hindmarsh Tiers Road are under the care, control and management of the Department for Infrastructure and Transport (DIT) and therefore any upgrade of this intersection would be DIT's responsibility.

Administration has liaised with DIT's Regional South Zone 2 Asset Manager who has advised "an upgrade of the Hindmarsh Tiers Road and Virgin Road intersection is a high priority and will be delivered under the Australian and South Australian Government $15 million Victor Harbor Road Safety Upgrade Program. Following finalisation of the Victor Harbor Road Safety Upgrade program of works, a concept design will be released to Council and the Community for review and comment. Further information and concept designs are expected to be released in the coming months".

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Employee and Public Safety – The Victor Harbor Road/Hindmarsh Tiers Road/ Virgin Road intersection is under the care, control and management of the Department for Infrastructure and Transport (DIT). Subsequently, safety responsibility rests with DIT. This risk is assessed as ***high***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - we have services and infrastructure that meet our community's needs

- Strategy – Advocate for improved local and regional transport networks

Other references used:

- Local Government (Procedures at Meetings) Regulations 2013
  Regulation 12 – Motions

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications in receiving and noting Councilor Kemp's Victor Harbor Road/Hindmarsh Tiers Road/ Virgin Road Intersection Motion on Notice.

No additional funds are required.

CONSULTATION

Acting Chief Executive Officer – Karen Rokicinski

Director Environment and Infrastructure – Kathy Hayter

Department for Infrastructure and Transport – Victor Ling (Asset Manager, Regional South Zone 2)

18.1 Motion on Notice - Victor Harbor Road/Hindmarsh Tiers Road/ Virgin Road Intersection - Cr David Kemp

OC5342022 Moved: Cr David Kemp
Seconded: Cr Stewart Burns

That the City of Victor Harbor strongly advocate to the Minister for Local Government Hon Geoff Brock and the Department of Infrastructure and Transport (DIT) on behalf of the Victor Harbor Community and the travelling public of South Australia, to fast track the construction of the safety solutions to the Adelaide/Victor Harbor, Hindmarsh Tiers and Virgin Road, Intersection and the intersection of Squires and Mont Rosa Roads at Hindmarsh Valley.

CARRIED

city of Victor Harbor

4 January 2023

The Honourable Geoff Brock MP
Minister for Local Government
via: Minister.Brock@sa.gov.au

File No: GOV9.24.002
Out No: OREC17707923

Dear Minister Brock

Re: Safety concerns with State-controlled roads in Hindmarsh Valley

I write to raise safety concerns relating to the Victor Harbor, Hindmarsh Tiers and Virgin roads intersection, and the Squires and Mont Rosa roads intersection, both of which are located at Hindmarsh Valley.

At the Ordinary Meeting of Council held 12 December 2022, Council Member David Kemp moved a Motion on Notice regarding safety concerns associated with the abovementioned intersections. Councillor Kemp described these intersections as dangerous for all road users. A copy of Councillor Kemp's Motion on Notice and accompanying rationale is enclosed with this letter, noting that at the meeting the Motion was moved with amended wording to include the Squires and Mont Rosa roads intersection.

As a result of this Motion, Council resolved that the City of Victor Harbor strongly advocate to you and the Department of Infrastructure and Transport on behalf of the Victor Harbor community and the travelling public of South Australia, for the fast tracking of safety upgrades at these intersections.

These intersections do indeed present real and unresolved ongoing safety concerns, as evidenced in the RAA's *2021 Risky Roads* assessment. Local Government cannot take on the challenge of rectifying these safety issues as these major intersections are under the jurisdiction and responsibility of State Government. As such, the City of Victor Harbor urges the State Government to take urgent action.

We seek your support to address the safety concerns, not just for our community, but for all users of these intersections. We respectfully request that the construction of safety improvements at these intersections are actioned as a priority.

Thank you in advance for your consideration. I look forward to your response.

Yours sincerely

Karen Rokicinski
Acting Chief Executive Officer

CC - The Hon. Tom Koutsantonis MP – Minister for Infrastructure, Transport, Energy & Mining
Via: Minister.Koutsantonis@sa.gov.au
CC - Jon Whelan – Chief Executive, Department for Infrastructure and Transport

PO Box 11
1 Bay Road
Victor Harbor SA 5211

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Encl. Motion on Notice, Councillor David Kemp, City of Victor Harbor Council, 12 December 2022

Motion on Notice
I move that the City of Victor Harbor strongly advocate to the Minister for Local Government Hon Geoff Brock and the Department of Infrastructure and Transport (DIT) on behalf of the Victor Harbor Community and the travelling public of South Australia, to find safety solutions to the Adelaide/Victor Harbor, Hindmarsh Tiers and Virgin Road, Intersection at Hindmarsh Valley.

Commentary
This is a dangerous road for all road users. The residents of Virgin Road Hindmarsh Valley have had enough in risking their lives in trying to leave or enter the Adelaide/Victor Harbor Road which is a 100km/h zone.
I believe this issue is of very high importance to the Victor Harbor community.
The intersection has significant implications to road safety, the intersection is located on a busy road corridor and is important to tourism and industry in the region, as identified in the *RAA 2021 Risky Roads* campaign.

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The Adelaide/Victor Harbor, Hindmarsh Tiers and Virgin Roads Intersection at Hindmarsh Valley was listed number 3 out of the top 10 regional and metropolitan intersections.
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Unfortunately, the South Australian Government has paused works on the proposed Victor Harbor Road overtaking lane at Hindmarsh Valley until further stakeholder and community consultation can occur.
Even though as part of this upgrade, safety improvements to the intersection of Hindmarsh Tiers and Virgin Roads were also being considered as a high priority and also has now been paused.

I have listed some solutions but not limited to:

- Install a roundabout.
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They have to pull out on to the main road where vehicles are travelling at 100km/h.
Exiting Hindmarsh Tiers Road left or righ at this intersection create problems for drivers as I believe the most recent fatality at the intersection has been linked to this issue.

Attachment 2 - Letter from The Hon. Lou Nicholson to the Minister of Police and Road Safety the Hon Michael Brown MP

OFFICIAL

Lou Nicholson MP
Independent Member for Finniss
Finniss@parliament.sa.gov.au
(08) 8552 2152
71 Victoria St, Victor Harbor SA, 5211

04 June 2026

Hon Michael Brown MP
Minister for Police and Road Safety
Via Email: MinisterBrown@sa.gov.au

Dear ~~Minister~~, Michael,

I write following the tragic fatal accident at the intersection of Hindmarsh Tiers Road and Victor Harbor Road on Saturday 30 May.

While this intersection was recently upgraded, my community continues to raise significant concerns regarding safety. Regrettably, accidents are still occurring, with this most recent incident a devastating reminder of the ongoing risks.

Victor Harbor resident, Mark Kempster, wrote to me on Monday following the accident. He stated regarding this intersection:

> *"It is such a difficult challenge to judge when entering Victor Harbor Road. To the right the traffic is coming down towards you, and to the left it is coming up the hill towards you. This necessitates a recalibration of perspective as you check right, then left, then right etc. I make this right turn every day of the week returning home from work, and I am always "over-checking" before I do so. Never has an intersection caused me so much potential indecision."*

There is strong local support for further action to improve safety at this intersection, including a reduction in the speed limit from 100 km/h to 80 km/h.

I would welcome the opportunity for you to visit the site to see firsthand the challenges motorists face, and to discuss what additional measures may be required to ensure everything possible is being done to prevent further accidents and loss of life.

Yours sincerely,

Lou Nicholson MP
Member for Finniss

OFFICIAL

Attachment 3 - Zone Emergency Management Committee - Adelaide Hills, Fleurieu and Kangaroo Island letter to CEO of Department for Infrastructure and Transport

city of Victor Harbor

9 June 2026

Mr Jon Whelan
Chief Executive Officer
Department for Infrastructure and Transport
GPO Box 1533
Adelaide SA 5001

Dear Jon,

Re: Urgent Safety Concerns – Hindmarsh Tiers Road and Victor Harbor Road Intersection

I write on behalf of the Zone Emergency Management Committee – Adelaide Hills Fleurieu and Kangaroo Island, to formally express our concerns regarding the ongoing safety of the intersection of Hindmarsh Tiers Road and Victor Harbor Road.

The Committee acknowledges that intersection upgrade works were undertaken by the Department and reached practical completion on 29 May 2025. These works were intended to improve safety outcomes at what has historically been a high-risk location. While the upgrades represented a positive and necessary investment, including changes to intersection configuration, traffic control measures and road alignment designed to reduce conflict points and support safer vehicle movements, it is evident from subsequent incidents that the desired safety outcomes have not been fully realised.

The Committee also notes that the City of Victor Harbor has previously raised concerns regarding this intersection and the associated speed environment. In January 2023, Council formally wrote to the Department seeking consideration of a speed limit review for this location. This was followed by a detailed submission to the Department's Victor Harbor Road Safety Improvements project in February 2023, highlighting safety concerns and advocating for measures to reduce risk for all road users. Despite these earlier representations, the ongoing pattern of incidents suggests that the issues identified have not been fully resolved.

Tragically, on 30 May 2026, a fatal collision occurred at this intersection. This devastating event has had a profound impact on the local community and emergency services personnel (many of whom are local volunteers) and underscores the urgent need for further intervention.

PO Box 11
1 Bay Road
Victor Harbor SA 5211
Document Set ID: 10569780
Version: 1, Version Date: 09/06/2026
www.victor.sa.gov.au

Alarmingly, in the twelve months following practical completion of the works (30 May 2025 to 4 June 2026), the South Australian Ambulance Service has responded to 17 separate incidents at or in the immediate vicinity of the intersection. This frequency of emergency response is highly concerning and points to an ongoing and unacceptable level of risk for road users.

The Zone Emergency Management Committee, in consultation with key stakeholders including South Australia Police (SAPOL), South Australian Ambulance Service (SAAS), Country Fire Service (CFS), State Emergency Service (SES), local government representatives, and Ms Lou Nicholson MP, shares a unified view that immediate action is required to mitigate further harm.

While we strongly support a comprehensive review of the intersection's current design and operation, we believe that interim risk reduction measures must be implemented without delay. In particular, current approach speeds remain a critical factor influencing both the likelihood and severity of crashes at this location.

Accordingly, the Committee formally requests that the Department:

- Implement an immediate reduction in speed limits on all approaches to the intersection as an urgent, interim safety measure; and
- Undertake a detailed and priority review of the intersection design and traffic environment, with the objective of identifying and implementing further engineering, traffic control, or operational improvements to enhance safety for all road users.

Given the evidence of continued incidents and the recent loss of life, we consider that proactive and precautionary measures are both justified and necessary pending the outcome of further technical assessment.

We respectfully request your urgent consideration of this matter and would welcome the opportunity to discuss these concerns with you at the earliest possible opportunity.

Yours sincerely,

Victoria MacKirdy
Chair
Zone Emergency Management Committee
Adelaide Hills, Fleurieu and Kangaroo Island

PO Box 11
1 Bay Road
Victor Harbor SA 5211
Document Set ID: 10569780
Version: 1, Version Date: 09/06/2026
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12.2. Regional Community, Sport and Recreation Precinct Heads of Agreement Extension

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Jodi Roberts

RECOMMENDATION

That Council authorises the Chief Executive Officer to execute the Heads of Agreement for the Regional Community, Sport and Recreation Precinct with a revised expiry date of 31 August 2026.

PURPOSE

The purpose of this report is for Council to consider an extension to the Heads of Agreement for the Regional Community, Sport and Recreation Precinct.

BACKGROUND

At the Ordinary Council Meeting on 29 April 2024 Council authorised the Chief Executive Officer to execute the Heads of Agreement for The Regional Community, Sport and Recreation Precinct and proceed with the next phase of project negotiation and documentation, including the Agreement for Lease, as provided by the Heads of Agreement, to be brought to a subsequent meeting of the Council for consideration and decision.

The Heads of Agreement has been extended by Council on several occasions, with the most recent extension approved at the Ordinary Council meeting on 27 April 2026, where Council resolved the following:

OC1442026

Moved: Cr Brayden Mann

Seconded: Cr Carol Schofield

That Council authorises the Chief Executive Officer to execute the Heads of Agreement for the Regional Community, Sport and Recreation Precinct with a revised expiry date of 30 June 2026.

CARRIED

7:00pm

A division was called

The Mayor declared the vote to be set aside

FOR: Cr Brayden Mann, Cr Nick McKenzie, Cr Angela Schiller, Cr Michael Quinton, Cr Carol Schofield, Cr Marilyn Henderson

AGAINST: Cr Stewart Burns, Cr David Kemp

THE MAYOR DECLARED THE MOTION CARRIED

COMMENTARY

The Commercial Terms of the Heads of Agreement (HOA) includes several Conditions Precedent to Agreement For Lease or Ground Leases, the HOA may be terminated if the terms of the Project Documentation (including the key commercial terms) are not able to be agreed. Council's Conditions Precedent are as detailed in the following table:

Obligated Party	Condition Precedent	Status
Council	Modification of Land Management Agreement over the ground leases area	Completed in November 2024
Council	Code amendment	Completed in May 2025
Council	Community land classification revocation	Incomplete - currently with the new Minster for Local Government
Council	Adequate grant funding	Incomplete - minimum $4 million grant funding required, there is currently a shortfall of $699,000

Multiple grant funding applications have been submitted including for the State Government Thriving Regions Fund - Enabling Infrastructure Program to provide the service upgrades and connections to the Precinct. It was announced in February 2026 that Council were successful in securing $831,000 in funding. In May 2026 it was announce that Council was successful in securing $2,500,000 of Federal funding for the Regional Community, Sport and Recreation Precinct project under Stream One of the regional Precincts and Partnerships Program. There is currently a shortfall of $699,000 of grant funding to achieve the minimum $4,000,000 of grant funding required by Council in the HOA.

Prior to endorsing the previous extension of the HOA, Council considered how long it was prepared to wait for grant funding to be secured to ensure that Council is not locked into an indefinite term.

In accordance with the current HOA expiry date of 30 June 2026, the Proponent obtained planning consent in April 2026.

An extension to the HOA will enable the negotiations to continue while additional grant funding opportunities are explored. It is also noted that Council cannot sign the Agreement For Lease (AFL) prior to the Community Land Revocation as it would pre-propose the Minister's decision.

It is recommended that the HOA be extended until 31 August 2026 to allow additional time for seeking the remaining $669,000 grant funding and for Council to finalise negotiations on the AFL, subject to revocation of the Community Land classification.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Financial Management -The Regional Community, Sport and Recreation Precinct project is subject to grant funding. The Prudential Report identifies that the biggest risk to Council for this project is not securing sufficient grant funding. Negotiating a revised expiry to the Heads of Agreement will allow additional time for seeking grant funding while still providing surety to Council that the quest for grant funding under this partnership is not on an indefinite timeline and the Council could resolve to explore this project under different terms if grant funding cannot be secured within the term of the revised Heads of Agreement. This risk is assessed as ***medium***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Objective 1.3 - Provide a variety of open space and recreation opportunities

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in providing a two month extension to the expiry date of the Heads of Agreement.

No additional funds are required.

CONSULTATION

Council Members at a briefing session on 15 June 2026

Chief Executive Officer - Victoria MacKirdy

ATTACHMENTS

Nil

12.3. Open Space and Environment - 2025/26 Yearly Summary

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Mark Short

RECOMMENDATION

That Council receives and notes the Open Space and Environment 2025/26 Yearly Summary report.

PURPOSE

The purpose of this report is to provide information to Council Members about Council's Open Space and Environment sections key projects and achievements for the 2025/26 Financial Year.

