19 November 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, 23 November 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

Chris White
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.

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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

5. MINUTES OF THE PREVIOUS MEETING

5.1. Minutes of the Previous Meeting - 26 October 2026

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Chelsie Butler

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Monday, 26 October 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, 26 October 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 associated with endorsing the minutes of the previous meeting.

No additional funds are required.

CONSULTATION

Council Members

6. DEPUTATIONS

6.1. Deputation - Victor Harbor Goolwa Sea Rescue Squadron - Proposed Community Land Lease 43-47 George Main Road, Victor Harbor (Ewen Terrace)

7. QUESTIONS FROM THE GALLERY

Nil

8. PETITIONS

Nil

9. OFFICE OF CHIEF EXECUTIVE OFFICER

9.1. Outstanding Resolutions - November 2026

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Chelsie Butler

RECOMMENDATION

That Council receive and note the Outstanding Resolutions - November 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, 26 October 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 associated with receiving the Outstanding Resolutions report.

No additional funds are required.

CONSULTATION

Relevant Staff

ATTACHMENTS

Attachment 1 - Outstanding Resolutions - November 2026

Attachment 1 - Outstanding Resolutions - November 2026

COMPLETE

	Meeting Date	Description	Details	Comments
1	28/09/2026	OC3162026 - Regional First Home Buyer Stamp Duty Petition - Endorsement and Authority to Affix Common Seal	That Council: 1.Endorses the completed petition to the South Australian House of Assembly seeking a waiver of Stamp Duty for first home buyers in regional areas on the first $750,000 of the purchase price. 2.Notes that the petition campaign was conducted between December 2025 and August 2026 and resulted in the collection of 1,506 signatures. 3.Authorises the Mayor and Interim Chief Executive Officer to affix the Common Seal of the City of Victor Harbor to the petition and submit it to the South Australian House of Assembly.	Ms Lou Nicholson has accepted the petition. She will presenting it to the House of Assembly on 25 November 2026.
2	26/10/2026	OC3512026 - Reviewed - Media, Communications and Social Media Policy	That Council adopt the reviewed Media, Communications and Social Media Policy as provided at Attachment 1.	Policy enacted and available on website
3	26/10/2026	OC3522026 - Discretionary Rebate - The Salvation Army Australia (3 properties)	That Council denies the application from The Salvation Army for a discretionary 100% council rate rebate pursuant to Section 166 (h) of the Local Government Act 1999 on three assessments being 30 Missen Avenue, Hayborough, 46 Sutherland Avenue, Hayborough and 52 Prime Boulevard, Encounter Bay.	Correspondence sent to The Salvation Army on 30 October 2026 advising that the rebate application had not been approved.
4	26/10/2026	OC3542026 - Local Government Finance Authority of South Australia – Election of Representative Members of the Board of Trustees	That Council determine Michael Sedgman and Chris Cowley as its preferred candidates for the two council-elected trustee positions on the Board of Trustees of the Local Government Finance Authority of South Australia.	The ballot papers were signed and sent to Returning Officer on 29 October 2026.
5	26/10/2026	OC3562026 - Appointment of Southern and Hills Local Government Association Board Member	1. That Council a. appoint Chris White, Chief Executive Officer, as Council's Chief Executive Officer representative on the Southern and Hills Local Government Association Board, effective 27 October 2026. b. authorise Chris White to represent the City of Victor Harbor on the Southern and Hills Local Government Association Board and to undertake the responsibilities associated with the position in accordance with the Southern and Hills Local Government Association Charter. 2.That Council appoint Karen Rokicinski, Director Corporate and Customer Service, as Deputy Board Member for Chris White on the Southern and Hills Local Government Association Board, effective 27 October 2026, in accordance with the Southern and Hills Local Government Association Charter.	Resolution shared with Southern and Hills LGA Executive Officer.
6	26/10/2026	OC3592026 - Nangawooka Flora Reserve Water Usage and Costs	That Council receive and note the Nangawooka Flora Reserve Water Usage and Costs report, note that any required increase to the operating budget will be included in the Mid-Year Budget Review, and retain the previous water allocation for the Nangawooka Flora Reserve.	Any budget increases will be included in the Mid-Year Budget Review as per the resolution.
7	26/10/2026	OC3622026 - Disability Access and Inclusion Advisory Committee - 1 October 2026	That Council request Administration investigate opportunities to improve accessibility and inclusion within the Main Street precinct, including initiatives to increase awareness and understanding among business owners and operators, and to explore opportunities to engage a university student to assist in undertaking this work.	This action has been included in the annual DAIP Action Plan and will be progressed and monitored through that process, and subsequently reported back through the Committee.
8	26/10/2026	OC6312026 - Encounter Community Centre Lease	That Council approve the execution of the Deed of Assignment for the Encounter Community Centre lease and authorise the Deputy Mayor and Chief Executive Officer to sign and seal all associated documentation required to give effect to the assignment.	Deed fully executed 2 November 2026.

OUTSTANDING

	Meeting Date	Description	Details	Comments
9	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 received from DIT stating they are hoping to provide a response by the end of July 2026. Feedback received in August 2026 and further advice being sought from DIT.
10	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 has developed a community engagement strategy for the 2026 Local Government Elections, which includes hosting information sessions and attending local groups and organisations to promote nominating to be a Council Member. The first Candidate Information Session is being held at 6.30pm on 24 November 2026 at the Victa Cinema. The Council Member Allowances and Benefits Policy is also under review and was presented to Council at a briefing session on 2 November 2026. The reviewed policy is included in this agenda.
11	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.
12	24/08/2026	OC2862026 - Memorial Plaque and Paver Policy Update	That consideration of this item be deferred to the September 2026 Ordinary Council Meeting to allow further discussion on the memorial plaque process following recent community concerns.	The Memorial Plaque and Paver Policy Update was considered at a Briefing Session held on 7 September 2026. Further work on the Policy is being undertaken to consider and incorporate feedback received through the briefing process. An updated report will be presented to a future Ordinary Council Meeting once this work has been completed.
13	28/09/2026	OC3182026 - Proposed Lease of Community Land to the Victor Harbor Goolwa Sea Rescue Squadron - 43-47 George Main Road	That Council: a.Endorse the proposed lease arrangements and indicative lease area for the Victor Harbor Goolwa Sea Rescue Squadron at 43-47 George Main Road for the purpose of community consultation only; and b.Approve the Community Engagement Plan provided at Attachment 1 and the Community Information Sheet provided at Attachment 2; and c.Authorise Administration to undertake community consultation in accordance with section 202 of the Local Government Act 1999, the Community Engagement Charter and Council's Community Engagement Policy.	Those who have asked to be heard will have the opportunity to speak at the November Council meeting. At this meeting, Council will receive and note both the Community Engagement Summary Report and the verbal submissions made by those who have asked to be heard. A further report will then be presented to Council in December for consideration and decision.

14	28/09/2026	OC3332026 - Motion on Notice - Motorised E bikes - Mayor Moira Jenkins	That Council request Administration to prepare a report for Council that outlines: 1.the current legislative and regulatory framework governing electric bicycles, personal mobility devices and similar motorised devices in South Australia; 2.the respective roles and responsibilities of Council, the Department for Infrastructure and Transport (DIT), and South Australia Police (SAPOL) in relation to the regulation, management and enforcement of these devices; 3.any existing pathways, mechanisms, exemptions or processes available to seek restrictions, regulatory changes or advocacy outcomes regarding the use of such devices on shared use paths and other public spaces; 4.the types of information, evidence and supporting data that may be required to substantiate future applications, restrictions or advocacy to the State Government; and 5.the options available to Council moving forward to address community concerns relating to the safe operation of electric bicycles, personal mobility devices and similar motorised devices within the Council area.	Preliminary investigations are underway, including review of the current legislative framework, agency responsibilities and available regulatory and advocacy pathways. Information is being gathered to inform a future report to Council.
15	26/10/2026	OC3572026 - Victor Harbor Integrated Transport Strategy	That Council a. approve proceeding to public consultation on the Victor Harbor Integrated Transport Strategy, using the draft maps provided as Attachment 2 and in accordance with the Communications and Engagement Plan, provided as Attachment 1; and b. authorise the Chief Executive Officer to make minor amendments to the draft maps for the purposes of achieving further clarity, if/where necessary.	Consultation commenced on 29 October 2026 and closes 22 November 2026. Community engagement materials distributed in accordance with the endorsed Community Engagement Plan. Community Engagement Summary report to be presented to Council following consultation.
16	26/10/2026	OC3602026 - Proposed Closure of an Unmade Road Reserve - Adjoining 74 Walford Road	That Council a. approve commencement of a road closure process under the Roads (Opening and Closing) Act 1991 for the portion of unmade road reserve that separates allotment 500 in CT 6261/446, allotment 103 in CT 5944/764 and allotment 100 in CT 5944/762, for the purpose of selling the land to the adjoining property owner at 74 Walford Road, Back Valley, to be incorporated into the adjoining property's Certificate of Titles; and b. authorise the Chief Executive Officer to negotiate the terms of the proposed sale of the land subject to the applicant providing an identification survey and one independent certified land valuation and that a further report be presented to Council for consideration of the road reserve closure and subsequent sale of the land, based on the agreed terms of sale.	Property Team has commenced the process as per the Roads (Opening and Closing) Act 1991.
17	26/10/2026	OC3652026 - Motion on Notice - Franklin Parade Dog Off-Leash Trial Continuation - Mayor Moira Jenkins	1.That Council revoke resolution OC2152026, made at the Ordinary Council Meeting held on 22 June 2026. 2.That Council continue the Franklin Parade Dog Off-Leash Trial for a further 12 months, noting that: a.no incidents were recorded during the trial period; b.the trial cannot reasonably be characterised as a failure based on the evidence presented; c.the community engagement was based on 42 survey responses that reflected mixed views, with a number of concerns relating to general dog ownership and management generally, rather than exclusively to 24 off-leash access in that area; d.dogs are required to be under effective control and kept away from Hooded Plover nesting areas and other protected environmental areas regardless of whether they are on-leash or off-leash, and regardless of the summer 'off leash' times; e.many users of this section of beach represent a relatively small but important group within the community, including older residents and owners of smaller dogs who value the accessibility, social connection and exercise opportunities provided by the area; f.the trial demonstrated community interest in additional off-leash opportunities while also identifying opportunities for improved signage, education and responsible dog ownership; and g.extending the trial would allow Council to gather additional evidence across a longer period to support informed decision-making through the Dog and Cat Management Plan review and any future consideration of permanent arrangements.	The extended trial is now underway with signage reinstated, the YourSay page reactivated and the community survey reopened to support ongoing community feedback.

9.2. 2026 Local Government Association Annual General Meeting

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Chelsie Butler

RECOMMENDATION

1. That Council endorse the voting recommendations related to the South Australian Regional Organisation Committee, Greater Association Regional Organisation Committee and the Local Government Association Board of Directors for the 2026 Local Government Association Annual General Meeting to be held on Friday, 4 December 2026 as follows:

   Recommendations from SAROC

   a. agenda item 7.1 - South Australian Independent Commissioner for Agriculture

      - Support

   b. agenda item 7.2 - Equitable Rating for Electricity Generators

      - Support

   Recommendations from GAROC

   c. agenda item 8.1 - Development Planning Transparency

      - Support

   Recommendations from Local Government Association Board of Directors

   d. agenda item 9.1 - Local Government Council Election

      - Support / Not Support

2. That Council authorise Council's voting delegate to vote in accordance with Council's endorsed positions, with discretion to consider any amendments arising during the Annual General Meeting

PURPOSE

The purpose of this report is to present the agenda for the 2026 Local Government Association of South Australia Annual General Meeting and seek Council's direction to its voting delegate on the Items of Business requiring a vote of member councils.

BACKGROUND

The Local Government Association of South Australia (LGA) Annual General Meeting (AGM) will be held on Friday, 4 December 2026 at the Adelaide Convention Centre.

The AGM provides member councils with an opportunity to consider matters of strategic importance to the local government sector and establish positions that inform the LGA's policy and advocacy activities.

The 2026 AGM agenda includes reports relating to the activities and financial performance of the LGA and its associated bodies, together with Items of Business requiring consideration and voting by member councils.

At the Ordinary Council meeting held on Monday, 23 October 2023, Council resolved:

OC3582023

Moved: Cr Angela Schiller

Seconded: Cr Marilyn Henderson

That Council appoints Mayor Moira Jenkins as the Voting Delegate and Deputy Mayor as the Proxy Delegate for the Local Government Association Annual General Meeting from October 2023 until the periodic elections in November 2026.

CARRIED

The *Local Government (Elections) (Periodic Elections) Amendment Act 2026* subsequently deferred the November 2026 periodic council elections until April 2027. The L*ocal Government (Elections) (2027 Periodic Elections) Amendment Regulations 2026* provided further clarity regarding appointments that were expressed to operate until the November 2026 periodic elections. The effect of the Regulations is that relevant appointments continue until the rescheduled periodic elections in April 2027. Accordingly, the appointments made under resolution OC3582023 continue to apply, with Mayor Moira Jenkins remaining Council's Voting Delegate and Deputy Mayor Angela Schiller remaining the Proxy Delegate for the 2026 LGA Annual General Meeting.

To support Council's Voting Delegate, Administration has reviewed the Items of Business contained within the 2026 AGM agenda and provides advice on each matter for Council's consideration.

COMMENTARY

The agenda for the LGA AGM was released on Monday, 9 November 2026 and includes recommendation reports from SAROC, GAROC and the LGA Board of Directors, along with several Local Government Business Items.

A copy of the 2026 LGA AGM, has been provided under separate cover due to the size.

Historically, Council has considered the items of business from SAROC, GAROC and the LGA Board of Directors to provide direction to the voting delegate (Mayor Moira Jenkins) representing the City of Victor Harbor at the meeting.

To assist Council Members with considering the recommendation reports, Administration has provided a brief explanation to guide council decisions to support or not support each of the recommendations.

A summary of the recommendation reports, along with the information and advice from Administration, is provided below:

- ***Item 7.1 - South Australian Independent Commissioner for Agriculture***

LGA Recommendation

That the Annual General Meeting requests LGA to advocate to the State Government to investigate the appointment of an Independent Agriculture Commissioner to provide increased protection for South Australia's primary producers and regional communities.

Administration Advice

Support

Administration Reasoning

Administration supports investigation of an Independent Agriculture Commissioner for South Australia.

Primary production makes a significant contribution to regional economies and communities, and matters affecting agriculture increasingly intersect with land use planning, water, environment, energy, transport, biosecurity and regional development. An independent Commissioner could provide a mechanism for these issues to be considered across portfolios and provide councils and regional communities with a clearer avenue to raise matters affecting primary production.

The proposal is to investigate the establishment of the position rather than commit the State Government to a particular model. This would allow the role, powers, responsibilities and interaction with existing agencies to be properly considered before any decision is made.

The New South Wales model demonstrates how an independent statutory Commissioner can provide advice and recommendations on agricultural matters, promote coordination between different levels of government and provide greater transparency through public reporting.

As the Agribusiness Working Group was not scheduled to meet within the timeframe available for consultation, members were invited to provide feedback individually.

Feedback received from members of Council's Agribusiness Working Group supported the proposal, noting the increasing complexity of issues affecting primary producers and the potential benefit of a dedicated body able to advocate for, understand and support the agricultural sector.

On balance, Administration considers there is merit in the State Government investigating whether a similar model could provide benefits to South Australian primary producers, regional communities and councils.

- ***Item 7.2 - Equitable Rating for Electricity Generators***

LGA Recommendation

That the Annual General Meeting requests the LGA lobby and advocate for progression of legislative reform to overturn the 25-year-old rates exemption provided to electricity generators in South Australia, which places regional communities in South Australia at a disadvantage due to the potential loss of income.

Administration Advice

Support

Administration Reasoning

Administration supports continued advocacy for reform of the rating arrangements applying to electricity generation infrastructure.

The existing arrangements arise from legislation introduced in connection with the privatisation of South Australia's electricity assets approximately 25 years ago. The LGA considers that these arrangements prevent councils from levying equitable rates on certain electricity generation land and result in affected councils foregoing substantial rates revenue.

This issue is becoming increasingly relevant as investment in renewable energy generation and associated infrastructure expands across regional South Australia. Councils hosting significant electricity infrastructure may be responsible for local roads, infrastructure and services supporting these developments while being restricted in their ability to rate the land on a comparable basis to other commercial or industrial activities.

The LGA has advised that independent research undertaken in 2019 and updated in 2024 found council rates represent a negligible component of electricity generators' operating costs and that equitable rating would not materially affect investment decisions or electricity prices.

Advocacy on this issue is already underway between the LGA, the State Government and affected councils. Administration considers it appropriate for this work to continue, particularly given the importance of equitable rating arrangements and the broader financial sustainability of regional councils.

- ***Item 8.1 - Development Planning Transparency***

LGA Recommendation

That the Annual General Meeting requests the LGA to advocate to the State Government to review the Planning, Development and Infrastructure Act 2016 and associated processes regarding access to drawings and reports for significant developments, notification and engagement with affected stakeholders, transparency regarding reserved matters and

compliance with planning conditions and consideration of construction management requirements.

Administration Advice

Support

Administration Reasoning

Administration supports the premise of reviewing the Planning, Development and Infrastructure Act 2016 and associated processes to improve access to information relating to development applications, particularly where existing copyright requirements limit Council's ability to facilitate the viewing of plans and supporting documentation.

Greater clarity regarding the circumstances in which councils can allow development plans and associated information to be viewed would assist councils in responding to community enquiries while appropriately managing copyright, privacy and legislative requirements.

Administration considers that any review should not necessarily be limited to 'significant developments', as the same issues regarding access to plans and supporting documentation may arise across development applications more broadly.

Any changes should also clearly define how access is to be provided. Administration considers that allowing plans and associated information to be viewed at Council offices under the supervision of Council staff would provide an appropriate balance between transparency and the protection of information. Should broader or online access be contemplated, this would be more appropriately considered as a centrally administered function through PlanSA rather than individual councils.

Administration also supports the LGA obtaining legal advice regarding the copyright and liability implications of providing access to development documentation and considers that this advice should be made available to member councils.

On balance, Administration supports the proposed review, noting these matters should be considered as part of any subsequent advocacy and legislative reform.

- ***Item 9.1 - Local Government Council Election***

LGA Recommendation

That the Annual General Meeting requests LGA South Australia to call on the State Government to:

1. introduce compulsory voting from the November 2031 periodic local government elections, with an implementation model developed in consultation with councils and Electoral Commission SA; and

2. establish the legislative, operational and funding arrangements necessary to trial in-person voting at supplementary council elections following the April 2027 periodic elections and introduce alternative voting options to postal voting for the November 2031 periodic elections.

Administration Advice

Support / Not Support

Administration Reasoning

Administration supports initiatives that improve accessibility and encourage greater participation in local government elections.

The recommendation raises two distinct policy matters for Council's consideration: whether voting at local government elections should become compulsory, and whether alternative voting methods, including in-person voting, should be introduced alongside or as alternatives to postal voting.

The introduction of compulsory voting would represent a significant change to the current local government electoral system. While compulsory voting can be expected to increase voter turnout, Council may wish to consider whether increased participation through compulsion would necessarily translate to greater engagement and informed participation in local government elections, together with any broader implications for the community and local focus of council elections.

Separately, the proposal provides for the trial of in-person voting at supplementary elections following the April 2027 periodic elections and the introduction of alternative voting options for the November 2031 periodic elections. Alternative methods, including in-person or polling booth voting, may provide electors with greater choice and accessibility in how they participate in local government elections.

The two matters are combined within a single recommendation. Accordingly, unless the recommendation is amended at the AGM, a vote to support the recommendation would support both the introduction of compulsory voting and the proposed alternative voting arrangements.

Given the policy nature of the matters raised and the differing considerations associated with compulsory voting and alternative voting methods, Administration does not recommend a particular voting position. The matter is presented for Council to determine whether to support or not support the recommendation.

RISK ASSESSMENT

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

Legal and Compliance - As a member of the LGA, Council has the right and obligation to vote in relation to the recommendations from SAROC, GAROC and the LGA Board of Directors. This risk is mitigated by the Council resolving its position regarding its support or otherwise for each of the recommendation reports to provide its delegates with direction on how to vote for each item of business. 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 associated with endorsing the voting recommendations for the Local Government Association Annual General Meeting.

No additional funds are required.

CONSULTATION

Agribusiness Working Group - via email

Senior Management Team

Manager City Activation - Mark Przibilla

Manager Financial Services - Sharon Francis

Acting Manager Development and Public Safety - Scott Champion

Team Leader Development Assessment - Ben Coventry

Senior Governance Officer - Kyla Walker

ATTACHMENTS

Attachment Under Separate Cover - 2026 Local Government Association Annual General Meeting Agenda

9.3. Resignation from the Southern Communities Transport Scheme Advisory Committee

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Chelsie Butler

RECOMMENDATION

That Council:

a. receive and note the resignation of Colin Howard from the Southern Communities Transport Scheme Advisory Committee;

b. acknowledge and thank Colin Howard for his contribution to the Southern Communities Transport Scheme Advisory Committee and his volunteer service as a driver for the Southern Communities Transport Scheme; and

c. determines that the vacancy on the Southern Communities Transport Scheme Advisory Committee created by the resignation of Colin Howard not be filled until a review of the Council Committee structure has been completed by the incoming Council in 2027.

PURPOSE

The purpose of this report is to present the resignation of Colin Howard from the Southern Communities Transport Scheme Advisory Committee and seek Council's determination regarding the vacant position.

BACKGROUND

The Southern Communities Transport Scheme Advisory Committee (the Committee) has been established to support a regional approach between the City of Victor Harbor and Alexandrina Council to addressing the needs of transport-disadvantaged people through the planning, development and coordination of transport services. Its membership includes representatives of the participating councils, Southern Communities Transport Scheme volunteers and community representatives or service users.

Colin Howard has been a member of the Committee since March 2023 and has actively contributed to the work of the Committee throughout his appointment.

On 16 October 2026, Council received written notice from Colin Howard (Mr Howard) advising of his resignation from the Committee, effective immediately. Mr Howard also advised that he was resigning from his role as a volunteer driver with the Southern Communities Transport Scheme.

COMMENTARY

Mr Howard has contributed to the Southern Communities Transport Scheme (the Scheme) through both his membership of the Committee and his service as a volunteer driver.

It is appropriate that Council formally acknowledge and thank Mr Howard for the time and commitment he has given to the Committee, the Scheme and members of the community who rely on community transport services.

Committee Vacancy

The Committee's Terms of Reference provide that the membership of the Committee shall consist of one Council Employee, and one Council Member from each of the City of Victor Harbor, and the Alexandrina Council, plus:

- one nominee from the Department for Communities and Social Inclusion
- up to three representatives of volunteers from the Scheme
- up to two interested service users or community members
- the Mayor of the City of Victor Harbor, as an appointed ex-officio.

Mr Howard has served on the Committee as one of the Scheme's volunteer representatives since March 2023. Following his resignation, two volunteer representatives remain on the Committee. The Committee retains sufficient membership to meet its quorum requirements and conduct its business.

In consultation with the Committee Chair, Cr Marilyn Henderson, it is recommended that the vacant volunteer representative position remain unfilled.

The Committee has one scheduled meeting remaining in 2026, to be held on 16 December 2026. Given the limited time remaining in the current Council term, the administrative process required to seek expressions of interest and appointing a replacement member would provide limited practical benefit.

It is therefore recommended that Council not fill the vacancy until a review of the Committee structure has been completed by the incoming Council.

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 a vacancy in a Committee membership could affect the Committee's ability to operate in accordance with its Terms of Reference. Following Mr Howard's resignation, the Committee retains sufficient membership to meet its quorum requirements and conduct its business. This risk is assessed as ***low.***

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 - We are a caring, connected and active community

Aspiration 5 - We have services and infrastructure that meet our community's needs

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

Other references used:

Southern Communities Transport Scheme Advisory Committee Terms of Reference

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications associated with receiving and noting the resignation or determining not to fill the resulting vacancy.

No additional funds are required.

CONSULTATION

Council Member - Marilyn Henderson (Chairperson - Southern Communities Transport Scheme Advisory Committee)

Group Manager Governance and Finance - Kellie Knight-Stacey

Senior Governance Officer - Kyla Walker

Southern Communities Transport Scheme Advisory Committee Coordinator - Laura Lewis

ATTACHMENTS

Nil

9.4. 2026/27 September Budget Review (BR1)

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Kellie Knight-Stacey

RECOMMENDATION

That Council

a. approve the 2026/27 September Budget Review (BR1), providing net capital expenditure of $16,239,000 and an operating deficit of $1,888,400;

b. notes that the Audit and Risk Committee has reviewed the 2026/27 September Budget Review (BR1); and

c. notes the Audit and Risk Committee's comments relating to fines and interest and potential impact on the budget.

PURPOSE

The purpose of this report is to present the 2026/27 September Budget Review (BR1) for approval.

BACKGROUND

Council adopted the 2026/27 Annual Business Plan and Budget on 13 July 2026.

The budget allowed for net capital expenditure of $13,951,500 and an operating deficit of $1,856,100.

Regulation 9 of the *Local Government (Financial Management) Regulations 2026* requires that Council review its budget three times a year, with one budget update each side of a midyear review that occurs between November and March in a financial year.

The 2026/27 September Budget Review has been collated using information from relevant budget officers and incorporates amendments from the Senior Management Team's review as well as Council resolutions since adoption.

The Budget Review was considered by the Audit and Risk Committee at its meeting held on Monday, 2 November 2026 and resolved:

ARC642026

Moved: Michele Bennett

Seconded: Mayor Moira Jenkins

That the Audit and Risk Committee, having reviewed the 2026/27 September Budget Review (BR1), notes the following:

a. the issue relating to fines and interest may affect the budget and will be reported to Council at a later date.

CARRIED UNANIMOUSLY

The September Budget Review (BR1) was presented to a Council briefing session on Monday, 9 November 2026.

COMMENTARY

The 2026/27 September Budget Review is presented as per the model financial statement principal documents along with supporting information. The documents include the original budget, year to date actuals, proposed budget, variances and commentary for amendments.

The 2026/27 September Budget Review budgeted financial statements are provided at Attachment 1.

The following provides a summary of the review:

Capital

Net capital expenditure has increased by $2,287,500 (from $13,951,500 to $16,239,000) due to additional capital expenditure.

Council resolutions since adoption account for $2,272,300 of the increase, with the remaining $15,200 made up of:

- budget savings - works completed under budget ($4,800)
- CEO vehicle changeover $20,000

A summary of the capital budget review is provided at Attachment 2.

Operating

The operating deficit has increased by $32,300 (from $1,856,100 to $1,888,400) due to Council Resolution OC3682026.

Other increases within the budget have been offset by reductions in other financial project areas.

A summary of the operating budget review is provided at Attachment 3.

Financial Indicators

Key Financial Indicators have been updated as follows:

- Operating surplus (deficit) ratio - the deficit ratio of (4.5%) has increased slightly to (4.6%) due to the additional expenditure as a result of a Council resolution.

- Net financial liabilities ratio - this ratio has increased from 39.3% to 45.9% due to the addition of close to $2.3 million of capital expenditure resulting in increased borrowing requirements.

- Asset renewal funding ratio - this ratio has decreased marginally from 166.3% to 157.6% due to the deferral of capital works.

Audit and Risk Committee Feedback

The Committee have requested minor amendments to the presentation of future budget reviews including:

- the inclusion of actual and variance columns within the financial statements; and

- details of relevant Council resolutions that have impacted the reviewed budget.

RISK ASSESSMENT

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

Legal and Compliance - The 2026/27 September Budget Review has been prepared using information available at the time of collation in line with relevant legislation and Council Policy. This risk is assessed as ***low***.

Financial Management - The 2026/27 September Budget Review provides a significant increase to the capital budget, resulting in a forecast increase to borrowings and a small increase to the operating budget. Council need to be mindful of decisions during the financial year that have a resource or financial impact. 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 (Financial Management) Regulations 2026

- Regulation 7 - Budgets

BUDGET IMPLICATIONS

The 2026/27 September Budget Review provides an increase to forecast net capital expenditure of $2,287,500 and an increase to the operating deficit of $32,300.