BACKGROUND

The Open Space and Environment Team forms part of the Environment and Infrastructure Department and consists of 22 staff, supported by trainees and a substantial volunteer network. Due to the size and structure of the team, a high level of collaboration exists across the Parks and Gardens, Tree Management and Biodiversity Teams. Staff regularly provide cross-functional support, ensuring that operational requirements, environmental outcomes and community expectations are met efficiently.

This report provides a summary of the key activities, projects and achievements delivered throughout the 2025/26 financial year.

COMMENTARY

Tree Management Team

The Tree Management Team, consisting of four dedicated staff, continued to deliver a wide range of services including tree assessments, pruning, removals, planting programs and emergency response. Throughout the year, several storm events impacted the Victor Harbor region, including a significant event with wind gusts exceeding 80 km/h. These events generated more than 90 requests relating to fallen trees and large limbs. In response, Council crews acted promptly to clear hazards across roads, reserves and public spaces, prioritising works based on risk to public safety.

A notable incident occurred on Maude Street where a large limb from a mature gum tree fell and impacted nearby power infrastructure, requiring coordination with SA Power Networks. The area was secured before the Tree Management Team undertook remedial works to remove the compromised section and restore safety. These events reinforce the importance

of Council's proactive tree management program, while also highlighting the unpredictable nature of severe weather impacts.

During the year, vegetation removal works were undertaken at the intersection of Armstrong Road and George Main Road to improve sight distances for motorists exiting the slip lane. The works were completed in March 2026 and included vegetation removal, mulching, and preparation for more suitable low-growing plantings. These improvements have significantly enhanced visibility and safety outcomes for road users.

As part of Council's ongoing urban greening initiatives, the annual tree planting program continues to strategically increase canopy cover across the city. Streets are identified based on areas with limited existing canopy, with a preference for consistent species selection within individual streets while maintaining diversity across the broader network.

Planning for planting locations is undertaken up to 12 months in advance to ensure appropriate species selection and site preparation. Newly planted trees are supported through a structured maintenance program, including regular follow-up watering and ongoing care for up to two years to support establishment, as well as any required formative pruning undertaken after 12 months to encourage healthy growth.

150 trees were established across the municipality, with limited losses recorded. This represents a strong success rate, particularly given the extremely dry seasonal conditions experienced.

Parks and Gardens Team

The Parks and Gardens Team continued to maintain Council's extensive network of reserves, streetscapes, foreshore areas and community facilities. Seasonal conditions influenced operations, with early winter rainfall leading to rapid vegetation growth across reserves and open spaces. This required an increase in mowing cycles and proactive maintenance to ensure areas remained safe, accessible and well presented.

Maintenance and Operations Overview

The Parks and Gardens Team continue to maintain all Council managed reserves and streetscapes, with a strong focus on Class A reserves within the town centre and major entry points. These highly visible areas play an important role in presenting the overall image of the City. In addition to these key locations, the team services an extensive network of:

- Pocket parks
- Walking trails
- Cemeteries
- Sporting ovals
- Roundabouts
- Playgrounds

- Park furniture
- Outer reserves

Key Assets Maintained

- 22 playgrounds (7 high-use, inspected weekly; remaining sites inspected fortnightly)
- 16 public BBQs (cleaned a minimum of twice per week and repaired as required)
- 107 picnic settings and 237 bench seats
- Approximately 194 hectares of Class A reserves (predominantly turf), requiring mowing, fertilising, coring, topdressing, edging, irrigation, tree pruning, garden bed maintenance, and asset upkeep
- Approximately 96 hectares of garden beds requiring ongoing weeding, mulching and irrigation management
- 1,040 hectares of Class B reserves and 832 hectares of Class C reserves, maintained to minimum service standards including scheduled mowing, weed control and path maintenance.

The team demonstrated strong operational responsiveness, including the prompt removal of excessive seagrass accumulation along the foreshore pathway between GT Fisher Playground and the Youth Park. This ensured continued access and maintained the amenity of this highly utilised coastal area.

Significant irrigation improvements were undertaken during the year. At Kent Reserve, the installation of new sprinkler lines extended irrigation coverage to approximately 3,000m of previously unirrigated turf, enhancing usability and presentation. At Victor Harbor Oval, a major irrigation upgrade is progressing, including the installation of additional storage tanks to support irrigation during interruptions to recycled water supply. This project is expected to be completed by mid-June.

Cemetery improvements formed a key component of the team's work program. At the Victor Harbor Cemetery, irrigation upgrades and mainline replacement works are underway to improve system reliability and ensure compliance with current requirements. Paving within the General Section was temporarily removed to facilitate trenching and has since been reinstated. Additional pathway upgrades are planned, including the installation of new concrete paths. Landscape improvements have also been undertaken in the Matthew Flinders Section, with the installation of Iceberg roses and Westringia to enhance presentation and provide a respectful environment for visitors. A new accessible bench seat has also been installed at the Inman Valley Cemetery.

Across the broader network, infrastructure upgrades included the replacement of screening structures at Soldiers Memorial Reserve and Lions Park using durable materials suited to coastal conditions. A new donated bench seat was installed at Encounter Waters, enhancing seating availability. At Kent Reserve, BBQ facilities were upgraded to new DDA-compliant units, improving accessibility and inclusivity for all users. New bike racks were also installed

at the Civic Centre to support active transport. Two new all-access picnic settings have been installed at highly utilised pocket parks, located adjacent to walking trails at Bruce and Wattle Reserves.

Streetscape improvements included upgrades to the Victoria Street and Bay Rd roundabout, where perennial plantings replaced annual species to reduce maintenance requirements and improve year round presentation. The team also supported the installation of festive decorations across the township, contributing to a welcoming and vibrant atmosphere during the holiday season.

Works are underway at Soldiers Memorial Reserve to replace existing playground equipment, with excavation, installation and surfacing scheduled to occur throughout June 2026. These upgrades will deliver a modern and safe play space for the community, incorporating accessible design elements and providing a connection to the new all-access beach access.

Environment and Sustainability (Including Biodiversity)

The Environment and Sustainability Team delivered a broad range of programs focused on biodiversity conservation, environmental management, community education and sustainability.

Council's revegetation program continues to be a key priority, with more than 4,500 native plants scheduled for planting across priority locations, including the Hindmarsh River, Inman River, Oliver's Parade and Armstrong Road. Extensive site preparation works have been completed across several reserves to support successful planting outcomes.

At Geoff Walker Reserve, preparations are underway for the planting of approximately 200 endemic plants in partnership with Rotary volunteers. These revegetation activities contribute to the delivery of Council's Biodiversity and Natural Assets Management Plan 2023-2028, supporting the protection and enhancement of local biodiversity and natural assets.

Community collaboration continues to play a vital role in environmental outcomes. Successful planting events were held at Wattle Reserve, GS Read Reserve and Warland Reserve, contributing to improved biodiversity, dune stability and visual amenity. The Gazania Free Garden Swap initiative encouraged residents to remove invasive species and transition to native plantings, achieving strong community engagement outcomes.

Targeted conservation works were undertaken at a Heritage Agreement site (formerly TOC-H), supported by funding from the Native Vegetation Council Incentives Grant Program. These works included fencing and weed control to protect significant vegetation.

Environmental monitoring continued through partnerships with Green Adelaide, including fish surveys in local estuaries and installation of sand monitoring poles along the coastline, in collaboration with Victor Harbor Coastcare.

A Grey-headed Flying Fox camp was established along the Inman River, highlighting the ecological value of the area and the importance of ongoing monitoring and education.

Community education initiatives included turtle conservation workshops, Varroa Mite sessions, sustainability programs and bee swarm management in partnership with a local apiarist.

The City of Victor Harbor collaborated with Alexandrina Council to host the 2026 Youth Climate Summit consisting of over 75 students from high schools across the Fleurieu Peninsula. A very successful program with multiple sustainable education workshops from a youth led summit.

Progress has continued with the development of the City of Victor Harbor Coastal Adaptation Masterplan. The Masterplan will provide a strategic framework to guide future coastal management, addressing the impacts of coastal processes and climate change while balancing environmental, social and infrastructure considerations. Community engagement is a key component of this process, ensuring local knowledge and feedback are incorporated into long-term planning. The outcomes of the consultation phase will inform the finalisation of the Masterplan and support evidence-based decision-making for the ongoing protection and management of Victor Harbor's coastline.

The City of Victor Harbor declared a climate emergency in December 2019, recognising the significant risks climate change poses to the community. In response, Council has progressed the development of a Draft Climate Change Policy, arising from the Environmental Management Plan and Climate Agenda 2030. The draft policy has been developed internally by the Environment and Sustainability Team, with input from relevant staff, Council Members, and community feedback. It is aligned with Council's Community Plan 2030 and existing sustainability frameworks. Following a Council briefing in February 2026, minor amendments were made to strengthen clarity, enhance alignment with best practice, and incorporate updated mitigation, adaptation, and risk management measures. Consultation is underway and a report will be presented to the July Ordinary Council meeting for Council Members' consideration.

Staff continue to make improvements in tracking the organisation's carbon footprint, strengthening the accuracy, consistency, and transparency of environmental reporting. Ongoing efforts include refining data collection processes, improving the quality of emissions data, and expanding the range of activities captured within the organisation's carbon accounting framework.

South Australian Government-funded Algal Bloom Response Local Government Grant Fund

The Open Space and Environment Team secured over $190,000 through the South Australian Government-funded Algal Bloom Response Local Government Grant Fund to deliver coastal and environmental projects across the area.

These projects consisted of the Bluff Walking Trail Upgrade, Soldiers Memorial Beach Access, Franklin Parade Shelter, Franklin Parade Beach Shower, as well as additional reserve turf upgrades, Hindmarsh and Inman Rivers estuary restoration projects, and coastal beach and dune maintenance.

Capital Projects Delivery

The Bluff Walkway Upgrade

A section of the Bluff walking trail was upgraded to improve safety and accessibility for all visitors. These works form part of the Bluff Master Plan 2023-2043, which guides ongoing improvements to walking trails, public spaces and visitor experiences across the area. This project was partly funded by the South Australian Government through the Algal Bloom Response Local Government Fund.

Victor Harbor Cemetery Rose Garden Paths Upgrade

The paths at the Victor Harbor Cemetery Rose Garden received an upgrade, with the old undulated paved path removed and replaced with over 220m2 of concrete paths to improve accessibility and safety in this part of the cemetery.

Public BBQ Upgrades

Kent Reserve BBQs have been upgraded to new double units that are fully DDA compliant. The sleek, contemporary designs also provide improved accessibility for wheelchair users.

Public Street Furniture Upgrades

The solar bollard lights along the Esplanade and into Kent Reserve have been replaced with new contemporary units. The previous lights served the community well but had reached the end of their useful life and were beginning to fail.

Kent Reserve Irrigation Upgrade

To support the growing use of Kent Reserve for events, the irrigation system has been expanded to help keep the area in top condition and minimise wear from increased activity. This involved an additional 3,000 m of automated irrigation installed on the northern end of the reserve and an upgraded irrigation control system.

Soldiers Memorial Reserve Beach Access

The beach access at Soldiers Memorial Reserve has been upgraded to an all-access ramp, designed to enable people of all abilities to reach the beach. This improvement aligns with other recent upgrades and existing infrastructure within the reserve.

Victor Harbor Cemetery Mainline Installation

At the cemetery, the existing PVC pipeline has experienced an increasing number of breakages. A new high-density polyethylene (HDPE) mainline has been installed, including the separation of potable and non-potable water in accordance with legislative requirements. This upgrade includes dual pipelines to most locations, with backflow prevention device ensuring the potable supply is protected from potential contamination.

Soldiers Memorial Reserve Playground Installation

The existing playground at Soldiers Memorial Reserve has undergone a long-overdue upgrade and replacement. The new playground incorporates a mix of all-access and traditional equipment, aligned with recent improvements and existing infrastructure in the area. This includes a new all-access beach ramp, accessible change rooms and toilets, and connecting pathways linking these key features.

Victor Harbor Oval Tanks and Pump Installation

As part of an agreement with SA Water, Council committed to installing a tank and pump system at the Victor Harbor Oval to improve irrigation consistency during periods of low flow in the recycled water system. This work is on track for completion by the end of June

Franklin Parade Shelter Installation

Funded largely through the State Government's Algal Bloom Grants program, a new 5 m x 5 m shelter has been installed on Franklin Parade, near the entrance to Kent Reserve. The shelter will be a valuable asset for general park users and is perfectly located to support Parkrun participants.

Volunteer Management

Council continues to benefit from the contribution of over 200 volunteers across multiple groups, including Biodiversity Victor Harbor, Encounter Lakes Garden Group, Encounter Waters Wetlands Group, Friends of the Hindmarsh River Estuary, Friends of the Inman River, Friends of Inman Valley Cemetery, Friends of Nangawooka, Inman Valley Scrubbers, Malen Avenue Garden Group, Tabernacle Road, Town Pride Garden Group, Victor Harbor Coastcare, Miri Miri Reserve Group and the Victor Harbor Cemetery Group.

Volunteer participation supports revegetation, maintenance, habitat restoration and environmental education. These contributions significantly enhance Council's capacity to deliver positive outcomes. We thank all volunteers for their ongoing commitment and contribution.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Information - No risks have been assessed in relation to the report as it has been provided for information only and no formal decision of Council is required.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Objective 1.3 Provide a variety of open space and recreation opportunities

Aspiration 4 - We protect and restore our environment

- Objective 4.1 Adapt to the impacts of climate change
- Objective 4.3 Enhance the health and biodiversity of natural environment through protection and active restoration.
- Objective 4.4 Protect the health of our coastline, estuaries, waterways and catchments
- Objective 4.5 Create a more sustainable, energy efficient urban environment
- Objective 4.6 Educate the community to enhance awareness of environmental issues

Aspiration 6 - We are a financially sustainable and well-governed organisation.

- Objective 6.4 Provide a safe work environment and foster an organisation culture that attracts, develops and retains staff and volunteers

Other references used:

2025/26 Detailed Budget

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council receiving and noting the Open Space and Environment Team 2025/26 Yearly Summary report.

CONSULTATION

Director Environment and Infrastructure - Jodi Roberts

Senior Team Leader Open Space - Scott Pearsons

Team Leader Environment and Sustainability - Bronson Symmonds

Team Leader Open Space - Nathan Bubner

ATTACHMENTS

Nil

13. MINUTES OF COUNCIL COMMITTEE MEETINGS

13.1. Recreation Centre Management Committee - 19 May 2026

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Hayley Vowles

Council Member Representatives: Cr Brayden Mann, Cr Stewart Burns

---

RECOMMENDATION

That Council receive and note the minutes of the Recreation Centre Management Committee meeting held on Monday, 19 May 2026.

PURPOSE

The purpose of this report is to present the minutes of the Recreation Centre Management Committee meeting held on Monday, 19 May 2026.

SUMMARY OF MEETING

A meeting of the Recreation Centre Management Committee was held on Monday, 19 May 2026. A copy of the minutes of the meeting are provided at Attachment 1.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The minutes were prepared and distributed to members in line with the legislative requirements. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in receiving and noting this report.

No additional funds are required.

CONSULTATION

Recreation Centre Management Committee - at meeting held 19 May 2026

Chief Executive Officer - Victoria MacKirdy

Director Community and Development - Graham Pathuis

ATTACHMENTS

Attachment 1 - Recreation Centre Management Committee Minutes - 19 May 2026

Attachment 1 - Recreation Centre Committee Minutes - 19 May 2026

City of Victor Harbor

MINUTES

Committee: Recreation Centre Management Committee

Meeting Held: Tuesday, 19 May 2026

Location: Encounter Room, 1 Bay Road, Victor Harbor SA 5211

Index

1. PRESENT **2**
2. ACKNOWLEDGEMENT OF COUNTRY **2**
3. APOLOGIES **2**
4. CONFIRMATION OF MINUTES **2**
4.1. Recreation Centre Management Committee Minutes - 17 February 2026 2
5. GENERAL BUSINESS **3**
5.1. Financial Report 3
5.2. Maintenance Report 3
6. CONFIDENTIAL REPORTS **3**
7. NEXT MEETING **3**
8. CLOSURE **3**

City of Victor Harbor

1. PRESENT

Cr Brayden Mann (Chair)

Laura McLeod

Gary Clarke

Jacobus Geelen

Nyree Davis

In Attendance

Louise Hampel

Hayley Vowles

2. ACKNOWLEDGEMENT OF COUNTRY

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

3. APOLOGIES

4. CONFIRMATION OF MINUTES

4.1. Recreation Centre Management Committee Minutes - 17 February 2026

RCM042026

Moved: Gary Clarke
Seconded: Nyree Davis

That the minutes of the Recreation Centre Management Committee meeting held on Tuesday, 17 February 2026 be confirmed as true and accurate.

CARRIED

City of Victor Harbor

5. GENERAL BUSINESS

5.1. Financial Report

RCM052026

Moved: Nyree Davis
Seconded: Jacobus Geelen

That the Recreation Centre Management Committee receive and note the Financial Report as at 31 March 2026 as provided at Attachment 1.

CARRIED

5.2. Maintenance Report

RCM062026

Moved: Nyree Davis
Seconded: Gary Clarke

That the Recreation Centre Management Committee receive and note the Maintenance Report; and request that staff:

1. Investigate the power point in the canteen storage room.
2. Investigate the installation of a baby change table.
3. Undertake a key audit and report back to the Committee.

CARRIED

6. CONFIDENTIAL REPORTS

Nil

7. NEXT MEETING

Tuesday, 18 August 2026 in the Encounter Room.

8. CLOSURE

The Chair declared the meeting closed at 5:52pm.

13.2. CEO Performance Review Committee - 20 May 2026

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Chelsie Butler

Council Member Representatives: Mayor Moira Jenkins, Deputy Mayor Angela Schiller, Cr Brayden Mann, Cr Michael Quinton

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RECOMMENDATION

That Council receive and note the minutes of the CEO Performance Review Committee meeting held on Wednesday, 20 May 2026.

PURPOSE

The purpose of this report is to present the minutes of the CEO Performance Review Committee meeting held on Wednesday, 20 May 2026.

SUMMARY OF MEETING

A meeting of the CEO Performance Review Committee was held on Wednesday, 20 May 2026. A copy of the minutes of the meeting are provided at Attachment 1.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The minutes were prepared and distributed to members in line with the legislative requirements. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in receiving the minutes.

No additional funds are required.

CONSULTATION

CEO Performance Review Committee – at meeting held 20 May 2026

Chief Executive Officer - Victoria MacKirdy

ATTACHMENTS

Attachment 1 - CEO Performance Review Committee Minutes - 20 May 2026

Attachment 1 - CEO Performance Review Committee Minutes - 20 May 2026

City of Victor Harbor

MINUTES

Committee: CEO Performance Review Committee

Meeting Held: Wednesday, 20 May 2026 at 6:00pm

Location: Encounter Room, 1 Bay Road, Victor Harbor

Index

1. PRESENT 2
2. ACKNOWLEDGEMENT OF COUNTRY AND DIVERSITY COMMITMENT 2
3. APOLOGIES 2
4. CONFIRMATION OF MINUTES 3
4.1. Minutes of Previous Meeting - 18 February 2026 3
5. PRESENTATIONS 3
6. REPORTS 3
6.1. Quarterly update on the 2025/26 Key Performance Activities and Key Performance Indicators (3rd quarter) 3
6.2. Training & Engagement Activities Undertaken by Chief Executive Officer 4
6.3. Credit Card Expenditure Report 4
7. OTHER BUSINESS 4
7.1. CEO Exit Interview Report 4
8. CONFIDENTIAL REPORTS 4
9. NEXT MEETING 4
10. CLOSURE 5

City of Victor Harbor

1. PRESENT

Cr Brayden Mann
Cr Angela Schiller
Cr Michael Quinton

In Attendance

Chief Executive Officer - Victoria MacKirdy
Director Corporate and Customer Service - Karen Rokicinski
Governance Officer - Chelsie Butler

2. ACKNOWLEDGEMENT OF COUNTRY AND DIVERSITY COMMITMENT

Acknowledge of Country

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

Diversity Commitment

The City of Victor Harbor is committed to diversity, equity and inclusion. We respect people of all ages, abilities, genders, sexualities, religions, beliefs, cultures and backgrounds.

3. APOLOGIES

Mayor Moira Jenkins

City of Victor Harbor

6:00pm *CEO Victoria MacKirdy opened the meeting and, in the absence of the Chairperson (Mayor Moira Jenkins), called for nominations from the Committee to chair the meeting.*

6:01pm *Cr Brayden Mann nominated himself to chair the meeting.*

CEO92026

Moved: Cr Michael Quinton

Seconded: Cr Angela Schiler

That the CEO Performance Review Committee appoint Cr Brayden Mann to Chair the meeting.

CARRIED

4. CONFIRMATION OF MINUTES

4.1. Minutes of Previous Meeting - 18 February 2026

CEO102026

Moved: Cr Michael Quinton

Seconded: Cr Angela Schiller

That the minutes of the CEO Performance Review Committee meeting held on Wednesday, 18 February 2026 be confirmed as true and accurate.

CARRIED

5. PRESENTATIONS

Nil

6. REPORTS

6.1. Quarterly update on the 2025/26 Key Performance Activities and Key Performance Indicators (3rd quarter)

CEO112026

Moved: Cr Angela Schiller

Seconded: Cr Michael Quinton

That the CEO Performance Review Committee receive and note the Quarter 3 progress update on the CEO's 2025/26 Key Performance Indicators as presented within this report and at Attachment 1.

CARRIED

City of Victor Harbor

6.2. Training & Engagement Activities Undertaken by Chief Executive Officer

CEO122026

Moved: Cr Angela Schiller

Seconded: Cr Michael Quinton

That the CEO Performance Review Committee receives and notes the Training and Engagement Activities Undertaken by the Chief Executive Officer report.

CARRIED

6.3. Credit Card Expenditure Report

CEO132026

Moved: Cr Michael Quinton

Seconded: Cr Angela Schiller

That the CEO Performance Review Committee receives and notes the Credit Card Expenditure report for the period January to March 2026.

CARRIED

7. OTHER BUSINESS

7.1. CEO Exit Interview Report

CEO142026

Moved: Cr Brayden Mann

Seconded: Cr Michael Quinton

That the CEO Performance Review Committee invite the CEO to submit an exit report and attend a confidential Special CEO Performance Review Committee meeting to discuss the report prior to her departure.

CARRIED

8. CONFIDENTIAL REPORTS

Nil

9. NEXT MEETING

The next meeting is scheduled for 6:00pm Wednesday, 19 August 2026.

City of Victor Harbor

10. CLOSURE

The Chair closed the meeting at 6:16pm.

13.3. Special Audit and Risk Committee - 1 June 2026

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Kyla Walker

Council Member Representatives: Cr Brayden Mann

RECOMMENDATION

That Council receive and note the minutes and meeting summary of the Special Audit and Risk Committee meeting held on Monday, 1 June 2026 as provided at Attachment 1 and 2.

PURPOSE

The purpose of this report is to present the minutes of the Special Audit and Risk Committee meeting held on Monday, 1 June 2026.

SUMMARY OF MEETING

A special meeting of the Audit and Risk Committee was held on Monday, 1 June 2026. A copy of the minutes of the meeting are provided at Attachment 1.

Items with specific recommendations to Council are provided below:

- ***Agenda 4.1 - Draft 2026/27 Annual Business Plan and Budget***

The Committee considered the draft 2026/27 Annual Business Plan and Budget and recommended a number of improvements for council to consider. This Item was presented at the Special Council meeting on Monday, 1 June 2026.

- ***Agenda Item 4.2 - Reviewed Procurement Policy***

The Committee considered the reviewed Procurement Policy and recommended that Council adopt the Policy. This item is subject of a separate item in this agenda.

Reporting Obligations

In accordance with Section 126(8)(a) of the *Local Government Act 1999* requires a report to be provided to Council after each meeting summarising the work of the Audit and Risk Committee during the period preceding the meeting and the outcomes of the meeting. In relation to the meeting held on Monday, 1 June 2026, a summary of the meeting provided by the Audit and Risk Committee was circulated to the Audit and Risk Committee Members and is provided at Attachment 2.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - The minutes were prepared and distributed to members in line with the legislative requirements. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in council receiving and noting the Special Audit and Risk Committee minutes and meeting summary for Monday, 1 June 2026.

No additional funds are required.

CONSULTATION

Audit and Risk Committee - at meeting held 1 June 2026

ATTACHMENTS

Attachment 1 - Special Audit and Risk Committee Minutes - 1 June 2026

Attachment 2 - Special Audit and Risk Committee - Meeting Summary - 1 June 2026

Attachment 1 - Special Audit and Risk Committee Minutes - 1 June 2026

MINUTES

Committee: Special Audit and Risk Committee

Meeting Held: Monday, 01 June 2026

Location: Encounter Room, 1 Bay Road, Victor Harbor

Index

1. PRESENT 2
2. ACKNOWLEDGEMENT OF COUNTRY AND DIVERSITY COMMITMENT 2
3. APOLOGIES 2
4. BUSINESS 3
4.1. Draft 2026/27 Annual Business Plan and Budget 3
4.2. Reviewed Procurement Policy 4
5. CONFIDENTIAL 4
6. CLOSURE 4

City of Victor Harbor

1. PRESENT

Independent Member - Michael Richardson (Chair) (*attended online*)

Independent Member - Brendan Dowd

Independent Member - Michele Bennetts (*attended online*)

Cr Brayden Mann

In Attendance

Chief Executive Officer - Victoria MacKirdy

Director Corporate and Customer Service – Karen Rokicinski (*attended online*)

Group Manager Governance and Finance - Kellie Knight-Stacey

Strategy and Engagement Business Partner – Michelle James

Senior Governance Officer - Kyla Walker

2. ACKNOWLEDGEMENT OF COUNTRY AND DIVERSITY COMMITMENT

Acknowledge of Country

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

Diversity Commitment

The City of Victor Harbor is committed to diversity, equity and inclusion. We respect people of all ages, abilities, genders, sexualities, religions, beliefs, cultures and backgrounds.

3. APOLOGIES

Mayor Moira Jenkins

City of Victor Harbor

4. BUSINESS

4.1. Draft 2026/27 Annual Business Plan and Budget

SARC52026

Moved: Michele Bennett

Seconded: Cr Brayden Mann

That the Audit and Risk Committee:

a. Notes that the Draft 2026/27 Annual Business Plan and Budget (ABPB) reflects an operating position that does not achieve Council's endorsed financial sustainability targets nor does it align with key rate increase assumptions in Council's long term financial plan;

b. Recommends that, prior to distribution of the ABPB for public consultation, additional narrative is included within the document which:

   i. outlines the financial sustainability challenges facing Council and confirms exactly how this draft budget fits into the broader financial targets set in the LTFP (including specific reference to variations between rate increase assumptions in the LTFP and the ABP);

   ii. explains the importance to the community of returning the operating result (including the adjusted operating surplus ratio) to within target ranges;

   iii. sets out the proposed actions, as reflected in the Long Term Financial Plan, to return Council to an operating surplus position in line with its financial sustainability targets;

   iv. makes updates to page 47 of the ABP to include a historical depiction of the adjusted surplus ratio

   to reflect council has considered the strategic risks associated with not incorporating its 1.5% financial sustainability rate increase factor.

c. Subject to the above, recommends that Council approve the Draft 2026/27 Annual Business Plan and Budget for the purpose of public consultation.

CARRIED

4.2. Reviewed Procurement Policy

SARC62026

Moved: Cr Brayden Mann

Seconded: Brendan Dowd

That the Audit and Risk Committee recommends:

That Council adopts the Reviewed Procurement Policy as provided at Attachment 1, subject to the following feedback:

a. Include under clause 6.11 (Reporting) a requirement to provide an annual report to the Audit and Risk Committee outlining compliance and any waivers of the Policy.

CARRIED UNANIMOUSLY

5. CONFIDENTIAL

Nil

6. CLOSURE

The Presiding Member declared the meeting closed at 5:24pm.

Attachment 2 - Special Audit and Risk Committee - Meeting Summary - 1 June 2026

MEMORANDUM

To	City of Victor Harbor
From	Michael Richardson – Audit and Risk Committee Chair
Subject	Special Audit and Risk Committee Meeting Summary – 1 June 2026
File Reference	GOV9.14.009
Dated	Wednesday, 3 June 2026

Section 126 (8) of the *Local Government Act 1999* requires a report to be provided to Council after each meeting summarising the work of the Committee during the period preceding the meeting and the outcomes of the meeting. In relation to the special meeting held on Monday, 1 June 2026, the Audit and Risk Committee's (the Committee) main areas of focus were as follows:

Draft 2026/27 Annual Business Plan and Budget

The Committee considered the draft 2026/27 Annual Business Plan and Budget and held robust discussions on the narrative and inclusions in the Plan. The Committee felt that the messaging did not adequately address financial sustainability, underlying financial position and variances to the Long Term Financial Plan.

A number of recommendations were made for improvements including clear, consistent commentary for the community in regard to the forecast deficit, forward direction and future sustainability. Othe recommendations related to income and expenditure information and graphs and the potential for confusion with capital and operating results displayed together.

There was also a strong recommendation that Council consider its financial sustainability and continue to make decisions in line with strategic directions as contained in the Long Term Financial Plan including the financial sustainability index.

Procurement Policy

The reviewed Procurement Policy was considered and recommended for endorsement with a minor change that provides for annual reporting to the Audit and Risk Committee on procurement compliance and statistics.

Michael Richardson
Audit And Risk Committee Chair

13.4. Disability Access and Inclusion Advisory Committee - 4 June 2026

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Chelsie Butler

Council Member Representatives: Deputy Mayor Angela Schiller, Cr Marilyn Henderson

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RECOMMENDATION

1. That Council receive and note the minutes of the Disability Access and Inclusion Advisory Committee meeting held on Thursday, 4 June 2026.

2. That Council request Administration to develop an annual action plan to monitor and report on progress against the actions outlined in the City of Victor Harbor Disability Access and Inclusion Plan 2026-2030.

3. That Council request that the Disability Access and Inclusion Advisory Committee be directly consulted with during the development of the Integrated Transport Strategy.

PURPOSE

The purpose of this report is to present the minutes of the Disability Access and Inclusion Advisory Committee meeting held on Thursday, 4 June 2026.

SUMMARY OF MEETING

A meeting of the Disability Access and Inclusion Advisory Committee was held on Thursday, 4 June 2026. A copy of the minutes of the meeting are provided at Attachment 1.

Items with specific recommendations to Council are provided below:

- ***Disability Access and Inclusion Plan - Annual Action Plan***

The City of Victor Harbor has developed its Disability Access and Inclusion Plan 2026-2030 (DAIP), which provides a strategic framework to guide how Council supports access, inclusion, and equity for people living with disability across the region through to 2030. The Plan builds on the actions, priorities, and outcomes of the previous DAIP (2020-2024) and aligns with the State Disability Inclusion Plan 2025-2029, ensuring Council's local approach contributes to broader State objectives for disability inclusion.

Council endorsed the Disability Access and Inclusion Plan 2026-2030 at its meeting on 27 April 2026:

OC1422026

Moved: Cr Angela Schiller

Seconded: Cr Stewart Burns

That Council receive and note the Community Engagement Report and endorse the Disability Access and Inclusion Plan 2026-2030.