CONSULTATION

Council Members at a Briefing Session on Monday, 9 November 2026

Audit and Risk Committee Meeting at a meeting on 2 November 2026

Senior Management Team

Budget Officers

ATTACHMENTS

Attachment 1 – 2026/27 BR1 - Budgeted Financial Statements

Attachment 2 – 2026/27 BR1 - Budget Summary - Capital

Attachment 3 – 2026/27 BR1 - Budget Summary - Operating

Attachment 1 – 2026/27 BR1 - Budgeted Financial Statements

City of Victor Harbor

UNIFORM PRESENTATION OF FINANCES

For the year ending 30 June 2027

	2026/27 ADOPTED $'000	2026/27 BR1 $'000
Operating Revenues	41,111	41,132
less Operating Expenses	(42,967)	(43,021)
Operating Surplus / (Deficit)	**(1,856)**	**(1,888)**
Net Outlays on Existing Assets		
Capital Expenditure on Renewal/Replacement of Existing Assets	(6,979)	(6,612)
add back Depreciation, Amortisation and Impairment	12,119	12,119
add back Proceeds from Sale of Replaced Assets	256	286
Subtotal	**5,396**	**5,793**
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets	(7,282)	(13,296)
add back Amounts received specifically for new/upgraded assets	53	3,384
add back Proceeds from Sale of Surplus Assets	0	0
Subtotal	**(7,229)**	**(9,913)**
NET BORROWING FOR FINANCIAL YEAR	**(3,689)**	**(6,009)**

FINANCIAL INDICATORS

Operating Surplus Ratio *Operating surplus (deficit) expressed as a percentage of operating income* ***TARGET = 0% to 3%***	**-4.5%**	**-4.6%**
Adjusted Operating Surplus Ratio *Operating surplus (deficit) expressed as a percentage of operating income excluding Major Projects (Corporate System Replacement)* ***TARGET = 0% to 3%***	**-3.3%**	**-3.4%**
Net Financial Liabilities Ratio *Total liabilities less financial assets (excluding equity accounted investments in Council Business) expressed as a percentage of total operating income.* ***TARGET = Maximum of 90%***	**39.3%**	**45.9%**
Asset Renewal Funding Ratio *Capital renewal expenditure as a percentage of recommended expenditure in Council's Asset Management Plans.* ***TARGET = 90% to 110%***	**166.3%**	**157.6%**

City of Victor Harbor
STATEMENT OF COMPREHENSIVE INCOME
For the year ending 30 June 2027

	2026/27 ADOPTED $'000	2026/27 BR1 $'000
Income		
Rates	34,923	34,923
Statutory charges	760	781
User charges	2,571	2,571
Grants, subsidies and contributions - capital	438	415
Grants, subsidies and contributions - operating	1,966	1,990
Investment income	40	40
Reimbursements	345	345
Other Revenue	68	69
Total Income	**41,111**	**41,132**
Expenses		
Employee costs	15,360	15,243
Materials, contracts and other expenses	14,918	15,089
Depreciation, amortisation and impairment	12,119	12,119
Finance costs	300	300
Net Loss - Equity Accounted Council Business	270	270
Total Expenses	**42,967**	**43,021**
Operating surplus / (deficit)	**(1,856)**	**(1,888)**
Physical resources received free of charge	3,000	3,000
Amounts specifically for new or upgraded assets	53	3,384
Asset Disposal and fair value adjustments	(1,000)	(1,000)
Net surplus / (deficit)	**196**	**3,495**
Other Comprehensive Income		
Amounts which will not be reclassified subsequently to operating result		
Changes in Revaluation Surplus - I,PP&E	15,000	15,000
Total amounts which will not be reclassifed subsequently to operating result	15,000	15,000
Total other comprehensive income	**15,000**	**15,000**
Total comprehensive income	**15,196**	**18,495**

City of Victor Harbor
STATEMENT OF FINANCIAL POSITION
As at 30 June 2027

	2026/27 ADOPTED $'000	2026/27 BR1 $'000
ASSETS		
Current Assets		
Cash and Cash Equivalents	500	500
Trade and Other Receivables	1,828	1,829
Inventories	400	400
Total Current Assets	**2,728**	**2,728**
Non-Current Assets		
Financial Assets	290	290
Equity Accounted Investments in Council Business	9,880	9,880
Infrastructure, Property, Plant and Equipment	445,798	448,528
Other Non-Current Assets	4,000	4,000
Total Non-Current Assets	**459,968**	**462,698**
TOTAL ASSETS	**462,696**	**465,426**
LIABILITIES		
Current Liabilities		
Trade and Other Payables	1,158	1,165
Borrowings	719	719
Provisions	3,000	3,000
Total Current Liabilities	**4,877**	**4,884**
Non-Current Liabilities		
Borrowings	13,602	16,311
Provisions	300	300
Total Non-Current Liabilities	**13,902**	**16,611**
TOTAL LIABILITIES	**18,779**	**21,495**
Net Assets	**443,916**	**443,931**
EQUITY		
Accumulated Surplus	80,585	80,553
Asset Revaluation Reserve	362,170	362,170
Other Reserves	1,161	1,208
Total equity	**443,916**	**443,931**

City of Victor Harbor
STATEMENT OF CHANGES IN EQUITY
For the year ending 30 June 2027

	Accumulated Surplus $'000	Revaluation Reserve $'000	Other Reserves $'000	TOTAL EQUITY $'000
2026/27 ORIGINAL BUDGET				
Balance at end of previous reporting period	82,441	347,170	1,161	430,772
Net surplus / (deficit) for year	(1,856)	-	-	(1,856)
Other comprehensive Income				
Gain (Loss) on Revaluation of I,PP&E	-	15,000	-	15,000
Other comprehensive income	-	15,000	-	15,000
Total Comprehensive Income	(1,856)	15,000	-	13,144
Transfers between Reserves	-	-	-	-
Balance at end of period	**80,585**	**362,170**	**1,161**	**443,916**
2026/27 BR1				
Balance at end of previous reporting period	82,441	347,170	1,208	430,819
Net surplus / (deficit) for year	(1,888)	-	-	(1,888)
Other Comprehensive Income				
Gain (Loss) on Revaluation of I,PP&E	-	15,000	-	15,000
Other comprehensive income	-	15,000	-	15,000
Total Comprehensive Income	(1,888)	15,000	-	13,112
Transfers between Reserves	-	-	-	-
Balance at end of period	**80,553**	**362,170**	**1,208**	**443,931**

City of Victor Harbor
CASHFLOW STATEMENT
For the year ending 30 June 2027

	2026/27 ADOPTED $'000	2026/27 BR1 $'000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Rates Receipts	33,177	33,177
Statutory Charges	722	741
User Charges	5,400	5,398
Grants, Subsidies and Contributions	2,404	2,405
Investment Receipts	40	40
Reimbursements	688	688
Other Receipts	136	137
Payments		
Operating Payments to Suppliers and Employees		
Payment to employees	(16,558)	(16,432)
Payment for materials, contracts and other expenses	(15,590)	(15,768)
Finance Payments	(300)	(300)
Net cash provided by (or used in) operating activities	**10,119**	**10,087**
CASHFLOWS FROM INVESTING ACTIVITIES		
Receipts		
Grants utilised for capital purposes		
Amounts Received Specifically for New or Upgraded Assets	53	3,384
Sale of replaced assets	256	286
Repayments of loans by community groups	34	34
Payments		
Expenditure on renewal/replacement of assets	(6,865)	(6,612)
Expenditure on new/upgraded assets	(7,396)	(13,296)
Capital contributed to equity accounted council businessess		
Net cash provided by (or used in) investing activities	**(13,918)**	**(16,205)**
CASHFLOWS FROM FINANCING ACTIVITIES		
Receipts		
Proceeds from Borrowings	3,324	6,031
Payments		
Repayments of Loans	(697)	(697)
Repayment of lease liabilites	(16)	(16)
Net cash provided by (or used in) financing activities	**2,611**	**5,318**
NET INCREASE (DECREASE) IN CASH HELD	**(1,189)**	**(800)**
plus: cash & cash equivalents at beginning of period	1,688	1,300
CASH & CASH EQUIVALENTS AT END OF PERIOD	**500**	**500**

Attachment 2 – 2026/27 BR1 - Budget Summary - Capital

2026/27 September Budget Review (BR1) - CAPITAL BUDGET SUMMARY

PROJECT	DESCRIPTION	ORIGINAL	YTD	BR1	VARIANCE	COMMENTS
300001	Cemetery Terrace Lawn Expansion and Development	48,000	130	48,000	0	No change
300004	Coastal Seawall - Franklin Parade / Esplanade	0	18,042	20,000	20,000	Council Resolution - OC2472026
300011	Arts & Culture Precinct	705,000	4,092	705,000	0	No change
300014	Depot Plant & Equipment Replacement	17,000	15,401	17,000	0	No change
300017	Tram Horse Stock	40,000	14,331	40,000	0	No change
300020	Server Replacements	114,200	0	0	(114,200)	Funds consolidated into 300022
300022	Device Replacement/New	228,700	109,098	342,900	114,200	Funds consolidated into 300022
300024	Kerb Replacement	289,000	7,069	289,000	0	No change
300025	Footpath Replacement Program	232,000	0	232,000	0	No change
300028	Library Furniture & Fittings Replacement	23,900	0	23,900	0	No change
300031	Civic Centre Solar System Replacement	260,000	66,150	260,000	0	No change
300032	Civic Centre HVAC Replacement	34,000	270	34,000	0	No change
300037	Community Garden	210,000	8,248	210,000	0	No change
300038	Reserve Furniture	0	(4,500)	0	0	No change (grant received / works pending)
300043	Fleet Purchases	798,000	127,115	818,000	20,000	Purchase & trade-in of CEO Vehicle
300044	Strategic Land Purchases	1,500,000	27,010	3,378,000	1,878,000	Council Resolution - OC3422026 & OC3432026
300045	Yacht Club Upgrade	450,000	23,861	450,000	0	No change
300049	Road Reseal Program	619,000	110	619,000	0	No change
300052	Inlet Upgrade Program	148,000	12,659	148,000	0	No change
300056	Town Hall Equipment Replacement	133,000	0	133,000	0	No change
300059	Culvert Guardrailing	180,000	386	180,000	0	No change
300062	Unsealed Roads Resheet Program	464,000	315	464,000	0	No change
300067	VHVC Equipment Replacement	34,600	1,635	34,600	0	No change
300071	Mainstreet Design	14,500	463	14,500	0	No change
300074	McKinlay St Car Park	20,000	3,420	20,000	0	No change
300079	Sport and Recreation Precinct	0	111,865	357,000	357,000	Council Resolution - OC2822026
300080	Depot Building	36,700	0	0	(36,700)	Council Resolution - OC2942026
300092	Town Hall Building Works	0	32,984	65,000	65,000	Council Resolution - OC2012026
300095	Haywood Crt Beach Access	479,000	0	0	(479,000)	Council Resolution - OC2942026
300102	Encounter Bay Bowling Club	80,000	540	80,000	0	No change
300105	Fire Safety Capital	10,000	8,881	8,900	(1,100)	Completed under budget
300107	Stormwater - Crozier Rd	60,000	5,040	120,000	60,000	Council Resolution - $60k from 300152
300108	Irrigation Capital	82,000	1,218	82,000	0	No change
300109	Kerbs Ramps Capital	41,000	17,051	41,000	0	No change
300122	Reserve Development – Allowance	189,000	10,115	11,000	(178,000)	Council Resolution - OC2942026
300126	Playground Renewal and Upgrades – Allowance	68,000	2,032	68,000	0	No change
300128	Encounter Bikeway	65,000	552	65,000	0	No change
300129	EB Netball Club Courts Resurfacing	205,000	10,024	205,000	0	No change
300132	Whalers Road Reconstruction	3,000,000	1,109,963	3,028,000	28,000	Council Resolution - OC2472026
300137	Open Space Plant and Equipment	17,000	0	17,000	0	No change
300142	Rosemary Court Stormwater	70,000	3,872	70,000	0	No change
300144	Plant and Equipment - Allowance	22,000	8,448	22,000	0	No change
300145	Furniture and Fittings - Allowance	23,700	3,850	23,700	0	No change

300146	Public Conveniences - DDA Compliance	120,000	1,837	120,000	0	No change
300147	Building Defibrillators	7,000	0	7,000	0	No change
300148	Glassenbury Drive - Stormwater	496,200	2,728	496,200	0	No change
300149	Causeway Complex - Building Works	194,500	110	194,500	0	No change
300150	Public Conveniences - Vandal Proof Upgrade	442,300	12,537	442,300	0	No change
300151	Olivers Parade - Stormwater and Kerbing	450,000	162,664	450,000	0	No change
300152	Jenke Rd Widening	599,500	3,550	539,500	(60,000)	Council Resolution - $60k to 300107
300153	Beachfront Caravan Park - Flood Mitigation	124,000	0	124,000	0	No change
300154	Mainstreet Lights and Sound	39,200	0	39,200	0	No change
300155	Day Rd & Colebatch Road Design	120,500	1,323	120,500	0	No change
300156	Footpath - Nicholas Baudin Dr	223,000	183	123,000	(100,000)	Council Resolution OC2942026
300157	Recreation Centre - Plant & Equipment	32,000	0	0	(32,000)	Council Resolution OC2942026
300158	Recreation Centre - Furniture and Fittings	15,000	11,031	11,300	(3,700)	Completed under budget
300159	VH Recreation Grounds - Entrance	30,000	216	30,000	0	No change
300160	Footpath - Tabernacle Rd	47,000	90	47,000	0	No change
300161	VH Integrated Hub	0	0	750,000	750,000	Council Resolution - OC2942026
TOTALS		**13,951,500**	**1,958,009**	**16,239,000**	**2,287,500**	

Attachment 3 – 2026/27 BR1 - Budget Summary - Operating

2026/27 September Budget Review (BR1) - OPERATING BUDGET SUMMARY

PROJECT	DESCRIPTION	ORIGINAL	YTD	BR1	VARIANCE	COMMENTS
100001	Coral St Art Space	112,600	9,104	112,600	0	No change
100002	Victor Harbor Visitor Centre	704,700	73,928	704,700	0	No change
100003	Study Hub	0	37,936	0	0	No change
100005	Arts and Culture	263,700	33,793	268,100	4,400	Casual Backfill - offset at 100012
100006	Civic Centre*	638,400	62,919	638,400	0	No change
100009	Caring Neighbourhood Program	122,400	(4,802)	122,400	0	No change
100011	Cemetery	(73,200)	(4,511)	(73,200)	0	No change
100012	CEO Admin	1,401,600	310,401	1,377,100	(24,500)	Offset budget increases ($52.4k) Council Resolution OC3682026 $32.3k
100013	Community Assistance	299,300	46,107	299,300	0	No change
100014	Town Hall	109,200	7,602	109,200	0	No change
100015	Recreation Centre	280,100	3,045	280,100	0	No change
100016	Senior Citizens	56,600	(6,292)	56,600	0	No change
100018	SCOTS	172,900	24,210	180,900	8,000	Increased fuel costs
100020	C & C Admin*	427,900	85,058	427,900	0	No change
100021	Council Members	723,700	40,210	723,700	0	No change
100022	Customer Services	625,600	89,682	625,600	0	No change
100023	Depot	368,200	31,588	368,200	0	No change
100024	Economic Development	569,700	93,495	573,700	4,000	Reduced capitalisation of salaries
100025	Engineering	811,500	94,373	776,700	(34,800)	Increased capitalisation of salaries
100027	Environment	1,155,700	251,264	1,155,700	0	No change
100028	Coastal Environment	23,300	46,296	23,300	0	No change
100032	Finance*	1,072,100	186,031	1,072,100	0	No change
100033	Fleet and Equipment	849,900	111,360	849,900	0	No change
100034	Fleurieu Families	223,000	(18,937)	223,000	0	No change
100037	Governance	288,300	56,694	288,300	0	No change
100038	Horse Tram	512,000	387,205	512,000	0	No change
100039	Human Resources*	567,700	145,843	567,700	0	No change
100040	Information Management*	236,900	46,140	236,900	0	No change
100041	Information Technology*	2,466,300	943,416	2,507,900	41,600	Additional licences & consumables $38k Reduced capitalisation of salaries $3.6k
100042	Library	1,405,400	185,960	1,405,400	0	No change
100045	Parks and Gardens	1,861,900	226,969	1,861,900	0	No change
100046	Sport	1,673,400	156,533	1,673,400	0	No change
100047	Payroll*	114,200	17,375	114,200	0	No change
100048	Planning	804,200	75,291	800,200	(4,000)	Increased income (public notifications)
100049	Positive Aging	38,800	539	38,800	0	No change
100051	Property	453,900	8,383	453,900	0	No change
100052	Public Conveniences	497,800	75,935	497,800	0	No change
100053	Rates Revenue	(34,923,000)	(35,098,434)	(34,923,000)	0	No change

100054	Rates Adminstration	465,500	140,372	465,500	0	No change
100055	Cat Control	(24,100)	(622)	(24,100)	0	No change
100056	Dog Control	482,500	84,946	492,500	10,000	Increased legal costs
100057	Parking Control	(18,400)	(27,720)	(14,400)	4,000	Increased legal and ESL costs
100058	Building Control	150,600	4,315	134,100	(16,500)	Increased compliance income
100059	Health Control	202,300	22,638	214,500	12,200	Increased contractor costs (squalor site)
100061	Stormwater	929,400	41,694	929,400	0	No change
100062	Kerb	955,200	14,906	955,200	0	No change
100065	Traffic	532,900	23,430	532,900	0	No change
100066	Footpaths	740,600	16,085	740,600	0	No change
100067	Sealed Roads	4,687,900	(8,366)	4,687,900	0	No change
100068	Unsealed Roads	872,400	66,603	872,400	0	No change
100069	Streetscape	1,124,300	191,644	1,124,300	0	No change
100070	Waste Management	2,821,800	641,193	2,821,800	0	No change
100071	Victa Cinema	244,800	(16,213)	244,800	0	No change
100072	WHS and Risk Management*	747,500	536,667	747,500	0	No change
100074	Youth Development	184,500	25,852	184,500	0	No change
100076	Active Wellbeing	251,600	20,145	251,600	0	No change
100078	Regulatory Control	216,800	32,024	216,800	0	No change
100079	Fire Prevention	(7,800)	(587)	(7,800)	0	No change
100080	Festival and Events	336,400	37,182	342,900	6,500	Council Resolution - $6.5k from 100087
100082	Operations Admin	1,396,800	163,779	1,416,300	19,500	Reduction of $55k - Transfer to 100085 Reduced capitalisation of salaries $74.5k
100083	Open Space Admin	1,733,300	198,417	1,691,500	(41,800)	Increased capitalisation of salaries
100084	Engagement	422,500	76,620	422,500	0	No change
100085	E & I Admin	457,100	66,089	512,100	55,000	Conversion of FTE to Trainee ($55k from 100082)
100086	Coastal Maintenance	106,400	463	106,400	0	No change
100087	C & D Admin	1,107,600	253,647	1,099,900	(7,700)	Council Resolution - OC3202026 Increased capitalisation of salaries $1.2k
100088	Encounter Community Centre	70,000	24,350	66,400	(3,600)	$3.6k transferred to 100041 (new licences)
*	Corporate Overhead Distribution	(6,271,000)	0	(6,271,000)	0	No change
TOTALS		**1,856,100**	**(28,538,738)**	**1,888,400**	**32,300**	

9.5. Long Term Financial Plan - 2026 Review

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Kellie Knight-Stacey

RECOMMENDATION

That Council adopt the reviewed 2026/27 to 2035/36 Long Term Financial Plan as provided under separate cover.

PURPOSE

The purpose of this report is to present the reviewed 2026/27 to 2035/36 Long Term Financial Plan for adoption.

BACKGROUND

Section 122 (1) (a) of the L*ocal Government Act 1999* requires Council to develop and adopt strategic management plans including a Long Term Financial Plan (LTFP) that relates to a period of at least ten years.

The LTFP looks at the next 10 years and sets targets for Council's budget to achieve in terms of future expenditure and debt levels, to ensure financial sustainability is maintained. It also sets out the major projects that Council intends to undertake over the next decade. The document provides at a strategic level, the anticipated revenue and expenditure over the next ten years based on a number of assumptions outlined in the Plan.

COMMENTARY

The LTFP has been reviewed to update the base year (2026/27 as adopted) and recognise a change in the accounting treatment for the Regional Sport and Recreation Precinct (Precinct).

An independent review of potential accounting treatments was undertaken and verified by two external parties and included provision and acceptance of the advice by Council's external auditors. The review provided that AASB1059 - Service Concession Arrangements: Grantors, would apply based on the current draft lease document, 'not negotiables' and the level of control maintained by Council.

This has resulted in a change to the recognition of Council's contribution to the Precinct from an operating cost to a capital cost and subsequent recognition on Council's balance sheet.

Other changes within the LTFP include:

- Indexation - minor changes to CPI forecasts have been included as well as amendments to timeframes for the Precinct index (deferred in 2026/27).

- Capital Works Program - the LTFP includes changes to the capital works program as a result of adopted budgets, council decisions, new projects and capital cost escalation.

- Forecasts for the Precinct have also been updated in line with latest data and the onflow operating effects from AASB1059 (depreciation and revenue recognition).

These updates have not impacted:

- Capital renewal projects (which remain fully funded across the duration of the plan)

- Existing services

- General rate increases (in line with CPI)

- Precinct indexation maintained at 5.2% across four years (reduced from 5.5%, being the sum upon which the plan was subject to public consultation).

At the Audit and Risk Committee meeting held Monday, 2 November 2026, staff foreshadowed that a Special Meeting of the Committee might be required to consider the LTFP for public consultation. However, feedback received from the Committee suggested that the changes to the LTFP (the most significant of which being the change in accounting treatment for the Precinct) were considered minor. The existing LTFP already included foreshadowed expenditure on the Precinct; the revised version did not, in the opinion of the Committee, represent a significant change, and the Precinct project itself was not considered sufficiently certain to merit the Committee considering further changes to the LTFP at this time. As a result, public consultation or further consideration by the Committee of the LTFP was not considered necessary.

Regardless of whether the document is consulted, it is the view of the CEO and staff that this LTFP should be published as soon as possible, in order to reflect the change in accounting treatment, and present to the public the most recent and accurate forecast of Council's 10 year financial outlook ahead of the Local Government elections in April 2027.

The reviewed LTFP provides an improved operating position with significantly lower operating deficits over the first five years. The trade-off is a mid-term spike in debt arising from the capital treatment of Council's up-front contributions to Precinct project. Still, Council's net financial liabilities ratio remains below Council's cap of 90% for the duration of the plan, and its overall financial position at the end of the LTFP is not markedly different.

It is therefore recommended that Council adopt the reviewed LTFP, providing a base for the development of the 2027/28 Budget, with a summary of the LTFP prepared and published on Council's website.

The draft LTFP was presented to a Council Briefing Session on Monday, 9 November 2026. Feedback provided at the meeting and minor amendments have been incorporated into the draft now presented.

The following provides a summary of the reviewed LTFP:

Capital

The proposed LTFP provides an increase to both grant income and expenditure over the ten year period with the inclusion of the Precinct and cost escalation as demonstrated in the table below:

Description	Current '$000	Proposed '$000	Variance '$000	Comments
Amounts received for new and upgraded assets	38,929	52,012	13,083	Increased grant funding for the Precinct and other projects
Proceeds from sale of replaced and surplus assets	4,246	3,876	(370)	Minor amendments
Expenditure on Renewal and Replacement	73,752	74,639	887	Capital cost escalation
Expenditure on New and Upgrade	86,666	118,568	31,902	Increased due to Precinct and capital cost escalation
Net Capital Expenditure	**117,243**	**137,319**	**20,076**	**Increased expenditure due to Precinct and capital cost escalation**

Operating

The proposed LTFP provides an improved position for the total results over the ten year period as demonstrated in the table below:

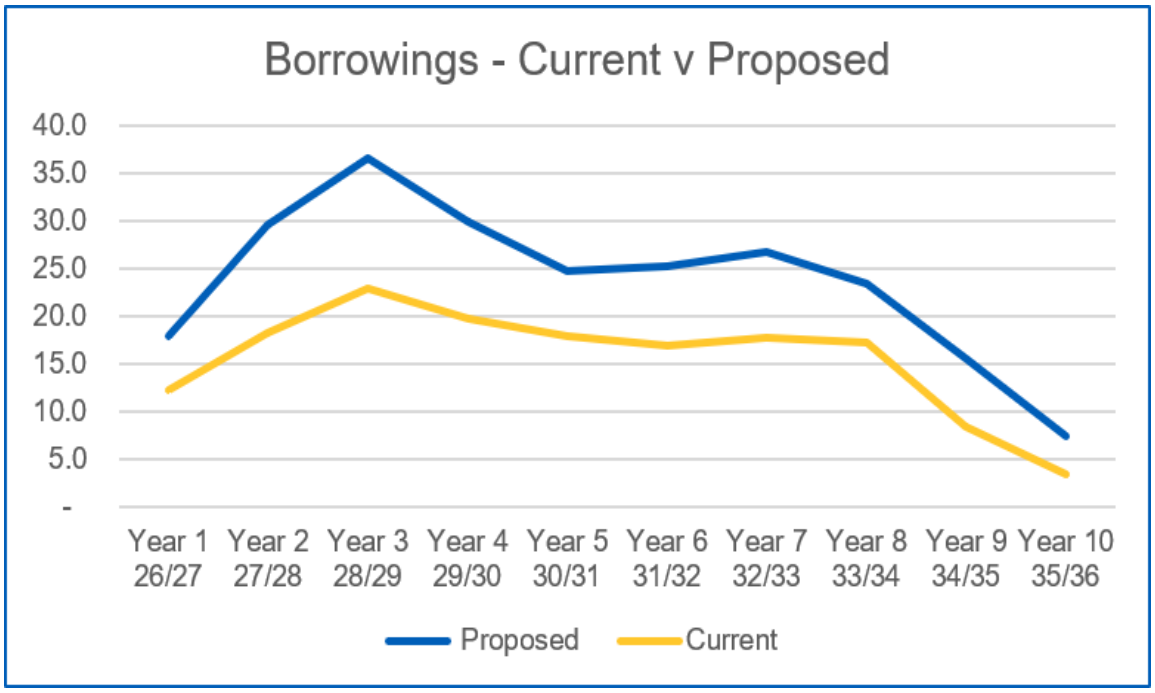
Description	Current '$000	Proposed '$000	Variance '$000	Comments
Income	480,969	491,991	11,022	Additional income due to financial sustainability / precinct index, and AASB1059 income
Expenses	495,787	493,724	(2,063)	Increased depreciation and maintenance for Precinct offset by deferral for other new capital projects

Description	Current '$000	Proposed '$000	Variance '$000	Comments
Operating Result	**(14,818)**	**(1,733)**	**(13,085)**	**Reduced operating deficits in years 1-5**

Borrowings

With the amendments to the capital budget, borrowing requirements have increased with peak borrowings in the proposed LTFP of $37.4m in 2028/29 (compared to $23m in the current LTFP).

The variance is demonstrated in the following graph:



However, the variance at the end of the Plan is $3.9m as operating surpluses allow for the repayment of debt.

It is forecast that outstanding borrowings will be $7.3m in 2035/36.

Key Financial Indicators

- *Operating Surplus Ratio* - Council has set a target of 0% to 3% for this ratio. The target is not reached in years one to five (2026/27 to 2030/31) due to operating deficits, but operating surplus and thus positive ratios achieved from year six (2031/32):

Ratio	Year 1 26/27	Year 2 27/28	Year 3 28/29	Year 4 29/30	Year 5 30/31	Year 6 31/32	Year 7 32/33	Year 8 33/34	Year 9 34/35	Year 10 35/36
Operating Surplus Ratio	-4.6%	-2.2%	0.0%	-1.6%	-0.8%	0.6%	0.4%	1.1%	1.3%	0.8%

- *Net Financial Liabilities Ratio* - Council has set a maximum target (cap) of 90%. The target is met in all years of the Plan, with a peak of 89.9% in 2028/29 just below the 90% cap. The ratio continues to reduce as borrowings are paid down to 24.4% at the end of the Plan:

Ratio	Year 1 26/27	Year 2 27/28	Year 3 28/29	Year 4 29/30	Year 5 30/31	Year 6 31/32	Year 7 32/33	Year 8 33/34	Year 9 34/35	Year 10 35/36
Net Financial Liabilities Ratio	55.5%	80.2%	89.9%	73.9%	61.6%	59.3%	61.4%	54.0%	39.4%	24.4%

- *Asset Renewal Funding Ratio* - Council has set a target of 90% to 110% with a rolling three year average of 10%. The target is met in all years of the Plan as the LTFP fully funds renewal requirements of the Asset Management Plans:

Ratio	Year 1 26/27	Year 2 27/28	Year 3 28/29	Year 4 29/30	Year 5 30/31	Year 6 31/32	Year 7 32/33	Year 8 33/34	Year 9 34/35	Year 10 35/36
Asset Renewal Funding Ratio	158%	100%	100%	100%	100%	100%	100%	100%	100%	100%

The reviewed draft 2026/27 to 2035/36 Long Term Financial Plan is provided under separate cover due to size.

Options

Option 1 (recommended):

Council may adopt the revised LTFP, without further consultation.

- This option is consistent with the commentary of the Audit and Risk Committee, noting that the changes to the revised document are considered minor;

- This option primarily reflects a correction in accounting treatment for the Precinct project, as recommended by Council's auditors;
- This version of the LTFP was consulted with Council at its public workshop on 9 November 2026;
- Adopting this version will transparently present the most accurate version of Council's future accounting position to the public ahead of the 2027 Local Government elections.

Option 2 (not recommended):

Council may elect to do nothing, and retain its current LTFP.

This is not recommended, as the document includes an accounting treatment for the Precinct project which is inconsistent with the advice of Council's auditors.

Option 3 (not recommended):

Council may elect to consult the current draft LTFP (attached).

- To have any chance of adopting the LTFP before the pre-election caretaker period commences on 9 February, this would require consultation over the Christmas/New Year period, which is considered undesirable;
- A subsequent report on consultation, possibly following a workshop, would be necessary in January 2027;
- This would be a challenging timeline for staff to meet, and present a substantial administrative burden from a workload perspective;
- This places the transparent adoption of the LTFP prior to the 2027 election at risk;
- This approach is inconsistent with the commentary of the Audit and Risk Committee.

RISK ASSESSMENT

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

Legal and Compliance - The annual review of the Long Term Financial Plan has been undertaken in accordance with relevant legislation. This risk is assessed as ***low.***

Financial Management - The reviewed Long Term Financial Plan provides an improved operating position, borrowings below Council's maximum target and fully funded asset replacement. 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 122

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in adopting the reviewed 2026/27 to 2035/36 Long Term Financial Plan.

No additional funds are required.

CONSULTATION

Council Members at a Briefing Session on 9 November 2026

Audit and Risk Committee at a meeting on 2 November 2026

Senior Management Team

ATTACHMENTS

Attachment Under Separate Cover - Draft Long Term Financial Plan 2026/27 to 2035/36

9.6. Rebate Application - St Vincent de Paul Society Charity Shop

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Suzannah Sheldon

RECOMMENDATION

That Council

a. Determine that the application from St Vincent de Paul Society for a 75% mandatory council rate rebate under Section 161(c) of the Local Government Act 1999 has not demonstrated that the land satisfies the requirements for a mandatory rebate; and

b. Deny the application for an additional 25% discretionary council rate rebate under Section 166(j) of the Local Government Act 1999 for Property ID 2243, being the property at 1-3/68-78 Victoria Street Victor Harbor.

PURPOSE

The purpose of this report is to consider an application received from St Vincent de Paul Society for a rate rebate for the property at 1-3/68-78 Victoria Street Victor Harbor which operates as a Vinnies charity shop.

The application seeks a 75% mandatory rebate pursuant to Section 161(c) of the Local Government Act 1999 and an additional 25% discretionary rebate pursuant to Section 166(j), resulting in a total rebate of 100% of the applicable council rates.

BACKGROUND

The Local Government Act 1999 provides for both mandatory and discretionary rebates of rates in prescribed circumstances.

Section 161 provides for mandatory rebates where land satisfies the requirements of one of the categories specified within that section. The applicant has sought a 75% mandatory rebate under Section 161(c).

Section 166 provides Council with discretion to grant a rebate of rates where the land or its use satisfies one or more of the purposes specified within that section. The applicant has sought an additional 25% rebate pursuant to Section 166(j).

The property subject to the application is operated as a Vinnies charity shop.

A copy of the application is provided at Attachment 1. Additional supporting documentation has been provided separately to the agenda.

COMMENTARY

St Vincent de Paul Society holds a lease over the property at 1-3/68-78 Victoria Street, Victor Harbor, from which it operates a Vinnies charity shop.

The Society has applied for a total rate rebate of 100% in respect of the leased premises, comprising:

- a 75% mandatory rebate under section 161(1) of the *Local Government Act 1999* (the Act); and
- an additional 25% discretionary rebate under section 166(1)(j) of the Act.

In support of its application, St Vincent de Paul Society has advised:

'The site trades as a 'Vinnies' shop, which provides clothing and household goods to the needy and disadvantaged in the community. These goods are given free of charge to the neediest, and at a very low cost to those who have the means to pay.'

The applicant further advises that the Society provides a range of community services, including emergency accommodation, asylum seeker services, meals through Fred's Van and financial assistance with expenses such as utilities, vehicle registration and rent.

The Society states that income generated through Vinnies shops contributes to funding these broader charitable and welfare services.

Council acknowledges the significant charitable and community services undertaken by St Vincent de Paul Society. However, in assessing the rebate application, it is necessary to consider the specific use of the leased premises for which the rebate is sought, as distinct from the Society's broader charitable activities.

Section 161(1) - Mandatory Rebate

Section 161(1) provides for a 75% rebate of rates where land is predominantly used for service delivery or administration, or both, by a community service organisation.

Section 161 also sets out the requirements for a community service organisation and identifies the types of activities that constitute community services. These include services such as emergency accommodation and the provision of food or clothing for disadvantaged persons.

Accordingly, the relevant consideration is whether the predominant use of the subject land itself satisfies the statutory requirements for the mandatory rebate.

The information provided indicates that the premises are primarily operated as a Vinnies retail charity shop, through which clothing and household goods are made available to the public. The applicant advises that some goods are provided free of charge to persons in need, while other goods are sold at low cost to those who have the means to pay.

The application also states that revenue generated through Vinnies shops assists the Society in funding its wider charitable and welfare activities.

While those broader activities provide a clear community benefit, the information submitted does not, on its face, appear to demonstrate that those services are predominantly delivered from the subject premises. Rather, the principal use of the property appears to instead be the operation of a retail charity shop.

On the information provided, it is therefore considered that the application does not appear to demonstrate that the predominant use of the land satisfies the requirements for the mandatory 75% rebate under section 161(1).

Section 166(1)(j) - Discretionary Rebate

The Society has also sought an additional 25% discretionary rebate under section 166(1)(j) of the Act.

Section 166(1)(j) enables Council to consider a discretionary rebate where land is being used by an organisation which, in Council's opinion, provides a benefit or service to the local community.

The application demonstrates that the Vinnies shop contributes to the charitable purposes of St Vincent de Paul Society by making clothing and household goods available to the public and generating income that supports the Society's broader services.

However, the premises also operate as a retail outlet from which goods are sold to the general public. While income generated from those sales may ultimately support charitable purposes, Council must consider whether this warrants an additional discretionary rebate funded through the broader rating base.

Council should also have regard to the potential implications for other charitable retail premises operating within the Council area. There are a number of other charity shops operating within the Victor Harbor, and granting a discretionary rebate in this instance will almost certainly result in comparable applications being received from other organisations.

Each application would need to be assessed on its individual merits and against the requirements of the Act. Nevertheless, and given the statutory nature of rating, any increase in discretionary rebates for comparable retail premises will ultimately result in these rateable properties' rate burden being subsidised by other ratepayers across the City - presenting a challenging question of fairness and equity.

Options

Option 1 (recommended):

Having regard to:

1. the specific retail use of the premises;

2. the information provided with the application;

3. the impact on Council's rating base; and

4. the potential implications for comparable charitable retail premises,

the additional 25% discretionary rebate under section 166(1)(j) is accordingly not recommended for approval. That said, staff are sympathetic to the cause supported by the Vinnies store, and of the other similar stores within the City.

Option 2:

Council may instead determine to support the application, as follows:

1. Via offering a 75% Mandatory Rate Rebate under s.161(1) of the Act (accompanied by an acknowledgement that the premises in question is "...predominantly used for service delivery or administration, or both, by a community service organisation"; **and/or**

2. Via offering a 25% Discretionary Rate Rebate under s.166(1)(j) of the Act (accompanied by an acknowledgement that the premises in question "...is being used by an organisation which, in Council's opinion, provides a benefit or service to the local community".

This is, however, expected to set a precedent for similar applications from other charitable and/or community service organisations across the City.

RISK ASSESSMENT

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

Legal and Compliance - The recommendations in this report are in line with legislative compliance and are consistent with the current practices and previous decisions of Council. The risk is assessed as ***low***.

Financial Management - There are no financial implications in denying this application. This risk is assessed as ***low,*** though proceeding with Option 2 may present some heightened financial management and governance challenges associated with likely additional applications.

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 161 - Mandatory rebates

- Section 166 - Discretionary rebates

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in denying this Council Rate Rebate Application. No additional funds are required.

If Council choose to approve the application there are insufficient funds insufficient funds in Project #100053 (*Rates Revenue*) at an estimated costs of $3,618 and (*Rates - Regional Landscape Levy*) at an estimated costs of $67.

A budget amendment reducing operating income by $3,685 would be required, thus increasing the operating deficit by the same amount.

No offset has been identified.

There would be an increase, subject to Council approval, of $3,685 to the 2026/27 operating budget.

CONSULTATION

Group Manager Governance and Finance - Kellie Knight-Stacey

Manager Financial Services - Sharon Francis

ATTACHMENTS

Attachment 1 - Rate Rebate Application - St Vincent de Paul Society

Attachment 1 - Rate Rebate Application - St Vincent de Paul Society

city of Victor Harbor

Rate Rebate Application Form

Please complete this form in **BLOCK LETTERS** and return by:

- **Post:** PO Box 11, Victor Harbor SA 5211
- **Email:** localgov@victor.sa.gov.au
- **In person:** 1 Bay Road, Victor Harbor

Applicant Details

Name	Kathy Doyle
Company	St Vincent de Paul Society (SA) Inc.
Address	202 Franklin Street
	Adelaide SA 5000
Email	kdoyle@svdpsa.org.au
Phone	08 8112 8718

Property Details

Property ID	
Valuation Number	4511973005-0010
Address	1-3/68-78 Victoria Street
	Victor Harbor SA 5211
Owner	Montana Corp P/L & Sidney Everett, c/- ProRealty, PO Box 213, Kent Town 5071

Note: If the application for a rate rebate is for multiple properties, each assessment must be separately identified (a separate listing can be attached if necessary)

Categories of rebate

Please tick the category of rebate under which you are seeking a rebate (section numbers quoted refer to the Local Government Act 1999

Mandatory 100% rebate

- ☐ **Health Service (Section 160) –** land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976
- ☐ **Religious Purposes (Section 162)** - land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes
- ☐ **Public Cemeteries (Section 163)** - land being used for the purposes of a public cemetery
- ☐ **Royal Zoological Society of SA (Section 164)** - land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated

July 26/27

PO Box 11
1 Bay Road
Victor Harbor SA 5211

www.victor.sa.gov.au

P 08 8551 0500
F 08 8551 0501
E localgov@victor.sa.gov.au

Mandatory 75%

☐ **Educational Purposes (section 165) –** land that is
- ☐ Occupied by a Government school under lease or licence and being used for educational purposes, or
- ☐ Occupied by a Non-government school registered under the Educational and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes, or
- ☐ Used by a university or university college to provide accommodation and other forms of support to students on a not-for-profit basis

■ **Community Services (Section 161)** - land being predominantly used for service delivery and/or administration by a community services organisation

To qualify as a Community Service Organisation you must meet the following criteria;
(a) Is incorporated on a not for profit basis for the benefit of the public, **AND**
(b) Provides community services without charge or for a charge that is below the cost to the body of providing the services, **AND**
(c) does not restrict its services to persons who are members of the body

Which of the following services does your organisation provide from the property?
- ☐ Emergency accommodation
- ■ Food or clothing for disadvantaged persons
- ☐ Supported accommodation (select at least one of the following)
  - ☐ Residential care facility that is approved for Commonwealth funding under the Aged Care Act 1997(Cwlth)
  - ☐ Accommodation for persons with mental health difficulties, intellectual or physical difficulties or other difficulties who require support in order to live an independent life
  - ☐ Accommodation provided by a community housing provider registered under the Community Housing Providers National Law that is incorporated on a not-for-profit basis for the benefit of the public
- ☐ Essential services or employment support for persons with mental health difficulties or with intellectual or physical disabilities
- ☐ Legal services for disadvantaged persons
- ☐ Drug or alcohol rehabilitation services
- ☐ Research into or community education about disease or illness, or palliative care to persons who suffer from disease or illness

Note: Disadvantaged persons are disadvantaged by reasons of poverty, illness, frailty or mental, intellectual or physical disability.

Are you seeking an increase to the Mandatory 75% rebate? **Yes** **No**
If you have answered yes, please indicate the amount of rebate you are applying for and the reasons to justify your request; _____%

_____
_____
_____
_____
_____
_____

Discretionary Rebate (Section 166)
Council may grant a rebate of rates at it's discretion in any of the following cases. Please indicate which of the following cases is applicable to your application;

- ☐ (a) the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area)
- ☐ (b) the rebate is desirable for the purpose of assisting or supporting a business in its area
- ☐ (c) the rebate will be conducive to the preservation of buildings or places of historic significance
- ☐ (d) the land is being used for educational purposes
- ☐ (e) the land is being used for agricultural, horticultural or floricultural exhibitions
- ☐ (f) the land is being used for a hospital or health centre
- ☐ (g) the land is being used to provide facilities or services for children or young persons
- ☐ (h) the land is being used to provide accommodation for the aged or disabled
- ☐ (i) the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Commonwealth) or a day therapy centre
- ■ (j) the land is being used by an organisation which provides a benefit or service to the local community
- ☐ (k) the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment
- ☐ (l) the rebate is appropriate to provide relief against what would otherwise amount to a substantial change in rates payable due to:
  - ☐ a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates, or
  - ☐ a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations
- ☐ (m) where the rebate is appropriate to provide relief in order to avoid what would otherwise constitute:
  - ☐ a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the council in its annual business plan, or
  - ☐ a liability that is unfair or unreasonable
- ☐ (n) where the rebate is to give effect to a review of a decision of the council under chapter 13 part 2 of the Act (Internal Review of Council actions)
- ☐ (o) where the rebate is contemplated under another provision of this Act

Please specify the amount of discretionary rebate you are applying for 25 %

Please specify why you believe the Council should grant a rebate of rates for the applicant property.
The site trades as a 'Vinnies' shop, which provides clothing and household goods to the needy and disadvantaged in the community. These goods are given free of charge to the neediest, and at a very low cost to those who have the means to pay. Our organisation as a whole provides many services for the community such as emergency accommodation, asylum seeker services, meals through Fred's Van, payment of bills e.g. utilities, car rego, rent. We are a not-for-profit charity with many 'good works' in the community which depend on income from our Vinnies shops to be able to to provide these services.

Supporting Documentation
The Council requires you to attach the following information to this application:

- Evidence that the land is being predominately used for the purpose for which the rebate is being sought

Community Services Rebate

- Evidence that the land is being used for service delivery and/or administration
- A copy of the organisation's Constitution and/or other documentation establishing that it is incorporated on a not-for-profit basis
- A copy of the organisation's latest Annual Report
- Evidence that the service is provided free of charge or below cost
- Evidence that the service is provided to persons other then members
- Evidence (if any) of receipt of State or Commonwealth Government funding

Discretionary Rebates

- The nature and extent of council services provided to the land in comparison to similar services provided elsewhere in the council area
- The community need (if any) that is being met by the activities carried out on the land
- The extent (if any) to which the activities carried out on the land provides assistance or relief to disadvantaged persons
- The extent of financial assistance (if any) being provided by Commonwealth or State Government, or other community grants (including from the City of Victor Harbor)

Please note: Additional information may be requested after receipt of your application. It is the responsibility of the applicant to establish their claim for entitlement to a rebate and supply all the information required to substantiate this claim. Where insufficient information or evidence is supplied, applications may be denied.

Important Information and Declaration
It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act.
The maximum penalty for this offence is $5,000.00 (Section 159 (2) of the Local Government Act 1999).

The Council may grant a rebate of rates or charges on such conditions as the Council thinks fit.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases.
If a person or body fails to notify the Council that person or body is guilty of an offence and liable to a maximum penalty of $5,000.00 (Section 159 (7) and (8) of the Local Government Act 1999).

The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

I declare that the information I have provided on and attached to this application form is true and correct.

Print Full Name Kathy Doyle Date 26/10/26

Signature 

9.7. Reviewed - Council Member Training and Development Policy and Associated Documents

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Kyla Walker

RECOMMENDATION

That Council:

a. adopt the reviewed Council Member Training and Development Policy (the Policy) as provided at Attachment 4; and

b. adopt the reviewed Council Member Training and Professional Development Plan (the Plan) as provided at Attachment 5; and

c. authorise the Chief Executive Officer (or Delegate) to make minor administrative amendments to the Policy and Plan; and

d. note the following documents:

    i. the reviewed Council Member Training and Development Procedure as provided at Attachment 6; and

    ii. the Council Member Training and Development Application Form as provided at Attachment 7; and

e. allocate sufficient funds in the draft 2027/28 Annual Business Plan and Budget to support the personal and professional development as identified in the Plan for Council Members.

PURPOSE

The purpose of this report is for Council to consider and adopt the reviewed Council Member Training and Development Policy, and note the associated procedure and application form.

BACKGROUND

Section 80A of the *Local Government Act 1999* (the Act) sets out the legislative requirements for Council Member training and development. The Chief Executive Officer must keep and publish a training and development register recording member's participation in mandatory and any other required training.

Council Members must comply with the prescribed mandatory training requirements. Failure to comply will result in suspension by Council unless the member satisfies Council that there were good reasons for the failure. Further requirements apply to public notice, suspension of

allowances, access to facilities and support, and application to South Australian Civil and Administrative Tribunal (SACAT) for disqualification if the member does not address the failure to comply.

Mandatory Training and Council Policy

Councils must adopt and maintain a training and development policy for their members. Section 80A of the Act provides:

1. A council must prepare and adopt a training and development policy for its members.

2. The policy-

a) must be aimed at assisting members in the performance and discharge of their functions and duties; and

b) must incorporate the prescribed mandatory requirements and comply with any other requirements prescribed by the regulations; and

c) may specify other requirements relating to the conduct and completion of training and development by members.

2a. A training and development policy of a council may make different provision according to different members of the council.

Regulation 8AA of the *Local Government (General) Regulations 2013* (the Regulations) requires the training policy to comply with the LGA Training Standards for Council Members. These standards are approved by the Minister for the purposes of Regulation 8AA and published on a website maintained by the LGA.

The Minister for Local Government approved the LGA Training Standards in October 2026. They incorporate the 2024-25 review of the standards and continuous process improvement in preparations for 2027 elections. Councils should also update their policies on Council Member expenses, resources and facilities to address mandatory training requirements.

Reviewed Standards

The standards define the knowledge and skills expected of Council Members under the Act and the support they should receive to fulfil their role. The leadership competencies comprise core modules with defined learning objectives and outcomes:

- Presiding Member Training, comprising the modules:
    - Roles and responsibilities
    - Chairing meetings
    - Civic leadership and advocacy
    - Leadership.
- Council Member Training (including the Mayor), comprising the modules:

- Working together
- Leadership on Council
- Effective council meetings
- Strategic leadership and effective financial management
- Strengthening leadership skills.

Completion Requirements

Completing the training program satisfies the requirements set out in Section 90A of the Act and Regulation 8AA of the Regulations. Council members must complete the training within their first 12 months in office.

Additionally, at its Ordinary Council Meeting held on 27 January 2026, Council resolved:

OC272026

Moved: Cr Brayden Mann

Seconded: Cr Carol Schofield

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.*

CARRIED

While not detailed in the resolution specifically, the intent of this resolution was also to review the Training and Development Policy.

COMMENTARY

Administration has reviewed the Council Member Training and Development Policy and associated documents to improve clarity, align with current legislative requirements and the LGA Training Standards, and provide a structured framework for induction, training and professional development. The review and subsequent briefing feedback is outlined below.

The initial review proposed the following changes:

- Reframing the Policy to support ongoing training and development, rather than focusing solely on mandatory training requirements;
- Clarifying roles, responsibilities and approval pathways for Council Member training requests;
- Introducing a clearer process for identifying training needs throughout the council term;
- Strengthening the framework for the Council Member Training and Development Plan, including induction, mandatory training and professional development opportunities;
- Expanding the provisions relating to Mayoral induction and development;
- Introducing a formal training request process, supported by an application form;
- Improving record-keeping and reporting through a training and development register; and
- Removing the requirement for Council Members to submit a post-training report following non-mandatory training activities.

Briefing Session and Feedback

A briefing session was held with Members on Monday, 2 November 2026 to seek feedback on the reviewed Policy and associated documents. In response, further amendments were made including:

- distinguish training from conference and representative attendance
- clarify funding and approval requirements
- recognise prior learning
- provide for Council Member co-contributions where appropriate.

The documents are intended to operate together as one framework. The Policy establishes the principles and approval framework, the Procedure sets out the administrative process, and the application form captures the information required for assessment and recording. The proposed amendments to each document and the Training and Development Plan are summarised below:

Council Member Training and Development Policy

The proposed Policy amendments following the briefing are:

- Clause 5: Definitions - Replaces the combined Conference and Seminars definition with a separate Conference definition and amends the Training and Development and Role-Related Training definitions to focus on structured learning Conferences, general meetings and the national general assembly would not ordinarily be classified as training. The total cost definition would cover training, conferences and other events and including amounts payable or reimbursable by Council.

- Clause 6.3: Training Needs Assessment - Recognises relevant qualifications, professional experience and demonstrated competencies when identifying development needs, to avoid duplication of non-mandatory training. Recognition of prior learning would not exempt Council Members from attending mandatory training.

- Clause 6.4: Training Delivery - Distinguishes courses, workshops and seminars from conference, which would be assessed separately under Clause 6.9.

- Clause 6.8: Annual Budget Allocation - Distinguishes training funding from funding for conferences and other events. Conference expenditure would not ordinarily be costed to the training allocation, and the classification and funding of mixed events would be recorded. Increases to the overall training budget would be considered through the annual budget and budget review processes, informed by the Training and Development Plan, rather than specified in the Policy.

- Clause 6.9: Attendance at Training, Programs, Seminars and Conferences - Removes the words "*Programs, Seminars*" from the heading.

- Clause 6.10: Expenses and Reimbursements - Allows partial funding or a Council Member contribution, within the applicable approval authority. Assessment would consider relevance to the role, professional or personal benefit, cost, available funding, transferable qualifications and equitable access to development opportunities. Written approval would specify Council's share and any personal contribution. Reimbursement would be limited to eligible actual expenditure within the approved Council budget.

Council Member Training Request Procedure

The proposed Procedure amendments align the administrative process with the Policy changes:

- Clause 4.1: Operating Procedure - Adds a paragraph reflecting the Policy's approval schedule.

Council Member Training and Development - Request Form

The proposed request form has been updated to capture the information required under the amended Policy and Procedure.

Training and Development Plan

The proposed Plan amendments are as follows:

- Updates the mandatory training and Mayor's leadership training descriptions to reflect the modules identified in the updated LGA Training Standards.

- Updates the schedule of training and conference opportunities, identifies eligible participants and providers, and specifies Council funding subject to budget availability.

- Adds a Personal and Professional Development Plan setting out additional skills and development opportunities and identifying funding responsibilities and including Council

and Council Member co-contributions for the Future Leaders Program, Inspire Leadership Program and Australian Institute of Company Directors courses and programs.

The Policy and the Training and Professional Development Plan are to be adopted by Council, while the Procedure, Request Form are adopted by Senior Management Team, as they are administrative documents that implement the endorsed policy position of Council. In relation to commencement, the Policy is to be adopted by Council and in April 2027 the incoming Council will be required to review the Policy at its first Council meeting in accordance with the legislation. It is also unlikely that current Council Members will undertake the training opportunities included in the Training and Development Plan during the remainder of the current term.

The current Policy, Plan and Application Form are provided at Attachments 1, 2 and 3 respectively. Clean versions incorporating the proposed amendments, together with tracked changes reflecting the Council Members feedback are provided for the Policy, Procedure, Application Form and Plan at Attachments 4, 5, 6 and 7 respectively.

Commencement of the Amendments

At the briefing session, Members suggested that the Policy and Training and Development Plan should not commence until the new term of Council. Administration considers this impractical. It would also defeat the purpose of resolution OC272026, which asked for a review to make the Policy more attractive to prospective candidates. Candidates decide whether to nominate before the new Council meets, so they need to see the improved training and professional development entitlements before nominating.

The Policy lapses at the general election under either option, and the incoming Council will be required to review it at its first meeting in accordance with the legislation. Council can choose between two approaches:

Option 1: Delay adoption until the new Council starts

Under this option, the new Council would have full ownership of the training and professional development entitlements before they apply, and current Members' entitlements would stay unchanged for the rest of the term. The Policy could also be adopted together with the tribunal's determination.

However, prospective candidates could not see the improved training and professional development entitlements before deciding to nominate, which would not meet the intent of OC272026.

The improved induction, training and development framework would also not be available until after the election, delaying the benefits of the review.

Option 2: Adopt the Policy now and let the new Council consider removing inclusions

Under this option, candidates could see the proposed training and professional development entitlements before nominating, which supports OC272026. The new Council would begin with a completed Policy and Training and Development Plan, ready for a minor review of the

Policy at its first meeting and would keep full control. It could amend or remove any inclusion added in this review.

However, the current Council would be setting training and professional development entitlements that would largely apply to the incoming Council, as current Members are unlikely to undertake the training opportunities in the Training and Development Plan during the remainder of the term.

This is mitigated because the incoming Council would retain full control to amend or remove any inclusion at its first meeting, and the Training and Development Plan would be available for candidates to consider before they nominate.

Administration recommends that Council proceeds with Option 2, adopting the Policy and Training and Professional Development Plan now, for review by the incoming Council at its first meeting in April 2027.

RISK ASSESSMENT

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

Legal and Compliance - The Training and Development Policy and Plan support Council Members to perform their role and responsibilities and meet their statutory obligations. This risk is assessed as ***low***.

Financial Management - Expenditure on additional professional development opportunities will depend on Council Member participation. The financial impact can be addressed through the quarterly budget review process. This risk is assessed as ***medium***.

Current Council Members are unlikely to undertake the training opportunities included in the Training and Development Plan during the remainder of the current term. The existing training budget allocation is therefore sufficient for the remainder of the term. Training and associated expenses for the first two months of the new Council term have already been taken into account and budgeted for within the election budget project line. 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 80A - Training and Development

Local Government (General) Regulations 2013

- Regulation 8AA - Training and Development

LGA Training Standards for Council Members

BUDGET IMPLICATIONS

There are sufficient funds available in Project #100021 (*Council Members*) to cover training for both the current Council Members and the newly elected Council. This report seeks an increased budget commitment in the 2027/28 Annual Business Plan and Budget to support the additional professional development opportunities included in the Training and Development Plan. Should current Council Members undertake training between now and April 2027, any increase to the overall training budget would be considered through the quarterly budget review and annual budget processes.

No additional funds are required.

CONSULTATION

Council Members at a Briefing Session on 2 November 2026

Group Manager Governance and Finance - Kellie Knight-Stacey

ATTACHMENTS

Attachment 1 - Current - Council Member Training and Development Policy

Attachment 2 - Current - Council Member Training and Development Plan

Attachment 3 - Current - Council Member Training Application Form

Attachment 4 - Reviewed Council Member Training and Development Policy

Attachment 5 - Reviewed Council Member Training and Professional Development Plan

Attachment 6 - Reviewed Council Member Training and Development Procedure

Attachment 7 - Reviewed Council Member Training and Development Application Form

Attachment 1 - Current - Council Member Training and Development Policy

POLICY

Policy Name	Council Member Training and Development Policy
Policy Category	Statutory
Department / Officer	Chief Executive Officer
Date Adopted	10 June 2006
Date/s Reviewed	26 November 2007; 19 July 2010; 28 November 2011; 25 May 2015, 22 October 2018, 23 November 2022
Review Frequency	Beginning of Council term and evaluated annually
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation
Attachments	

1. Purpose

The purpose of this policy is to ensure Council Members are offered training opportunities to fulfill the mandatory training requirements, set by the Local Government Association training standards (**LGA**), and any other appropriate training and development activities relevant to a Council Member's role and function.

Provide a structured induction program to prepare Council Members to capably perform their roles and responsibilities.

2. Scope

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

3. Policy Statement (Summary)

Council is committed to providing training and development opportunities to enhance the competencies of Council Members relevant to their role and responsibilities.

4. Legislation and Compliance

Section 78 of the *Local Government Act 1999* states the Council may provide facilities and other forms of support to its members to assist the members in performing or discharging official functions and duties.

While Section 80A of the *Local Government Act 1999* requires a council must prepare and adopt a Training and Development Policy for its members and it must:

(a) be aimed at assisting members in the performance and discharge of their functions and duties and

(b) comply with any requirements prescribed by the regulations.

In addition, Schedule 4, Section 2(ca) of the Local Government Act 1999, Council must report within its Annual Report the training and development activities undertaken by Council Members during the relevant financial year.

Regulation 8AA of the *Local Government (General) Regulations 2013* also requires Council must ensure that its training and development policy:

a) provides that members must undertake regular training in accordance with the Policy; and

b) complies with the LGA Training Standards.

5. Definitions

For the purposes of this Policy ***induction*** is defined as the work done with the newly elected Council, the individual Members of the Council and members of the Council staff over the first six months of the new Council in order to prepare them to capably perform their different roles.

Orientation, providing new and newly elected Council Members with an understanding of the environment they will work within is one aspect of induction.

6. Policy Content

Council recognises that in order to carry out their roles and responsibilities to the community Council Members will need specific training and refresher courses.

6.1 Mandatory Training Requirements - LGA Training Standards

Council Members will be required to undertake all mandatory modules of the Local Government Training Standards. The LGA Training Standards consist of:

- Behaviour – to identify attributes and develop skills that uphold the Behavioural Standards and principles of good governance
- Civic – to develop knowledge of the Australian system of government and how Council fulfil the objectives of the Local Government Act to deliver reputable community outcomes
- Legal – to develop the knowledge and skills required to meet the legal responsibilities of a Council Member
- Strategy and Finance – to develop the knowledge of integrated strategic and annual business planning and the skills to manage public funds appropriately.

The Chief Executive Officer will keep a record of all training attended.

6.2 Self-Assessment of Mandatory Training Requirements

At the conclusion of the induction period (6 months) members will be invited to provide feedback on their training requirements, against the mandatory standards.

Members can conduct a self assessment of their skills using the LGA online skill assessment tool or the Training Gap Analysis schedule. The CEO or delegate can also assist Members in this process.

Individual training requirements of Members, to meet the mandatory training standards during the first 12 months of the Council term, can be approved by the Chief Executive Officer, up to $1,000 per Council Member. The LGA Training Program is also available to Members upon application.

6.3 Training and Development Plan

Council will develop and adopt a Training and Development Plan to ensure that activities available to all Council Members comply with the Regulations and contribute to the personal development of the individual and the achievement of the strategic and good governance objectives of Council.

The Plan includes the induction and other training opportunities that directly relate to specific service areas or functions such as the role and function of Council's Assessment Panel and the role and function of the Council's Audit Committee as well as Chairperson training and other community issues that address environmental, social and economic challenges facing the community.

The Plan will operate during the entire term of the Council and will be updated to reflect Council Member training needs during this timeframe.

Tools to be used to identify Council Member training needs under this Policy may include but not limited to:

- Annual assessment of Council performance
- Survey or questionnaire
- Interviews/Meetings with Council Members
- Briefing Sessions

6.4 Training Delivery Methods

Council will use a range of delivery methods to support the training and development needs of Council Members, including but not limited to:

- In-house training and workshops/briefing sessions conducted by Council with appropriate staff, guest speakers and trainers;
- Briefing sessions conducted by the Council with appropriate guest speakers and trainers
- Attendance at workshops, seminars and conferences offered by training providers

and industry bodies such as the Local Government Association of South Australia, Local Government Professions Australia, other industry bodies and/or private providers offering courses for Members to gain new skills, broaden skills and knowledge, and network with other Council Members;

- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self paced learning via the Local Government Association Education and Training Service; and
- audio recording.

6.5 Induction Program

Council's induction program will enhance the wide range of valuable skills and experience that Council Members bring as a result of their background in community or business related activities. Emphasis will be given to meeting the needs of new Council Members and the development of a new team.

Council endorses the following principles as reflecting a good induction:

- Personal responsibility to actively seek development opportunities to fulfill his/her role and better represent constituents and the community of the City of Victor Harbor.
- To actively participate in the Induction Program of the Council and complete the mandatory training requirements.
- The shared responsibilities between Council Members and senior staff for strategy, priorities, efficient resource use and overall performance of services delivered to the community and to establishing strong professional relationships.
- As a member of the Governing body, invest in team building activities to foster open communication between Members, build trust, reduce stress, improve understanding and co-operation with an aim for making quality decisions.

6.5.1 Content of the Induction

The content of the Induction Program will include:

1. **The Mandatory Training Modules**

2. **Relationship building and Team building**
   Opportunities to build professional working relationships with senior staff and for team building with fellow Council Members.

3. **Orientation**
   - Organisation structure/Tour of the Council Building
   - Introduction of senior staff and department overview

- Bus tour of the Council area to provide awareness of current projects and their status
- Administrative housekeeping matters such as provision of IT equipment, key cards, photographs, up and coming meetings, communication systems and support.
- Resource manual in hard and electronic copy including Policies, Strategic Plans, Legislation, Budget, Council Minutes and Meeting Procedures.

Council's structured induction program aims to incorporate the mandatory training standards. However, Council Members should conduct a self assessment of their skills against the mandatory modules to determine additional training required.

A new Council Member who is unable to attend the Council's Induction Program should seek other training opportunities, relevant to the topics missed, in consultation with the Chief Executive Officer or delegate.

6.6 Orientation and induction of the Mayor

The Chief Executive Officer will commence the orientation of the Mayor as soon as possible after the appointment, to ensure a smooth transition for the whole Council.

Specific training will be provided to the Mayor in relation to roles and responsibilities, chairing of meetings and leadership.

6.6 Supplementary elections

The orientation and induction section of the Council Member Training and Development Plan should be followed and tailored to individualise requirements following a supplementary election.

6.7 Annual Budget Allocation

An annual budget allocation will be made to support the training and development activities undertaken by Council Members.

All training and development expenses incurred by Council Members will be recorded in the public Register of Allowances and Benefits which updated quarterly to reflect expenditure pertaining to attendances on training activities. The budget allocation for training and development will be determined as part of Council's annual budgetary process.

6.8 Attendance at Training Programs, Seminars and Conferences

Access to training programs not directly conducted by the Council (unless stipulated otherwise in this Policy) will require Council approval and must link to the training plan unless otherwise agreed by the Council. The Chief Executive Officer may approve

training where Council has appointed a Member to a Council Committee and that Member subsequently requests training relevant to that position up to $1,000 per Member.

A Council Member wanting to attend a Seminar, Conference or Course should provide the following information to Council to assist in its determination (excluding training approved by the CEO in accordance with this Policy).

- Program or course content.
- Previous Council funded courses attended as an Council Member.
- The Council Members particular interest and reasons for wishing to attend.
- Proposed benefits from the activities for both the individual and Council and its relevance to Local Government.

Application forms are provided on Council Members devices. In unforeseen circumstances where it is impractical to complete an application form prior to a Council meeting the application may be completed post approval by Council.

Approval by Council under these circumstances will constitute authorisation for incurring registration, travel and accommodation expenses associated with the training program or seminar. Expenses will be restricted to economy airfares.
The Chief Executive Officer's Executive Assistant will co-ordinate arrangements for Council Member attendance at training, conferences and courses.

Registration, flight fares and accommodation expenses and meals identified in the conference program will normally be arranged and paid for by Council prior to the event.

It is general practice for the Mayor (or delegate) and the CEO (or delegate) to represent Council at the National General Assembly of Local Government and the Annual General Meetings or General Meetings of the Local Government Association however this will not restrict other Council Members from attending.

6.9 Feedback on Training

To ensure that Council can maximise the return from investment it is important that feedback is provided on courses/seminars attended.

Following attendance at a training activity or seminar, individual Council Members are required to prepare a report outlining the nature of the training activity and the benefits gained through attendance along with feedback on ideas to enhance the program/activity. A copy of the report will be provided to all Council Members and shall be placed on Council records.

A report is not required where the training is part of the mandatory training requirement and/or part of the standard induction training provided for Council Members.

6.10 Expenses/Reimbursements

Expenses and reimbursements will only be paid for attendance at conferences, seminars

and training etc which have been approved under this Policy, Council's Allowances and Support Policy or approved by Council.

All known expenses relating to attendance at training or seminars should be approved by Council (unless stated otherwise in this Policy) at the time of application. However, a Member may seek reimbursement of incidental expenses (eg meals and parking fees, (not infringement notices) according to Section 77 of the Act and Section 6(e) of the Regulations and set out in Council's Council Member Allowances and Support Policy.

Reimbursements will be made on the basis of receipts for actual expenditure on return from the event. If necessary, a cash advance may be arranged with at least 7 days' notice.

6.11 Reporting

Any expenses related to this Policy which are reimbursed to an Council Member under Section 77(1)(b) of the Act will be recorded in a public register in accordance with Section 79 of the Act (refer Council Member Allowances and Benefits Policy).

Council's Annual Report will include the training and development activities undertaken by Council Members during the past financial year.

7 Risk Management

A training and development plan will ensure that Council Members can effectively perform their roles and responsibilities and meet the LGA mandatory training requirements.

8 Implementation/Delegations

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

9 Related Documents

Council Member Allowances and Benefits Policy
Council Members Allowances and Benefits Register
Local Government Training Standards for Council Members
Council Member Training and Development Plan

10 Availability of Policy

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

Attachment 2 - Current - Council Member Training and Development Plan

ELECTED MEMBER TRAINING AND DEVELOPMENT PLAN

The Elected Member Training and Development Plan comprises:

1. **LGA Mandatory Training Modules**
2. **Orientation/Induction of Council Members (aims to cover mandatory training modules)**
3. **Committee Specific Training**
4. **Ongoing Training and Development including workshops relevant to the role of a Council Member**
5. **Local and interstate seminars, conferences etc**

1. LGA Mandatory Training Requirements (to be completed by Elected Members within 12 months of the Council term)

Modules	Available to	Provider	Date
Module 1 – Introduction to Local Government ○ The Australian System of Government ○ Roles and Functions of Local Government (including Strategic Planning and Community engagement). ○ Elected/Staff Structures ○ Services Provided by Councils (Mandatory and Discretionary)	All Council Members (Mandatory for new Council Members)	Combination of In house and External (including on-line)	Conducted as part of Induction Program
Module 2 – Legal Responsibilities ○ Role of a Council Member ○ Delegations ○ General Duties	All Council Members (Mandatory for new Council Members)	Combination of In house and External (including on-line)	Conducted as part of Induction Program

Modules	Available to	Provider	Date
○ Code of Conduct for Council Members ○ Conflict of Interest ○ Register of Interests ○ Responsibilities concerning the provision of support ○ Legal Protections for Council Members ○ External Oversight			
Module 3 – Council and Committee Meetings ○ Council and Committee Meeting Procedures	All Council Members (Mandatory for new Council Members)	Combination of In house and External (including on-line)	Conducted as part of Induction Program
Module 4 – Financial Management and Reporting ○ Overview of Financial Governance responsibilities of Elected Members and the elected body ○ Long term financial planning ○ Long term asset management planning ○ Audit Committees ○ Rating ○ Budgets and Annual Business Plans Reporting	All Council Members (Mandatory for new Council Members)	Combination of In house and External (including on-line)	Conducted as part of Induction Program

2. Orientation/Induction Program

Sessions	Available to	Provider	Date

• **Tour of Office**
• **Council Orientation (Session 1)**
  • Overview of Service Delivery
  • EM and Ratepayer requests
  • Responsibility of CEO for Human Resources
  • Teamwork
  • Legislation
  • Overview of Delegations
  • Role of Elected Member and CEO
  • Key strategic documents
  • Insurance; Protections for EM; Gifts/ICAC overview
  • EM Training and Development
  • Council Spokesperson
  • Council and Council Committees including Audit; CDAP and Strategic Planning and Development Policy Committee
  • Meeting Procedures
	All Council Members	In-house (CEO)	17 November 2014
			5.00pm to 9.00pm

• **Council Orientation (Session 2)**
  • Financial Management (John Comrie) –
  • Presentation by all Departments – **overview of services and projects**
  o Corporate and Community Services
  o Environment and Infrastructure
  o Planning and Development
  o CEO's Dept
	All Council Members	Combination of In-house and External (John Comrie)	19 November
			5.00pm to 9.00pm

• **Special Council Meeting** o Swearing in Ceremony and Photographs	All Council Members	In-house	24 November 2014
• **Briefing on significant Council Project (FRAC)**	All Council Members		26 November

Sessions	Available to	Provider	Date
			2014
• **ICAC Invitation** Members invited to attend the Independent Commissioner Against Corruption Seminar regarding the impact of ICAC and what the ICAC Act expects of Members as elected representatives of the Council	All Council Members	External	1 December 2014
• **Briefings – Financial; Planning; Corporate** o Long Term Financial Plan; Asset Management Plans; o Mainstreet Precinct Master Plan; Centres DPA. o Committee Structure Review	All Council Members	In-house	2 December 2014
• **External Induction Training (6 hours)** o **Relationship building** with fellow Elected Members and staff; Being a team player and representing the community; Communication styles and constructive debate in the Chamber. o **Legal Responsibilities** Propriety in Public Office; Code of Conduct; Oversight Bodies; Conflict of Interest; Decision Making; How do you make a good decision; Meeting Procedures: Agendas; Minutes; How to have a good meeting o **Committees** How are Committees established; What it takes to be a chairperson; Non-Elected Member Committee Member	All Council Members	External Facilitators (Kelledy Jones)	11 December 2014 (9am – 4pm)
Internal Workshops • Review of Council's Decision Making Structure (Committees)	All Members	Internal Workshops	Commencing 2 Feb 2015
• Finance – Draft Long Term Financial Plan; Asset Management Plan and Budget Review	All Members	Internal Workshop	Commencing 2 March 2015

Sessions	Available to	Provider	Date
• Council's Strategic Planning processes	All Members	Internal Workshop	TBA
• Mock Council Meeting (Meeting Procedures in practice)	All Members		TBA
• Opportunities throughout Council term for team building (refer Policy)	All Members		

3. Committee Specific Training

All Members of Council's Development Assessment Panel are required to attend a Council Development Assessment Panel Member Fundamentals Course (LGA) and encouraged to attend a refresher course every 12 to 18 months.