CARRIED

Following Council endorsement, the DAIP was submitted to Inclusive SA and is now publicly available, including an Easy Read version on Council's website.

The Disability Access and Inclusion Advisory Committee has requested that an annual action plan be developed to support the effective implementation of the DAIP by providing a structured approach to monitoring, reporting and communicating progress against identified actions. It will also ensure that both the Committee and Council are regularly informed of achievements, emerging priorities, and areas requiring further attention.

The annual action plan will enable more detailed planning at an operational level, including the identification of timeframes, responsibilities and measurable outcomes aligned to the DAIP's priority areas.

- ***Motion Without Notice - Integrated Transport Strategy Consultation***

Council has commenced the development of an Integrated Transport Strategy to provide a coordinated, long-term approach to transport planning across the City of Victor Harbor. The Strategy is intended to consider all modes of transport, including road networks, pedestrian and cycling infrastructure, and public transport, and to align with key strategic documents such as the Urban Growth Management Strategy 2050 and the State Government's Greater Adelaide Regional Plan.

The Strategy is being delivered in a staged approach, with initial investigation and analysis currently underway to inform the development of a comprehensive Strategy in a subsequent phase. This work includes consideration of future growth impacts, transport network performance, road infrastructure requirements, and pedestrian access and safety.

At its meeting held on 4 June 2026, the Disability Access and Inclusion Advisory Committee raised concerns regarding footpath provision, accessibility and pedestrian safety, and noted the relevance of these matters to the Integrated Transport Strategy. The Committee requested that it be directly consulted during the development of the Strategy to ensure that accessibility considerations are appropriately incorporated.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - There is a risk that progress against the Disability Access and Inclusion Plan 2026-2030 may not be effectively monitored or reported. The development of an annual action plan will support the effective implementation of the Plan by providing a

structured approach to monitoring, reporting and communicating progress against identified actions. This risk is assessed as ***low***.

Reputation - There is a risk that Council may experience community concern or reputational impact if accessibility considerations are not adequately incorporated into strategic transport planning. Direct consultation with the Disability Access and Inclusion Advisory Committee will demonstrate Council's commitment to inclusive decision-making and support alignment with community expectations. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

- Objective 1.2 - An inclusive community with opportunities for everyone

Aspiration 6 - We are a financially sustainable and well-governed organisation

Other references used

Disability Access and Inclusion Plan 2026-2030

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in developing an annual action plan for the Disability Access and Inclusion Plan 2026-2030, or consulting with the Disability Access and Inclusion Advisory Committee on the Integrated Transport Strategy.

The development of an annual action plan for the Disability Access and Inclusion Plan 2026-2030 will be undertaken by Administration as part of existing strategic planning and reporting functions.

Consultation with the Disability Access and Inclusion Advisory Committee during the development of the Integrated Transport Strategy can be accommodated within the broader project's engagement framework. Any future actions arising from the Integrated Transport Strategy, including infrastructure upgrades or accessibility improvements, will be subject to separate consideration through Council's annual business planning and budget processes.

No additional funds are required.

CONSULTATION

Disability Access and Inclusion Advisory Committee - at meeting held 4 June 2026

Chief Executive Officer - Victoria MacKirdy

Manager City Infrastructure - Mark Buckerfield

Manager Community Wellbeing - Leann Symmonds

Strategic and Policy Planner - David Read

ATTACHMENTS

Attachment 1 - Disability Access and Inclusion Advisory Committee Minutes - 4 June 2026

Attachment 1 - Disability Access and Inclusion Advisory Committee Minutes - 4 June 2026

City of Victor Harbor

MINUTES

Committee: Disability Access and Inclusion Advisory Committee

Meeting Held: Thursday, 4 June 2026 at 2:00pm

Location: Council Chambers, 1 Bay Road, Victor Harbor

Index

1. PRESENT 2
2. ACKNOWLEDGEMENT OF COUNTRY AND DIVERSITY COMMITMENT 2
3. APOLOGIES 2
4. CONFIRMATION OF MEETING 3
4.1. Minutes of Previous Meeting - 2 April 2026 3
5. PRESENTATIONS 3
6. REPORTS 3
6.1. Outstanding Resolutions - June 2026 3
6.2. Mission Australia NDIS Partners in the Community Update - June 2026 3
6.3. Disability Access and Inclusion Plan - Annual Action Plan 4
7. OTHER BUSINESS 4
8. CONFIDENTIAL REPORTS 4
9. NEXT MEETING 4
10. CLOSURE 4

City of Victor Harbor

1. PRESENT

Cr Angela Schiller (Chair)
Cr Marilyn Henderson
Judith Leak
Joanne Russell
Kerry Taylor
Justine De Luca

In Attendance

Manager City Infrastructure - Mark Buckerfield
Governance Officer - Chelsie Butler

2. ACKNOWLEDGEMENT OF COUNTRY AND DIVERSITY COMMITMENT

Acknowledgement of Country

The City of Victor Harbor acknowledges the Ramindjeri and Ngarrindjeri people, the Traditional Custodians of the land and surrounding waters where we live and work. We acknowledge their deep connection to Country and pay our respects to Elders past, present and emerging. This respect is extended to Aboriginal and Torres Strait Islander people across Australia.

Diversity Commitment

The City of Victor Harbor is committed to diversity, equity and inclusion. We respect people of all ages, abilities, genders, sexualities, religions, beliefs, cultures and backgrounds.

3. APOLOGIES

Donna Brook
Julie Walters

City of Victor Harbor

4. CONFIRMATION OF MEETING

4.1. Minutes of Previous Meeting - 2 April 2026

DAIAC122026

Moved: Cr Marilyn Henderson

Seconded: Joanne Russell

That the minutes of the Disability Access and Inclusion Advisory Committee meeting held on Thursday, 2 April 2026 be confirmed as true and accurate.

CARRIED

5. PRESENTATIONS

Nil

6. REPORTS

6.1. Outstanding Resolutions - June 2026

DAIAC132026

Moved: Kerry Taylor

Seconded: Justine De Luca

That the Disability Access and Inclusion Advisory Committee receive and note the Outstanding Resolutions - June 2026 report.

CARRIED

6.2. Mission Australia NDIS Partners in the Community Update - June 2026

DAIAC142026

Moved: Joanne Russell

Seconded: Cr Marilyn Henderson

That the Disability Access and Inclusion Advisory Committee receive and note the Mission Australia NDIS Partners Update - June 2026 report.

CARRIED

6.3. Disability Access and Inclusion Plan - Annual Action Plan

DAIAC152026

Moved: Cr Marilyn Henderson

Seconded: Kerry Taylor

That the Disability Access and Inclusion Advisory Committee recommends to Council:

That Council request Administration to develop an annual action plan to monitor and report on progress against the actions outlined in the City of Victor Harbor Disability Access and Inclusion Plan 2026-2030.

CARRIED

7. OTHER BUSINESS

7.1. Motion Without Notice - Integrated Transport Strategy Consultation

DAIAC162026

Moved: Cr Marilyn Henderson

Seconded: Kerry Taylor

That the Disability Access and Inclusion Advisory Committee recommend to Council:

That the Disability Access and Inclusion Advisory Committee is directly consulted with during the development of the Integrated Transport Strategy.

CARRIED UNANIMOUSLY

8. CONFIDENTIAL REPORTS

Nil

9. NEXT MEETING

2:00pm Thursday, 6 August 2026

10. CLOSURE

The Chair closed the meeting at 2:20pm

14. SUBSIDIARIES AND REPRESENTATIVE REPORTS

14.1. Fleurieu Regional Waste Authority - 3rd Budget Review 2025/26

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Rhiannon Scheltus

RECOMMENDATION

That Council approve the Fleurieu Regional Waste Authority 3rd Budget Review 2025/26 as provided at Attachment 1 and approve a transfer of $17,000 from Project #100082 (*Operations Admin*) to Project #100070 (*Waste Management*) to offset the additional contribution to waste contractor service expenses with no overall increase to the 2025/26 operating budget.

PURPOSE

The purpose of this report is for Council to consider the Fleurieu Regional Waste Authority (FRWA) 3rd Budget Review 2025/26 for approval and approve a transfer of operating funds to offset the additional contribution to waste contractor service expenses.

BACKGROUND

In accordance with the FRWA Charter the Authority must consider its annual budget at least three times per year between 30 September and 31 May (inclusive) in the relevant financial year and may with the unanimous approval of the Constituent Councils amend its annual budget for a financial year at any time before the year ends.

The FRWA Board considered the 3rd Budget Review at the 20 May 2026 Board Meeting and endorsed it for distribution to Constituent Councils for approval.

The FRWA Financial Performance Report - 3rd quarter 2025/26 is provided at Attachment 1.

COMMENTARY

The 3rd Budget Review forecasts an operating surplus of $154,000 and a net total comprehensive income total of $505,000. Operating expenditure includes a proposed increase of $181,000 to address growth in services and significant cost pressures associated with fuel.

As part of the 2nd Budget Review the FRWA Audit and Risk Committee and Board recognised that the financial indicators were outside the target ranges and requested that the administration take steps to remedy this as part of the 3rd Budget Review. Subsequently, the budget reports have been extensively reviewed to identify savings, or revenue increases to

offset other expenditure increases and council contributions have been increased for the 4th quarter to offset additional costs resulting from fuel price rises and growth in kerbside collection services.

City of Victor Harbor Review

- Overview - The 3rd Budget Review forecasts an overall operating surplus of $124,000, which is an improvement of $67,000 in comparison with second budget review, mainly relating to the kerbside collection service.

- Operating Income - proposed increase of $87,000 due to increases in Council contributions.

- Operating Expenditure - proposed net increase of $20,000, attributable to $50,000 fuel increases offset by salaries and wages reductions.

The increased council contributions are required to cover the cost of services delivered (both growth in kerbside collection and increased fuel costs) and to ensure that the Authority's budget remains in surplus at the end of the financial year to provide sufficient cash flow for operating expenses in the 2026/27 first quarter.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Legal and Compliance - Undertaking the budget review, and endorsement by both the FRWA Board and Council ensures both the legislative and Charter requirements. This risk is assessed as ***low***.

Financial Management - There is an increase in Council's contribution of $87,000 to cover the increased cost of services delivered (both growth in kerbside collection and increased fuel costs). Offsets have been identified within the operating budget, and no additional funds are required. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 4 - We protect our environment

- Objective 4.2 Provide for sustainable waste management

Aspiration 6 - We are a financially sustainable and well-governed organisation

- Objective 6.3 Manage council's finances and resources sustainably

Other references used:

- Fleurieu Regional Waste Authority Charter

BUDGET IMPLICATIONS

There are insufficient funds in Project #100070 (*Waste Management*) for the increase in Council's Contribution to waste contractor service expenses of $87,000.

There has been savings identified in the contractor expenses for landfill post closure monitoring along with contingency for increases in the contribution to waste contractor service expenses, however there is a shortfall of $17,000. The required funds of $17,000, will be transferred, subject to Council approval, from Project #100082 (*Operations Admin*) and will result in a reduction in staff salaries and wages as a result of vacancies.

There will be nil effect on the total operating budget from these amendments.

No additional funds are required.

CONSULTATION

Chief Executive Officer - Victoria MacKirdy

Director Environment and Infrastructure - Jodi Roberts

Group Manager Governance and Finance - Kellie Knight-Stacey

Fleurieu Regional Waste Authority - Simon Grenfell (Chief Executive Officer)

ATTACHMENTS

Attachment 1 - FRWA 3rd Budget Review 2025/26

Attachment 1 - FRWA 3rd Budget Review 2025/26

FLEURIEU REGIONAL
WASTE AUTHORITY

29 May 2026

Mrs Victoria MacKirdy
Chief Executive Officer
City of Victor Harbor
vmackirdy@victor.sa.gov.au

Dear Victoria

FRWA 3rd Budget Review 2025-26.

In accordance with the FRWA Charter, the Authority must consider its annual budget at least three times per year between 30 September and 31 May (inclusive) in the relevant financial year and may with the unanimous approval of the Constituent Councils amend its annual budget for a financial year at any time before the year ends.

The FRWA Board considered the 3rd Budget Review 2025-26 at its 20May 2026 meeting.

The 3rd Budget Review forecasts an operating surplus of $154k (BR2 deficit ($107k)) and a net total comprehensive income total of $505k compared to BR2 $194k. Operating expenditure includes a proposed increase of ($181k) to address significant cost pressures associated with fuel.

As part of the 2nd Budget Review the FRWA Audit & Risk Committee and Board recognised that the financial indicators were outside the target ranges and requested that the administration take steps to remedy this as part of the 3rd Budget Review. Subsequently, the budget reports have been extensively reviewed to identify savings, or revenue increases to offset other expenditure increases and Council contributions have been increased for the 4th quarter to offset additional costs resulting from fuel price rises and tonnages.

A detailed report with financial statements is attached for your Councils approval.

Regards

Simon Grenfell
Executive Officer
Fleurieu Regional Waste Authority

Attachments: FRWA 3rd Budget Review 2025-26 report and financial statements.

Fleurieu Regional Waste Authority
PO Box 2375, Goolwa SA 5214
1226 Port Elliot Road, Goolwa
(08) 8555 2467
www.frwa.com.au

FLEURIEU REGIONAL
WASTE AUTHORITY

Fleurieu Regional Waste Authority
Financial Performance Report
3rd Budget Review 2025-26

Across the region, Waste and Recycling Depot income is forecast to exceed the budget with activity is tracking slightly above budget. Individual performance across the WRD's varies with the KI Resource Recovery Centre performing well and Goolwa WRD experiencing higher costs due to the fire earlier in the year.

Kerbside Collections Services have seen a significant increase in tonnes collected this year with total tonnes across the region 8.3% higher than last year. Fuel costs and repair costs have also contributed to increased expenditure. Non-Council income is forecast to be less due to reduced commercial customer revenue and part of the additional bin income recognised in 2024-25.

The 3rd Budget Review forecasts an operating surplus of $154k (BR2 deficit ($107k)) and a net total comprehensive income total of $505k compared to BR2 $194k. Operating expenditure includes a proposed increase of ($181k) to address significant cost pressures associated with fuel.

As part of the 2nd Budget Review the FRWA Audit & Risk Committee and Board recognised that the financial indicators were outside the target ranges and requested that the administration take steps to remedy this as part of the 3rd Budget Review. Subsequently, the budget reports have been extensively reviewed to identify savings, or revenue increases to offset other expenditure increases and Council contributions have been increased for the 4th quarter to offset additional costs resulting from fuel price rises and tonnages.

Consolidated Position

1. ***Actual Performance*** - as at the end of March 2026 FRWA reported an operating deficit of ($181k) and net deficit of ($473k). This is driven by the following material variances as shown below.

   1.1. ***Operating Revenue*:**

   - ***Other Revenue*** - as mentioned in the BR2 report, this income category is includes the insurance payment from the November 2024 accident, which has now been received in March 2026.

   1.2. ***Operating Expenses:***

   Kerbside tonnes collected are up 8.3% across the region which has increased costs across all kerbside areas (contracts, maintenance, repairs and employee costs).

   - ***Employee Costs*** - Employee costs are currently on track in comparison to the BR3 forecast.

   .

- ***Materials, Contracts and Other*** - Cost pressures relating to plant and machinery maintenance are resulting in higher costs year to date. During the first six months, several significant fleet repairs were undertaken, including a $26k reconditioning of an articulated hitch on a loader and $41k of repairs to a kerbside collection vehicle. Overall, average repair costs across Mainland RACVs were approximately $16k per vehicle

2. ***Full Year Forecast*** - As the final forecast for the year, and with the opportunity to adjust Council contributions if required to reduce FRWA's operating deficit position, a thorough review has been undertaken. The CEO has worked closely with staff and LGiQ consultants to ensure the year-end forecast reflects current operating conditions and incorporates all known cost pressures and savings opportunities.