Committee	Available to	Provider	Date
Council Development Assessment Panel Members Training Training will consist of: • Statutory Framework • Role/function of CDAP • Terms of Reference • Meeting Procedures • Decision-making procedures • Development Assessment Process • Appeals • Conflict of Interest • Minister's Code of Conduct • ICAC	CDAP Members and any other Council Members who are considering nominating for CDAP	LGA/Consultant Wallmans Lawyers	18 March 2015 Thursday 16 July 2015 at 1pm
Audit Committee Members Training	Audit Committee Members and any other Council Member who is considering nomination.	LGA/Consultant	9 February 2015
Chief Executive Officer Performance Management	CEO Review Panel Members or any other Member who	LGA/Consultant	29 May 2015

Committee	Available to	Provider	Date
	wishes to attend		
Council and Committee Procedures and Chairing Skills	For all Council Members as required	LGA/Consultant - John Comrie	13 March and 18 Sept 2015
Other Committee specific training sessions	As appropriate		
Induction for Council's Community Representatives on the Environment and Infrastructure Committee and Economic Development and Tourism Committee	Community Reps on Committees	Internal	27 and 29 May 2015

4. Ongoing Training and Development

Course	Available to	Provider	Date
Council specific Financial Management sessions (budget and annual business plan) Long Term Financial Planning; Asset Management and sustainability	All Members	LGA and conducted as part of Induction	
Media Skills	Mayor	LGA/Consultant	12 May 2015
Social Media Awareness Session	All Members	TBA	TBA
Public Speaking Skills	All Members	LGA/Consultant	12 April 2015
Strategic Financial Sustainability for Good Governance Decision Making	All Members as required	LGA	
Council Performance Management (against strategic management plans)	All Members		TBA
Other Relevant Training programs provided by the LGA etc.	All Members		
Information/Briefing sessions eg Governance matters, WHS Information etc.	All Members	Internal and/or external	TBA

5. Local and Interstate Seminars and Conferences

Elected Members will be advised of relevant local conferences that are identified throughout the year as well as relevant short seminars and special interest sessions.

Details	Available to	Provider	Date
New Council Members Residential Seminar	All Council Members	LGA	20 & 21 February
Council Members Strategic Issues Residential Program	All Council Members	LGA	8 & 9 May 2015
Mayors and Chairpersons Residential Seminar	Mayor/Chairperson	LGA	24 & 25 July 2015
LGA Annual Conference and/or Showcase	All Council Members	LGA	TBA
ALGA National General Assembly of Local Government	Mayor and any other Council Members endorsed by Council	ALGA	TBA
LGA Annual General Meetings and General Meetings	Mayor and any other Council Members endorsed by Council	LGA	TBA
Local Government Professionals Annual Conference	As resolved by Council		
Other relevant local and interstate conferences/seminars that may be identified throughout the year and relevant to the role of an Elected Member	As resolved by Council		TBA

Attachment 3 - Current - Council Member Training Application Form

COUNCIL MEMBER APPLICATION FOR SEMINAR/CONFERENCE/TRAINING

Council Member: _____

Training/Conference Details

Course Name: _____

Dates: _____

Time: _____

Location: _____

Provider/Education Institution: _____

Previous Council Funded courses attended as a Council Member.

_____

_____

_____

Detail interest and reasons for wishing to attend:

_____

_____

_____

Proposed benefits from the activities for the Council Member and Council and the relevance to Local Government.

_____

_____

_____

Expenses *(Complete where applicable)*

Conference/Course/Seminar Fees: $ _____

Flights *(Restricted to economy class air fare):* $ _____

Accommodation Fees: $ _____

Meals *(if known in advance):* $ _____

Other $ _____

Council Member Signature: _____ Date: _____

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Attachment 4 - Reviewed - Council Member Training and Development Policy

POLICY

Policy Name	Council Member Training and Development Policy
Policy Category	Statutory
Department / Officer	Chief Executive Officer
Date Adopted	10 June 2006
Date/s Reviewed	26 November 2007; 19 July 2010; 28 November 2011; 25 May 2015, 22 October 2018, 23 November 2022
Review Frequency	Beginning of Council term
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation
Attachments	

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1. Purpose

The purpose of this policy is to provide a framework for the induction, training and professional development of Council Members to support the effective performance of their roles and responsibilities.

2. Scope

This Policy applies to all Council Members of the City of Victor Harbor. Council Members are expected to actively participate in the training and development activities required under this Policy.

3. Policy Statement (Summary)

Council supports the ongoing training and development of Council Members to enable them to effectively perform their role and responsibilities and undertake any positions to which they are appointed by Council.

4. Legislation and Compliance

Section 78 of the *Local Government Act 1999* states the Council may provide facilities and other forms of support to its members to assist the members in performing or discharging official functions and duties.

While Section 80A of the *Local Government Act 1999* requires a council must prepare and adopt a Training and Development Policy for its members and it must:

(a) be aimed at assisting members in the performance and discharge of their functions and duties and
(b) comply with any requirements prescribed by the regulations.

In addition, Schedule 4, Section 2(ca) of the Local Government Act 1999, Council must report within its Annual Report the training and development activities undertaken by Council Members during the relevant financial year.

Regulation 8AA of the *Local Government (General) Regulations 2013* also requires Council must ensure that its training and development policy:

a) provides that members must undertake regular training in accordance with the Policy; and
b) complies with the LGA Training Standards.

5. Definitions

~~***Conferences and Seminars*** means events, forums, workshops and conferences directly related to local government, governance, leadership or council responsibilities.~~

Conference means an event primarily intended to facilitate sector engagement, advocacy, information sharing, networking or presentation, including an annual general meeting, ordinary general meeting or national general assembly.

Induction means a structured program that provides newly elected Council Members with an understanding of Council's organisational structure, services, operations, governance framework and community.

Local Government Association Training Standards means the mandatory training modules that Council Members must complete within the first 12 months of their Council term and mid-term refresher courses.

Role-Related Training means training, education, ~~conferences,~~ seminars, courses, ~~workshops~~ or development activities that assist a Council Member to perform their statutory functions, responsibilities and duties under the *Local Government Act 1999*, Council policies or a position to which they have been appointed by Council.

Total Cost means the total amount payable or reimbursable by Council for attendance at a training activity, including registrations fees, travel, accommodation, meals and any other expenses. It does not include any additional costs paid personally by a Council Member and not claimed from Council.

Training and Development means learning activities, programs, courses, workshops, seminars or coaching~~,~~ ~~conferences~~ provided internally or externally to develop the knowledge, skills or capabilities required by~~support~~ Council Members to~~in~~ perform~~ing~~ their roles and responsibilities.

6. Policy Content

6.1 Training and Development Plan

Council will maintain a Training and Development Plan for the term of Council. The Plan

will:

- Identify mandatory training requirements
- Include induction activities
- Provide opportunities for ongoing professional development
- Respond to identified training needs, and support the achievement of Council's strategic and governance objectives

The Plan may be reviewed and updated throughout the Council term as required.

6.2 Mandatory Training Requirements - LGA Training Standards

Council Members must complete all mandatory training modules within the prescribed legislative timeframes and participate in any refresher training required under the Local Government Association Training Standards. The LGA Training Standards consist of:

- Behaviour
- Civic
- Legal
- Strategy and Finance.

The Chief Executive Officer or delegate may approve mandatory training required under the LGA Training Standards and will monitor and keep a record of all training attended.

6.3 Training Needs Assessment

At the conclusion of the induction period (6 months) members and periodically through the Council term, Council Members may assess their training requirements, against the LGA Training Standards.

Training needs may be identified through:

- Self assessment tools;
- Surveys and questionnaires;
- Interviews or meetings; and
- Council briefing sessions

An annual review of Council Member training requirements will be undertaken by the CEO or delegate in consultation with Council Members and may assist in identifying appropriate training opportunities.

In assessing training needs, Council may recognise a Council Member's relevant prior learning, qualifications, professional experience and demonstrated existing competencies. This assessment may be used to identify development priorities and avoid unnecessary duplication of non-mandatory training.

Recognition of prior learning does not exempt a Council Member from mandatory training.

6.4 Training Delivery

Training and development may be delivered through a range of methods, including:

- In-house training and workshops/briefing sessions;
- Briefing sessions;
- Attendance at workshops, seminars and conferences offered by training providers

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and industry bodies such as the Local Government Association of South Australia, Local Government Professions Australia, other industry bodies and/or private providers offering courses for Members to gain new skills, broaden skills and knowledge, and network with other Council Members;

- Printed material, including training booklets and discussion papers, that may be distributed for information;
- On-line self paced learning via the Local Government Association Education and Training Service; and
- Audio recording.

Council will utilise a range of delivery methods to support differing learning needs and operational requirements.

6.5 Induction Program

Council will provide a structured induction program for newly elected Council Members. The induction program will include:

6.5.1 Mandatory Training Modules

6.5.2 Relationship building and Team building

Opportunities to:

- build constructive working relationships with fellow Council Members;
- establish professional relationships with Senior Management Team and key staff;
- support effective governance and decision making.

6.5.3 Orientation

Including:

- Overview of Council's governance framework
- Organisation structure and service delivery functions
- Introduction of senior management team and department overview
- Bus tour of the Council area to provide awareness of current projects and their status
- Administrative housekeeping matters such as provision of IT equipment, key cards, photographs, up and coming meetings, communication systems and support.
- Resource manual in hard and electronic copy including Policies, Strategic Plans, Legislation, Budget, Council Minutes and Meeting Procedures.

Council's structured induction program aims to incorporate the mandatory training standards. However, Council Members should conduct a self assessment of their skills against the mandatory modules to determine additional training required.

A new Council Member who is unable to participate in Induction Program should seek other training opportunities in consultation with the Chief Executive Officer or delegate.

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6.6 Orientation and induction of the Mayor

Following the election of the Mayor the Chief Executive Officer will facilitate an orientation and induction program tailored to the responsibilities of the role.

This may include, but is not limited to, training relating to:

- Leadership
- Governance
- Media and public representation
- Strategic planning
- Chairing meetings

6.7 Supplementary elections

Where a supplementary election occurs, Council will provide an orientation and induction program tailored to the requirements of the newly elected Council Member.

6.8 Annual Budget Allocation

Council will allocate funding for Council Member~~Members~~ training and development through its annual budget process, having regard to anticipated mandatory training, role-~~. Training~~ related training~~expenses approved under this policy will be recorded~~ and ongoing professional development needs. ~~disclosed in accordance with legislative requirements and~~ Council may separately allocate funding for attendance at conferences and representative events~~policy~~.

Training and conference-related expenditure will be separately identified, recorded and disclosed in accordance with legislative requirements and relevant Council policies.

6.9 Attendance at Training ~~Programs, Seminars~~ and Conferences

Attendance at training and conferences will be assessed separately under this Policy.

In determining whether an activity is Training and Development or a Conference, the approval authority will consider:

- the activity's primary purpose and program content;
- the extent of structured learning;
- its relevance to the Council Member's role or an appointed position;
- the anticipated benefit to Council and the community;
- whether a comparable, lower-cost development option is available; and
- the availability of the relevant budget.

Where an event includes both training and conference components, the approval authority may determine the appropriate classification and funding source for each component.

The Chief Executive Officer may approve:

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a. any training, conference, seminar, workshop or course directly related to a Council Member's roles and responsibilities as a member of the governing body; and

b. any training directly related to a position to which a Council Member has been appointed by Council, including membership of a committee, panel, board, working group or similar body.

For all other training and development activities:

c. The Chief Executive Officer may approve expenditure of up to $1,500 in Total Cost~~000~~ per Council Member per activity; and

d. Where the Total Cost~~total cost~~ exceeds $1,500~~000~~, a report must be presented to Council for consideration and determination.

6.9.1 Co-contributions

The Chief Executive Officer or Council may approve partial funding or require a Council Member co-contribution where an activity provides both official and personal or transferable professional benefits, or where partial funding would support equitable access to development opportunities within the available budget.

In determining a co-contribution, consideration will be given to the activity's relevance, total cost, expected benefit, available budget and whether it leads to a transferable qualification or accreditation. A co-contribution will not be required for mandatory training.

6.9.2Request Process

A Council Member requesting to attend a training, seminar or a conference under this Policy, must submit a completed Council Member training and development request for approval form to the Chief Executive Officer, in accordance with the Council Member training request procedure. The form should address:

- Program or course content.
- Previous Council funded courses attended as a Council Member.
- The Council Members particular interest and reasons for wishing to attend.
- Proposed benefits from the activities for both the individual and Council and its relevance to Local Government.

In unforeseen circumstances where it is impractical to complete an application form prior to attendance or obtain approval before a Council meeting, a retrospective application may be submitted. The application must include a brief written explanation outlining the circumstances that prevented prior approval from being sought. The explanation will be considered as part of the approval process.

Where a request requires Council approval, approval by council will constitute authorisation for incurring registration, travel and accommodation expenses associated with the training program or seminar. Expenses will be restricted to economy airfares.

The Chief Executive Officer's Executive Assistant will co-ordinate arrangements for Council Member attendance at training, conferences and courses.

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Registration, flight fares and accommodation expenses and meals identified in the conference program will normally be arranged and paid for by Council prior to the event.

6.10 Expenses and Reimbursements

Expenses and reimbursements will only be paid for attendance at conferences, seminars and training etc which have been approved under this Policy, Council's Allowances and Support Policy or approved by Council.

All known expenses relating to attendance at training or seminars should be approved by Council (unless stated otherwise in this Policy) at the time of application. However, a Member may seek reimbursement of incidental expenses (eg meals and parking fees, (not infringement notices) according to Section 77 of the Act and Section 6(e) of the Regulations and set out in Council's Council Member Allowances and Support Policy.

Reimbursements will be made on the basis of receipts for actual expenditure on return from the event. If necessary, a cash advance may be arranged with at least 7 days' notice.

Where a co-contribution has been approved, Council will pay or reimburse only the proportion of the Total Cost authorised under this Policy.

6.11 Reporting

Council will:

- Maintain records of council member training and development activities
- Record applicable expenditure in the Council Member Allowance and Benefits Register
- Report council member training and development activities in its Annual Report in accordance with legislative requirements.

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7 Risk Management

A training and development plan will ensure that Council Members can effectively perform their roles and responsibilities and meet the LGA mandatory training requirements.

8 Implementation/Delegations

The Chief Executive Officer has the delegated authority to administer and implement this Policy and approve training and development activities in accordance with clauses~~Clause~~ 6.9 and 8.1 of the Policy. Any training request that exceeds the Chief Executive Officer's delegated authority must be referred to Council for consideration.

8.1 Approval Delegation

Type of Training	Approval Authority
Mandatory Training	Chief Executive Officer

Training related to Council Member role and responsibilities	Chief Executive Officer
Training related to a Council-appointed position	Chief Executive Officer
Any other Training up to $1,500 in Total Cost per Council Member per activity~~Any other Training up to $1,000 per Council Member per activity~~	Chief Executive Officer
Any other training exceeding $1,500 in Total Cost per Council Member per activity~~Any other training exceeding $1,000 per Council Member per activity~~	Council by report

Approval under this Policy is subject to the availability of an adopted budget. Where insufficient budget exists, the Chief Executive Officer may refer the request to Council for consideration as part of a budget variation or future budget process.

9 Related Documents

Council Member Allowances and Benefits Policy

Council Members Allowances and Benefits Register

Council Member Training and Professional Development Plan

Council Member T~~t~~raining and Development Procedure

Council Member Training and Development Register

Local Government Association Training Standards for Council Members

10 Availability of Policy

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

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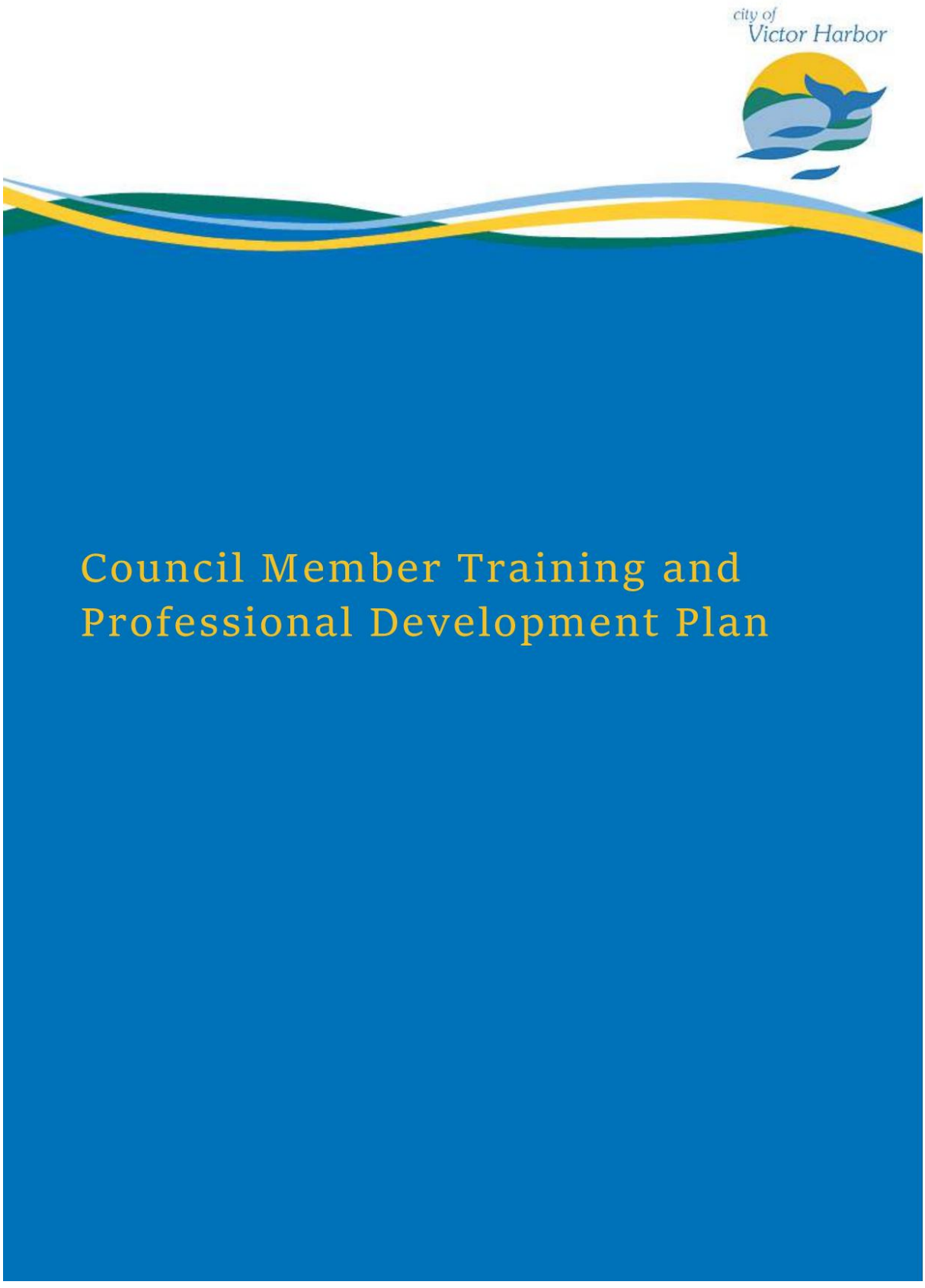
Attachment 5 - Reviewed - Council Member Training and Professional Development Plan



Mandatory and Induction Training Program

Mandatory training must be completed within the first 12 months of their term.

Details	Available to	Provider	Cost responsibility
Overview of roles and responsibilities what it means upon taking public office and at a high level, the legal essentials for Council members.	Mayor and Council Members	Chief Executive Officer	Council
Orientation	Mayor and Council Members	Internal / Consultant	Council
Module 1 – Working Together	Mayor and Council Members	LGA	Council
Module 2 – Leadership on Council	Mayor and Council Members	LGA	Council
Module 3 – Effective Council Meetings	Mayor and Council Members	LGA	Council
Module 4 – Strategic Leadership and Effective Financial Management	Mayor and Council Members	LGA	Council
Module 5 – Strengthening Leadership Skills	Mayor and Council Members	LGA	Council
Presiding Member Training: Module 1 – Roles and Responsibilities Module 2 – Chairing meetings Module 3 – Civic leadership and advocacy Module 4 - Leadership	Mayor	LGA	Council

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Training and Conferences

Please note that the plan below will be updated regularly to reflect the training program released by the LGA.

Details	Available to	Provider	Cost responsibility
Council Assessment Panel (CAP) or Fleurieu Regional Assessment Panel Members	CAP Members and any other Council Members who are considering nominating for CAP	LGA / Internal / External Consultant	Council
Audit and Risk Committee	Mayor and Council Members	LGA / Internal / External Consultant	Council
Chief Executive Officer Performance Reviews and Contractual Obligations	Mayor and Council Members	LGA / Internal / External Consultant	Council
Council Subsidiaries	Mayor and Council Members	LGA / Internal / External Consultant	Council
Community Engagement for Council Members	Mayor and Council Members	LGA / Internal / External Consultant	Council
Conflict of Interest for Council Members	Mayor and Council Members	LGA / Internal / External Consultant	Council
Council and Committee Procedures and Chairing Skills	Mayor and Council Members	LGA / Internal / External Consultant	Council
Enhanced Public Speaking and Presenting for Council Members	Mayor and Council Members	LGA / Internal / External Consultant	Council

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Details	Available to	Provider	Cost responsibility
Register of Interests – Council Members	Mayor and Council Members	LGA / Internal / External Consultant	Council
Reputation and Media for Council Members	Mayor and Council Members	LGA / Internal / External Consultant	Council
Other Committee specific training sessions	Mayor and Council Members	LGA / Internal / External Consultant	Council
Media and Social Media	Mayor and Council Members	LGA / Internal / External Consultant	Council
Local Government Association Conference and Annual General Meeting	Mayor or Voting delegate (AGM) Mayor and Council Members (Conference)	LGA / Internal / External Consultant	Council
Local Government Association Conference and Ordinary General Meeting	Mayor or Voting delegate (AGM) Mayor and Council Members (Conference)	LGA / Internal / External Consultant	Council
Local Government Professionals Annual Conference	Mayor and Council Members	LGA / Internal / External Consultant	Council
Australian National General Assembly of Local Government	Mayor or voting delegate	LGA / Internal / External Consultant	Council
Roads and Works Conference	Mayor and Council Members	LGA / Internal / External Consultant	Council
Other interstate conferences that may be identified throughout the year	All Council Members	Internal / External Consultant	Council

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Personal and Professional Development

Below is a guide to additional, personal and professional development opportunities that are valuable for building council member skills and knowledge, in addition to the mandatory training modules.

Details	Available to	Provider	Cost Responsibility
Building Emotional intelligence	Mayor and Council Members	LGA / Internal / External Consultant	Council
Building Leadership resilience	Mayor and Council Members	LGA / Internal / External Consultant	Council
Complex and integrated decision making	Mayor and Council Members	LGA / Internal / External Consultant	Council
Communication and presentation skills	Mayor and Council Members	LGA / Internal / External Consultant	Council
Digital technology skills	Mayor and Council Members	LGA / Internal / External Consultant	Council
Effective advocacy and leadership	Mayor and Council Members	LGA / Internal / External Consultant	Council
Effective community engagement	Mayor and Council Members	LGA / Internal / External Consultant	Council
Effective social media management	Mayor and Council Members	LGA / Internal / External Consultant	Council
Effective time management	Mayor and Council Members	LGA / Internal / External Consultant	Council

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Ethics and leadership	Mayor and Council Members	LGA / Internal / External Consultant	Council
Leading difficult conversations	Mayor and Council Members	LGA / Internal / External Consultant	Council
Learning to speed read	Mayor and Council Members	LGA / Internal / External Consultant	Council
Listening and coaching skills	Mayor and Council Members	LGA / Internal / External Consultant	Council
Negotiation and facilitation skills	Mayor and Council Members	LGA / Internal / External Consultant	Council
Presentation skills	Mayor and Council Members	LGA / Internal / External Consultant	Council
Strategic and critical thinking	Mayor and Council Members	LGA / Internal / External Consultant	Council
Bendigo Bank Future Leaders Program	Mayor and Council Members	External Consultant	Council and Council Member Co-contribution
Inspire Leadership Program	Mayor and Council Members	External Consultant	Council and Council Member Co-contribution
AICD's courses and programs, designed to support leaders at every stage of their governance journey – refer to AICD website for list of courses and programs available	Mayor and Council Members	Australian Institute of Company Directors	Council and Council Member Co-contribution

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Attachment 6 - Reviewed - Council Member Training and Development Procedure

ADMINISTRATIVE PROCEDURE

Procedure Name	Council Member Training Request Procedure
Department / Officer	Office of Chief Executive Officer
Date Adopted	
Date/s Reviewed	
Next Preview	In conjunction with the Council Member Training and Development Policy
Attachments	Council Member Training Request Form

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1. Purpose

This Procedure establishes a consistent administrative process for requesting, approving, arranging, recording and reporting Council Member training and development activities, conference attendance and representative events in accordance with the Council Member Training and Development Policy.

2. Scope

This Procedure applies to all Council Member training and development activities, including mandatory LGA Training Standards modules and other role-related or discretionary training and separately at~~;~~ attendance at conferences including the LGA Ordinary General Meeting, LGA Annual General Meeting and National General Assembly; and other role-related or discretionary training, seminars and conferences.

3. Background

Council Members require ongoing training and development to support the effective performance of their statutory, governance and representative responsibilities. The Council Member Training and Development Policy establishes the principles, approval authorities and funding arrangements that apply to this activity. This Procedure supports consistent implementation of that Policy by setting out how ~~training~~ requests are submitted, classified, assessed, approved, arranged, recorded and reported, ~~while~~ distinguishing mandatory training, other training and development and conference attendance. ~~from discretionary development opportunities.~~

4. Operating Procedure

Council Members must obtain approval before registering, booking travel or accommodation, or otherwise committing Council funds. The approval authority is determined by ~~the type and~~

~~cost of the~~ activity classification and Total cost under Policy section 6.9, 8.1 and~~, as set out in~~ clause 4.1 of this Procedure.

Mandatory training is managed under clause 4.2 and does not follow the discretionary request process.

Where the exceptional retrospective application provision in section 6.9.1 of the Policy applies, the Council member must provide the application and a written explanation of why prior approval could not be obtained. A retrospective application does not guarantee approval or reimbursement. It must be assessed by the same approval authority and against the same classification, funding and cost requirements that would have applied before attendance. The reason, decision and approved expenditure must be recorded.

4.1 Approval Delegation

Type of ~~Training~~Activity	Approval Authority
Mandatory Training	Chief Executive Officer
Training related to Council Member role and responsibilities	Chief Executive Officer
Training related to a Council-appointed position	Chief Executive Officer
Conference not exceeding $1,500 in Total Cost per Council Member per activity	Chief Executive Officer
~~Any o~~Other training ~~up to~~not exceeding $1,5~~0~~00 per Council Member per activity	Chief Executive Officer
~~Any o~~Other training exceeding $1,5~~0~~00 per Council Member per activity	Council
Conference exceeding $1,500 in Total Cost per Council Member per activity	Council by report

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Approval is subject to sufficient funding in the adopted budget. If sufficient funding is not available, the Chief Executive Officer may decline the request or refer it to Council for consideration through a budget variation or a future budget process. A request must not proceed until the required funding and approval have been confirmed.

4.2 Mandatory Training Requirements

Mandatory training is managed separately from discretionary training requests. The Chief Executive Officer or delegate will identify required LGA Training Standards modules, enrol Council Members and maintain attendance and completion records. Council Members must complete mandatory training within legislated timeframes. ~~A Training Request Form is required only where additional travel, accommodation or conference costs are proposed.~~

4.3 Step by Step Process

Step	Action	Responsible	Timeframe
1 – Identify and Classify	Identify an appropriate training, ~~seminar or~~ conference activity and its relevance ~~that relates~~ to the Council Member's role and responsibilities or ~~to a position to which the~~ Council ~~Member has been~~ appointed ~~by Council~~position. ~~Confirm~~ Identify whether it is~~that the activity is not~~ mandatory training managed under section 4.2. For other activities, identify whether the request concerns Training and Development, conference using the Policy definitions and ~~For all other activities,~~ proceed to Step 2.	Council Member	As soon as practicable
2 – Complete the application	Complete the Council Member Training and Development – Request for Approval Form before registering or committing Council funds, subject to the exceptional retrospective application provisions in Section 4. ~~.~~ Attach~~Provide~~ the program or course details and identify, the proposed classification, reasons for attendance, relevance to local government and the Council Member's role, anticipated benefits to the Council Member and Council, previous Council-funded training attended, and any relevant prior learning. Provide an itemised ~~the~~ estimate~~d~~ covering ~~total cost, including~~ registration, travel, ~~and~~ accommodation, meals and other expenses, the full activity cost, any proposed	Council Member	Before registering or committing to attend

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Step	Action	Responsible	Timeframe
	personal contribution and the amount requested from Council.		
3 – Submit supporting information	Submit the completed form, ~~and~~ supporting program or course information, itemized cost estimate and any relevant prior-learning evidence to the Chief Executive Officer through the Executive Assistant to the CEO.	Council Member	At least 15 business days before the activity, where practicable
4 – check completeness and relevant budget	Check that the request and supporting information are complete, ~~is complete and~~ confirm the proposed activity classification against the Policy definitions and identify the relevant adopted training or conference budget allocation. Confirm the full activity cost, proposed personal contribution and amount requested from Council that ~~sufficient budget is available within the Council member training and development line.~~ If information is missing, return the request to the Council Member for completion before assessment	Chief Executive Officer or delegate	Within 5 business days of receipt
5 – Assess and determine	Assess the complete request against Section 6.9 of the Policy and the approval delegation in clause 4.1 and the available budget. Consider the activity's primary purpose and program, structured learning content, relevant to the Council Member's role or Council appointed position, expected benefit to Council and the community and comparable lower-cost options. Determine	Chief Executive Officer	Within 5 business days of budget confirmation; next scheduled Council meeting if referred

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Step	Action	Responsible	Timeframe
	and record the classification, allocation of costs, approved Council funded share and any personal contribution. Where the request is within the delegated authority and sufficient budget is available, approve or decline the request. ~~Where the request is within the delegated authority and sufficient budget is available, approve or decline the request.~~ Where Council approval or a budget variation is required, prepare the request for consideration at the next available Council meeting.		
6 – Notify and arrange	Notify the Council Member of the decision in writing. If ~~the request is~~ approved, confirm the classification, approved scope, relevant budget allocation and approved Council-funded share and any personal contribution and payment arrangements ~~and costs~~ before coordinating registration, travel and accommodation. No booking or other financial commitment may be made until written approval has been provided. Obtain further approval under the applicable delegation before committing Council to costs above its approved contribution. For an exceptional retrospective application, notify the Member of the decision and any approved reimbursement, do not treat it as advance booking authority.	Executive Assistant to the CEO or delegate	Within 5 business days of approval

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Step	Action	Responsible	Timeframe
7 – Attend and substantiate claims	Attend the approved training, ~~seminar or~~ conference and retain ~~any~~ information and receipts required to support expense claims, outcome reporting and Council records. Where a co-contribution applies, claim only Council's approved share of eligible actual expenditure and identify amounts paid personally.	Council Member	As scheduled
8 – Record and report	Update the Council Member Allowances and Benefits Register with the relevant expenditure.	Governance Team	Quarterly, in line with existing reporting

5 Related Documents and References

Council Member Training and Development Policy
Council Member Training and Development – Request for Approval Form
Council Member Allowances and Benefits Policy
Council Member Training and Development Plan

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Attachment 7 - Reviewed - Council Member Training and Development Request Form

Request Form

Council Member Training and Development

Section 1: Council Members

Council Member Name	
Role	☐ Mayor ☐ Deputy Mayor ☐ Presiding Member (Prescribed Committee) ☐ Council Member
Council Appointed position/s if relevant	
Contact Email	
Contact Phone	
Date Submitted	

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Section 2: Training or Development Activity

Name of Activity	
Provider / organiser	
Activity type	☐ Training course ☐ Seminar ☐ Conference

	☐ Other: _____
Activity classification: Training and Development; conference or representative event; or mixed event	
Basis for classification and relevant program components	
Approval category	☐ Role and responsibilities ☐ Council-appointed position ☐ Other training up to $1,000 ☐ Other training exceeding $1,000
Date(s) and time(s)	
Location / delivery method	☐ In person ☐ Online ☐ Hybrid location or link details: _____
Program or course information attached	☐ Yes ☐ No

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Section 3: Reasons and Benefits

Relevant prior learning, qualifications, professional experience or existing competencies	
Supporting evidence attached	
Reason for attending	
Relevance to local government and the Council Member's role or appointed position	
Anticipated benefits to the Council Member and Council	
Previous Council-funded training attended	List relevant activities and dates, or state "Nil":

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Section 4: Estimated Costs

Cost item	Details / calculation	Estimated cost
Registration / course fee		$
Travel		$
Accommodation		$

Cost item	Details / calculation	Estimated cost
Meals / incidentals		$
Other expenses~~Other~~		$
Full activity cost~~Total estimated cost~~		**$**
Proposed personal contribution		$
Total Cost requested from Council		$

5: Declaration

I confirm that the information provided is complete and accurate. I understand that I must not register, book travel or accommodation, or otherwise commit to Council funds until written approval is provided. If approved, I will comply with the approved scope and costs and complete any required expense and outcome reporting.