2.1. ***Operating Revenue*** - At Budget Review 3 staff have taken the opportunity to undertake a thorough review of revenue noting that the forecast had not changed at Budget Review 2 pending further analysis and additional information. A total increase of $442k is proposed to operating revenue, as outlined below:

- ***Council Contributions*** - An increase of $352k is proposed, consistent with the cost of increasing tonnages collected, and the anticipated rise in fuel expenditure, reflecting the direct impacts of the current global fuel crisis on FRWA.
- ***User Charges*** - A net increase of $67k is proposed. User charges across multiple areas have been reviewed, with scrap metal revenue tracking below budget and asbestos revenue above budget. Revenue budgets have been realigned across several areas to ensure actual amounts can be accurately monitored against budget and to reflect year to date movements.
- ***Other Income*** - An increase of $23k is proposed in Budget Review 3 for contributions from Alexandrina Council and City of Victor Harbor for the renewal of EC Bins for these Councils.

2.2. ***Operating Expenditure*** - At Budget Review 3 finance reports have been closely analysed to identify cost pressures and potential savings. A total increase of ($181k) is proposed to operating expenditure, as outlined below:

- *Employee Costs* - Reductions in this budget area were identified during the budget setting process for 2026/27 and relate to corrections required from the original 2025-26 budget. As a result, a conservative net reduction of $10k has been included for BR3.
- *Materials, Contracts and Other* - A total increase of ($191k) is included in BR3, of which ($194k) reflects fuel cost pressures, and the remaining $4k relating to various budget areas where savings have been identified to help offset additional expenses. This includes increased costs for tyres and fuel levy on-costs, partially offset by reduced expenditure on bin purchases.

2.3. ***ACM*** - A reduction in finance costs of $50k has been identified, to align the budget with recent work relating to Treasury Management and forecast borrowings.

2.4. ***Capital Budget*** - No changes have been anticipated for BR3.

2.5. ***Balance Sheet*** - The following key movements are shown below:

- ***Cash*** - A minor improvement to the cash position is reflective of the reduction to the operating deficit and is broadly in line with BR3. This has not been updated for the working capital management principles recently adopted.
- ***Borrowings*** - Due to the minor shift in cash flow and the proposed changes as a result of the treasury management approved by the Board in May, no change has been made to the level of debt.
- ***Equity*** - The equity position has improved compared to BR2, in alignment with the operating position improvement.

2.6. ***Financial Indicators*** - At Budget Review 3 the revised key financial performance indicators show that two out of four measures of FRWA's performance are within the target ranges, with the other two exceeding targets as shown below:

- ***Operating Surplus Ratio (adjusted for the ACM Project)*** - At 1.1% this is an improvement of 1.9% from BR2.
- ***Net Financial Liabilities Ratio (adjusted for the ACM Project)*** - This is forecast to be 64%, which is within the target range and reflects an improvement of 4.3% on Budget Review 2.
- ***Asset Renewal Funding Ratio*** - Is higher than the Asset Management Plan due to price variations and delayed capital items from the previous year.
- ***Own Source Revenue Ratio*** - of 35% is forecast to achieve the target identified.

3. ***Risks and Exclusions*** - The following should be considered when reviewing the forecast position:

3.1. ***Fuel*** - *The* BR3 forecast position is subject to risk based on assumptions relating to fuel price volatility for the remaining quarter.

3.2. ***Interest Rates*** - The BR3 forecast position is sensitive to assumptions regarding interest rate movements and market volatility. It should be noted that the next RBA meeting is scheduled for 5-6 May.

3.3. ***CPI*** - March 2026 Adelaide CPI rose to 4.9% (which was an increase of 1.6% upon December and 0.7% above the forecast rate used in the 2026-27 budget). This may increase costs for the final months of the year.

FRWA STATEMENT OF COMPREHENSIVE INCOME	2024/25 Audited Actual	2025/26 Original Budget	2025/26 BR1	2025/26 BR2	2025/26 Year to Date 31/03/2026	2025/26 Forecast BR3	Variance Forecast BR3 to BR2
	$000s	$000s	$000s	$000s	$000s	$000s	$000s
INCOME							
Council Contributions	8,580	8,843	8,843	8,843	6,632	9,195	352
User Charges	4,528	4,203	4,203	4,203	3,278	4,270	67
Grants, subsidies and contributions - Operating	42	56	56	56	48	56	0
Investment Income	2	1	1	1	0	1	0
Reimbursements	153	104	104	104	16	104	0
Other Revenues	43	456	536	536	557	559	23
Total Income	**13,348**	**13,663**	**13,743**	**13,743**	**10,531**	**14,185**	**442**
EXPENDITURE							
Employee costs	4,644	4,538	4,538	4,538	3,419	4,528	10
Materials, contracts & other expenses	7,296	7,229	7,468	7,438	6,035	7,629	(191)
Depreciation, amortisation & impairment	1,140	1,113	1,113	1,353	866	1,353	0
Finance costs	292	389	521	521	392	521	0
Total Expenses	**13,372**	**13,269**	**13,640**	**13,850**	**10,712**	**14,031**	**(181)**
Operating Surplus (Deficit)	**(24)**	**394**	**103**	**(107)**	**(181)**	**154**	**261**
Asset disposal & fair value adjustments	126	448	448	448	(292)	448	0
Net Surplus (Deficit)	**102**	**842**	**551**	**341**	**(473)**	**602**	**261**
ACM Project Income	877	877	877	877	657	877	0
ACM Project Expenses	(2,341)	0	(431)	(431)	(430)	(431)	0
ACM Finance Costs	(342)	(452)	(593)	(593)	(280)	(543)	50
Total Comprehensive Income	**(1,704)**	**1,267**	**404**	**194**	**(526)**	**505**	**311**

FRWA CAPITAL EXPENDITURE	2024/25 Audited Actual	2025/26 Original Budget	2025/26 BR1	2025/26 BR2	2025/26 Year to Date 31/03/2026	2025/26 Forecast BR3	Variance Forecast BR3 to BR2
	$000s	$000s	$000s	$000s	$000s	$000s	$000s
Renewal Assets							
Plant & Equipment	1,698	2,387	2,506	2,506	2,252	2,506	0
Office Equipment, Furniture & Fittings	0	0	0	0	0	0	0
Building & Structures	0	0	17	17	17	17	0
	1,698	**2,387**	**2,523**	**2,523**	**2,269**	**2,523**	**0**
New Assets							
Plant & Equipment	393	164	144	144	124	144	0
Office Equipment, Furniture & Fittings	0	0	0	0	0	0	0
Building & Structures	0	0	38	38	0	38	0
	393	**164**	**182**	**182**	**124**	**182**	**0**
Total Capital Expenditure	**2,091**	**2,551**	**2,705**	**2,705**	**2,393**	**2,705**	**0**

FRWA STATEMENT OF FINANCIAL POSITION	2024/25 Audited Actual $000s	2025/26 Original Budget $000s	2025/26 BR1 $000s	2025/26 BR2 $000s	2025/26 Year to Date 31/03/2026 $000s	2025/26 Forecast BR3 $000s	Variance Forecast BR3 $000s
Current Assets							
Cash and cash equivalents	255	2,412	936	966	1,071	1,278	312
Trade & Other Receivables	1,088	251	1,088	1,088	615	1,088	0
Inventories	85	65	85	85	142	85	0
Current Financial Assets	0	190	205	205	205	205	0
Total Current Assets	**1,428**	**2,918**	**2,314**	**2,344**	**2,033**	**2,656**	**312**
Non-Current Assets							
Financial assets	2,698	2,127	2,289	2,289	2,493	2,289	0
Infrastructure, property, plant & equipment	4,985	6,512	6,578	6,336	6,262	6,336	0
Other non-current assets	0	0	0	0	0	0	0
Total Non-Current Assets	**7,683**	**8,639**	**8,867**	**8,625**	**8,755**	**8,625**	**0**
TOTAL ASSETS	**9,111**	**11,557**	**11,181**	**10,969**	**10,788**	**11,281**	**312**
Current Liabilities							
Trade & other payables	2,170	1,639	2,407	2,170	2,305	2,170	0
Borrowings (current)	551	461	545	545	551	545	0
Provisions (current)	4,900	988	675	912	5,275	912	0
Total Current Liabilities	**7,621**	**3,088**	**3,627**	**3,627**	**8,131**	**3,627**	**0**
Non-Current Liabilities							
Borrowings (non-current)	13,996	18,027	19,655	19,655	15,717	19,655	0
Provisions (non-current)	93	47	93	93	65	93	0
Total Non-Current Liabilities	**14,089**	**18,074**	**19,748**	**19,748**	**15,782**	**19,748**	**0**
TOTAL LIABILITIES	**21,710**	**21,162**	**23,375**	**23,375**	**23,913**	**23,375**	**0**
NET EQUITY	**(12,599)**	**(9,605)**	**(12,194)**	**(12,406)**	**(13,125)**	**(12,094)**	**312**
Equity							
Accumulated Surplus	(12,599)	(9,605)	(12,194)	(12,406)	(13,125)	(12,094)	312
NET EQUITY	**(12,599)**	**(9,605)**	**(12,194)**	**(12,406)**	**(13,125)**	**(12,094)**	**312**

FRWA STATEMENT OF CASH FLOWS	2024/25 Audited Actual	2025/26 Original Budget	2025/26 BR1	2025/26 BR2	2025/26 Year to Date 31/03/2026	2025/26 Forecast BR3	Variance Forecast BR3 to BR2
CASH FLOWS FROM OPERATING ACTIVITIES	$000s	$000s	$000s	$000s	$000s	$000s	$000s
Receipts							
Council Contributions to operations	9,457	9,720	9,720	9,720	7,290	10,072	352
User charges	4,915	4,203	4,203	4,203	3,748	4,270	67
Subsidies	49	56	1	56	48	56	0
Investment receipts	2	1	56	1	0	1	0
Reimbursements	157	104	104	104	16	104	0
Other Revenue	856	456	536	536	557	559	23
Payments							
Employee costs	(4,622)	(4,538)	(4,538)	(4,538)	(3,471)	(4,527)	11
Materials, contracts & other expenses	(10,749)	(8,834)	(11,868)	(11,836)	(6,000)	(12,027)	(191)
Finance payments	(604)	(685)	(1,115)	(1,115)	(512)	(1,065)	50
Net Cash provided by (or used in) Operating Activities	**(539)**	**483**	**(2,901)**	**(2,869)**	**1,676**	**(2,557)**	**312**
CASH FLOWS FROM INVESTING ACTIVITIES							
Receipts							
Proceeds from sale of replaced assets	186	1,376	152	0	(171)	0	0
Proceeds from sale of surplus assets	0	0	0	0	0	0	0
Payments							
Expenditure on renewal/replacement of assets	(1,868)	(2,885)	(2,038)	(1,885)	(2,142)	(1,885)	0
Expenditure on new/upgraded of assets	(432)	(164)	(182)	(182)	(124)	(182)	0
Net Cash provided by (or used in) Investing Activities	**(2,114)**	**(1,673)**	**(2,068)**	**(2,067)**	**(2,437)**	**(2,067)**	**0**
CASH FLOWS FROM FINANCING ACTIVITIES							
Receipts							
Proceeds from borrowings	2,778	2,400	7,200	7,200	1,600	7,200	0
Payments							
Repayments of borrowings	(522)	1,030	(1,398)	(1,397)	121	(1,397)	0
Repayments of lease liabilities	(149)	0	0	(156)	(145)	(156)	0
Net Cash provided by (or used in) Financing Activities	**2,107**	**3,430**	**5,802**	**5,647**	**1,576**	**5,647**	**0**
Net Increase (Decrease) in cash held	**(546)**	**2,240**	**833**	**711**	**815**	**1,023**	**312**
Cash & cash equivalents at beginning of period	801	172	255	255	255	255	**0**
Cash & cash equivalents at end of period	**255**	**2,412**	**1,088**	**966**	**1,070**	**1,278**	**312**

FRWA UNIFORM PRESENTATION OF FINANCIAL STATEMENTS	2024/25 Audited Actual $000s	2025/26 Original Budget $000s	2025/26 BR1 $000s	2025/26 BR2 $000s	2025/26 Year to Date 31/03/2026 $000s	2025/26 Forecast BR3 $000s	Variance Forecast BR3 to BR2 $000s
Income							
User charges	13,985	13,923	13,923	13,923	10,567	14,342	419
Grants, subsidies and contributions - Operating	42	56	56	56	48	56	0
Investment income	2	1	1	1	0	1	0
Reimbursements	153	104	104	104	16	104	0
Other income	43	456	536	536	557	559	23
	14,225	**14,540**	**14,620**	**14,620**	**11,188**	**15,062**	**442**
Expenses							
Employee costs	4,644	4,538	4,538	4,538	3,419	4,528	(10)
Materials, contracts & other expenses	4,955	7,229	7,899	7,869	6,465	8,060	191
Depreciation, amortisation & impairment	1,140	1,113	1,113	1,353	866	1,353	0
Finance costs	(50)	841	1,114	1,114	672	1,064	(50)
	10,689	**(13,721)**	**(14,664)**	**(14,874)**	**(11,422)**	**(15,005)**	**(131)**
Operating Surplus / (Deficit)	**24,914**	**819**	**(44)**	**(254)**	**(234)**	**57**	**311**
Net Outlays on Existing Assets							
Capital expenditure on renewal and replacement of Existing Assets	(1,698)	(2,387)	(2,523)	(2,523)	(2,268)	(2,523)	0
Finance lease principle payments for right of use assets on existing assets	(100)	(134)	(134)	(134)	(101)	(134)	0
Add back Depreciation, Amortisation and Impairment	1,140	1,113	1,113	1,353	866	1,353	0
Proceeds from Sale of Replaced Assets	186	1,376	152	0	(171)	0	0
	(472)	**(32)**	**(1,392)**	**(1,304)**	**(1,674)**	**(1,304)**	**0**
Net Outlays on New and Upgraded Assets							
Capital expenditure on new and upgraded assets	(432)	(164)	(182)	(182)	(124)	(182)	0
	(432)	**(164)**	**(182)**	**(182)**	**(124)**	**(182)**	**0**
Annual Net Impact to Financing Activities	**24,010**	**623**	**(1,618)**	**(1,740)**	**(2,032)**	**(1,429)**	**311**

FRWA FINANCIAL INDICATORS	Actual FY24	Budget Original	2025/26 BR1	Budget BR2	Actual Year to Date 31/03/2026	2025/26 Forecast BR3	TARGET
Operating Surplus Ratio	-12.9%	5.6%	-0.3%	-1.7%	-2.1%	0.4%	*
being operating surplus (deficit) divided by operating revenue							
Operating Surplus Ratio adjusted for ACM project	**-0.2%**	**2.9%**	**0.7%**	**-0.8%**	**-1.7%**	**1.1%**	**0 to 1%**
** FRWA is forecasting a surplus for the life of the LTFP in order to pay off the ACM Project loan*							
Net Financial Liabilities Ratio							
- Including ACM Borrowings	143%	113%	146%	146%	199%	139%	
- Excluding ACM Borrowings	**119%**	**43%**	**69%**	**68%**	**139%**	**64%**	**40 - 65%**
being total liabilities less financial assets (excluding equity accounted investments in Council business), divided by total operating revenue							
Asset Renewal Funding Ratio	108%	100%	106%	106%	95%	106%	**100%**
Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets relative to the optimal level planned, and excludes new capital expenditure on the acquisition of additional assets. The optimal level planned refers to the Council's Asset Management Plan (AMP) which forecasts the activities/projects that need to be undertaken in order to maintain the Council's assets.							
Own Source Revenue Ratio	36%	35%	36%	36%	37%	35%	**32 - 37%**
being the Non-Council revenue divided by the total operating revenue							

Fleurieu Regional Waste Authority
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Budget Review by Council

Victor Harbor

- ***Overview*** - BR3 forecasts an overall operating surplus of $124k, which is an improvement of $67k in comparison with BR2, mainly relating to the Kerbside service.
- ***Operating Income*** - proposed increase of $87k due to increases in Council contributions (as detailed below).
- ***Operating Expenditure*** - proposed net increase of ($20k), attributable to ($50k) fuel increases offset by salaries and wages reductions.