Signature	
Date	

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6: Administration Assessment

Request complete and supporting information attached	☐ Yes ☐ No - returned for completion
Budget available	☐ Yes ☐ No Budget line: _____
Relevant training or conference budget allocation	
Mixed-event cost allocation and basis	
Total assessed cost	$_____
Approved classification	
Approved Council-funded share	
Personal contribution and payment arrangements	
Approval authority	☐ Chief Executive Officer ☐ Council
Decision date	

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Approval or Council resolution reference	
Assessment comments	
Exceptional retrospective applications: circumstances that prevented prior approval	
Exceptional retrospective applications: resulting decision	
Assessed by	Name: _____ Position: _____ Date: _____ Signature: _____

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9.8. Reviewed - Council Member Allowance and Benefits Policy and Associated Documents

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Kyla Walker

RECOMMENDATION

That Council:

a. adopts the reviewed Council Member Allowance and Benefits Policy (the Policy) as provided at Attachment 2 and authorises the Chief Executive Officer (or Delegate) to make administrative amendments to the Policy;

b. notes that the Determination No. 6 of 2026 determination of the Remuneration Tribunal will be included in the review of the Policy when it's presented to the incoming council at its first meeting 2027; and

c. notes the following documents:

    i. the reviewed Council Member Allowance and Benefits Procedure as provided at Attachment 3; and

    ii. the reviewed Council Member Allowance and Benefits Form as provided at Attachment 4; and

    iii. the Council Member - Decline Allowance Form as provided at Attachment 5; and

d. allocates sufficient funds in the draft 2027/28 Annual Business Plan and Budget to support the increase to the Council Member Allowance and additional discretionary reimbursements for Council Members; and

e. notes that the question of whether Council should become an eligible local governing body under the Taxation Administration Act 1953 be considered by the incoming Council.

PURPOSE

The purpose of this report is for Council to consider and adopt the updated Council Member Allowance and Benefits Policy (the Policy) and to note the associated procedure and application forms.

BACKGROUND

The *Local Government Act 1999* (the Act) and the *Local Government (Members Allowances and Benefits) Regulations 2026* (the Regulations) entitle all Council Members to:

- the allowance determined by the Remuneration Tribunal for their office; and

- reimbursement of expenses actually and necessarily incurred in performing or discharging official functions and duties, including travel within the council area to or from a prescribed meeting, and the care of a dependent or child as a consequence of attending a prescribed meeting (except where the carer normally lives with the Member).

The Remuneration Tribunal (the Tribunal) determines allowances every four years, before each periodic election. The determination takes effect at the end of the election and is adjusted on its first, second and third anniversaries to reflect changes in the Consumer Price Index. Allowances may be paid in instalments up to three months in advance or arrears, and Council sets the timing and frequency of payments within that scope.

Council may also approve additional reimbursements and provide facilities and support, such as laptops, tablets or stationery, where necessary or expedient. These discretionary items require Council approval, either through a formal policy or by resolution on each claim. The power to approve reimbursements can be delegated only if a formal policy is adopted. This Policy lapses at each general election, and Council will need to consider the Policy at its first meeting.

Section 79(1) of the Act requires Council to keep a Register of Allowances and Benefits. The Register records benefits paid or provided to a Member by Council. Although the Act does not define 'benefit', it is taken to have its ordinary meaning of something helpful or favourable. Examples include stationery, business cards and a meal provided before a meeting. Where Council pays costs up front or provides facilities or services that can be quantified for each Member, these are treated as benefits.

The cost of benefits should be quantified for each Member, as far as practicable, on a quarterly basis and recorded in the Register. Reimbursements under Section 77(1)(a) are not required to be recorded, but Council records them for transparency. The Register must be published on a website determined by the Chief Executive Officer, with a printed copy available on request, subject to any fee set by Council.

At its Ordinary Council Meeting held on 27 January 2026, Council resolved:

OC272026

Moved: Cr Brayden Mann

Seconded: Cr Carol Schofield

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.

CARRIED

COMMENTARY

Administration has reviewed the Council Member Allowance and Benefits Policy and associated documents to improve clarity and transparency, align with current legislation requirements, clearly separate mandatory and discretionary reimbursements and include new wellbeing and support benefits.

The initial review by Administration proposed the following changes:

- Organisation of the Policy into clearer sections covering allowances, superannuation, reimbursements, facilities and support, Mayor-specific benefits, insurance, register requirements, risk management and delegations.
- The purpose, scope and objectives have been rewritten in plain English to provide clearer guidance on entitlements and responsibilities.
- The Allowance section now includes:
    - an option for a Council Member to voluntarily decline all or part of their allowance, with a new form to support this process
    - clearer payment arrangements and administrative requirements
    - provisions for a Deputy Mayor who acts as Mayor for a continuous period of at least one month, including eligibility for an acting allowance under the Remuneration Tribunal provisions.
- A new Superannuation section allows Council Members to choose to have all or part of their allowance paid into a nominated superannuation fund.
- Mandatory and discretionary travel reimbursements are now clearly separated. Discretionary travel reimbursement has also been expanded, with the maximum distance increased from 150 km return to 200 km return.
- Mandatory and discretionary child and dependent care reimbursements are now clearly separated. The previous cap of $40 per occasion has been removed, and eligibility for attendance at Council functions and activities has been clarified.
- The facilities and support available to Council Members are now set out more clearly.
- New benefits have been added, including:
    - Employee Assistance Program
    - Corporate clothing

- Influenza vaccinations
- Service recognition
- Mayoral benefits
- Insurance.

- New supporting forms have been developed to make the Policy easier to implement and administer.

Briefing Session and Feedback

A briefing session was held with Members on Monday, 2 November 2026 to seek feedback on the reviewed Policy and associated documents. In response, further amendments have been made covering travel and expense reimbursements, childcare and dependent care, mobile phones, wellbeing initiatives, member facilities, superannuation options and support for the Mayor, including proposed mayoral vehicle arrangements for personal and Council-related use. Members discussed ensuring these benefits and support arrangements are accessible and appropriate for future Council Members. The documents are intended to operate together as one framework. The Policy establishes the principles and approval framework, the Procedure sets out the administrative process, and the application forms capture the information required for assessment and recording. The proposed amendments to each document are summarised below:

Council Member Allowance and Benefits Policy

The proposed Policy amendments following the briefing are:

- Clause 6.1.3: Deputy Mayor undertaking the duties of the Mayor - This clause has been removed, based on advice to retain the current Remuneration Tribunal arrangements under the current Policy for the remainder of the term and to present the updated Policy to the incoming Council in the new term, as required under the Act.

- Clause 6.4.4: Discretionary Child/Dependent Care - Discretionary childcare reimbursement is capped at a maximum of $150 per meeting or activity.

- Clause 6.5.4: Other Equipment:
    - Members supported the provision that business cards not be issued to Council Members within six months of a periodic election. This clause has been updated to include 'to avoid any perception that Council resources are being used for campaign purposes'.
    - Members supported larger and better designed name badges so that Council Members can be identified when representing Council. This clause has been updated to require a badge 'of a size and design that makes the Council Member readily identifiable when representing Council'.

- Clause 6.5: Meals at Ordinary Council Meetings - Members supported a rotating or contracted caterer in place of a single provider. This clause has been updated to remove

the $50 per meeting limit. Meals are supplied by a caterer engaged by Council, '*which may be selected on a rotating or contracted basis, including local businesses*'. Tea, coffee and water remain available.

- Clause 6.6.9: Uniforms - Members held mixed views on whether the Policy should include uniforms, with some considering them a personal choice. This clause has been updated so that uniforms are available on request for Council Members who wish to be readily identifiable when representing Council. The first-year and subsequent-year entitlement wording has been removed, leaving 'one jumper, one vest and one polo shirt'.

- Clause 6.7.3: Mayoral Vehicle - Members supported the Mayor using the Council vehicle. This clause has been updated to permit personal use for '*incidental personal purposes*'. The restriction on use for other employment or business is unchanged.

- Clause 6.7.3: Interstate use and conditions - Members accepted that the Mayor may need to travel interstate, preferred not to add administrative restrictions, and noted that insurance can be handled in the vehicle agreement. A new paragraph has been included under this clause: '*Interstate travel in the council vehicle is permitted where required for official duties. Insurance, fringe benefits tax and other conditions of use will be set out in a vehicle agreement.*'

- Clause 6.7.5: Media and Communications Support - Members supported this clause covering Council related use only. An additional sentence has been added: '*Support is provided for Council-related use only and does not extend to personal, political campaign or private business purposes.*'

- Facilities: Members supported to keep the pigeonholes, Council Members' room phone, fax and printer remain, as confirmed by Administration. These have been reinstated in the Policy.

Feedback with no change to the draft

- Clause 6.6.7: Employee Assistance Program: Members supported of this clause.

- Clause 6.6.10: Service Awards: Members supported providing service awards, as there are minimal costs associated with them.

- Clause 6.6.11: Flu vaccinations - Members supported the inclusion of flu vaccinations.

Further Consideration

Members also suggested investigating other wellbeing benefits, such as health assessments, skin checks and hearing tests, similar to those provided to staff. It is recommended that additional commentary on these benefits be provided, when the incoming council considers the policy at its first meeting, so that it can decide whether to include them.

Superannuation

A Member may elect to redirect all or part of their allowance to a complying superannuation fund, provided the Policy first provides for this. The reviewed Policy included a new

Superannuation section for this purpose. However, upon further review, this clause has been removed from the Policy because, the LGA will provide further information to Councils in the coming weeks.

However, to help Members understand in advance what this entails, additional information is provided below:

Taxation treatment

An allowance is ordinarily assessable income under section 6-5 of the *Income Tax Assessment Act 1997* (ITA Act) (ATO ID 2007/205), so Members are generally advised to consult their accountants. However, contributions made to a complying superannuation fund under an agreement between Council and the Member are not assessable to the Member, because the Member agrees to forgo part of their remuneration before earning it. Consequently:

- the contributions are not assessable to the Member and, as Members are not employees, are not reportable employer superannuation contributions;

- Council is not required to report the contributions on a payment summary, but should record them and inform the Member, as they count towards the Member's superannuation contribution caps; and

- no fringe benefits tax liability arises, because superannuation contributions are excluded from the definition of a fringe benefit under the *Fringe Benefits Tax Assessment Act 1986* and Members are not employees for fringe benefits tax purposes.

Remuneration Tribunal Report

The Local Government Association (LGA) and a number of Councils and Council Members asked the Tribunal to address superannuation for Council Members. At paragraphs 142-147 of its Report, the Tribunal advised that it has no jurisdiction to determine superannuation payments and did not express a position. The LGA agreed and noted that each Council could resolve to become an 'eligible local governing body' but that a consistent approach across the sector was unlikely.

The Report did not distinguish between two separate matters: an entitlement to superannuation, which requires Council to become an eligible local governing body under the *Taxation Administration Act 1953* (deeming Members to be employees, including for Pay As You Go (PAYG) purposes); and a Member's election to direct their allowance to a superannuation fund, which is the option provided for in the Policy.

Eligible Local Governing Body

Members suggested that Council explore becoming an eligible local governing body. Currently, the Mayor and Council Members are not subject to income tax withholding and manage their own tax liability with the ATO, unlike Council employees and contractors, who are subject to PAYG.

Under section 12-45 of Schedule 1 to the *Taxation Administration Act 1953*, Council may withhold tax from allowances and sitting fees only if it passes a unanimous resolution under section 446-5. If the resolution is not unanimous, Members remain responsible for their own tax, and Council cannot withhold even at a Member's request.

If a unanimous resolution is carried:

- monthly payments to Members would reduce by the amount remitted to the ATO on their behalf, with no financial impact on Council or ratepayers;
- Members would be treated as employees under the *Superannuation Guarantee (Administration) Act 1992* (Cth) and for fringe benefits tax, with any fringe benefits tax cost to Council expected to be negligible;
- the resolution must be enacted within a 28-day period and remains in force despite changes in Council membership; and
- Council must notify the Commissioner of Taxation in writing within seven days, and the Commissioner will publish a Gazette notice naming Council and the day the resolution takes effect.

It is recommended that the question of whether Council should become an eligible local governing body be considered by the incoming Council following the 2027 Local Government Periodic Elections, so that the decision is made by the Members who will be subject to the requirements. Administration will provide further advice to the incoming Council for its consideration.

Council Member Allowance and Benefits Procedure

The proposed Procedure amendments align the administrative process with the Policy changes.

Council Member Allowance and Benefits Form

The proposed Form has been updated to capture the information required under the amended Policy and Procedure.

Commencement of the Amendments

At the briefing session, Members suggested that the Policy should not commence until the new term of Council. Administration considers this impractical. It would also defeat the purpose of resolution OC272026, which asked for a review to make the Policy more attractive to prospective candidates. Candidates decide whether to nominate before the new Council meets, so they need to see the improved entitlements before nominating.

The Policy lapses at the general election under either option. Council can choose between two approaches.

Option 1: Delay adoption until the new Council starts

Under this option, the new Council would have full ownership of the entitlements before they apply, and current Members entitlements would stay unchanged for the rest of the term. The Policy could also be adopted together with the tribunal's determination.

However, prospective candidates could not see the improved entitlements before deciding to nominate, which would not meet the intent of OC272026.

Option 2: Adopt the Policy now and let the new Council consider removing inclusions

Under this option, candidates could see the proposed entitlements before nominating, which supports OC272026. The new Council would begin with a completed Policy, ready for a minor review of the Policy at its first meeting and would keep full control. It could amend or remove any inclusion added in this review.

However, the current Council would be setting entitlements that will apply to both the current and new council.

Administration recommends that Council proceeds with Option 2.

The current Policy is provided at Attachment 1 and a clean version incorporating the proposed amendments, together with tracked changes reflecting the Council Members feedback are provided for the Policy, Procedure, Application Forms are provided at Attachment 2, 3, 4 and 5 respectively.

RISK ASSESSMENT

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

Legal and Compliance - The Act and the Regulations require Council to provide the allowance determined by the Remuneration Tribunal and to reimburse expenses actually and necessarily incurred in performing official functions. Council may approve additional reimbursements, facilities and support, but may delegate that power only through an adopted formal policy. The reviewed Policy provides this framework and clearly separates mandatory from discretionary entitlements. Council must also keep a Register of Allowances and Benefits under section 79(1) of the Act, published on a website determined by the Chief Executive Officer. Determination No. 6 of 2026 of the Remuneration Tribunal will be included in the review of the Policy by the incoming Council, which reduces the risk of conflict between the Policy and the determination. Adopting the Policy, Procedure and forms as a single framework reduces the risk of inconsistent or non-compliant decisions on entitlements. This risk is assessed as ***low***.

Financial Management - Discretionary entitlements carry a financial risk if claims exceed expectations. The reviewed Policy increases the maximum discretionary travel distance from 150 km to 200 km return, removes the previous $40 per occasion cap on child and dependent care (discretionary care is now capped at $150 per meeting or activity), and adds new benefits, including the Employee Assistance Program, corporate clothing, influenza vaccinations, service recognition and mayoral benefits. These costs will be managed through quarterly recording of benefits for each Member in the Register and through Council approval of the required funding in the 2027/28 Annual Business Plan and Budget. Members may also

decline all or part of their allowance, which may offset some costs. This risk is assessed as ***medium***.

Reputation - The community may scrutinise benefits provided to Members, and candidates may rely on entitlements that the incoming Council later changes. These risks are mitigated by recording benefits for each Member, publishing the Register, and presenting the Policy to the incoming Council for review. 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 76 - Allowances
- Section 77 - Reimbursement of expenses
- Section 79 - Register of allowances and benefits

Local Government (Members Allowances and Benefits) Regulations 2026

Income Tax Assessment Act 1997 (Cth)

- Section 6.5 - Income according to ordinary concepts (ordinary income)

Fringe Benefits Tax Assessment Act 1986 (Cth)

Taxation Administration Act 1953 (Cth)

- Schedule 1 Section 12-45 - Collection and recovery of income tax and other liabilities

Superannuation Guarantee (Administration) Act 1992 (Cth)

BUDGET IMPLICATIONS

There are sufficient funds available in Project #100021 (Council Members) to cover the allowance, mandatory and discretionary reimbursements. This reports seeks an increased budget commitment in the 2027/28 Annual Business Plan and Budget to support the increase in Allowances and the additional discretionary reimbursements. Should current Council Members claim any discretionary reimbursements between now and April 2027, any increase to the overall budget would be considered through the quarterly review process.

No additional funds are required.

CONSULTATION

Council Members at a Briefing Session on 2 November 2026

Group Manager Governance and Finance - Kellie Knight-Stacey

ATTACHMENTS

Attachment 1 - Current - Council Member Allowance and Benefits Policy

Attachment 2 - Reviewed - Council Member Allowance and Benefits Policy

Attachment 3 - Draft - Council Member Allowance and Benefits Procedure

Attachment 4 - Draft - Council Member Allowance and Benefits Form

Attachment 5 - Draft - Council Member - Decline Allowance Form

Attachment 1 - Current Council Member Allowance and Benefits Policy

POLICY

Policy Name	Council Member Allowance and Benefits Policy
Policy Category	Statutory
Department / Officer	Office of Chief Executive Officer/Governance and Policy Officer
Date Adopted	23 May 2003
Date/s Reviewed	19 November 2018, 25 November 2019, 23 November 2020, 23 November 2022; 12 December 2022; February 2024
Review Frequency	Every three years or at the beginning of a Council term (a Policy under Section 77(1)(b) will lapse at a General Election)
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation • Priority – Strengthen strategic, governance and communication frameworks
Attachments	

1. Purpose

The purpose of this Policy is to set out the legislative provisions in relation to Council Member allowances, benefits, and support.

2. Scope and Responsibilities

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

The Chief Executive Officer is responsible for implementing and monitoring expense reimbursement procedures in accordance with the *Local Government Act 1999* and the *Local Government (Members Allowances and Benefits) Regulations 2010*.

Reimbursements to attend a training course are outlined in Council's Training and Development Policy and Plan for Council Members.

3. Policy Statement (Summary)

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

4. Legislation and Compliance

Mayor and Council Members are paid an allowance for performing and discharging their functions and duties on Council. Section 58 and 59 of the *Local Government Act 1999* provides that the role of the Mayor and Council Members of a Council are, as a member of the governing body of the Council:

The Chief Executive Officer must ensure that a record (the Register of Allowances and Benefits) is kept of the annual allowance payable to Council Members (*Section 79(1) and (2) of the Local Government Act 1999*).

5. Definitions

Eligible Journey means a journey (in either direction) between the principal place of residence, or a place of work, of a member of the Council, and the place of a prescribed meeting.

Council Committee means a committee established by a Council in terms of Section 41 of the *Local Government Act 1999*.

Councillor means a person appointed or elected as a councillor of a Council under the *Local Government Act 1999*.

A ***'function or activity on the business of the Council'*** is defined by Council as:

- Mayoral Receptions
- Opening Ceremonies
- Dinners
- Citizenship Ceremonies
- Official visits – inspection of sites within the Council area which relate to Council or Committee agenda items
- Attendance at meetings of community groups and organisations as a Council appointed delegate, but not to attend meetings of community groups or organisations when fulfilling the role of local representative (as the Council Members allowances provides for this).

Prescribed Committee means, for the purposes of this determination, a committee that endures, irrespective of whether the Council has assigned any work for the Committee, to perform and assists the Council or provides advice to the Council in any of the following areas or any combination thereof:

- Audit
- Chief Executive Officer Performance Review
- Corporate Services
- Finance
- Governance
- Infrastructure and Works
- Risk Management
- Strategic Planning and Development

Prescribed Meeting, in relation to a Member of a Council, means a meeting of the Council or Council Committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the Member.

6. Policy Content

6.1 Principles

This Policy is underpinned by the following principles:

- That Council Members should not be out of pocket because of performing and discharging their Council functions and duties.
- That Council Members be provided with access to adequate and appropriate resources and support to enable them to fulfil their role.
- That reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Council Member under the *Local Government Act 1999*.
- That Council's practices are accountable and transparent and implemented in a fair and consistent manner.

6.2 Allowances

Council Member allowances are determined by the Remuneration Tribunal on a four-yearly basis before the designated day in relation to each set of periodic elections held under the *Local Government (Elections) Act 1999*.

An allowance determined by the Remuneration Tribunal will take effect from the conclusion of the relevant periodic election. Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic election to reflect changes in the Consumer Price Index (CPI). Adjustments will occur on 10 November 2023, 10 November 2024 and 10 November 2025.

In accordance with Regulation 4 of the *Local Government (Members Allowances and Benefits) Regulations 2010* (and for the purposes of Section 76 of the *Local Government Act 1999*), an allowance may be paid in instalments up to three months in advance or three months in arrears of each month in respect of which an instalment is payable.

The annual allowance for a Council Member is determined by the Remuneration Tribunal, whereby they must have regard to the requirements under Section 76(3) of the *Local Government Act 1999*.

6.2.1 Mayor

The Mayor's annual allowance is equal to four times the annual allowance for Council Members.

6.2.2 Deputy Mayor

The Deputy Mayor's annual allowance is equal to one and a quarter (1.25) times the annual allowance for Council Members.

6.2.3 Presiding Member of a Prescribed Committee

The Presiding Member of a prescribed Committee or more than one prescribed Committee as determined by the Remuneration Tribunal is equal to one and a quarter (1.25) times the annual allowance for Council Members.

6.2.4 Presiding Member of a committee (other than a Prescribed Committee)

A sitting fee is payable to a Council Member (other than the Mayor or Deputy Mayor, Chairperson or Deputy Chairperson of a Prescribed Committee) who is the Chairperson of a Section 41 Committee that is not a prescribed committee.

6.3 Leave of absence – Council Member Contesting Election

If a Council Member stands as a candidate for election as a member of State Parliament, Section 55A of the *Local Government Act 1999* automatically grants a leave of absence from the date on which nominations for the relevant election close until the result of the election is publicly declared.

During the leave of absence period the Council Member:

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

6.4 Mandatory Reimbursement – Travel (Section 77(1)(a))

Council Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred by the Council Member for travel within the Council area and associated with attendance at a "prescribed meeting".

Reimbursement for travel expenses is restricted to 'eligible journeys' (as defined in Regulation 3 of the *Local Government (Members Allowances and Benefits) Regulations 2010*) provided the journey is by the shortest or most practicable route and to that part of the journey within the Council area i.e. any travelling outside the Council area in order to attend Council or Council Committee meeting is not reimbursable under Section 77(1)(a) of the *Local Government Act 1999*. For reimbursement for travel outside the Council area as outlined in Clause 6.6.

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

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

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

6.5 Mandatory Reimbursements – Child/Dependent Care *(Section 77(1)(a))*

Council Members are entitled to reimbursement for child/dependent care expenses actually or necessarily incurred by the Council Member because of the Council Member's attendance at a prescribed meeting.

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

6.6 Additional Expense Reimbursements *(Section 77(1)(b))*

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

Section 77(1)(b) of the *Local Government Act 1999* provides that the Council may approve the reimbursement of additional expenses as set out in *the Local Government (Allowances and Benefits) Regulations 2010* incurred by Council Members, either on a case-by-case basis or under a policy adopted by Council. This Policy sets out the types of approved expenses that may be reimbursed.

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

Regulation 6 of the *Local Government (Allowances and Benefits) Regulations 2010* sets out the types of additional expenses that may be reimbursed under Section 77(1)(b) of the *Local Government Act 1999*, with the approval of the Council. These are:

- An expense incurred in the use of a telephone, or other telecommunications device, or in the use of a form of electronic communication, on the business of the Council.

- Travelling expenses incurred by a Council Member for attending a function or activity on the business of the Council (other than for which the Member is reimbursed under Section 77(1)(a) of the *Local Government Act 1999*).

- Travelling expenses incurred by a member for an 'eligible' journey to travel **outside** the area of the Council.

- Expenses for the care of:
  (i) a child of the Member or
  (ii) a dependent of the Member requiring full-time care,

  incurred because of the Members attendance at a function or activity on the business of the Council (other than for which the Member is reimbursed under Section 77(1)(a) of the *Local Government Act 1999;* and

- Expenses incurred by a Member because of the Member's attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles and duties of a Council Member (other than for which the Member is reimbursed under Section 77(1)(a) of the *Local Government Act 1999*).

6.6.1 Council Approved – Travel

The following travel related expenses incurred by a Council Member are eligible for reimbursement:

- Travel related to attendance at a Council/Committee meeting or Workshop (eligible journey) as it relates to that component ***outside*** the Council area, up to a maximum of 150km per return journey.
- Journeys ***inside*** and ***outside*** the Council area for travel expenses, because of attendance at a function or activity on the business of the Council.

Reimbursement is restricted to the shortest and most practicable route.

Where a Council Member travels by private motor vehicle, the rate of reimbursement is as prescribed for 'eligible' journeys.

Travel by train, bus or other means of public transport is reimbursed based on expenses actually and necessarily incurred because of the Member's attendance at a function or activity on the business of the Council and is still limited to the shortest or most practicable route.

Car parking fees and expenses from travelling by public transport eg bus or train will be reimbursed as a consequence of a Council Member attendance at an approved function or activity on the business of the Council. The relevant receipts must be supplied with the claim for reimbursement.

6.6.2 Council Approved – Dependent Care and other expenses

The following care and other expenses incurred by a Council member are eligible for reimbursement pursuant to Section 77(1)(b) of the *Local Government Act*:

- Expenses incurred for the care of a child of a Council Member or a dependent of the Council Member requiring full time care because of the Council Member's attendance at a function or activity on the business of the council (other than expenses for which the Member is reimbursed under Section 77(1)(a) of the *Local Government Act 1999*). Maximum reimbursement per occasion shall be limited to $40.00.

Note: Receipts confirming the expenditure incurred must be provided with a completed claim form for reimbursement.

- All other expenses, reimbursements and support that fall within the scope of this policy and not detailed above will require approval by Council on a case-by-case basis.

Expenses incurred by a Council Member because of the Council Member's attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Council Member (other than expenses for which the Member is reimbursed under Section 77(1)(a) of the *Local Government Act 1999* will only be reimbursed where attendance has been separately approved by Council or as provided for under the Council's Training and Development Policy and Plan for Council Members.

6.7 Council Member Facilities and Support

6.7.1 General Principles

Section 78 of the *Local Government Act 1999* provides that Council can provide facilities and forms of support for use by its Council Members on an equal basis to assist them in effectively performing their duties.

In accordance with the provides of the Behavioural Management Framework, a Council Member must not use any facilities and services for a purpose unrelated to the performance or discharge of official functions or duties unless they have obtained the prior approval of the Council.

Any items provided to a Council member remains the property of Council and is insured through Council's insurers.

Council Members who resign, retire, or are not re-elected will be required to return the equipment supplied by the Council immediately of the end of the Council members term of office, or at any other time as determined by the Chief Executive Officer.

Council Members who are on a leave of absence are required to:

6.7.2 Council Members – Facilities and Support

Pursuant to Section 78 of the *Local Government Act 1999*, Council has considered and is satisfied that the following facilities and support are necessary or expedient for all Councils Members to assist them in performing or discharging their official functions and duties (subject to budget):

- Notebook with wireless keyboard and mouse, internet. This device replaces the distribution of hard copy documents and agenda to Council Members and should only be used for Council business only.
- Business Cards
- Name badges
- Use of Council Members room

- A printer and telephone are located in the Council members room for use by all Council members for Council business only.
- Limited Executive Assistant support to assist members in their role eg registration of corporate documents.
- Help desk support through the Executive Assistant and in line with the ICT Charter
- A printed copy of Council documents will be provided upon request or when circumstances require a hard copy be distributed
- Each Council Member will be entitled to a Mobile Phone connected to the organisational mobile phone plan. Council Members may choose to bring their own device. Reimbursement for Council Members own devices will be to a maximum equivalent of the organisational mobile phone plan.

6.8 Additional Facilities and Support for the Mayor

In addition to the above, Council has resolved to make available to the Mayor the following facilities and support to assist in performing and discharging the Mayor's official functions and duties:

6.8.1 Vehicle

The Mayor is allowed exclusive use of a Council vehicle for business and private use. The Mayor's Council vehicle is supported by regular servicing, registration, comprehensive insurance, and the provision of fuel for business use.

The formulas to address the element of private use for the purpose of reimbursement will be set by the Chief Executive officer or delegate and consistent with formulas used by other Councils of similar size.

Any interstate travel in the Council vehicle shall require advance approval of the Council.

Fuel may be purchased via fuel card or credit card;

At the Mayor's discretion, the vehicle may be made available to other Council Members for purposes related to official Council business (eg attendance at a meeting, training course, conference seminar or function).

Should the Mayor not require the vehicle for a period of time (determined at the Mayor's discretion), the Deputy Mayor may become the custodian of the vehicle under the same terms and conditions applicable to the Mayor under this Policy.

6.8.2 Equipment and Facilities

- Designated office space, PC/WYSE terminal or docking station with associated peripherals for HP notebook or similar, work desk, filing cabinet, meeting table and telephone with direct phone number, answerable by the Executive Assistant and voicemail, access to printer, fax and photocopier. The office space is for the exclusive use of the Mayor.
- Provision of copy paper as necessary for council business.

- Access to the Chief Executive Officer's Executive Secretarial resources for limited secretarial support.
- VPN access on nominated personal computer to Council's remote desktop environment including access to emails and documents (subject to ICT security assessment)
- IT support for assistance with Council supplied IT equipment in line with the ICT Charter
- Provision of a Council Corporate Credit Card with an expenditure limit of $2,000.
- Council Mobile phone including calls, voicemail and remote access to emails for Council business.
- The Mayor is entitled to a weekly copy of the Local Newspaper 'The Times'.

6.9 Facilities and Support – Terms and Conditions

In addition, although not required by the *Local Government Act 1999*, Council has determined that the provision of the above facilities and support are made available to Council Members on the following terms:

- Each Council Member is solely responsible for those facilities released into their care and/or control for the duration of their term of office;
- All facilities must be returned to the Council at the end of each term of office, upon the office of a Member of a Council becoming vacant, or earlier at the request of the Chief Executive Officer.
- If the facilities provided to the Council Member are damaged or lost the Council Member must lodge a written report to the Chief Executive Officer.

The use of Council facilities, support and/or services by Council Members for campaign or election purposes is not permitted under any circumstances on the basis it is not necessary or expedient to the performance or discharge of a Council Member's official functions or duties under the Act. The use of such facilities for electoral purposes during the elections period would be a breach of Section 78(3) of the *Local Government Act 1999*.

6.10 Benefits

Where an expense has been incurred or an item has been provided to a Council Member that does not fall into the categories of reimbursement, a form of support or the provision of a facility, then it is considered as a 'benefit' and will be recorded in the 'Allowances and Benefits' Register. Such benefits may include:

- Meals or refreshments available to all Council Members prior to a council meeting.
- Use by Council Members of a Council sponsored corporate box.
- Memberships

6.11 Claiming Reimbursements

Claims will preferably made within 30 days of the date of the expense being incurred and must be made within the financial year of the expense being incurred.

Retrospective travel claims will not be considered by Council.

Council Members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed.

Reimbursement must be for expenses actually and necessarily incurred.

Claims for reimbursements, other than vehicle expenses, can only be made with the submission of a tax invoice/receipt. Tax receipts must include an ABN number to comply with Goods and Services Tax (GST) requirements and submitted on the relevant form, as determined by Council from time to time. An EFTPOS Receipt is not considered a Tax Invoice and will not be reimbursed. In the event that a Tax Invoice is lost or misplaced, a Statutory Declaration is required to be provided with details of the transaction and justification of how it related to Council business.

Payment will be made within 30 days from the date of approval of each Members claim.

No claims will be entertained for expenses incurred prior to commencement of Council's term.

Claims must be submitted to the Office of the Chief Executive Officer for processing and reimbursement.

6.12 Other Support

6.12.1 Insurance of Members

Council has taken out a Policy of insurance, insuring every Member of the Council, and a spouse, domestic partner or another person who may be accompanying a Member of the Council, against risks associated with the performance or discharge of official functions or duties by Members.

6.12.2 Delivery of documents and pigeonhole

Council agenda, minutes and other documents are uploaded and accessible by Council's HP notebook.

Council Members are provided with a pigeonhole on the first floor of the Council office. Any hard copy information and material will be placed in the pigeonhole for pick up by Council Members. On occasion documents will be sent via mail or Courier delivery and therefore Members are required to supply to the Chief Executive Officer their postal and residential address details.

6.13 Register of Allowances and Benefits

Pursuant *to* Section 79 (1) and (2) of the *Local Government Act 1999*, the Chief Executive Officer must maintain a register to ensure a record is kept of:

- the annual allowances paid to Council Members; and

- any expenses reimbursed to a Member; and
- any other benefits paid or provided for a benefit of a member by the Council; or
- to make a record of the provision of a reimbursement or benefit not previously recorded in the Register

on a quarterly basis

Reimbursements paid under Section 77(1)(a) of the *Local Government Act 1999* are not required to be recorded in the Register.

6.14 Record Keeping

All Council Member emails (internal/external) are captured in line with the relevant legislation through the Council Members email addresses.

All official Council business records received (hardcopy) or generated (hard copy) by Council Members should be submitted to Council for capture into Councils Electronic Document Records Management System.

6.15 Dispute Resolution or Exceptions to the Policy

Where a Council Member is in dispute of any item covered in this Policy or seeks the provision of support outside of that covered in this Policy then it is to be referred to Council for consideration.

7. Risk Management

This Policy meets Council's statutory obligations under Section 77(1)(b) Reimbursement of expenses and 79(1) Register of Allowances and Benefits and ensures that Members are informed of entitlements for the reimbursement of expenses, facilities, and support.

7.1 Annual Review/Audit

Councils internal audit function may incorporate the Council Member reimbursement of claims made and benefits payable. Any inconsistencies found will be reported to the Chief Executive Officer in consultation with the Mayor.

8. Implementation/Delegations

The Chief Executive Officer is delegated the authority to implement this Policy and to adjust the Council Member allowance figures annually on the first, second and third anniversaries of the 2022 Local Government elections to reflect changes in the Consumer Price Index as defined in Section 76(15) of the *Local Government Act 1999*

This Policy will be updated to reflect CPI changes to allowances and to reflect rate increases for travel reimbursements as necessary.

9. Related Documents

Behavioural Management Standards
Complaint Handling Procedure under the Code of Conduct for Council Members
Corporate Credit Cardholder Agreement Form

Training and Development Policy and Plan for Council Members
Fraud, Corruption, Misconduct and Maladministration Prevention Policy
Remuneration Tribunal determination No. 6 of 2022

10. Availability of Policy

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

Attachment 2 Reviewed - Council Member Allowance and Benefits Policy

POLICY

Policy Name	Council Member Allowance and Benefits Policy
Policy Category	Statutory
Department / Officer	Office of Chief Executive Officer/Governance Team
Date Adopted	23 May 2003
Date/s Reviewed	19 November 2018, 25 November 2019, 23 November 2020, 23 November 2022; 12 December 2022; February 2024;
Review Frequency	Every three years or at the beginning of a Council term (a Policy under Section 77(1)(b) will lapse at a General Election)
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation
Attachments	

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1. Purpose

This policy establishes the framework for Council Member allowances, benefits, facilities and support in accordance with the *Local Government Act 1999* and the *Local Government (Members Allowances and Benefits) Regulations 2025*. It covers the provision, administration, reimbursement and recording of these entitlements.

2. Scope

This policy applies to all Council Members.

Council Members must comply with this policy and any associated procedures when claiming reimbursements or accessing Council-provided facilities, benefits or support.

Reimbursements associated with training and professional development are managed under Council's Training and Development Policy and Plan for Council Members and are excluded from this Policy, except where reimbursement relates to travel, accommodation or meals.

3. Policy Statement (Summary)

The City of Victor Harbor is committed to providing allowances, reimbursements, facilities, benefits and support to Council Members in a manner that is fair, consistent, transparent and accountable and compliant with legislative requirements.

Council will ensure that Council Members:

- are not financially disadvantaged in performing their official functions and duties;
- have access to reasonable facilities, resources and administrative support necessary to effectively discharge their responsibilities; and
- are provided with allowances and benefits in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Members Allowances and Benefits) Regulations 2025*.

Reimbursement will only be provided for expenses that have been actually incurred and are reasonably necessary for the performance of official council functions and duties.

4. Legislation and Compliance

Section 76 of the *Local Government Act 1999* provides that Council Members, including the Mayor, are entitled to receive an annual allowance determined by the Remuneration Tribunal.

Section 77 and 78 of the *Local Government Act 1999* provide for the reimbursement of prescribed expenses incurred by Council Members in the performance of official functions and duties and enable councils to provide facilities, administrative support, and other benefits to assist Council Members in undertaking their roles.

Section 79 of the *Local Government Act 1999* requires councils to maintain a public register of allowances, reimbursements and benefits provided to Council Members.

Regulations 5 and 6 *Local Government (Members Allowances and Benefits) Regulations 2025* prescribe mandatory and discretionary expenses that may be reimbursed.

5. Definitions

Council Functions and Civic Events means an official function or activity on the business of the Council, including but not limited to:

- Award ceremonies, project launches, official visits
- Mayoral receptions, opening ceremonies and citizenship ceremonies
- Inspection of sites within the Council area which relate to a Council or Committee agenda item; and
- Attendance at meetings of community groups and organisations as a Council appointed delegate.

Council Committee means a committee established by a Council in terms of Section 41 of the *Local Government Act 1999*.

Council Member means a person appointed or elected as a councillor of a Council under the *Local Government Act 1999*.

A ‘function or activity on the business of the Council’ is defined by Council as:

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- Mayoral Receptions
- Opening Ceremonies
- Dinners
- Citizenship Ceremonies
- Official visits – inspection of sites within the Council area which relate to Council or Committee agenda items
- Attendance at meetings of community groups and organisations as a Council appointed delegate, but not to attend meetings of community groups or organisations when fulfilling the role of local representative (as the Council Members allowances provide for this).

Eligible Journey means a journey (in either direction) between the principal place of residence, or a place of work, of a member of the Council, and the place of a prescribed meeting.

Prescribed Committee means, for the purposes of this determination, a committee that endures, irrespective of whether the Council has assigned any work to the Committee, to perform and assist the Council or provide advice to the Council in any of the following areas or any combination thereof:

- Audit and Risk
- Chief Executive Officer Performance Review
- Corporate Services
- Finance
- Governance
- Infrastructure and Works
- Risk Management
- Strategic Planning and Development

Prescribed Meeting, in relation to a Member of a Council, means

(a) a meeting of the Council or Council Committee, or

(b) an informal gathering information or briefing session; or

(c) any other, discussion, workshop or, briefing, or a training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

6. Policy Content

6.1 Council Member Allowances

Council Members are paid an allowance for performing their official functions and duties in accordance with Section 76 of the *Local Government Act 1999,* unless a member declines all or part of their allowance in accordance with Section 76(12).

Allowance amounts are determined by the Remuneration Tribunal and reviewed before each periodic local government elections.

Council Member allowances are paid by Electronic Funds Transfer (EFT) directly into a nominated bank account, paid monthly. Allowances are paid by the tenth day of each month with payment statements emailed to members after each payment.

Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic election to reflect changes in the Consumer Price Index (CPI).

A statement of earnings and benefits will be provided electronically (unless a hard copy is requested) by Council Members at the conclusion of each financial year.

6.1.1 Mayor

The Mayor is entitled to an annual allowance equal to four times the allowance payable to a Council Member.

6.1.2 Deputy Mayor

The Deputy Mayor is entitled to an annual allowance equal to 1.25 times the allowance payable to a Council Member.

~~**6.1.3 Deputy Mayor undertaking the duties of the Mayor**~~

~~Where the Deputy Mayor acts in the office of Mayor for a continuous period of at least one month, the Deputy Mayor is entitled to receive an acting allowance. The acting allowance is payable for the full period during which the Deputy Mayor performs the duties of the Mayor and is calculated based on the allowance applicable to the office of Mayor.~~

6.1.34 Presiding Member of a Prescribed Committee

The Presiding Member of a Prescribed Committee is entitled to an allowance to 1.25 times the allowance for Council Member.

6.1.45 Presiding Member of a Non-Prescribed Committee

A sitting fee is payable to a Council Member (other than the Mayor or Deputy Mayor, Chairperson or Deputy Chairperson of a Prescribed Committee) who is the Chairperson of a Section 41 Committee that is not a prescribed committee.

6.1.56 Member Declines to Accept Payment of Allowance

In accordance with Section 76(12) of the *Local Government Act 1999*, a Council Member may request to decline to accept payment of an allowance.

A Council Member who wishes to decline to accept payment of all or part of their allowance must make a written request to the Chief Executive Officer, specifying:

- the allowance to be declined

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- the effective date
- the period to which the request applies; and
- acknowledging that the request is made voluntarily under Section 76(12) of the Local Government Act 1999.

~~6.2 Superannuation~~

~~A Council Member may elect to have all or part of their allowance to be paid into a nominated superannuation fund provided that:~~

- ~~the arrangement is made with the Chief Executive Officer and the fund~~
- ~~the arrangement does not result in an additional cost to Council~~
- ~~the Council Member assumes responsibility for arranging all matters with their fund and accepts that Council is not liable for any related loss.~~

~~Council Members should obtain independent financial advice before electing this arrangement.~~

6.23 Leave of absence – Council Member Contesting Election

Under Section 55A of the Act, a member standing for State Parliament is automatically granted leave of absence from the close of nominations until the result is declared. During this period, the member:

- is not entitled to any allowance or reimbursement
- must not use any Council facility, service or support
- must not carry out any function or duty as a Council Member

6.3Reimbursements

6.34.1 Mandatory - Travel Reimbursements (s77(1)(a) and r5(1))

Council Members are entitled to reimbursement for travel expenses incurred in undertaking eligible journeys to attend a prescribed meeting.

Reimbursement will only be provided for the shortest or most practicable route.

Where travel extends beyond the council area, reimbursement is limited to the portion of travel attributable to the Council area.

6.34.2Discretionary - Travel Reimbursements (s77(1)(b) and r(6))

Council Members may reimburse travel expenses of up to 200km per return were incurred in connection with:

- official council functions and civic events

- meetings attended as a Council appointed representative
- functions attended on behalf of the Mayor at the Mayor's request.
- approved conferences, seminars or training courses; and
- meetings of the Australian Local Government Association (ALGA) or Local Government Association of South Australia where the member is an appointed representative.

6.3.3 Mandatory Child / Dependent Care(s77(1)(a) and r5(1)(b))

Council Members are entitled to reimbursement of childcare or dependent care expenses necessarily incurred as a direct consequence of attendance at prescribed meetings.

6.3.4 Discretionary Child /Dependent Care (s77(1)(b) and r6(d))

Council Members may be reimbursed for childcare or dependent care expenses incurred while attending approved functions and activities listed in Clause 6.~~4~~5.2, up to a maximum amount of $150 per meeting or activity~~.~~

No reimbursement will be provided where care is delivered by a person ordinarily residing with the Council Member.

6.3.5 Other Reimbursement

Council may reimburse reasonable costs associated with accommodation, meals and car parking, consistent with the principles outlined in clause 3.

~~6.5~~6.4 Council Member Benefits and Support (s78)

Council may provide facilities, equipment, resources and other forms of support to assist Council Members in the performance of their official functions and duties.

Unless otherwise stated, benefits and support will be provided equitably to all Council Members and subject to Council's adopted budget.

6.~~4~~5.1 Information Technology Equipment

Council will provide each Council Member with a notebook computer, wireless keyboard, mouse and internet at the commencement of their term.

Council provided equipment remains the property of Council and must be used primarily for Council business and in accordance with Council's policies and procedures.

6.~~4~~5.2 Council Email Account

Council will provide each Council Member with an official City of Victor Harbor email address.

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Council Members must use their Council email account for all official Council business and correspondence.

6.45.3 Mobile Phone

Council will provide either:

- a council issued mobile phone connected to Council's telecommunications plan; or
- a monthly reimbursement of $19 for the use of a personal mobile phone for Council business.

6.45.4 Other Equipment

Council will also provide each Council Member with:

- up to 100 business cards during the first 12 months of a Council term (additional cards may be supplied on request). Cards will not be issued within six months before a periodic election, to avoid any perception that council resources are being used for campaign purposes., cards will not be issued within six months of a periodic election).
- an official name badge, of a size and design that makes the to each Council Member readily identifiable when representing Council.
- a stationery kit, made available to Council Members through the Governance Team, which may include notepads, sticky notes, a ream of paper and pens.

6.4.5 Meals at Ordinary Council Meetings

Council Members may be provided with a meal when attending an Ordinary Council Meeting. Meals The value of any meal provided will be supplied by a caterer engaged by Council, which may be selected on a rotating or contracted basis, including local businesses. andnot exceed $50 per meeting, excluding Tea, coffee and water will also be available.

6.46.6 Refreshments at Briefings and Training Sessions

Council may provide refreshments to Council Members attending Council Briefings and training sessions. Where a session conducted at the Civic Centre is expected to exceed two and one-half hours in duration, a substantial meal may also be provided.

6.46.7 Employee Assistance Program

Council Members may access Council's Employee Assistance Program or equivalent confidential counselling service for personal or work-related support. Access is limited to a maximum of three sessions per annum, with any additional sessions subject to the approval by the Mayor or Chief Executive Officer at their discretion.

6.46.8 Information and Communication Technology Support

Council will provide reasonable information technology support to assist Council Members in the use of Council supplied equipment, software systems and applications where such support is necessary to enable the performance of their official duties.

6.46.9 Uniforms

Council Members who wish to be readily identifiable when representing Council ~~Upon~~may request~~, Council will provide Council Members with~~ corporate clothing as follows:

- ~~First Year of a Council term:~~ one jumper, one vest and one polo Shirt
- ~~Each subsequent 12-month period: one vest and one polo shirt~~

6.46.10 Service Awards

Council acknowledges and values the contribution of Council Members to the community. Service recognition awards may be presented to Council Members who have served three or more terms on Council.

Certificates of appreciation may be presented to Council Members who cease office at the conclusion of their elected term.

6.46.11 Influenza Vaccinations

Council Members are entitled to receive one annual influenza (flu) vaccination funded by Council, administered by an appropriately qualified provider engaged by council.

6.46.12 Meeting Facilities

Council Members may access designated meeting rooms and other approved facilities within the Civic Centre for official council business.

Requests for room bookings must be made through the Governance Team.

6.5 Mayors' Benefits and Support

In recognition of the additional responsibilities associated with the role of the Mayor, Council will provide the following additional facilities and support.

6.57.1 Office

Council will provide the Mayor with a dedicated office space, equipped with appropriate furniture, information technology equipment and office facilities necessary for the performance of mayoral duties.

6.57.2 Administrative Support

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Administrative support will be provided to the Mayor through the Chief Executive Officer Executive Assistant or delegate.

6.5.3 Mayoral Vehicle

Council will provide the Mayor with exclusive use of a Council vehicle (to the stand of a RAV 4 Hybrid or equivalent).

The Mayor may use the vehicle for the performance of official functions and duties, attendance at authorised civic engagements and incidental personal purposes. The vehicle must not be used for any purpose connected with other employment, the operation of a business or the conduct of business activities.

Council will meet costs associated with registration, insurance, servicing, maintenance and fuel.

Interstate travel in the Council vehicle is permitted where required for official duties. Insurance, fringe benefits tax and other conditions of use will be set out in a vehicle agreement.

6.5.4 Subscriptions

Council may provide the Mayor with subscriptions to local newspapers and information services relevant to the performance of mayoral duties.

6.5.5 Media and Communications Support

Council will provide communications and media support to assist the Mayor in their role as the principal spokesperson of the Council. This support may include assistance with media releases, media responses, radio interviews, public statements and other communications activities undertaken in an official capacity. Support is provided for Council-related use only and does not extend to personal, political campaign or private business purposes.

6.5.6 Credit Card

A corporate credit card will be provided to the Mayor with a maximum credit limit of $2,000.

The credit card must only be used for authorised Council business and in accordance with Council's Procurement Policy and relevant Procedures.

When incurring expenditure on behalf of Council, the Mayor must consider:

1. the benefit to the public and community expectations regarding the prudent use of public funds;
2. the appropriateness and reasonableness of the expenditure, including whether an alternative procurement method is available, and
3. whether the expenditure is necessary to support the performance of Council's functions.

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6.6 Insurance (S80)

Pursuant to section 80 of the *Local Government Act 1999*, Council will maintain appropriate insurance arrangements for Council members while undertaking official functions and duties.

6.~~6~~8.1 Personal Accident Insurance

Council Members are provided with a Personal Accident cover should they sustain bodily injury whilst undertaking their official functions and duties, in their capacity as a Council Member.

6.~~6~~8.2 LGA Mutual Liability Scheme Protection

Section 39 of the Local Government Act 1999 provides that a Council Member is not personally liable for an honest act or omission carried out in the exercise of their powers, functions, or duties under the Act or another law. Instead, any liability that would otherwise attach to the Individual Member attaches to the Council. In practice, this means Council Members are protected from personal civil liability when acting honestly and in good faith in the course of their official responsibilities.

6.6.3 Personal Effects

Council provides coverage for damage to council members' personal effects whilst undertaking their official functions and duties in their capacity as a Council Member.

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~~6.8~~6.7 Register of Allowances and Benefits (S79)

Council will maintain a public register of allowances, reimbursements, benefits and support provided to Council Members in accordance with Section 79 of the *Local Government Act 1999*.

The register will include where applicable:

- annual allowance payable to each member and committee sitting fees
- travel reimbursements (s77(1)(a) and s77(1)(b)
- child / dependent Care (s77(1)(a) and s77(1)(b)
- training, seminars and conferences
- meals and refreshments
- business cards, printing, mobile phone and internet
- other benefits provided to members, including equipment and services

For the purpose of promoting transparency and accountability, Council may record reimbursements that are not otherwise required by legislation to be included in the register.

7 Risk Management

Council recognises the risks associated with the administration of Council Member allowances, reimbursements and benefits. This policy assists council to meet its obligations under Section 77(1)(b) and 79(1) of the *Local Government Act 1999* and the *Local Government (Members Allowances and Benefits) Regulations 2025*.

Council's internal audit function may periodically review claims, reimbursements and benefits provided under this Policy to assess compliance with legislative requirements and Council procedures.

Any identified irregularities, inconsistencies, or instances of non-compliance will be reported to the Chief Executive Officer.

8 Implementation/Delegations

The Chief Executive Officer is responsible for the administration and implementation of this Policy.

The Chief Executive Officer or delegate is authorised to:

- approve eligible reimbursements and benefits
- maintain the register of allowances and benefits; and
- update the monetary amounts specified by the Remuneration Tribunal determinations, Consumer Price Index adjustments or prescribed reimbursement rates without the need for a formal amendment to this Policy.

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9 Related Documents

Behavioural Management Standards
Complaint Handling Procedure
Corporate Credit Cardholder Agreement Form
Council Member Allowances and Benefits Procedure
Council Member Training and Development Policy
Council Member Training and Professional Development Plan
Fraud, Corruption, Misconduct and Maladministration Prevention Policy
Remuneration Tribunal determination
~~Training and Development Policy and Plan for Council Members~~

10 Availability of Policy

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

Attachment 3 - Draft - Council Member Allowance and Benefits Procedure

ADMINISTRATIVE PROCEDURE

Procedure Name	Council Member Allowance and Benefits Procedure
Department / Officer	Office of Chief Executive Officer
Date Adopted	
Date/s Reviewed	
Next Preview	
Attachments	Council Member Allowance and Benefits – Claim Form

1. Purpose

This procedure establishes the process for administering, approving, claiming and reimbursing allowances and benefits provided to Council Members in accordance with Council's Council Member Allowances and Benefits Policy.

2. Scope

This procedure applies to all council members who are entitled to receive allowances, reimbursements and benefits approved by Council.

3. Background

Under the *Local Government Act 1999* (SA), Council Members are entitled to receive an allowance determined by the Remuneration Tribunal of South Australia (section 76), and to be reimbursed for expenses incurred in performing or discharging their official functions and duties. Reimbursement is either prescribed by legislation or provided at Council's discretion by resolution (section 77(1)). The Chief Executive Officer must also keep a Register of Allowances and Benefits (section 79).

Council's Council Member Allowance and Benefits Policy was first adopted on 23 May 2003 and has been reviewed several times since. Because a policy providing discretionary reimbursements under section 77(1)(b) lapses at a general election, the Policy must be reviewed at the beginning of each Council term. On 27 January 2026, Council resolved to review the Policy so that it reflects contemporary practice and helps attract a broader range of candidates to Council.

This procedure supports the Policy by setting out how allowances are paid and adjusted, how Council Members claim reimbursement, and how claims are verified, approved, paid and recorded. It provides a consistent and transparent process that meets Council's legislative, financial and record-keeping obligations.

4. Operating Procedure

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4.1 Responsibilities

4.1.1 Council Members

Council Members are responsible for:

- Incurring expenditure only where it relates to official council duties
- Submitting claims within the required timeframe
- Providing sufficient supporting documentation
- Ensuring claims are accurate and complete
- Repaying any amounts identified as ineligible or incorrectly reimbursed.

4.1.2 Chief Executive Officer

The Chief Executive Officer (or delegate) is responsible for:

- Administering this procedure
- Assessing claims for compliance
- Approving eligible reimbursements or authorizing a delegate to do so
- Maintaining appropriate records
- Reporting expenditure as required by legislation

4.1.3 Governance Team

The Governance Team is responsible for processing approved reimbursements.

4.2 Council Member Allowance Payment

The Finance Team is responsible for:

- processing the payments for allowances to Council Members in line with the Remuneration Tribunal; and
- issuing payment statements; and
- adjusting the allowance to Council Members to reflect the first, second and third anniversaries of the relevant periodic elections.

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4.3 Claiming Reimbursement

4.3.1 Step 1 – Determine Eligibility

The Council member confirms the expense is:

- Actually and necessarily incurred
- For an official function or duty and
- A category permitted under Section 6 of the Council Member Allowance and Benefits Policy

4.3.2 Step 2 – Complete a Claim

The member completes the Council Member Reimbursement Claim Form providing:

- Date, purpose and nature of the activity / meeting

- Expense type and amount
- For travel – start and end points, distance and route
- Tax invoices or receipts for all expenses

4.3.3 Step 3 – Submit

The member submits the claim to the Governance Team within 30 days of incurring the expense.

4.3.4 Step 4 – Verification

The Governance Team:

1. Checks the claim against the Policy
2. Confirms supporting documentation
3. For travel, verify the eligible journey, route and (where applicable) the 200km / within boundary limits
4. Queries any incomplete or ineligible claim with the member

4.3.5 Step 5 – Approval

The Chief Executive Officer (or delegate) approves or declines the claim. Declined claims are returned with reasons

4.3.6 Step 6 – Payment

The Finance Team processes approved claims via the member's nominated bank account within 14 days of approval

4.3.7 Step 7 – Record in Register

The Governance Team records the claim in the Allowances and Benefits Register

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4.4 Procedure – Allowance and Superannuation

4.4.1 Allowances

Council Member allowances are paid by Electronic Funds Transfer (EFT) directly into a nominated bank account, paid monthly. Allowances are paid by 10th of each month with payment statements emailed to members after each payment.

Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic election to reflect changes in the Consumer Price Index (CPI).

A statement of earnings will be provided electronically (unless a hard copy is requested) by Council Members at the conclusion of each financial year.

4.3.1.1 Member Declines to Accept payment of Allowance

In accordance with Section 76(12) of the *Local Government Act 1999*, a Council Member may request to decline to accept payment of an allowance.

A Council Member who wishes to decline to accept payment of all or part of their allowance must make a written request to the Chief Executive Officer, specifying:

- the allowance to be declined;
- the effective date;
- the period to which the request applies; and
- acknowledging that the request is made voluntarily under Section 76(12) of the Local Government Act 1999.

4.3.2 Superannuation

A Council Member who wishes to have all or part of their allowance to be paid into their nominated superannuation fund, they must make a written request to the Chief Executive Officer:

4.5 Travel Allowance (Mandatory and Council Approved)

4.5.1 Private Vehicle Use Reimbursement

If a Council member uses their own vehicle to attend a prescribed meeting, they will be reimbursed in accordance with the cents per kilometre method as outlined in the *Income Tax Assessment Act 1997* (Cth).

4.5.2 Public Transport and Taxi Charges

If a Council Member uses public transport or a taxi to attend a prescribed meeting, they will be reimbursed on the actual cost incurred. The travel must still be an eligible journey within the Council area, and the journey is by the shortest or most practicable route.

4.5.3 Payment Process.

Reimbursement claims are made by submitting a complete Council Member Reimbursement Form and the relevant information associated with the claim such as:

- Private Vehicle use – completed private vehicle log or photographs of an Australian Taxation Office approved Private Vehicle Log;
- Public Transport or Tax – Tax Invoice detailing the expense

Reimbursements will be paid into a Council Member bank account no later than 30 days from the date of approval of each member's claim.

Claims must be submitted no later than one month after the day of the expense being incurred and must be made within the financial year of the expense being incurred. For expenses incurred in June, reimbursement claims must be submitted no later than 7 July of that year.

Reimbursements lodged outside this timeframe will not be accepted.

4.5 Child / Dependent Care (Mandatory and Council Approved)

If a Council member incurs and expense associated with child / Dependent Care associated with Mandatory and Discretionary.

4.5.1 Payment Process.

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Reimbursement claims are made by submitting a complete Council Member Reimbursement Form (Attachment 3) and the relevant information associated with the claim such as Tax Invoice, including an ABN of the care giver, must be provided when reimbursement claims are lodged.

Reimbursements will be paid in a Council Member bank account no later than 30 days from the date of approval of each member's claim.

Claims must be submitted no later than one month after the day of the expense being incurred and must be made within the financial year of the expense being incurred. For expenses incurred in June, reimbursement claims must be submitted no later than 7 July of that year.

Reimbursements lodged outside this timeframe will not be accepted.

4 Related Documents and References

Council Member Allowance and Benefits Policy

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Attachment 4 - Draft - Council Member Allowance and Benefits - Claims Form

Council Member Reimbursement

Section 1: Council Member Details

Council Member Name	
Role	☐ Council Member ☐ Mayor ☐ Deputy Mayor ☐ Presiding Member (Prescribed Committee)
Contact Email	
Contact Phone	

Section 2: Expense Details

Date	Purpose / Nature of Activity or Meeting	Expense Category[1]	Amount ($)	Receipt / Tax Invoice Attached
Click or tap to enter a date.		Choose an item.		Choose an item.
Click or tap to enter a date.		Choose an item.		Choose an item.
Click or tap to enter a date.		Choose an item.		Choose an item.
Click or tap to enter a date.		Choose an item.		Choose an item.
Click or tap to enter a date.		Choose an item.		Choose an item.
Click or tap to enter a date.		Choose an item.		Choose an item.
Click or tap to enter a date.		Choose an item.		Choose an item.
		TOTAL	**$**	

[1] *Expense categories: Travel (private vehicle / public transport / taxi) · Accommodation · Meals · Child/Dependent Care · Other (specify). If claiming travel, also complete Section 3. If claiming child/dependent care, also complete Section 4*

Section 3: Travel Details *(complete if claiming travel)*

Travel Type	Starting Point	End Point	Distance (KM / Route Taken	This journey is to/from a prescribed meeting[2] and is by the shortest or most practicable route	Supporting evidence attached
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.
Choose an item.				Choose an item.	Choose an item.

DRAFT

[2] *In accordance with the Local Government (Members Allowances and Benefits) Regulations 2025 a* ***prescribed meeting*** *is in relation to a member of a council, means—*
(a) a meeting of the council or council committee; or
(b) an information or briefing session under section 90A of the Act; or
(c) any other discussion, workshop or briefing, or a training course or similar activity, that is directly or closely related to the performance or discharge of the roles or duties of the member.

Section 4: Child / Dependent Care Details *(complete if claiming child/dependent care)*

Care provider name	
Care provider ABN	
Date/time of care provided	
Related Council meeting / activity attended	
I confirm the care provider does not ordinarily reside with me	☐ Confirmed
Tax invoice (showing provider ABN) attached	☐ Yes

Section 5: Documentation Checklist

☐ Tax Invoice Attached

☐ Receipt Attached

☐ Approval Attached

☐ Other Supporting Documents Attached

Section 6: Declaration

I certify that:

☐ Each expense claimed was actually and necessarily incurred;

☐ Each expense relates to an official Council function or duty;

☐ Each expense falls within a category permitted under Section 6 of the Council Member Allowance and Benefits Policy;

☐ Supporting receipts, tax invoices or logs are attached for every expense claimed; and

☐ This claim is being submitted within one month (30 days) of the expense being incurred, in accordance with the Council Member Allowance and Benefits Procedure.

DRAFT

Signature	
Date	Click or tap to enter a date.

Attachment 5 - Draft - Council Member - Decline Allowance Form

Council Member Allowance Declination Form

Please use this form to voluntarily elect not to receive a Council Member Allowance and/or Section 41 Committee sitting fees for a specified period.

Section 1 — Council Member Details

Council Member Name	
Role	☐ Council Member ☐ Mayor ☐ Deputy Mayor
Contact Email	
Contact Phone	

Section 2 – Declaration

I voluntarily elect not to receive the Council Member allowance and/or Section 41 Committee sitting fee to which I am entitled, as selected below, for the effective period specified in this form.

Effective period: From ____ / ____ / _____ to ____ / ____ / _____

Please tick each payment type you elect not to receive during the effective period stated above:

☐ Council Member Allowance

☐ Section 41 Committee Meetings

DRAFT

Section 3 – Section 41 Committee

If you selected Section 41 Committee sitting fees in Section 2, tick each committee for which you elect not to receive a sitting fee.

Select	Section 41 Committee
☐	CEO Performance Review Committee
☐	Disability Access and Inclusion Advisory Committee
☐	Fleurieu Region Community Services Advisory Committee
☐	Recreation Centre Management Committee
☐	Southern Communities Transport Advisory Committee

Council Member signature: _____ Date: ____ / ____ / _____

9.9. Reviewed - Risk Management Policy

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Kyla Walker

RECOMMENDATION

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

PURPOSE

The purpose of this report is for Council to review the proposed amendments and adopted the Reviewed Risk Management Policy.

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 Risk Management Policy was adopted by Council on 15 December 2008 and was last comprehensively reviewed on 28 August 2023.

COMMENTARY

Administration, in consultation with the Local Government Mutual Liability Scheme, has reviewed Council's Risk Management Policy to ensure it is fully aligned with current standards and local government requirements. The review identified gaps, inconsistencies and opportunities for improvement and removed duplication within the Policy.

The Local Government Mutual Liability Scheme has also been engaged to assist Council in delivering the following phases of work:

- Phase 1 - Foundation and Framework: October to November 2026
- Phase 2 - Operational Risk and Organisational Capability: November 2026 to November 2027
- Phase 3 - Strategic Risk and Governance: following the 2027 Council election

- Phase 4 - Risk Maturity and Future Priorities: by October 2027

Audit and Risk Committee

The reviewed Risk Management Policy was presented to the Audit and Risk Committee meeting held on Monday, 2 November 2026. The Committee resolved:

ARC652026

Moved: Michele Bennett

Seconded: Mayor Moira Jenkins

That the Audit and Risk Committee recommends:

That Council

a. adopt the reviewed Risk Management Policy as provided at Attachment 2; subject to the following amendments:

i. Clause 7.2 - amend the wording relating to corporate risk management

ii. Clause 7.4 - remove the words 'measures may include'; and

b. note that the Committee has not been provided with a Risk Management Framework for review.

CARRIED UNANIMOUSLY

The amendments suggested by the Audit and Risk Committee have been incorporated into the reviewed Risk Management Policy now presented.

In reviewing the Risk Management Policy, a number of items were removed to eliminate duplication and to keep the Policy focused on Council's commitment, principles and responsibilities for risk management. The removal of these items does not represent a change in Council's risk management practice. The removed content remains addressed in Council's existing Risk Management Framework, which sets out the detailed processes, tools and requirements that support the Policy's objectives. As noted by the Committee, the Framework was not provided for its review, as it is being reviewed as part of Phase 1 (Foundation Framework) of the work with the Local Government Mutual Liability Scheme. This approach ensures the Policy and Framework work together consistently, with the Policy providing the high-level direction and the Framework providing the operational detail.