VICTOR HARBOR	Original Budget	Forecast BR3	Variance Forecast BR3 to OB
	$000s	$000s	$000s
INCOME: COUNCIL CONTRIBUTIONS			
Kerbside	1,590	1,681	91
Administration / Corporate	466	462	-4
TOTAL INCOME: COUNCIL CONTRIBUTIONS	2,056	2,143	87

Simon Grenfell,
Chief Executive Officer, FRWA

FLEURIEU REGIONAL WASTE AUTHORITY (FRWA)
FINANCIAL RESULTS BY COUNCIL

VICTOR HARBOR	2024/25 Actual Audited	2025/26 Original Budget	2025/26 BR1	2025/26 BR2	2025/26 Year to Date 31/03/2026	2025/26 Forecast BR3	Variance Forecast BR3 to BR2
	$000s	$000s	$000s	$000s	$000s	$000s	$000s
INCOME: COUNCIL CONTRIBUTIONS							
Kerbside	1,531	1,590	1,590	1,590	1,193	1,681	91
Administration / Corporate	455	466	466	466	349	462	-4
TOTAL INCOME: COUNCIL CONTRIBUTIONS	1,986	2,056	2,056	2,056	1,542	2,143	87
NON-COUNCIL INCOME							
Kerbside	208	178	178	178	85	178	0
TOTAL NON-COUNCIL INCOME	208	178	178	178	85	178	0
TOTAL INCOME	**2,194**	**2,234**	**2,234**	**2,234**	**1,627**	**2,321**	**87**
Council contribution (excluding ACM contributic	91%	92%	92%	92%	95%	92%	
EXPENDITURE							
Kerbside	1,737	1,801	1,857	1,926	1,522	1,956	-30
Administration / Corporate	476	241	259	251	206	241	10
TOTAL EXPENDITURE	**2,213**	**2,042**	**2,116**	**2,177**	**1,728**	**2,197**	**-20**
OPERATING SURPLUS / (DEFICIT)	**-19**	**192**	**118**	**57**	**-101**	**124**	**67**
Net gain (loss) from sale of assets	29	0	0	0	-46	0	0
NET SURPLUS / (DEFICIT)	**10**	**192**	**118**	**57**	**-147**	**124**	**67**
ACM Project Income (from rates)	263	263	263	263	197	263	0
ACM Project Expenditure (from rates)	738	124	282	282	195	268	14
TOTAL COMPREHENSIVE INCOME	**-465**	**331**	**99**	**38**	**-145**	**119**	**81**
NET SURPLUS (DEFICIT) BREAKDOWN							
Kerbside	2	-33	-89	-158	-244	-97	61
Administration / Corporate	8	225	207	215	97	221	6
Excluding ACM contributions and expenses	**10**	**192**	**118**	**57**	**-147**	**124**	**67**
ACM Surplus (deficit)	-475	139	-19	-19	2	-5	14
Including ACM contributions and expenses	**-465**	**331**	**99**	**38**	**-145**	**119**	**81**
EQUITY IMPACT							
Opening Equity	-3,181	-3,180	-3,647	-3,647	-3,647	-3,647	0
Surplus / (Deficit) for the year	-465	331	99	38	-145	119	81
Closing Equity	**-3,646**	**-2,849**	**-3,548**	**-3,609**	**-3,792**	**-3,528**	**81**

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14.2. Southern and Hills Local Government Association - Draft 2026/27 Business Plan and Budget

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Victoria MacKirdy

RECOMMENDATION

That Council:

a. endorse the Southern and Hills Local Government Association Draft 2026/27 Business Plan and Budget; and

    i. provides no further feedback on the 2026/27 Draft Annual Business Plan and Budget as presented;

    OR

    ii. provides the following feedback to the Board and its Executive Officer for consideration in the finalisation and implementation the 2026/27 Draft Annual Business Plan and Budget:

b. authorises the Chief Executive Officer to provide any feedback to Southern and Hills Local Government Association by 30 June 2026; and

c. notes the proposed 2026/27 Southern and Hills Local Government Association contribution for the City of Victor Harbor.

PURPOSE

The purpose of this report is to present the Southern and Hills Local Government Association Draft 2026/27 Business Plan and Budget for Council's consideration and provide an opportunity for feedback prior to final adoption by the SHLGA Board.

BACKGROUND

The Southern and Hills Local Government Association (SHLGA) is a Regional Subsidiary established by six Council's under the Local Government Act 1999.

SHLGA operates under its Charter and exists to enable its six-constituent Council's to work together to improve the quality of life for their communities, enhance the prosperity of the region and improve performance.

Each year the SHLGA Board adopts its Annual Business Plan and Budget for the ensuing financial year. This is reviewed each meeting along with a formal mid-year review. The

SHLGA Board, and its Executive Officer, have formally sought feedback from Council on its draft 2026/27 Annual Business Plan and Budget.

COMMENTARY

Correspondence has been received from SHLGA advising that at its meeting on 15 May 2026 the SHLGA Board endorsed the draft 2026/27 Business Plan and Budget for consultation with constituent councils.

The draft Business Plan outlines SHLGA's proposed priorities and activities for the next four years across its core pillars of Advocacy, Sharing and Delivery. It responds to regional challenges including population growth, infrastructure demand, climate risks and financial sustainability.

Key initiatives proposed for 2026/27 include:

- continued implementation of the SHLGA Advocacy Plan, with a focus on housing, infrastructure, transport, jobs, disaster resilience and community wellbeing
- preparation of a new joint Regional Public Health Plan in accordance with legislative requirements
- investigation of new or expanded shared service and resource sharing opportunities across the region
- supporting sector performance and sustainability through practical and legislative reform proposals
- facilitating regional collaboration and knowledge sharing through the Southern and Hills Region Exchange initiative
- supporting councils in the development of new Local Area Plans
- participation in regional research relating to modern housing construction methods, subject to external funding
- continued coordination of regional road plans and grant funding opportunities.
- the draft 2026/27 Business Plan is provided at Attachment 2, and draft Budget is provided at Attachment 3. Councils are invited to provide feedback by 30 June 2026.

Budget Overview

The SHLGA 2026/27 draft Budget has been prepared to support delivery of the identified priorities while maintaining a balanced operating position. SHLGA has proposed a 3.5% increase to annual subscriptions for 2026/27, together with:

- an annual levy based on 2026 elector numbers; and
- a once-off Regional Public Health Plan levy to fund preparation of the new Regional Public Health Plan required during 2026/27.

The City of Victor Harbor's contribution to SHLGA for 2026/27 is $25,797.70, a breakdown of this contribution is provided in the table below. The contribution has been incorporated into the 2026/27 draft budget.

Contribution Type	Amount
Base annual subscription	$23,339.25
Elector number based annual levy	$1,427.10
Once-off Public Health Plan levy	$1,031.35
Total 2026/27 Contribution	**$25,797.70**

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Financial Management - The SHLGA 2026/27 contribution has been included in the 2026/27 draft Budget. Participation in SHLGA provides ongoing regional advocacy, collaboration and shared project opportunities that support value for member councils. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

BUDGET IMPLICATIONS

There are sufficient funds included project #100012 (*CEO Admin*) in the draft 2026/27 operating budget for the Southern and Hills Local Government Association 2026/27 contribution.

If the 2026/27 budget is endorsed, no additional funds are required.

CONSULTATION

Southern and Hills Local Government Association Board

Southern Hills Local Government Association - Lisa Teburea (Executive Officer)

ATTACHMENTS

Attachment 1 - Letter from SHLGA Executive Officer - Draft 2026/27 Business Plan and Budget

Attachment 2 - Draft SHLGA 2026/27 Business Plan

Attachment 3 - Draft SHLGA 2026/27 Budget

Attachment 1 - Letter from SHLGA Executive Officer - Draft 2026/27 Business Plan and Budget

Southern & Hills Local Government Association

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Ms Victoria MacKirdy
Chief Executive Officer
City of Victor Harbor

Via email: vmackirdy@victor.sa.gov.au

Dear Victoria

Draft 2026/27 SHLGA Business Plan and Budget

At its meeting on 15 May 2026, the Southern and Hills Local Government Association (SHLGA) Board endorsed the attached draft 2026/27 Business Plan and Budget for the purpose of consultation with constituent councils.

The draft Business Plan outlines SHLGA's proposed priorities and activities for the coming four years across the Association's core pillars of Advocacy, Sharing and Delivery. Key initiatives proposed for 2026/27 include:

- continued implementation and refinement of the SHLGA Advocacy Plan, with an emphasis on housing, infrastructure, transport, jobs, disaster resilience and community wellbeing
- preparation of a new joint Regional Public Health Plan in accordance with legislative requirements
- investigating new or expanded shared service and resource sharing opportunities across the region
- contributing to improved sector performance and sustainability through practical and legislative reform proposals
- facilitating the sharing or ideas and solutions across councils through the Southern and Hills Region Exchange (SHaRe) initiative
- assisting councils to engage with decision makers and stay informed and supported as they develop new Local Area Plans
- participating in a national research project being led by Adelaide University on economic and regulatory barriers to modern housing construction methods, with bespoke recommendations for our region (subject to confirmation of external funding)
- continued coordination of regional road plans and grant funding opportunities.

The draft Budget has been prepared to support implementation of these priorities while maintaining a financially balanced operating position. The Budget includes a proposed 3.5% increase to annual subscriptions, an annual levy based on 2026 elector numbers, and a once-off Regional Public Health Plan levy to fund preparation of the new Regional Public Health Plan required during 2026/27.

The proposed 2026/27 SHLGA contribution for **City of Victor Harbor** is as follows:

Base annual subscription	$23,339.25
Elector number based annual levy	$1,427.10
Once-off Public Health Plan levy	$1,031.35
Total contribution (ex GST)	**$25,797.70**

Southern & Hills
Local Government Association

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Any feedback on the draft 2026/27 Business Plan and Budget is invited by 30 June 2026 to enable consideration of submissions prior to final adoption by the SHLGA Board.

Should you wish to discuss the draft documents or require any further information, please do not hesitate to contact me.

Yours sincerely

Lisa Teburea
Executive Officer

Attachment: SHLGA Draft 2026/27 Annual Business Plan and Budget

Attachment 2 - Draft SHLGA 2026/27 Business Plan

Southern & Hills LGA

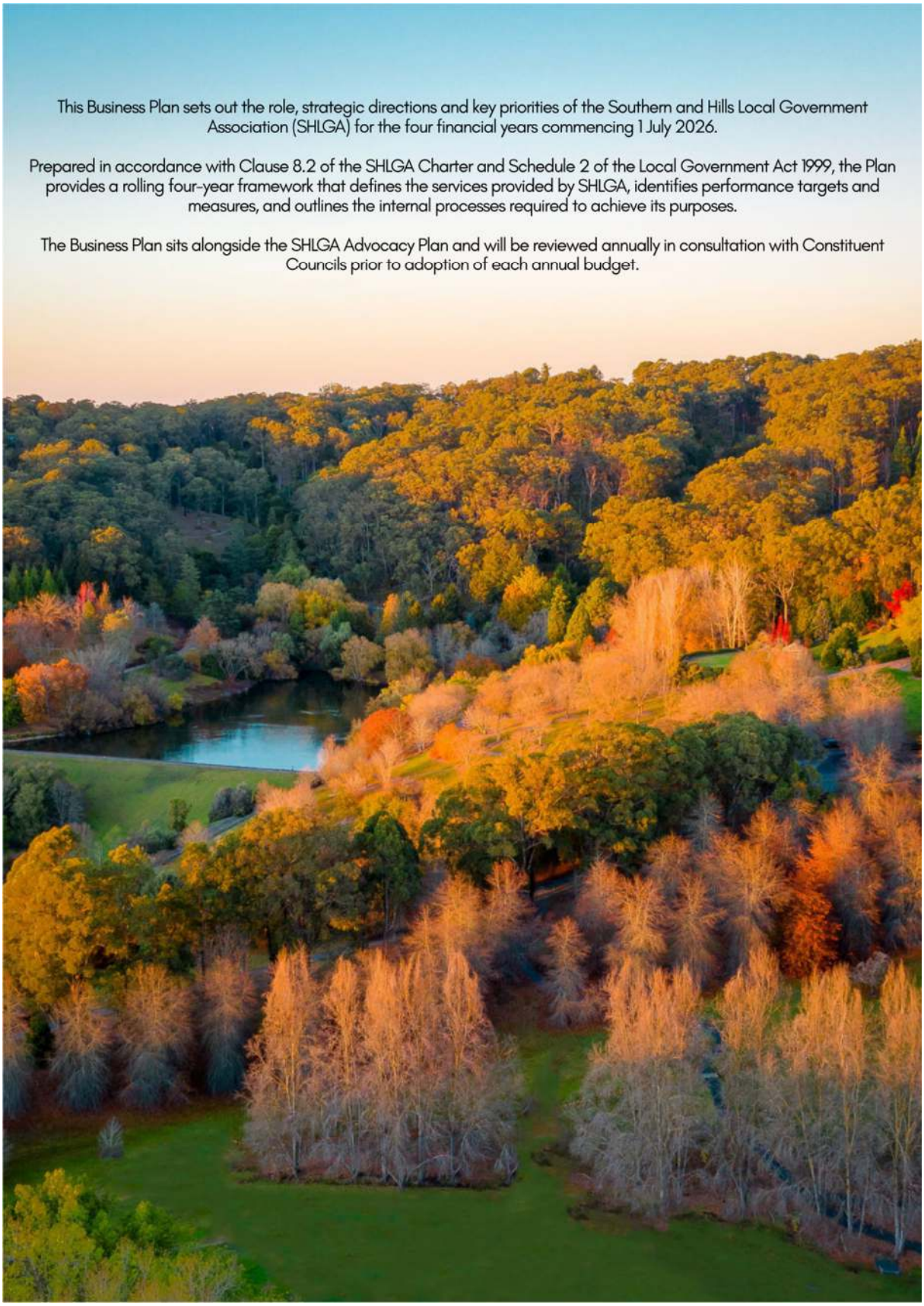
2026-2027

Business Plan

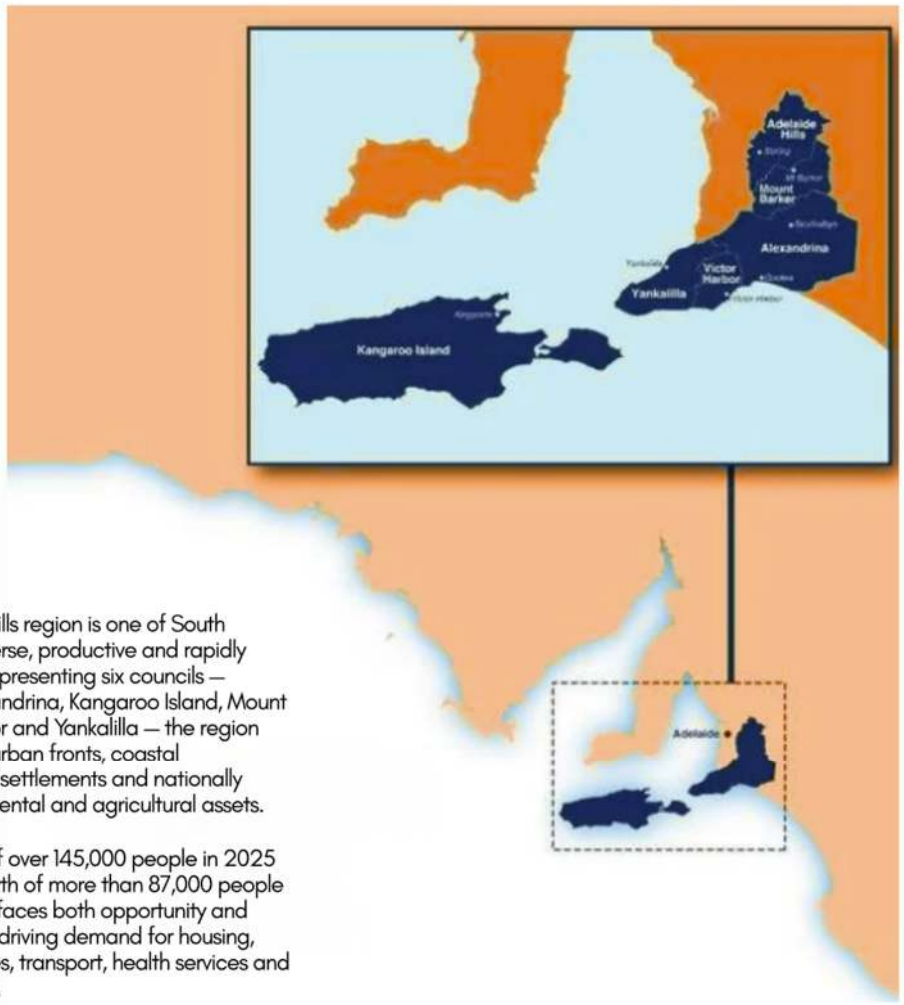
DRAFT



Adelaide Hills Council · Alexandrina · Kangaroo Island Council · Mount Barker District Council · City of Victor Harbor · District Council of Yankalilla


This Business Plan sets out the role, strategic directions and key priorities of the Southern and Hills Local Government Association (SHLGA) for the four financial years commencing 1 July 2026.
Prepared in accordance with Clause 8.2 of the SHLGA Charter and Schedule 2 of the Local Government Act 1999, the Plan provides a rolling four-year framework that defines the services provided by SHLGA, identifies performance targets and measures, and outlines the internal processes required to achieve its purposes.
The Business Plan sits alongside the SHLGA Advocacy Plan and will be reviewed annually in consultation with Constituent Councils prior to adoption of each annual budget.

Southern and Hills



The Southern and Hills region is one of South Australia's most diverse, productive and rapidly growing regions. Representing six councils — Adelaide Hills, Alexandrina, Kangaroo Island, Mount Barker, Victor Harbor and Yankalilla — the region spans high growth urban fronts, coastal communities, island settlements and nationally significant environmental and agricultural assets.

With a population of over 145,000 people in 2025 and projected growth of more than 87,000 people by 2051, the region faces both opportunity and pressure. Growth is driving demand for housing, infrastructure, utilities, transport, health services and social infrastructure.

At the same time, councils are responding to increasing climate risks including bushfire, coastal erosion, heatwaves and ecological events, alongside structural financial pressures and evolving regulatory responsibilities.

Through SHLGA, our six constituent councils work together to support and advocate for the liveability, landscapes and economic strength that define the Southern and Hills region.





Overview

TThe Southern and Hills Local Government Association (SHLGA) is established as a Regional Subsidiary under the *Local Government Act 1999*.

SHLGA operates under its Charter and exists to enable our six constituent councils to work together to improve the quality of life for their communities, enhance the prosperity of the region and improve performance. We do this through:

Advocacy – Influencing issues of significance to our region.

Sharing – Collaborating on matters of common interest.

Delivery – Coordinating the delivery of services or projects that meet regional needs or advance regional priorities.

This Business Plan sets out what SHLGA will focus on in these three pillars and what we aim to achieve for our constituent councils over the next 4 years.

Business planning decisions are made by the SHLGA Board after consultation with constituent councils. The Board is supported by a Management Committee and two advisory Working Groups:

- Regional Public Health Working Group
- Roads Working Group

This Business Plan should be read along side the SHLGA Advocacy Plan adopted by the Board in December 2025.



This four-year Business Plan has been prepared a response to the key challenges and opportunities facing our region over the coming years.

The strategic context for this Business Plan includes:

- Population growth and urbanisation in the region's growth fronts creating housing, infrastructure, service and utilities pressures.
- Frequent regulatory and policy reform across local government's responsibilities (planning, waste, governance, community services etc)
- Continued expansion or shifting of responsibilities from state to local government without proportional funding or resources.
- Tight fiscal environment with competing state and federal priorities limiting grant and public investment opportunities.
- Cost-of-living and housing pressures influencing community expectations and council decision-making.
- Rising costs of materials, labour, and service delivery impacting council financial sustainability.
- Increasing frequency of climate-related events (bushfires, floods, heatwaves, coastal erosion) driving urgency for investment in resilience, recovery, and adaptation.
- Growing public and policy focus on energy transition, biodiversity protection, and sustainable water use.
- Ageing populations and service access challenges in smaller and island communities.
- Increasing reliance on local government to address complex social issues traditionally managed by higher levels of government.



Focus Areas

Six Outcomes for the Southern and Hills Region

SHLGA has adopted six long-term outcomes that councils are working towards collectively through Advocacy, Sharing, and Delivery.

Managing Growth, Housing and Liveability
Southern and Hills is well-planned with community-ready growth that supports diverse, affordable housing while protecting the liveability and landscapes that define our region. Infrastructure,

Integrated Transport and Connectivity
Southern and Hills communities are connected and productive because governments collaborate on the planning, timing and delivery of the major infrastructure investments needed in the region.

Environment, Coast and Climate Resilience
Southern and Hills communities are resilient and supported by long-term climate adaptation, healthy coastlines, and secure water resources.

Economic Development and Local Jobs
Southern and Hills is a thriving, diverse regional economy that supports local jobs, strengthens key industries, and attracts new investment and talent.

Community Health and Wellbeing
Southern and Hills communities are healthy, inclusive, and well-serviced; supported by strong social infrastructure and accessible services.

Financial Sustainability, Shared Services and Collaboration
Southern and Hills councils are part of a financially sustainable local government sector where collaboration and innovation improve service delivery and performance.





Advocacy

Influencing issues of significance to our region.

SHLGA leads and coordinates evidence-based, non-partisan regional advocacy in accordance with our adopted Advocacy Framework and Advocacy Plan.

SHLGA develops shared regional positions, prepares submissions, leads election and budget engagement strategies, builds strategic partnerships, meets regularly with decision-makers, and amplifies council priorities through consistent communication, ensuring the Southern and Hills region speaks with one clear voice.

Key focus areas are those identified in the SHLGA Advocacy Plan, including:

- Securing major State and Commonwealth investment to ensure communities are supported by essential infrastructure, services and diverse, affordable housing from day one.
- Delivering coordinated investment in priority transport corridors, fairer local road funding, improved public transport and digital connectivity.
- Long-term funding for local climate adaptation, disaster resilience, coastal protection, water security and algal bloom response to safeguard communities, industries and natural assets.
- Protecting high-value rural and coastal landscapes, strengthening tourism capability, regulating short-stay accommodation, and attracting young people and key workers to the region.
- Progress a sector-led reform agenda focused on long-term financial sustainability, workforce attraction and retention, and shared service models that improve efficiency without cost-shifting from other levels of government.





Each year SHLGA will undertake the following activities:

- Implement, monitor and review our Advocacy Plan
- Federal and State Pre-Budget Submissions
- Stakeholder engagement and partnerships aligned to our priorities
- Prepare submission on topics of relevance to the region
- Participation in forums and events that help advance our Advocacy Plan
- Regular communication with members and stakeholders about our Advocacy actions and outcomes

Key Priorities and Projects

2026-2027	2027-2028	2028-2029	2029-2030
Research and Prepare 'Growth, Housing, and Livability' Position Statements	Collate data and research to build a 'Housing Affordability' Business Case	Collate data and research to build a 'Housing Incentives' Business Case	Identify and deliver a data and research project aligned to the Advocacy Plan
Build capacity of councils in Advocacy through training and resources	2028 Federal Election Strategy	Embed relationships with local Federal MPs and Cabinet / Shadow Cabinet Members.	2030 State Election Strategy
Facilitate engagement with decision makers on Local Area Plans	Facilitate engagement with decision makers on Local Area Plans	Support implementation of Local Area Plans	Support implementation of Local Area Plans
Contribute to a sector-led Local Government Reform Agenda	Contribute to a sector-led Local Government Reform Agenda	Contribute to a sector-led Local Government Reform Agenda	Contribute to a sector-led Local Government Reform Agenda



Sharing

Collaborating on matters of common interest.

SHLGA provides a forum for regional collaboration, peer learning and coordinated action. We facilitate dialogue between councils and strengthen partnerships with key regional stakeholders.

SHLGA encourages and supports constituent councils to share information, identify joint outcomes and learn from each other's best practices. Through forums, working groups and engagement, we bring people together to share, learn and build public value.

Key focus areas for regional sharing are:

- Local government best practice and innovation
- Regional Public Health and Wellbeing Planning
- Regional Transport Planning
- Growth, housing, and infrastructure
- Economic development (through partnership with RDA Adelaide Hills, Fleurieu and Kangaroo Island)
- Environment and climate (through partnerships with Landscapes Adelaide Hills and Fleurieu, Resilient Hills and Coasts and SA Coastal Councils Alliance)
- Drought resilience (as a partner in the Adelaide Hills Fleurieu and KI Regional Drought Resilience Plan)
- Building a strong culture of collaboration in local government across the region





Each year SHLGA will undertake the following activities:

- Four Board meetings per year hosted by constituent councils
- Facilitate Working Group meetings to encourage information sharing and collaboration between councils on health, wellbeing, and transport priorities
- Particiapte in the Regional Drought Resilience Plan Steering Committee
- Invite regional partners and stakeholders to attend SHLGA meetings and forums to share information on joint priorities
- Maintain up to date information on the SHLGA website
- Host, support, or participate in forums that keep councils informed and encourage collaboration on priorities for the region

Key Priorities and Projects

2026-2027	2027-2028	2028-2029	2029-2030
Scope and launch a regional best practice and innovation forum	Host or support a regional partners forum	Evaluate the effectiveness of regional sharing mechanisms	Host or support a regional partners forum
Post-election engagement with new councils	Training and resources to support a strong culture of collaboration across the region	Training and resources to support a strong culture of collaboration across the region	Measurement and evaluation of regional collaboration progress
Review the SHLGA website and enhance user experience	Implement upgrades to the SHLGA website		
Review and update MOU with RDA - AHFK	Evaluate SHLGA Working Groups		Review Working Group Terms of Reference



Delivery

Coordinating the delivery of services or projects that meet regional needs or advance regional priorities.

SHLGA investigates and delivers targeted regional initiatives where there is clear regional benefit.

We develop and review regional plans and collate research, data and case studies that help progress common solutions to regional challenges.

Key focus areas for coordinated regional delivery are:

- Special Local Roads Program Funding
- Investigating new or expanded models for shared services and coordinated planning and delivery across councils
-
- Opportunities for resource sharing to address skills shortages across local government regulatory functions
- Projects arising from the Regional Public Health and Wellbeing Plan and Regional Transport Strategy





Each year SHLGA will undertake the following activities:

- Monitor and review Regional Public Health and Wellbeing Plan
- Monitor and review Regional Transport Plan 2023
- Regional prioritisation of special local roads funding
- Scope and deliver projects that respond to shared regional challenges and objectives
- Provide practical support and assistance to councils to progress joint projects

Key Priorities and Projects

2026-2027	2027-2028	2028-2029	2029-2030
Investigate and prioritise shared service opportuniites	Implementation of findings of shared services investigations	Implementation of findings of shared service investigations	Shared services project evaluation
Prepare new Regional Public Health and Wellbeing Plan		Biennial review of Regional Public Health Plan	
Minor review of Regional Transport Plan	Minor review of Regional Transport Plan	Commence major review of Regional Transport Plan	Adopt new Regional Transport Plan
ARC Linkages Research Project - Modern Contruction Methods	ARC Linkages Research Project - Modern Construction Methods		



Corporate

Achieving best practice in governance and public administration.

SHLGA operates within an open and transparent environment that promotes trust and accountability.

The Corporate function ensures SHLGA operates as a well-governed, accountable and financially sustainable regional subsidiary that can effectively support its member councils and deliver on its strategic priorities. This includes:

- governance and corporate support to the Board and committees
- financial management
- compliance and reporting; and
- communications.

Through strong governance and sound business practices, SHLGA maintains the systems, relationships and organisational capacity needed to represent the interests of the Southern and Hills region and respond to emerging opportunities and challenges.

SHLGA Executive Officer services are delivered by an external contractor on 0.5FTE basis. Corporate Support is provided under a Service Agreement with the City of Victor Harbor on a 0.2FTE basis.



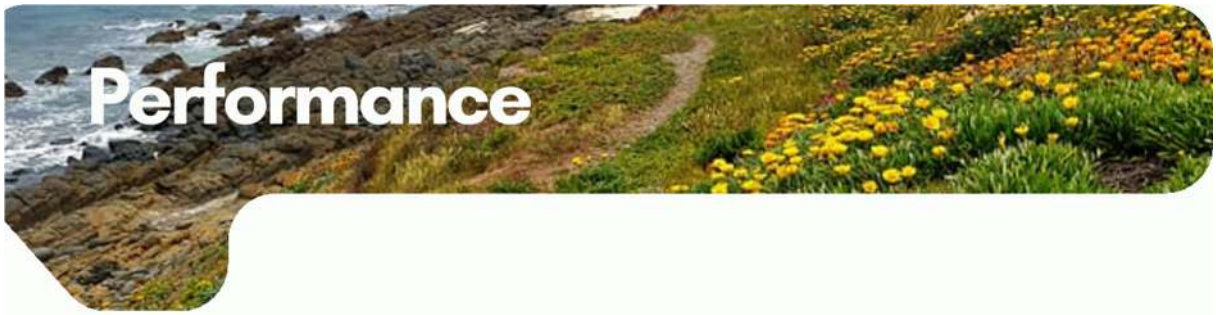


Each year SHLGA will undertake the following activities:

- Comply with the requirements of the SHLGA Charter and Local Government Act 1999
- Maintain a suite of contemporary corporate policies
- Transparent reporting to the Board and constituent councils
- Sound management of SHLGA finances

Key Priorities and Projects

2026-2027	2027-2028	2028-2029	2029-2030
Develop new Board Member induction process	Board and council satisfaction survey and value review	Corporate Policies review	Four-Year Charter Review
Appointment of SHLGA Office Bearers		Appointment of SHLGA Office Bearers	



Performance

To ensure transparency, accountability and continuous improvement, SHLGA will report annually on a set of practical performance measures aligned to its three pillars of Advocacy, Sharing and Delivery, together with its corporate governance obligations.