Due to the number of amendments made, a tracked changed version of the Policy is provided at Attachment 1, and a clean version incorporating the changes 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 review of the Risk Management Policy ensures Council's policies are up to date, effective, and meet legislative and operational 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

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 Risk Management Policy.

No additional funds are required.

CONSULTATION

Audit and Risk Committee at a meeting on 2 November 2026

Group Manager Governance and Finance - Kellie Knight-Stacey

ATTACHMENTS

Attachment 1 - Reviewed - Risk Management Policy (Tracked Changes)

Attachment 2 - Reviewed - Risk Management Policy (Clean Version)

Attachment 1 - Reviewed - Risk Management Policy (Tracked Changes)

POLICY

Policy Name	Risk Management Policy
Policy Category	Governance
Department / Officer	Corporate and Customer Service / Director
Date Adopted	15 December 2008
Date/s Reviewed	17 December 2012; 28 August 2017; 22 June 2020 28 August 2023; 23 November 2026
Review Frequency	Every three years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation.
Attachments	Nil

1. Purpose

~~The City of Victor Harbor recognises that effective management of risk will support successful achievement of its vision and strategic objectives.~~

~~The purpose of the Risk Management Policy (the Policy) is to enable an integrated approach to assessing opportunities with appropriate risk management through:~~

- ~~The City of Victor Harbor's commitment to core risk management principles;~~
- ~~Defining responsibilities for the application of risk identification, assessment, evaluation and treatment programs across the organisation's operations. and~~
- ~~Implementation of the Risk Management Framework (the Framework) which provides the tools and programs to underpin Council's ability to achieve a balance between the costs / impacts of managing a risk and the anticipated benefits for the community.~~

~~The management of risk will be integrated into the organisation's governance structures, including decision making. Risk Management leads to the successful achievement of Council's vision, Community Plan objectives and community expectations.~~

~~To achieve the objectives of the Policy, the Risk Management Framework has been developed.~~

This Policy sets out the City of Victor Harbor Council's commitment to effective risk management. It establishes a consistent approach to principles, processes, and systems that support informed decision-making, the appropriate allocation of resources, and the proactive identification and management of risk to help Council achieve its strategic objectives.

2. Scope ~~and Performance Measures~~

~~Council applies risk management at the following levels:~~

- ~~Strategic: high level risks which impact the City of Victor Harbor's strategic objectives as outlined in Council's Community Plan; and~~
- ~~Operational: risks which impact Council's service delivery.~~

~~The performance of the risk management program will be measured through the following performance indicators:~~

- ~~Number of strategic objectives achieved (as a percentage of total).~~
- ~~Year on year reduction in strategic risks rated "extreme" and "high".~~
- ~~Percentage of strategic risks within risk appetite.~~
- ~~Number of Council Members, Senior Management Team and employees trained in risk management, (as a percentage of total).~~
- ~~Tangible improvement in risk maturity modelling.~~
- ~~Percentage achievement of risk evaluation action plan actions.~~

This Policy applies across all Council operations, services, assets and activities, and to Council Members, the Chief Executive Officer, Senior Management Team, employees, volunteers, contractors, and any other persons undertaking work on behalf of the City of Victor Harbor Council.

3. Policy Statement (Summary)

~~The City of Victor Harbor is committed to maintaining and applying governance and risk management principles to ensure that any impacts to strategic and business objectives are considered and analysed.~~

~~Council will adopt and implement a systematic approach to identify, assess, evaluate and treat (mitigate) risks. The risk management program involves identifying opportunities to ensure Council achieves its strategic goals whilst recording and managing its operational risks.~~

~~The Senior Management Team will lead, actively participate and have complete oversight over all aspects of risk management within their areas of responsibility.~~

~~The Senior Management team and Manager People and Culture will maintain the Framework consistent with the guidelines and principles of risk management as set out in the International Standard ISO31000:2018 – Risk Management Guidelines, with the goal of providing a consistent approach for dealing with uncertainties likely to impact on the achievement of Council's vision.~~

~~The risk register(s) will be periodically and consistently reviewed in accordance with set timeframes identified in the Framework.~~

The City of Victor Harbor Council is committed to:

- Supporting the implementation and maintenance of the Risk Management Framework, which documents the tools and processes used to manage risk.

- Regularly reviewing and evaluating the effectiveness of Council's policies, systems and procedures for identifying, assessing, monitoring, managing and reviewing strategic, financial and operational risks.

- Monitoring and reviewing its strategic, financial, operational and project risks, and applying lessons learned to continually improve efficiency and effectiveness.

4. Legislation and Compliance

This policy supports the relevant legislative requirements under the:

Local Government Act 1999

- Section 48(1) and (2) of ~~the *Local Government Act 1999*~~ requires Council to obtain and consider a report that assesses the prudential issues, thresholds and the relationship with relevant strategic management plans prior to the engagement of a project. Identify ~~-~~risks associated with the project and take steps to manage, reduce or eliminate those risks(including by provision of periodic reports to the CEO and to ~~-~~Council Members).

~~- Local Government Act 1999~~

- Section 99(1)(ia), which requires the Chief Executive Officer to ensure that effective policies, systems and processes are established and maintained for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks;

- Section 125 ~~of the *Local Government Act 1999*~~ requires Council to have appropriate policies, practices and procedures of internal control implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner and achieve its objectives.

- Section 126/126A(4)(h) requires the Audit and Risk Committee to review and evaluate the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis.

- Section 132A of ~~the *Local Government Act 1999*~~ requires Council to ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with statutory requirements and achieve and maintain standards of good public administration.

- Section 134(4) (b) ~~of the *Local Government Act 1999*~~ requires Council to adopt, by resolution passed by at least a two-thirds majority of Elected Members, risk management policies, controls and systems prior to entering into financial arrangements for the purpose of managing, hedging or protecting against interest rates or other costs of borrowing money. ~~risk management policies, controls and systems.~~

~~- Local Government (Financial Management) Regulations 2011~~

~~Regulation 14 (e) of the *Local Government (Financial Management) Regulations 2011*,~~

requires internal controls be implemented by Council and to provide assurance that its financial records are complete, accurate and reliable.

As a member of the Local Government Association Mutual Liability Scheme (LGAMLS), the City of Victor Harbor is bound by the Scheme Rules, which include an obligation to ensure that adequate risk management and prevention strategies are put in place to minimise the risk of any incident, circumstance or matter that may give rise to a claim.

- Work Health and Safety Act 2012

5. Definitions

Detailed roles, responsibilities, definitions and processes are set out in the Risk Management Framework.

For a full list of definitions, refer to the Risk Management Framework

CEO means the Chief Executive Officer of the Council.

The City of Victor Harbor has meaning as constituted under the *Local Government Act 1999*, and includes both the Council members and the administration.

Council means the City of Victor Harbor as constituted under the *Local Government Act 1999*, and includes both the Council members and the administration.

Council Members means the City of Victor Harbor Mayor and Elected Council Members.

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

Risk means the effect of uncertainty (either positive, negative or both) on objectives. An effect is a deviation from the expected which could be either positive, negative or both. Risk is often characterised by reference to potential events impacting on achievement of objectives, the likelihood of an event occurring and consequences or a combination of these.

Risk Management means coordinated activities to direct and control an organisation with regard to risk.

Risk Management Framework means a set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

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

6. Roles and Responsibilities

6.1 Council Members

Council Members are responsible for:

-

- ~~Setting the organisation's risk appetite and policy for managing risk.~~
- ~~Giving adequate consideration to risks when setting objectives and making decisions.~~
- ~~Fostering a culture that is consistent with the Council's appetite for risk.~~
- ~~Ensuring the Council has the structures and processes in place to support decision making and management of risk.~~
- ~~Setting an appropriate governance structure for risk and risk management including Audit Committee and delegations.~~
- ~~Requiring the CEO to demonstrate that the framework for managing risk is effective and appropriate; and~~
- ~~Considering recommendations from the Audit Committee relating to strategic risks or any other risk matter.~~

~~6.2 Audit Committee~~

~~The Audit Committee is responsible for:~~

- ~~Reviewing and endorsing the criteria contained within the Risk Management Framework;~~
- ~~Reviewing reports from the Senior Management Team and internal and external auditors to ascertain the adequacy of controls that have been implemented; and~~
- ~~Monitoring strategic risks on a quarterly basis and providing advice and / or recommendations to Council regarding new and emerging risks and their mitigation.~~

~~6.3 Chief Executive Officer~~

~~The Chief Executive Officer is responsible for:~~

- ~~Promoting a strong risk management culture by providing firm and visible support for risk management including ensuring appropriate accountability for the management of risk.~~
- ~~Reviewing and endorsing the risk management framework.~~
- ~~Developing and implementing a framework that delivers a consistent approach to risk management by allocating resources and assigning authority, responsibility and accountability at appropriate levels within the organisation.~~
- ~~Allocating and upholding accountability for managing risk.~~
- ~~Ensuring the Senior Management Team & Management Team have the necessary knowledge and skills to effectively fulfil their risk management responsibilities.~~
- ~~Regularly reviewing strategic and operational risks and maintain an understanding of the environment in which the organisation operates, the risks it faces and the effectiveness of its controls.~~

- ~~Ensuring compliance with legislative and contractual obligations and policy requirements.~~
- ~~Providing reliable information about risks, controls and their effectiveness to the Council and~~
- ~~Escalating all strategic risks that exceed the Council risk appetite to the Audit Committee or Council, as required.~~

~~6.4 Senior Management Team~~

~~Members of the Senior Management Team are responsible for:~~

- ~~Promotion of this Policy and the Framework.~~
- ~~Monitoring the organisation's overall risk profile and mitigation strategies.~~
- ~~Ensuring that risk management is embedded into all functions and activities, including decision making.~~
- ~~Ensuring that risks that cannot be treated immediately are recorded on the risk register and that there is ongoing and regular review of the risk register, (including follow up and close out of overdue risk treatments).~~
- ~~Incorporating risk treatments into departmental plans.~~
- ~~Ensuring that staff, contractors, volunteers, and other relevant stakeholders have the appropriate skills to actively be involved in managing risk.~~
- ~~Providing incentives and performance management arrangements that support the desired approach to managing risk.~~
- ~~Promoting a proactive risk culture in accordance with business management initiatives.~~
- ~~Collectively reviewing strategic risks and considering emerging risks, (prior to Audit Committee)~~
- ~~Ensuring compliance with legislative and contractual obligations and policy requirements.~~

~~6.5 Manager People and Culture~~

~~Manager People and Culture is responsible for:~~

- ~~Providing guidance and assistance to the Management Team and employees in relation to the application of this framework.~~
- ~~Ensuring relevant risk information is recorded in the Risk Register and reported and escalated to the Management Team or cascaded to employees, as relevant.~~
- ~~Maintaining this Risk Management Policy and the Framework to ensure their currency and relevance; and~~
- ~~Maintaining the Risk Register and reporting timeframes as required.~~

~~6.6 Employees, Volunteers and Contractors (Workers)~~

~~All Employees, volunteers and Contractors are responsible for:~~

- ~~Understanding the risk management processes that apply to their area of work; and~~
- ~~Identifying, evaluating, reporting and managing, (or escalating,) risks relating to daily activities and projects .~~

~~7.~~6. Policy Content

~~It is the policy of the Council that opportunities are assessed and implemented with a documented risk management approach.~~

~~The management of risk is recognised as an integral part of good management practice and is an essential component of effective corporate governance. Risk management is not a stand-alone activity that is separate from the main activities and processes of the organisation.~~

~~Council's Risk Management Framework is consistent with the guidelines and principles of risk management as set out in the *Australian Standard ISO 31000:2018 – Risk Management - Guidelines.*~~

~~All Council decisions and activities will use the principles defined in the Risk Management Framework, which provides the mandated process for the identification, analysis and management of risk to deliver services and community outcomes. This will support sustainability and safeguard Council's people, assets, infrastructure, finances and reputation, as well as ensuring the safety of all other persons from works that Council undertakes, as far as is reasonably practicable.~~

6.1 Risk Management Principles

Council will integrate risk management into governance, leadership, planning, decision-making and resource allocation.

6.2 Risk Management Framework

Council will maintain an integrated and systematic Risk Management Framework supported by accessible tools, systems and processes.

6.3 Consultation and communication

Council will engage employees and stakeholders, recognising that consultation and communication are integral to effective risk management.

6.4 Monitoring and continuous improvement

Council will review its strategic, financial, operational and project risks and apply lessons learned to improve controls, governance, efficiency and effectiveness.

~~8.~~7. Risk Management

~~Corporate r~~Risk management will be in accordance with thi~~s Risk Management~~ Policy ~~(this policy)~~ and the Risk Management Framework:

7.1 Training

Providing risk awareness and role-specific training to Council members and employees on commencement, with periodic refresher training.

7.2 Risk Register and reporting

- Maintain and review the risk register at least quarterly
- Report risk metrics to the Audit and Risk Committee and Council at least quarterly
- Report strategic risks to Council Members annually

7.3 Risk appetite

Review risk appetite annually to ensure alignment with Council's Strategic objectives

7.4 Performance Measures

- Number of strategic risks rated Extreme or High
- Percentage of strategic risks within adopted Risk Appetite
- Completion rate of risk-management training; and
- Timely completion of risk-treatment actions

~~9.~~8. Implementation/Delegations

The Chief Executive Officer is delegated responsibility to implement this Policy.

~~10.~~9. Related Documents

~~A number of Council's policies and procedures, along with other documents are relevant to this policy including, but not limited to:~~

ISO31000:2018 Risk Management Guidelines

SA HB:436.1:2020 Risk Management Guidelines – companion to AS ISO 31000:2018, Part 1: Boards and Executives

LGAMLS Scheme Rules (gazetted July 2020)

The City of Victor Harbor Risk Management Framework

~~Risk Management Procedure~~

~~Better Practice Model – Financial Internal Controls for South Australian Councils~~

~~LGAMLS Scheme Rules as gazette July 2020~~

~~ISO31000:2018 Risk Management Guidelines~~

~~11.~~10. Availability of Policy

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

Attachment 2 - Reviewed - Risk Management Policy (Clean Version)

POLICY

Policy Name	Risk Management Policy
Policy Category	Governance
Department / Officer	Corporate and Customer Service / Director
Date Adopted	15 December 2008
Date/s Reviewed	17 December 2012; 28 August 2017; 22 June 2020 28 August 2023; 23 November 2026
Review Frequency	Every three years
Strategic Plan Reference	Aspiration 6 – We are a financially sustainable and well-governed organisation.
Attachments	Nil

1. Purpose

This Policy sets out the City of Victor Harbor Council's commitment to effective risk management. It establishes a consistent approach to principles, processes, and systems that support informed decision-making, the appropriate allocation of resources, and the proactive identification and management of risk to help Council achieve its strategic objectives.

2. Scope

This Policy applies across all Council operations, services, assets and activities, and to Council Members, the Chief Executive Officer, Senior Management Team, employees, volunteers, contractors, and any other persons undertaking work on behalf of the City of Victor Harbor Council.

3. Policy Statement (Summary)

The City of Victor Harbor Council is committed to:

- Supporting the implementation and maintenance of the Risk Management Framework, which documents the tools and processes used to manage risk.
- Regularly reviewing and evaluating the effectiveness of Council's policies, systems and procedures for identifying, assessing, monitoring, managing and reviewing strategic, financial and operational risks.
- Monitoring and reviewing its strategic, financial, operational and project risks, and applying lessons learned to continually improve efficiency and effectiveness.

4. Legislation and Compliance

This policy supports the relevant legislative requirements under the:

Local Government Act 1999

- Section 48(1) and (2) o requires Council to obtain and consider a report that assesses the prudential issues, thresholds and the relationship with relevant strategic management plans prior to the engagement of a project. Identify risks associated with the project and take steps to manage, reduce or eliminate those risks(including by provision of periodic reports to the CEO and to Council Members).

- Section 99(1)(ia), which requires the Chief Executive Officer to ensure that effective policies, systems and processes are established and maintained for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks;

- Section 125 requires Council to have appropriate policies, practices and procedures of internal control implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner and achieve its objectives.

- Section 126/126A(4)(h) requires the Audit and Risk Committee to review and evaluate the effectiveness of policies, systems and procedures established and maintained for the identification, assessment, monitoring, management and review of strategic, financial and operational risks on a regular basis.

- Section 132A o requires Council to ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with statutory requirements and achieve and maintain standards of good public administration.

- Section 134(4) (b) requires Council to adopt, by resolution passed by at least a two-thirds majority of Elected Members, risk management policies, controls and systems prior to entering into financial arrangements for the purpose of managing, hedging or protecting against interest rates or other costs of borrowing money.

As a member of the Local Government Association Mutual Liability Scheme (LGAMLS), the City of Victor Harbor is bound by the Scheme Rules, which include an obligation to ensure that adequate risk management and prevention strategies are put in place to minimise the risk of any incident, circumstance or matter that may give rise to a claim.

5. Definitions

Detailed roles, responsibilities, definitions and processes are set out in the Risk Management Framework.

6. Policy Content

6.1 Risk Management Principles

Council will integrate risk management into governance, leadership, planning, decision-making and resource allocation.

6.2 Risk Management Framework

Council will maintain an integrated and systematic Risk Management Framework supported by accessible tools, systems and processes.

6.3 Consultation and communication

Council will engage employees and stakeholders, recognising that consultation and communication are integral to effective risk management.

6.4 Monitoring and continuous improvement

Council will review its strategic, financial, operational and project risks and apply lessons learned to improve controls, governance, efficiency and effectiveness.

7. Risk Management

Risk management will be in accordance with this Policy and the Risk Management Framework:

7.1 Training

Providing risk awareness and role-specific training to Council members and employees on commencement, with periodic refresher training.

7.2 Risk Register and reporting

- Maintain and review the risk register at least quarterly
- Report risk metrics to the Audit and Risk Committee and Council at least quarterly
- Report strategic risks to Council Members annually

7.3 Risk appetite

Review risk appetite annually to ensure alignment with Council's Strategic objectives

7.4 Performance Measures

- Number of strategic risks rated Extreme or High
- Percentage of strategic risks within adopted Risk Appetite
- Completion rate of risk-management training; and
- Timely completion of risk-treatment actions

8. Implementation/Delegations

The Chief Executive Officer is delegated responsibility to implement this Policy.

9. Related Documents

ISO31000:2018 Risk Management Guidelines
SA HB:436.1:2020 Risk Management Guidelines – companion to AS ISO 31000:2018, Part 1: Boards and Executives

LGAMLS Scheme Rules (gazetted July 2020)
City of Victor Harbor Risk Management Framework

10. Availability of Policy

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

10. COMMUNITY AND DEVELOPMENT

10.1. Proposed Lease of Community Land to the Victor Harbor Goolwa Sea Rescue Squadron - 43-47 George Main Road - Community Engagement Summary Report

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Louise Hampel

RECOMMENDATION

In accordance with Councils Community Engagement Policy, and with the agreement of at least two thirds of the members present, Mayor Moira Jenkins will temporarily suspend meeting procedures to allow those who provided submissions to the community consultation to speak to submission before a decision is made.

That Council:

a. Receive and note the Community Engagement Submission Report regarding the proposed lease of part of Ewen Reserve at 43-47 George Main Road to the Victor Harbor Goolwa Sea Rescue Squadron, provided at Attachment 1.

b. Receive and note the verbal submissions made by those attending the meeting to speak to their written submissions.

c. Note that a further report will be presented to Council in December 2026 for consideration and decision on the proposed lease and future direction.

PURPOSE

The purpose of this report is to present the outcomes of community engagement on the proposed lease of part of Ewen Reserve at 43-47 George Main Road, Victor Harbor, to the Victor Harbor Goolwa Sea Rescue Squadron, and provide an opportunity for submitters to speak to their written submissions before Council determines whether to progress the proposed lease.

BACKGROUND

At the Ordinary Council Meeting on Monday, 23 February 2026, the Victor Harbor Goolwa Sea Rescue Squadron presented a deputation outlining challenges with the storage and deployment of its main offshore rescue vessel, VH65, currently stored in Goolwa.

In response, Council resolved on Monday, 23 March 2026, to investigate potential locations for a vessel storage and deployment facility closer to the Bluff boat ramp.

A spatial feasibility assessment subsequently considered 12 locations within and around the Bluff precinct against operational, planning, environmental, landscape and community considerations. None achieved an acceptable balance across the assessment criteria.

Administration also reviewed other Council owned land in proximity to the Bluff to identify potential opportunities for the facility. This broader review did not identify a location considered suitable to progress at that time.

Ewen Reserve, at 43-47 George Main Road, was one of the three potential locations originally identified by the Squadron and was progressed for more detailed investigation. Concept testing confirmed that the proposed facility, associated vehicle movements and drive-through operating arrangement could be accommodated on the site at a level sufficient to support community consultation.

As Ewen Reserve is classified as community land, the proposed long-term lease is subject to statutory consultation under section 202 of the Local Government Act 1999.

At its meeting on Monday, 28 September 2026, Council resolved the following:

OC3182026

Moved: Cr Angela Schiller

Seconded: Cr Stewart Burns

That Council:

a. *Endorse the proposed lease arrangements and indicative lease area for the Victor Harbor Goolwa Sea Rescue Squadron at 43-47 George Main Road for the purpose of community consultation only; and*

b. *Approve the Community Engagement Plan provided at Attachment 1 and the Community Information Sheet provided at Attachment 2; and*

c. *Authorise Administration to undertake community consultation in accordance with section 202 of the Local Government Act 1999, the Community Engagement Charter and Council's Community Engagement Policy.*

CARRIED

The purpose of consultation was to gauge community sentiment and inform Council's decision on whether to support progressing the proposed lease in principle, before the Squadron committed time and resources to the detailed investigations, design and statutory approvals required for further consideration of the proposal.

COMMENTARY

Community Engagement Outcomes

Community engagement was undertaken from Monday, 12 October 2026 to Tuesday, 3 November 2026.

A total of 64 submissions were received. Of these, 39 supported the proposed lease, 6 supported it with changes or conditions, 18 did not support it and one was unsure.

Supportive submissions highlighted the importance of the Squadron's emergency response capability and the benefits of storing its main offshore rescue vessel closer to the Bluff boat ramp. These included improved deployment times, secure and purpose built storage, and safer and more efficient vehicle movements. Some respondents considered Ewen Reserve suitable given its location and access arrangements.

Recurrent concerns related to the loss of established vegetation and community open space, traffic and access, impacts on neighbouring properties, and the reserve's landscape character and historical significance.

The feedback also identified differing views about the proposed location. Some respondents supported the Squadron's operational needs but preferred an alternative site, while others supported the lease subject to changes or conditions. Certain requests, particularly the retention of vegetation identified for removal, may not be achievable under the current concept.

In accordance with Section 6.4 of Council's Community Engagement Policy, a Community Engagement Submission Report has been prepared to summarise the engagement activities, key themes and feedback received.

The Community Engagement Submission Report is provided at Attachment 1, with the full submissions available to Council Members under separate cover.

Opportunity to Speak to Submissions

Council's Community Engagement Policy requires that an invitation be extended to people who have made written submission to attend a Council meeting to speak to their submissions before a decision is made.

Submitters who requested an opportunity to speak will be provided that opportunity at the November Council meeting as part of this agenda item.

The presentations will form part of the community feedback considered by Council in determining whether to progress the proposed lease.

Further Consideration

A further report will be presented to Council in December 2026, providing Administration's assessment and recommendation on the proposed lease and future direction, having regard to the written submissions and presentations received and noted by Council at the November meeting.

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 community feedback is not adequately considered before Council determines whether to progress the proposed lease. This risk is mitigated through the presentation of the Community Engagement Submission Report, the opportunity for submitters to speak to their written submissions at this meeting, and deferral of the substantive decision until December 2026. 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

- Objective 6.1 - Provide effective leadership and governance.
- Objective 6.2 - Ensure our community is well informed and has opportunities to inform decision making.

Other references used:

Local Government Act 1999

- Section 202 - Alienation of community land by lease or licence

City of Victor Harbor Community Engagement Policy

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources, there are no budget implications associated with receiving and noting the Community Engagement Submission Report or verbal submissions made by those attending the meeting to speak to their written submissions.

No additional funds are required.

CONSULTATION

Director Environment and Infrastructure - Jodi Roberts

Director Community and Development - Graham Pathuis

Strategy and Engagement Business Partner - Michelle James

Heritage Advisory Group

Victor Harbor Sea Rescue Squadron

Community members and interested stakeholders - Community engagement undertaken between Monday, 12 October 2026 and Tuesday, 3 November 2026.

ATTACHMENTS

Attachment 1 - Community Engagement Submission Report - Proposed Lease of Community Land at 43-47 George Main Road (Ewen Reserve)

Attachment Under Separate Cover - Proposed Lease of Community Land to the Victor Harbor Goolwa Sea Rescue Squadron - 43-47 George Main Road - Community Engagement Summary Report

Attachment 1 - Community Engagement Submission Report - Proposed Lease of Community Land at 43-47 George Main Road (Ewen Reserve)

COMMUNITY ENGAGEMENT SUBMISSION REPORT

Proposed Lease of Community Land
43–47 George Main Road (Ewen Reserve)
Victor Harbor Goolwa Sea Rescue Squadron

1. Introduction

The City of Victor Harbor undertook community engagement on a proposed lease of part of Ewen Reserve at 43–47 George Main Road to the Victor Harbor Goolwa Sea Rescue Squadron for a term of up to 42 years.

The proposed lease would enable the Squadron to construct a facility for the secure storage of its main offshore rescue vessel, VH65, together with its trailer, towing vehicle and associated rescue equipment, to support emergency deployment from the Bluff boat ramp.

Ewen Reserve was one of the potential locations identified by the Squadron. Following investigations that did not identify a suitable location within and around the Bluff precinct, Council undertook preliminary concept testing of Ewen Reserve as an alternative. This established that the proposed facility and drive-through operating arrangement could be accommodated on the site at a concept level.

Council approved community consultation on 28 September 2026 to gauge community sentiment and inform its decision on whether to support progressing the proposed lease in principle. This would provide the Squadron with an indication of Council's position before it invested in the detailed investigations, design and statutory approvals necessary for further consideration of the proposal.

The consultation sought to establish the level of community support for the proposed lease, understand the reasons for respondents' positions and identify any concerns, changes, conditions or other matters Council should consider.

Information provided during consultation included the preliminary concept, indicative lease area, proposed lease arrangements and potential impacts on the reserve and surrounding properties. The material also identified matters requiring further assessment, including vegetation, traffic, access, parking, building design and servicing.

In accordance with Council's Community Engagement Policy, this Community Engagement Submission Report summarises the engagement activities undertaken, the feedback received and how that feedback has informed the recommendation to Council.

2. Engagement methodology

A lease or license over community land under section 202 of the Local Government Act 1999 is classified as a **Significant** engagement matter in line with the Local Government Community Engagement Charter and Council's Community Engagement Policy.

The community engagement period ran from 9am on Monday, 12 October 2026 until 5pm on Tuesday, 3 November 2026.

The closing date was extended by one day from the period identified in the approved Communications and Engagement Plan prior to the commencement of the engagement period to provide the required 21 day consultation period following publication of the public notice.

Information provided to support informed participation included:

- a Community Information Sheet;
- the George Main Road Sea Rescue Facility Concept Plan;
- information about the proposed lease arrangements;
- information about matters requiring further investigation or approval; and
- an online and hardcopy submission form.

Feedback was collected through:

- an online submission form on the Your Say Victor Harbor website;
- hardcopy submission forms available from the Civic Centre; and
- separate written submissions provided to Council.

- Those who made a written submission were also invited to speak to their submission at the 23 November 2026 Ordinary Council, as per the minimum requirements of a significant engagement matter.

The community was notified of the opportunity to participate in the engagement in a variety of ways, exceeding the minimum requirements:

- A public notice in the Times on 13 October 2026;
- A notice on Council's website homepage;
- A dedicated project webpage on the Your Say Victor Harbor website;
- Story in Council's Viewpoint newsletter distributed on 13 October 2026 (1,636 campaign opens and 62 lease proposal link clicks);
- Posts via Council's Facebook and Instagram pages on 13 October 2026 (combined reach of 3,367);
- direct letters to 13 nearby building owners and occupiers within a 100-metre radius; and

posters and information sheets displayed at the Civic Centre.

The Times Public Notice – 13 October 2026

Have Your Say:
Community Land Lease
43-47 George Main Road (Ewen Reserve), Victor Harbor

The City of Victor Harbor is seeking public feedback on a proposal to lease a portion of Council-owned community land at 43-47 George Main Road, Victor Harbor, to the Victor Harbor Goolwa Sea Rescue Squadron. The proposal would enable the Squadron to establish a vessel storage and emergency-response facility to support marine rescue operations.

For the public's information, Council has prepared a Community Information Sheet which is available for viewing online at **www.yoursay.victor.sa.gov.au** or at the Civic Centre (1 Bay Road, Victor Harbor).

Submissions should be returned by 5pm on Tuesday, 3 November 2026 by post (PO Box 11, Victor Harbor SA 5211), email (**localgov@victor.sa.gov.au**), online (**www.yoursay.victor.sa.gov.au**) or in person (at the Civic Centre).

For more information about the proposal, contact the City of Victor Harbor's Community and Development Team on (08) 8551 0500.

Karen Rokicinski, Acting Chief Executive Officer

Facebook post – 13 October 2026



Viewpoint newsletter – 13 October 2026



Have Your Say: Proposed Lease of Council Land - Ewen Reserve

The City of Victor Harbor is seeking community feedback on a proposal to lease a portion of Council-owned land at 43-47 George Main Road, Victor Harbor, to the Victor Harbor Goolwa Sea Rescue Squadron.

The proposed lease will allow the Squadron to establish a vessel storage and emergency response facility to support their important marine rescue operations in local waters.

Community consultation is now open and closes at 5pm on **Tuesday 3 November 2026**.

You can provide feedback in the following ways:

- Online via the link below.
- Email to localgov@victor.sa.gov.au.
- Via post to PO Box 11, Victor Harbor SA 5211
- In person at the Civic Centre, 1 Bay Road, Victor Harbor.

Find more information via the link below or contact Council's Community and Development Team on (08) 8551 0500.

FIND OUT MORE

Participation

3.1 Submissions received

A total of sixty-three submissions were received during the consultation period, comprising fifty-nine online forms, one hardcopy submission with attachments and three email submissions.

A further email submission was received on Monday, 9 November 2026, after the advertised engagement period had closed. This submission raised concerns about the historical significance of Ewen Reserve and has been included in the analysis.

3.3 Respondent profile

The online submission form collected information about participants' connection to the area.

Of the 59 online respondents:

- 40 identified as City of Victor Harbor residents;
- 40 identified as City of Victor Harbor ratepayers;
- 14 identified as nearby residents;
- 15 identified as local business owners or operators;
- 12 identified as members or representatives of community groups; and
- 6 identified as residents of another council area.

Participants could select more than one category.

These responses indicate participation from a range of community interests, including nearby residents and other stakeholders potentially affected by the proposal.

3.2 Submission results

The online submission form asked participants to indicate their level of support for the proposed lease and explain the reasons for their position. Respondents could also identify changes, conditions or other matters they wanted Council to consider.

Separate written submissions have been classified according to the position expressed in the correspondence to enable inclusion in the consolidated results.

Response	Online	Written	Total	Percentage
Support	39	0	39	60.9%
Support with changes or conditions	6	0	6	9.4%
Do not support	13	5	18	28.1%
Unsure	1	0	1	1.6%
Total	**59**	**5**	**64**	**100%**

Overall, 45 of the 64 submissions considered (70.3%) were classified as 'Support' or 'Support with changes or conditions'.



These results provide an indication of sentiment among those who participated in the consultation. As participation was voluntary and the survey was open to interested respondents, the results should not be interpreted as statistically representative of the broader community.

In assessing the feedback, consideration has been given to both the distribution of responses and the accompanying commentary. This includes the reasons for support or opposition, local knowledge, potential impacts and the changes or conditions respondents considered necessary.

While the majority of submissions expressed support outright or with conditions, the commentary demonstrated that the selected response did not always reflect unconditional support for the proposal as presented. Some respondents supported the Squadron's operational needs but preferred another location, while others sought changes affecting the proposed development or the existing character of the reserve.

The response statistics have therefore been considered alongside the substance of the submissions, the matters identified through previous investigations and the implications for the long-term use of community land.

3.3 Assessment of conditional support

The comments accompanying submissions classified as 'Support' or 'Support with changes or conditions' were reviewed to better understand the nature of that support and the extent to which requested changes could be accommodated.

The assessment identified several types of qualifications.

Design, operational and lease conditions

Respondents raised matters including vegetation protection and replacement planting, wildlife management, landscaping, traffic and parking, lighting, drainage and fencing.

Other requests related to the frequency of emergency callouts and training activities, commencement of construction, site remediation at the end of the lease and ensuring Council would not be responsible for funding the development.

Many of these matters could potentially be addressed through detailed design, technical assessment, statutory approvals or lease conditions. Several had already been identified for further consideration in the September 2026 Council report.