Performance Measure	Annual Target
Formal pre-budget submissions and election strategy engagement delivered	Minimum 2 pre-budget submissions and delivery of scheduled election strategy actions (in applicable years)
Regional advocacy position statements, business cases or major submissions prepared	Minimum 3 substantive advocacy documents per year aligned to the Advocacy Plan
Formal meetings or briefings with Ministers, Shadow Ministers, MPs or senior agency officials	Minimum 6 strategic engagement meetings per year
Advocacy updates provided to constituent councils and stakeholders	Minimum 4 updates per year (quarterly reporting)
Board meetings convened in accordance with Charter	4 Board meetings per year
Regional forums, partner sessions or collaboration activities hosted or supported	Minimum 2 regional engagement activities per year
All Regional Public Health Plan legislative milestones are met	100% of scheduled annual milestones completed or substantially progressed
Projects commenced or progressed in accordance with schedule and budget	All Board-endorsed projects commenced and completed within agreed timeframe and budget
Compliance with Charter, legislative obligations and governance review schedule	100% compliance with Charter and Act obligations



Budget Summary

Draft 2026/27 Profit / Loss

	2024/26 Actual	2025/26 Forecast	2026/27 Budget	Notes
Income				
Subscriptions	141,680	144,980	151,184	1
Grants	40,000	33,000	47,000	2
Investment Income	6,766	5,500	6,700	
Other Income	39,850	32,900	43,300	3 & 4
Total Income	**228,296**	**216,380**	**244,184**	
Expenditure				
Employee costs	42,391	98,521	0	5
Materials, contracts, other expenses	167,992	100,457	245,159	6 & 7
Finance charges	5,700	4,600	3,000	8
Total Expenses	**216,083**	**203,596**	**248,159**	
Net Profit/Loss	**12,213**	**12,784**	**25**	

Notes:

1. Base subscribution indexed by 3.5% and special levy calculated at 1% of 2026 elector numbers per council
2. Regional Capacity Building Grant from Local Government Research and Development Scheme
3. Includes once-off Special Levy for new Regional Public Health Plan
4. Includes annual contributions passed on to SA Coastal Councils Alliance
5. New operating model adopted in 2025 - SHLGA now serviced by contractors
6. Reflects new opertating model with increased contractor expenses replacing employee costs
7. Increased project activity in 2026/27
8. New audit arrangemnts in place from 2026/27



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Attachment 3 - Draft SHLGA 2026/27 Budget

Profit & Loss
Southern & Hills Local Government Association

DRAFT SHLGA Budget 2026-2027

	2025-2026 Adopted Budget (05/26)	2026-2027 Budget	Var AUD	Note	*Notes*
Income					
Annual Levy	$9,680.00	$11,148.80	$1,468.80	1	Updated to reflect Feb 2026 Elector Numbers published by ECSA
Annual Subscriptions	$135,300.00	$140,035.50	$4,735.50	2	Draft budget applies indexation of 3.5%
Grants - LGA Capacity	$33,000.00	$47,000.00	$14,000.00	3	2026 new Regional Capacity Grant plus carry forward from 2025/26
Grants - Other	$0.00	$0.00	$0.00		
Interest Income	$5,500.00	$6,700.00	$1,200.00	4	Update based on estimated 2025-26 actual
Misc Revenue	$500.00	$500.00	$0.00		
Project Levies (Transport)	$22,000.00	$25,000.00	$3,000.00	5	Estimated management fee of 1% on anticipated 2026-27 SLRP funding $2.5m
Project Levies (Regional Public Health)	$0.00	$7,000.00	$7,000.00	6	Proposed project levy to be collected from Constituent Councils for new RPHP
Project Levies (SACCA)	$10,400.00	$10,800.00	$400.00	7	2026/27 membership fees collected on behalf of SACCA
Project Levies (Other)	$0.00	$0.00	$0.00		
Total Income	**$216,380.00**	**$248,184.30**	**$31,804.30**		
Less Operating Expenses					
Accounting	$800.00	$0.00	-$800.00	8	Accounting support provided under service agreement with CHV
Audit	$3,800.00	$3,000.00	-$800.00	9	Cost estimate following market approach
Bank Fees	$0.00	$0.00	$0.00		
Board & Meeting Expenses	$1,200.00	$800.00	-$400.00	10	$200 per meeting allocated
Computer expenses	$1,500.00	$0.00	-$1,500.00	11	Contractors responsible for own computer costs
Consulting - Contract	$23,100.00	$147,224.00	$124,124.00	12	Executive Officer and Corporate Support Consultancy Agreements
General Expenses	$500.00	$500.00	$0.00	13	Sundry allocation
Insurance	$7,700.00	$8,085.00	$385.00	14	LGA Mutual Liability - estimated 5% increase in premium costs
Legal	$0.00	$0.00	$0.00		
Marketing - website & promotion Expenses	$5,125.00	$5,250.00	$125.00	15	Annual fees for LGA squiz hosting the SHLGA website
Travel Expenses	$1,500.00	$500.00	-$1,000.00		
Office Expenses	$200.00	$0.00	-$200.00	16	Contractors responsible for own office expenses
Postage, Printing & Stationery	$1,500.00	$500.00	-$1,000.00		
Project General (SACCA)	$10,400.00	$10,800.00	$400.00	17	Subsciption fees passed on to SACCA
Project (Regional Capacity Building) Expenses	$33,000.00	$30,000.00	-$3,000.00	18	New $25K Regional Capacity Building Project (project TBC) (including $5k 2025/26 carry forward)
Project 1 (Public Health)Expenses	$500.00	$22,000.00	$21,500.00	19	New Regional Public Health Plan required in 2026/27 - LGRDS grant + project levy
Project (Transport)Expenses	$12,000.00	$14,000.00	$2,000.00	20	RWP meetings & SLRP funding applications (including $2k 2025-26 carry forward)
Project (Housing) Expenses	$0.00	$5,000.00	$5,000.00	21	SHLGA contribution to ARC Linkages Research Project - endorsed by the Board in Feb 2026
Subscriptions	$250.00	$250.00	$0.00	22	Microsoft Business account and SHLGA domain name
Training & Development - Seminars & Confere	$500.00	$250.00	-$250.00		
Telephone & Internet	$1,500.00	$0.00	-$1,500.00	23	Contractors resposonsible for own telephone and internet costs
Total operating expenses	**$105,075.00**	**$248,159.00**	**$143,084.00**		
Employment cost					
Wages & salaries	$78,678.00	$0.00	-$78,678.00	24	Nil employee costs in 2026-27
Vehicle allowance/expenses	$8,640.00	$0.00	-$8,640.00		Nil employee costs in 2026-27
Superannuation	$9,441.36	$0.00	-$9,441.36		Nil employee costs in 2026-27
Workers compensation	$1,762.39	$0.00	-$1,762.39		Nil employee costs in 2026-27
Total employment costs	**$98,521.75**	**$0.00**	**-$98,521.75**		
Total Expenses	**$203,596.75**	**$248,159.00**	**$44,562.25**		
Net Profit/Loss	**$12,783.25**	**$25.30**	**-$12,757.95**		

15. MATTERS OF URGENCY

16. QUESTIONS ON NOTICE

Nil

17. QUESTIONS WITHOUT NOTICE

18. MOTIONS ON NOTICE

18.1. Motion on Notice - Regional Community Sport and Recreation Precinct- Cr David Kemp

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Michelle James

RECOMMENDATION

(Cr David Kemp to propose his motion)

That the City of Victor Harbor undertake a further public consultation process on the proposed Regional Community, Sport and Recreation Precinct at the earliest practicable opportunity.

PURPOSE

The purpose of this report is to provide for the consideration of a Motion submitted by Cr David Kemp pursuant to Regulation 9(1) of the *Local Government (Meeting Procedures) Regulations 2013* in relation to the Regional Community, Sport and Recreation Precinct.

A copy of Cr David Kemp's written submission and preamble is provided at Attachment 1.

COUNCIL MEMBER COMMENTARY

The initial public consultation on the Regional Community, Sport and Recreation Precinct I believe was conducted in June 2024. Since that time, more than two years have passed and there have been significant developments relating to the project, including changes to funding arrangements, project design, timelines, and ongoing negotiations.

The extended timeframe, together with multiple extensions of the Heads of Agreement, has led to growing community frustration and uncertainty regarding the future of the project. Despite considerable discussion and investment of time and resources, there has been limited tangible progress visible to the broader community.

Given the passage of time and the evolving nature of the proposal, it is reasonable to consider that community views may have changed since the original consultation. Residents have had the opportunity to review and consider the information that has emerged over the past two years and may now have a different understanding of both the opportunities and challenges associated with the development.

As elected representatives, we have a responsibility to ensure that major decisions continue to reflect the wishes and expectations of our community. This is particularly important for a

project that involves a substantial contribution of public funds and the long-term commitment of community land for a period of 149 years.

A further consultation process would provide Council with up-to-date community feedback, confirm whether there remains strong public support for the project, and assist Council in making informed decisions based on current community sentiment.

OFFICER COMMENTARY

The Regional Community, Sport and Recreation Precinct is a significant project for the community, and residents have a strong interest in being kept informed and having opportunities to provide feedback. The following principles have guided the engagement undertaken to date on this project, which have occurred through a range of mechanisms over several years including:

- *Prior to public-private partnership negotiations:*
    - initial consultation on the facilities and components to be included in the recreation facility;
    - consultation on draft concepts and indicative costings;
    - consultation on Annual Business Plan and Long Term Financial Plan drafts;
    - community satisfaction survey (2022).
- *During public-private partnership negotiations:*
    - consultation on the community land revocation proposal;
    - Code Amendment consultation;
    - consultation on Annual Business Plan and Long Term Financial Plan drafts;
    - community satisfaction surveys (2023 and 2025);
    - dedicated reference group and stakeholder meetings to inform the design of the facility and operational planning considerations.

In addition to these engagement activities there has been extensive public information provided including full page newspaper features, frequently asked questions, newsletter articles and a dedicated project webpage as a central source of information.

In considering the motion presented, Council may wish to have regard to:

- The proposal is not yet finalised and due diligence is still being undertaken. A decision whether to proceed or not has not been made.
- A further dedicated consultation process would have timing, resourcing and budget implications. There is currently nothing further to consult with in relation to this project.

- The draft 2026/27 Annual Business Plan and Budget is currently open for consultation and provides an existing avenue for feedback on the project, including the opportunity for written submissions and questions at a public meeting.

RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy:

Reputation - Without clear objectives and scope the consultation may not deliver representative or useful results and could create confusion about what has and has not been decided. Whether this motion is successful or not, a further communications campaign should be undertaken to inform the community on current information about the project, the negotiation process, engagement undertaken to date, and the opportunity to provide feedback during the current draft 2026/27 Annual Business Plan and Budget consultation. This risk is assessed as ***medium.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 6 - We are a financially sustainable and well-governed organisation

- Objective 6.2 - Ensure our community is well informed and has opportunities to inform decision making

Other references used:

Draft 2026/27 Annual Business Plan

Community Satisfaction Surveys (2022, 2023, 2025)

BUDGET IMPLICATIONS

The motion provides limited direction of the intended scope, objectives and method/s of consultation. Costs can vary considerably depending on the approach required and level of communications and advertising required. If the intent is to run a standard consultation for 21 days that requires a public notice, creation of consultation documents, Your Say Victor Harbor webpage, and invitation of written submissions/survey responses with some supporting advertising in local newspapers (two advertisements), a conservative estimate of the budget required would be around $2,000 in addition to diverting staff resources from already planned projects and initiatives.

There are insufficient funds in Project # 100046 (*Sport*) for the purpose of undertaking public consultation relating to the Regional Community, Sport and Recreation Precinct at an estimated cost of $2,000.

No budget offset has been identified.

There will be an increase, subject to Council approval, to operating expenses of $2,000.

A more extensive consultation will require a more substantial budget.

CONSULTATION

Council Member - David Kemp

Chief Executive Officer - Victoria MacKirdy

ATTACHMENTS

Attachment 1 - Motion on Notice - Regional Community, Sport and Recreation Precinct - Cr David Kemp

Attachment 1 - Motion on Notice Public - Regional Community, Sport and Recreation Precinct - Cr David Kemp

Motion on Notice June 2026 Ordinary Council Meeting

That the City of Victor Harbor undertake a further public consultation process on the proposed Regional Community, Sport and Recreation Precinct at the earliest practicable opportunity.

Commentary

The initial public consultation on the Regional Community, Sport and Recreation Precinct I believe was conducted in June 2024. Since that time, more than two years have passed and there have been significant developments relating to the project, including changes to funding arrangements, project design, timelines, and ongoing negotiations.

The extended timeframe, together with multiple extensions of the Heads of Agreement, has led to growing community frustration and uncertainty regarding the future of the project. Despite considerable discussion and investment of time and resources, there has been limited tangible progress visible to the broader community.

Given the passage of time and the evolving nature of the proposal, it is reasonable to consider that community views may have changed since the original consultation. Residents have had the opportunity to review and consider the information that has emerged over the past two years and may now have a different understanding of both the opportunities and challenges associated with the development.

As elected representatives, we have a responsibility to ensure that major decisions continue to reflect the wishes and expectations of our community. This is particularly important for a project that involves a substantial contribution of public funds and the long-term commitment of community land for a period of 149 years.

A further consultation process would provide Council with up-to-date community feedback, confirm whether there remains strong public support for the project, and assist Council in making informed decisions based on current community sentiment.

19. MOTIONS WITHOUT NOTICE

20. CONFIDENTIAL ITEMS

20.1. CONFIDENTIAL - Inter-War Heritage Code Amendment - Proposal to Initiate

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Adele Davis-Cash

RECOMMENDATION

1. That pursuant to Section 90(2) of the Local Government Act 1999, Council orders that all members of the public except the Director Community and Development (Graham Pathuis), Director Environment and Infrastructure (Jodi Roberts), Director Corporate and Customer Service (Karen Rokicinski), Group Manager Governance and Finance (Kellie Knight-Stacey) and Governance Officer (Chelsie Butler) be excluded from attendance at the meeting for Agenda Item - CONFIDENTIAL - Inter-War Code Amendment - Proposal to Initiate.

    a. The Council is satisfied that, pursuant to Section 90(3)(m) of the Act, the information to be received, discussed, or considered in relation to this Agenda Item is information relating to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the *Planning, Development and Infrastructure Act 2016* before the draft instrument or amendment is released for public consultation under that Act.

    b. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances as the proposed amendment has not yet been prepared or initiated which could result in the public becoming inadvertently misinformed of the proposed changes.

4. That having considered the Agenda Item - CONFIDENTIAL - Inter-War Code Amendment - Proposal to Initiate in confidence under Section 90(2) and (3)(m) of the Local Government Act 1999, the Council:

    a. pursuant to Section 91(7) of the Act orders that the report, attachments and minutes be retained in confidence until the draft Code Amendment has been released for public consultation or as otherwise determined by the Chief Executive Officer; and

    b. the public be readmitted to the meeting.

20.2. CONFIDENTIAL - Appointment of an Interim Chief Executive Officer

Committee: Ordinary Council Meeting

Meeting Date: 22 June 2026

Report Author: Kyla Walker

RECOMMENDATION

1. Pursuant to Section 90(2) of the Local Government Act 1999, the Council orders that all members of the public except Group Manager Governance and Finance (Kellie Knight-Stacey), Senior Governance Officer (Kyla Walker) and Governance Officer (Chelsie Butler) be excluded from attendance at the meeting for Agenda Item - CONFIDENTIAL - Appointment of an Interim Chief Executive Officer

    a. The Council is satisfied that, pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the personal affairs of the candidates for the Interim Chief Executive Officer position.

    b. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details would disclose the personal affairs of any person (living or dead).

3. That having considered this agenda item Agenda Item - CONFIDENTIAL - Appointment of an Interim Chief Executive Officer in confidence under Section 90(2) and (3)(a) of the Local Government Act 1999, the Council;

    a. Pursuant to Section 91(7)(a) of the Act orders that the report and minutes be retained in confidence an Employment Agreement has been executed between both parties or otherwise determined by the Chief Executive Officer: and

    b. The public be readmitted to the meeting.

21. CLOSURE