Vegetation retention

Some respondents sought retention of existing trees or opposed the removal of mature vegetation.

The preliminary concept identifies four trees for removal, and retaining them would require material changes to the proposed development, which would likely restrict the reserves' ability to accommodate the Squadron's operational requirements.

Replacement planting and landscaping could mitigate some impacts, but would not fully preserve the existing vegetation or open-space character of the reserve.



Alternative location

Some supportive submissions expressed a preference for a location closer to the Bluff boat ramp, including land near Jagger Road.

These responses indicate support for improving the Squadron's facilities but do not necessarily represent endorsement of Ewen Reserve. Relocating the development would constitute a different proposal rather than a condition that could be addressed through the design of the current site.

Further information

A respondent requested a visual representation of the proposed building to better understand its scale and impact on the surrounding area, together with further information about lighting.

These matters could be addressed by providing additional design information. However, the respondent's position following consideration of that information is unknown.

3.4 Opportunity to address Council

Eleven online submitters requested an opportunity to speak to their submission at a Council meeting.

Invitations were issued to ten submitters. The remaining submitter could not be contacted as no valid email address, last name or alternative contact details were provided.

None of the separate written submissions expressly requested an opportunity to address Council.

3. Summary of feedback

4.1 Overall findings

The engagement identified substantial support for the Victor Harbor Goolwa Sea Rescue Squadron and the need to improve access to its main offshore rescue vessel.

Supportive submissions generally focused on the importance of emergency response capability, reducing the time required to deploy VH65 and providing secure, purpose-built facilities closer to the Bluff boat ramp.

However, the feedback also identified concerns about the suitability of Ewen Reserve for the proposed development. These related primarily to the loss of established vegetation and community open space, traffic and access arrangements, impacts on neighbouring properties, the reserve's historical significance and whether alternative locations could be identified.

Some respondents who supported the proposal also sought changes or conditions to address these matters, while others expressed support for the Squadron's operational needs but preferred another location.

The key themes are summarised below.

4.2 Support for emergency services and operational improvements

A significant proportion of respondents recognised the importance of the Squadron's volunteer marine rescue operations and supported establishing a dedicated facility closer to the Bluff boat ramp.

The principal reasons for support included:

- the importance of timely emergency responses and the potential to improve deployment times compared with the current storage location in Goolwa;
- the need for secure storage of VH65, its towing vehicle and associated rescue equipment;
- the proposed drive-through arrangement, which would support safer and more efficient vehicle movements;
- the benefit of providing permanent infrastructure for an essential volunteer emergency service; and
- the proposal that the Squadron would fund the facility without seeking a direct Council contribution towards its construction.

Several respondents considered the proposed site suitable because of its proximity to the Bluff boat ramp, access to major roads and capacity to accommodate the proposed facility.

Others expressed support on the understanding that a more suitable or closer location was not available.

4.3 Vegetation, environment and public open space

The potential loss of established trees and vegetation was one of the most prominent concerns raised through the engagement.

Respondents identified the environmental, landscape and amenity value of Ewen Reserve, including its established trees, birdlife, habitat and contribution to the green character of the area.

Concerns included:

- removal of mature trees and native vegetation;
- loss of wildlife habitat and biodiversity;
- reduction in public open space;
- the visual impact of a large storage building within the reserve;
- the cumulative loss of established vegetation across Victor Harbor; and
- the long-term implications of developing community land that currently provides an open-space and landscape buffer.

Some respondents questioned whether replacement planting could adequately compensate for the removal of established trees.

Supportive respondents also requested that vegetation removal be minimised, significant trees retained and appropriate replacement planting and landscaping provided.

The preliminary concept identifies four trees for removal, together with localised pruning of other established vegetation. The two prominent Norfolk Island pines were proposed to be retained.



4.4 Traffic, access and road safety

Traffic and access arrangements were another recurring concern, particularly in relation to the site's proximity to the George Main Road and Armstrong Road roundabout.

Respondents raised concerns about:

- movements of the large rescue vessel, trailer and towing vehicle through an already busy road network;
- potential conflicts with traffic during school drop-off and collection periods;
- pedestrian and cyclist safety, particularly for students attending nearby schools;
- congestion associated with nearby sporting facilities and major events;
- the suitability of proposed vehicle entry and exit points;
- sightlines and turning movements associated with emergency deployments; and
- impacts on nearby parking and residential streets.

Some respondents considered the proposed drive-through arrangement a benefit, as it would avoid the need for reversing onto public roads.

Other supportive respondents requested further traffic assessment, additional volunteer parking or measures to ensure safe and efficient access during emergency responses.

4.5 Residential amenity and neighbouring properties

A number of submissions raised concerns about the proximity of the proposed facility to neighbouring residential properties.

Issues identified included:

- noise from vehicles, equipment handling and operational activities;
- vehicle movements during early mornings, evenings and emergency callouts;
- external lighting and vehicle headlights;
- visual impacts associated with the proposed building;
- loss of privacy and existing landscape screening; and
- cumulative impacts associated with existing activities and facilities in the surrounding area.

One directly adjoining resident provided a detailed submission outlining concerns about existing noise and traffic conditions and the additional impacts that may arise from the proposed facility.

4.6 Historical significance and reserve character

Several respondents raised concerns about the history of Ewen Reserve and its association with the Ewen family.

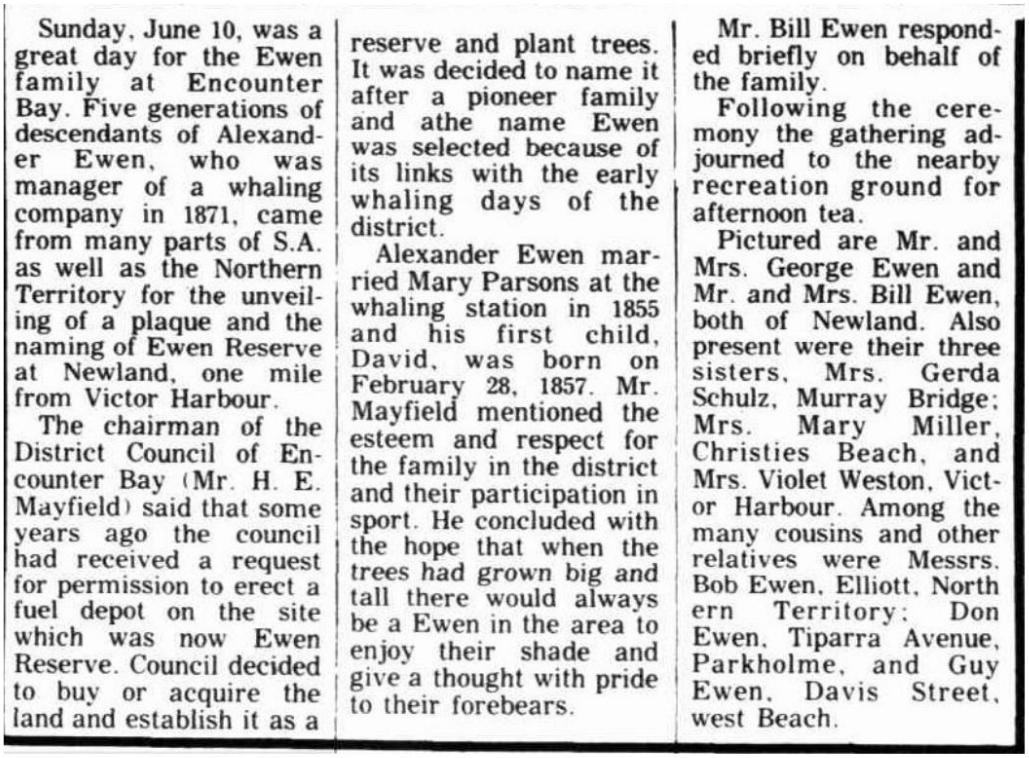
Some expressed concern that constructing a large storage facility could diminish the reserve's historical significance and established character. One supportive respondent considered the proposed use appropriate given the Ewen family's historical association with fishing and the maritime activities of the district.

Historical material sourced during the engagement process and subsequently provided by a descendant of the Ewen family included information about the reserve's establishment and correspondence relating to the unveiling of a commemorative plaque in June 1973.

Respondents expressed concern that constructing a large storage facility within the reserve could diminish its historical and community significance.

Others raised the potential precedent associated with allowing long-term development on community land and questioned whether the proposed use was consistent with the purpose and character of the reserve.


PIONEER FAMILY HONOURED



Sunday, June 10, was a great day for the Ewen family at Encounter Bay. Five generations of descendants of Alexander Ewen, who was manager of a whaling company in 1871, came from many parts of S.A. as well as the Northern Territory for the unveiling of a plaque and the naming of Ewen Reserve at Newland, one mile from Victor Harbour.

The chairman of the District Council of Encounter Bay (Mr. H. E. Mayfield) said that some years ago the council had received a request for permission to erect a fuel depot on the site which was now Ewen Reserve. Council decided to buy or acquire the land and establish it as a reserve and plant trees. It was decided to name it after a pioneer family and athe name Ewen was selected because of its links with the early whaling days of the district.

Alexander Ewen married Mary Parsons at the whaling station in 1855 and his first child, David, was born on February 28, 1857. Mr. Mayfield mentioned the esteem and respect for the family in the district and their participation in sport. He concluded with the hope that when the trees had grown big and tall there would always be a Ewen in the area to enjoy their shade and give a thought with pride to their forebears.

Mr. Bill Ewen responded briefly on behalf of the family.

Following the ceremony the gathering adjourned to the nearby recreation ground for afternoon tea.

Pictured are Mr. and Mrs. George Ewen and Mr. and Mrs. Bill Ewen, both of Newland. Also present were their three sisters, Mrs. Gerda Schulz, Murray Bridge; Mrs. Mary Miller, Christies Beach, and Mrs. Violet Weston, Victor Harbour. Among the many cousins and other relatives were Messrs. Bob Ewen, Elliott, Northern Territory; Don Ewen, Tiparra Avenue, Parkholme, and Guy Ewen, Davis Street, west Beach.

4.7 Alternative locations

A number of respondents questioned whether Ewen Reserve was the most appropriate location and encouraged Council to investigate alternatives.

Suggested locations included:

- land closer to the Bluff boat ramp, including locations around Jagger Road;
- land near the police station on George Main Road;
- land adjoining existing community or recreation facilities on Armstrong Road;
- vacant or less vegetated land within the broader area;
- industrial or other appropriately zoned land; and
- other locations previously considered in the vicinity of the Bluff.

One written submitter provided photographs and suggestions for alternative sites, including land near Oyster Lane and the Encounter Community Centre community garden area.

Some respondents considered that locating the facility closer to the boat ramp could provide greater operational benefits, while others suggested that sites with fewer established trees or greater

separation from residential properties would better balance the Squadron's needs with other community interests.

4.8 Proposed lease arrangements and conditions

Concerns included the potential commitment of land for up to 42 years, the implications for future use of the reserve and the need to ensure the proposed facility delivered its intended community benefit.

Respondents also suggested conditions relating to responsibility for construction and maintenance costs, restrictions on changes in use, commencement of construction and reinstatement of the site at the conclusion of the lease.

4.9 Engagement process and information

Feedback was also received about the engagement process and the information provided to support submissions.

One directly adjoining resident reported not receiving personal notification of the proposal and questioned whether the relevant notification requirements had been met.

Other respondents sought further visual information about the proposed building, including its scale and appearance, to better understand the potential impact on the reserve and surrounding area.

All responses have been made available in full to the Council Members to inform their consideration of this matter.

4. Consideration of community feedback and influence on the recommendation

The consultation was undertaken to gauge community sentiment and gather information to inform Council's decision on whether to progress the proposed lease in principle.

The response statistics provide an indication of support and opposition among participants. In considering the feedback, Administration has also assessed the reasons provided, local knowledge, potential impacts and changes or conditions sought.

While the majority of submissions expressed support outright or with conditions, the accompanying commentary demonstrated that this did not always represent unconditional support for the proposed development at Ewen Reserve. Some respondents supported the Squadron's operational needs but preferred another location, while others sought changes that would materially affect the proposal.

Information provided during consultation

Some respondents questioned the level of information available, including the extent of previous site investigations and the potential impacts of the development.

The consultation material included the preliminary concept, proposed lease area, lease arrangements, known vegetation impacts and matters requiring further assessment. Some comments raised matters

already addressed in this information, including previous site investigations and the proposed financial arrangements.

As outlined in the September 2026 Council report, the consultation was undertaken before detailed design and statutory approvals to inform Council's decision on whether to progress the lease in principle. The information provided reflected this stage of the proposal, with further technical assessment to be undertaken by the Squadron if Council supported its progression.

Notification of nearby properties

One respondent raised concerns about not receiving direct notification despite residing adjacent to the reserve. Council's engagement activities included direct notification letters to owners and occupiers of 13 nearby properties within a 100-metre radius.

The engagement was undertaken in accordance with section 202 of the *Local Government Act 1999* and Council's Community Engagement Policy.

Consideration of the matters raised

Preliminary investigations had established that the proposed facility and drive through arrangement could be accommodated at Ewen Reserve. The consultation did not change this finding but provided additional information about the community's views on the proposed use of the reserve.

In particular, the feedback reinforced the value placed on the reserve's established vegetation, landscape character, open space function and history.

Ewen Reserve is identified as a Natural Local Buffer Reserve under Council's Community Land Management Plans. The September 2026 assessment considered that the proposed use could be consistent with the applicable management plan, subject to retaining an effective buffer. The feedback has highlighted the importance of this existing function when considering the long-term use of the land.

The reserve's association with the Ewen family was recognised during engagement planning. Historical information sourced during the engagement process and subsequently provided by a family member added context about its establishment, including the former District Council of Encounter Bay's decision to acquire the land rather than allow its use for a proposed fuel depot. Submissions expressed differing views about whether the proposed facility would complement or diminish the reserve's historical significance.

The assessment also considered the extent to which concerns could reasonably be addressed. Matters such as traffic, parking, lighting, drainage and landscaping could potentially be managed through design, statutory approvals or lease conditions. However, the removal of established trees and changes to the reserve's open-space character could not be fully avoided under the current concept.

The consultation has therefore contributed to Council's assessment of the proposed lease beyond the preliminary finding that the facility could physically be accommodated. It has provided additional information relevant to determining whether Ewen Reserve is an appropriate location for a long-term operational use.



Influence on the recommendation

Council's consideration of the proposed lease requires balancing the broader community benefit of improved marine rescue capability against the long-term implications of developing Ewen Reserve.

The consultation has provided further information about the value placed on the reserve's established vegetation, open-space function, landscape character and history, together with the potential impacts on neighbouring properties. These findings add to the information available to Council when assessing the suitability of the reserve for the proposed facility.

While the majority of submissions expressed support outright or with conditions, the feedback also identified concerns that could not necessarily be resolved through detailed design, statutory approvals or lease conditions.

Although previous investigations did not identify a suitable alternative, the feedback has prompted further consideration of whether additional opportunities could be explored or previously considered locations revisited before committing Ewen Reserve to a long-term lease.

Administration has subsequently undertaken a further review of Council-owned land and identified two areas of road reserve at Sweetman Corner and adjoining Robert Barry Reserve that may warrant further investigation. Preliminary discussions have commenced with the Squadron, although neither location has been confirmed as suitable.

5. Next steps and closing the loop

The Community Engagement Submission Report will be presented to Council at its November 2026 meeting, together with the opportunity for submitters to speak to their written submissions.

Council will be asked to receive and note the report and verbal submissions. No decision on the proposed lease will be sought at this meeting.

A further report will be presented in December 2026, providing Administration's assessment and recommendation on the proposed lease and future direction, having regard to the written and verbal submissions considered by Council in November.

Following Council's decision, the outcome and an explanation of how community feedback influenced the decision will be published on the Your Say Victor Harbor project page. Submitters who provided usable contact details will also be advised of the outcome and next steps.

Appendix 1

(under separate cover)

10.2. Community Grant Application - Victor Harbor Goolwa Sea Rescue Squadron

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Bronwyn Hastings

RECOMMENDATION

That Council grant $2,225 in cash to the Victor Harbor Goolwa Sea Rescue Squadron to support the purchase of a new television to improve their capacity to deliver training, operational briefings and volunteer information sessions.

PURPOSE

The purpose of this report is to present the recommendation of the Community Grants Panel, following its assessment of an application submitted under the 2026/27 Community Grants Program.

BACKGROUND

Council's Community Grants Program provides financial and in-kind assistance to eligible community organisations, not for profit organisations and individuals for initiatives that contribute to the objectives of Council's Community Plan.

The program operates on an ongoing basis until the annual budget is exhausted. Applications received during each month are generally assessed and awarded in the first week of the following month. The 2026/27 Community Grants Program has an annual funding pool of $60,300, made up of 50,000 cash and $10,300 in kind.

The current grant program structure and decision-making arrangements were endorsed by Council following a review undertaken during the 2023/24 financial year. At its meeting held on 27 May 2024, Council supported the proposed Community Grant Guidelines and endorsed the changes required to implement the revised grant structure. On 24 June 2024, Council adopted the revised Community Grants Policy and Community Grants Guidelines and established a Community Grants Panel comprising two Council employees appointed by the Chief Executive Officer and two Council Members.

Council appointed Cr Angela Schiller and Cr Marilyn Henderson to the Community Grants Panel for the period commencing 25 June 2024 and concluding at the periodic elections in November 2026.

Under the endorsed assessment and decision-making process:

- applications for $1,000 or less may be approved under delegation;

- applications over $1,000 and up to $2,000 are assessed by the Community Grants Panel, with recommendations provided to the Chief Executive Officer for the final decision; and

- applications over $2,000 are assessed by the Community Grants Panel, with recommendations presented to Council for the final decision and awarding of funding.

The Victor Harbor Goolwa Sea Rescue Squadron submitted a Community Grant application on 23 September 2026 seeking $3,225 towards the purchase and installation of a large television for its training and meeting room at Bridge Terrace. The television would be used to support volunteer training, safety briefings, operational presentations and other information sessions. Since receiving the application, Alexandrina Council has approved a grant of $1,000 towards the purchase, leaving a funding balance of $2,225.

As the amount requested exceeds $2,000, in accordance with the endorsed process, the Panel has assessed the application and referred its recommendation to Council for the final decision and awarding of funding.

COMMENTARY

The Community Grants Panel assessed the application against the eligibility and assessment criteria contained in the Community Grants Program Guidelines.

The proposed television will provide fit for purpose equipment that supports volunteer training, operational preparedness and the Squadron's ongoing marine rescue and boating safety activities. These activities contribute to emergency response capability and community resilience across Victor Harbor and the broader Fleurieu Peninsula.

The Panel considers that the application demonstrates a clear and legitimate need for improved training and briefing facilities. The Victor Harbor Goolwa Sea Rescue Squadron is a volunteer run organisation that promotes safe boating and provides marine rescue assistance across the Fleurieu Peninsula and surrounding regions, delivering an important and ongoing community service.

The Squadron currently uses a 65 inch television, which is not considered adequate for the size and layout of its training room. Training and meeting sessions typically involve more than 20 participants, with a viewing distance of at least 10 metres from the rear of the room. The Squadron has advised that participants seated towards the rear have needed to leave their seats to read information displayed on the existing screen.

The Panel considers that the proposed television is the most suitable and practical device for presenting information to volunteers throughout the room. It will improve the delivery of training, operational briefings and information sessions and provide a direct and long-term benefit to the Squadron and its volunteers. By strengthening volunteer preparedness and supporting more effective information sharing, the project will also contribute to improved community safety, emergency response capability and resilience.

The applicant has successfully leveraged support from other sources. Alexandrina Council has approved a grant of $1,000 towards the purchase, and Betta Electrical has provided a $1,700 discount against the retail price of the television. This external support reduces the

amount required from the City of Victor Harbor and demonstrates broader support for the project.

The application identifies a clearly defined project to purchase and install a television for volunteer training, operational briefings and information sessions. A supplier quotation has been provided, and the applicant has confirmed that the quoted cost of $3,225 is the final amount payable following application of the supplier discount.

The project can be completed within the timeframe required under the Community Grants Program, with the purchase and installation expected to occur shortly after funding approval. The applicant has identified the replacement as a priority because the existing television is no longer adequate for the room and its intended use.

The Squadron has advised that grant funding is required for the project to proceed because its capacity to fund equipment purchases of this nature from its existing operational budget is limited. The applicant has considered other funding opportunities and secured a contribution from Alexandrina Council. No more appropriate funding source has been identified for the remaining project cost.

Overall, the Panel considers that the application satisfies the relevant Community Grants Program criteria. The project demonstrates a justified need, strong alignment with the Community Plan, a long-term community benefit, appropriate use of external funding and supplier support, and the capacity to be completed within the required timeframe.

The total quoted project cost is $3,225. Following confirmation that Alexandrina Council has approved a contribution of $1,000, the remaining project cost is $2,225.

The Panel recommends that Council approve a Community Grant of $2,225 to fund the remaining project cost.

Options

Option 1 (recommended):

That Council follows the Panel's recommendation and approve the grant.

Option 2:

That Council not approve the grant. In this case, and assuming an active decision is made to this effect (as opposed to a simple "no decision"), Council is strongly encouraged to provide reasons for not supporting the Panel's recommendation.

Option 3:

That Council approve the allocation of a sum other than that recommended. Again, in this case, Council is strongly advised to offer reasons and a basis for the alternative sum, and note that if the sum exceeds the recommended amount, this may either impact the remaining pool of funds in the grant funding pool, and/or impact Council's budget bottom line (depending on the scope of the variance).

RISK ASSESSMENT

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

Reputation - With a capped annual funding pool, the Community Grants Program is competitive, and some applications may not be funded, resulting in disappointment for applicants and a perception that funding decisions are unfair or inconsistent. This risk is mitigated through clear program guidelines, advisory support for applicants, and the assessment of applications against the published criteria. This risk is assessed as ***low***.

Financial Management - There is a risk that grant funds may not be used for the approved purpose. This risk is mitigated through Council's grant agreement, payment and acquittal processes. Successful applicants are required to complete a grant acquittal and provide evidence demonstrating how the funds were used. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - We have services and infrastructure that meet our community's need

- Objective 5.5 Facilitate capacity to deal with emergencies and build community resilience

Other references used

- City of Victor Harbor Community Grant Program Guidelines

BUDGET IMPLICATIONS

There are sufficient funds in Project #100087 (*C&D Admin*) Community Grants Program to provide a grant of $2,225 to the Victor Harbor Goolwa Sea Rescue Squadron.

No additional funds are required.

CONSULTATION

Director Community and Development - Graham Pathuis

Community Grants Panel

ATTACHMENTS

Attachment 1 - Victor Harbor Goolwa Sea Rescue Squadron Grant Application

Attachment 2 - Victor Harbor Goolwa Sea Rescue Squadron - Betta Electrical Quote

Attachment 1 - Victor Harbor Goolwa Sea Rescue Squadron Grant Application

City of Victor Harbor

RECEIVED
23 SEP 2026

Community Grants (Groups)
Grant Application Form

Applicant Details	
Applicant Name	**Greg Deverson**
Organisation Name	**Victor Harbour Goolwa Sea Rescue Squadron**
Address	**Opposite /22 Bridge tce Victor Harbour**
Postal Address	
Contact Name	**Greg Deverson**
Telephone Number(s)	[redacted]
Email	[redacted]
ABN	**38524225618**

Eligibility Checklist				
Applicants				
Is the organisation/group a not-for-profit or properly constituted and incorporated under the Associations and Incorporations Act 1985?	Yes Yes		~~No~~	
Has the organisation/group been operating longer than 12 months?	Yes Yes		~~No~~	
Does the organisation/group have outstanding acquittals for grants/funding received from the City of Victor Harbor?	~~Yes~~		No No	
Does the organisation have any outstanding debts with the City of Victor Harbor?	~~Yes~~		No NO	
Does the organisation have current Public Liability Insurance (minimum of $20 million)?	Yes yes		~~No~~	
Does the application hold a gaming machine licence?	~~Yes~~		No no	
Projects / Activities / Events				
Is the applicant seeking reimbursement of funds that have already been spent?	~~Yes~~		No no	
Is the applicant seeking funds for costs associated with ongoing operations, such as but not limited to salaries, rent, electricity, water, general small maintenance and administration?	~~Yes~~		~~No~~ No	

Is the project/activity/event primarily for fundraising purposes?	~~Yes~~		No no	
Is the applicant seeking funds to support an event that celebrates and recognises its volunteers?	Yes YES		~~No~~	

Project/Activity/Event Details	
Name:	**Purchase of a Large TV**
Description and Plan:	
To purchase a large TV for our training/meeting room to enable presentations - Training - safety briefings and other activities to enable participants to read and view the screen - currently w e have a 65" TV used for the above and it is totally ineffective requiring the presenter or trainer to " enlarge" the screen to enable reading by the members	

Timeline: *Detail anticipated project dates such as commencement, relevant milestones and completion.*
We have identified the issue and require replacement as soon as possible
Evaluation *How does the organisation propose to evaluate the impact and success of the project?*
Validation from members attending training - meetings - briefings etc

Assessment Criteria (complete for all projects/events/activities except volunteer recognition events)
What three strategies/priorities in Council's Community Plan does this proposal aligns with? Refer Appendix 2.
Community Support - safety on the water
Maintaining skills and qualifications in support of the local public
Maintain vigilance to support the laocl boating community

Describe how the proposal aligns with these strategies/priorities:
Volunteer Services
Describe the long-term benefits the community will get from your proposal:
Maintaining presence when called upon to rescue
What other resources (partnerships, funding or in-kind) have been leveraged to support the project?
We are seeking support from the Alexandrina Council as well as we support the local Goolwa boating fraternity
How is the applicant demonstrating cooperation with other organisations to deliver this project?
We work closely with the SES and are tasked for rescue by the local SA Police
Describe the applicant's need for the funding i.e. this grant is required for the project to proceed
We actually need $3,000 but realise that this grant is for $2,000 we seek the other $1,000 from Alexandrina Council if successful

Grant Requested (Volunteer events only) – Mark applicable	X
0-10 volunteers - $50	
10-20 volunteers - $100	
20+ volunteers - $150	

Grant Requested (Other projects/events/activities)	
Cash amount requested:	$3225.00

In-kind amount requested: e.g. waiver to Council venue hire fees, donations/tickets for Council-owned venues (Victa Cinema) / services (road closures, irrigation marketing, equipment) Refer Fees and Charges	**$**
Total grant requested (cash + in-kind):	**$3,225.00**

Project Budget Information			
Sections A and B must be equal.			
Project Expenses - Section A		**Project Revenue - Section B**	
Item	**Amount**	**Item**	**Amount**
Hisense 100" TV	**3225.00**	CVH Cash Grant Requested	3225.00
		CVH In-Kind Grant Requested	
		Other grant sources (please detail)	
		Applicant cash contribution	
		Applicant in-kind contribution Use in-kind guide to assist – refer Appendix 1	
CVH In-Kind Expenses (please detail)		Other income sources (please detail)	
Total Project Cost (A)	**3225.00**	**Total Project Revenue (B)**	

Electronic Funds Transfer Information – to be used to pay grant if successful	
Organisation Name:	Victor Harbour Goolwa Sea Rescue Squadron
ABN (Australian Business Number):	38524225618
Address:	opposite/22 Bridge tce Victor Harbour
Phone Number:	[redacted]
Email Address:	[redacted]
Financial Institution Name:	BENDIGO BANK GOOLWA

Financial Institution Address:	33 HUTCHINSON ST GOOLWA
Account Name:	VICTOR HARBOUR GOOLWA SEA RESCUE SQN INC
BSB Number:	[redacted]
Account Number:	[redacted]
Authorisation	
I hereby verify that the information provided is correct and request that all payments be made by direct deposit to the above account. I have authorisation to provide this information on behalf of the organisation named above.	
Name	G. DEVERSON
Signature	
Date	22/9/26.

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Agreeing to the Terms and Conditions of the Grant Funding

These conditions are that the applicant will:

- Use the funds provided for the purpose outlined in the application and for the expenses listed in the application.
- Seek Council's written approval to continue if there are any changes in the project and/or the budget. • Commence the project within six (6) months of the execution of the grant agreement. • Fully expended the funds within twelve (12) months of the execution of the grant agreement. • Obtain any required outdoor event or venue approvals and/or permission from the land/property owner or regulatory bodies or organisations (if applicable) before commencing the event/activity/project. • Where required, ensure that the event complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the Child Safety (Prohibited Persons) Act 2016, Disability Discrimination Act and Work Health and Safety Act 2012
- Comply with recognised Australian Standards and observe all federal, state, or local legislation, regulations and guidelines including any applicable public health and safety standards. • Acknowledge the City of Victor Harbor support in any material published in connection with a successful grant through this program.
- Complete the designated acquittal process within two (2) months of the completion of the project and forward a copy to: grants@victor.sa.gov.au
- Pay all taxes, duties, and government charges in connection with the grant.
- Obtain all necessary insurances relevant to this activity/project/event.
- Indemnify and keep indemnified the City of Victor Harbor, its employees, and agents from and against all actions, costs, claims, charges, and expenses whatsoever which may be brought or made to claim against them out of or in relation to the activity/project/event.
- Provide photographs of the activity/project/event, including description and written permission for Council to use them for promotional purposes.

Declaration

I certify to the best of my knowledge that the details provided are true and correct, I have read the City of Victor Harbor Community Grant Program Guidelines, I am authorised to sign on behalf of the organisation applying for funding under the City of Victor Harbor Community Grant Program and I agree to abide by all associated terms and conditions if the application is successful.

Project Name:	TRAINING + EQUIPMENT		
Organisation Name:	VICTOR HARBOUR GOOLWA SEA RESCUE		
Representative Name:	G. DEVERSON		
Signature:		**Date:**	22/9/26

2026-27 City of Victor Harbor Community Grant Program –Application Form (Groups) Page 4/7

Appendix 1

In-kind Contribution Detail

An in-kind contribution is a contribution of a good or a service other than money. Some examples include: voluntary labour (for example, painting work), donated goods (for example, kitchen equipment), and donated services (for example, professional advice from an architect). The calculation of your in-kind contribution is based on your best estimates.

The following figures may help guide you:
· calculate volunteer general labour at $20 per hour
· calculate volunteer specialist labour (for example, engineer or architect) at $45 per hour. · calculate donated goods at the price you would pay for them if they were not donated.

Good/service to be provided	Organisation/Supplier	Number of Hours/Units	Rate per Hour/cost per unit	Total Value $
			Total	

2026-27 City of Victor Harbor Community Grant Program –Application Form (Groups) Page 5/7

Appendix 2

Aspiration 1 - We are a caring, connected and active community

- Strategy - Provide safe, welcoming and accessible places
- Strategy - Provide a variety of open space and recreation opportunities
- Strategy - Improve the health and well-being of our community
- Strategy - Support a vibrant community culture
- Priority – Provide and encourage initiatives that support an inclusive environment and assist to develop connections with others
- Priority – Encourage volunteering as a way for people to get involved in community life and share their skills and experience

- Priority –implement key recommendations from the City of Victor Harbor Disability Access and Inclusion Plan
- Priority – Continue to deliver community safety initiatives that make the local environment safer and raise awareness of safety measures
- Priority – Support the growth of local and regional sporting clubs and facilities
- Priority – Promote a positive profile for younger people through projects and policies • Priority – Implement key recommendations from the reviewed Southern and Hills Regional Public Health Plan
- Priority – Facilitate and support high-quality community events that align with the values of Victor Harbor's place brand
- Priority – Enhance the City of Victor Harbor Library's outreach into the

community **Aspiration 2 – We have a culture of innovation, collaboration and**

creativity

- Strategy - Cultivate art and culture in our community
- Strategy - Encourage, support and promote innovation and entrepreneurship
- Strategy - Establish and maintain strategic regional, state and national relationships • Strategy - Expand opportunities for the community to access and use digital technology • Priority – Encourage initiatives that actively celebrate and promote cultural understanding • Priority – Deliver an arts and cultural program that brings vibrancy to the City and encourages artistic expression
- Priority – Pursue the delivery of an Arts and Cultural Centre
- Priority – Attract new and support existing creative industries
- Priority – Develop and implement an investment attraction strategy
- Priority – Maintain and further develop partnerships with neighbouring councils to provide shared-use services and facilities

Aspiration 3 - We manage growth and change responsibly

- Strategy - Support diversification and resilience within the local economy
- Strategy - Preserve and celebrate Victor Harbor's rich and diverse history
- Strategy - Promote and support local business development and employment opportunities • Strategy - Plan for sustainable development, residential amenity and security of prime agricultural land • Priority – Review and update the City of Victor Harbor Urban Growth Management Strategy • Priority – Complete the delivery of the Victor Harbor Mainstreet Precinct Master Plan • Priority – Develop and implement a digital tourism marketing strategy for Victor Harbor • Priority – Investigate opportunities to enhance tourism services provided by the City of Victor Harbor • Priority – Plan for electricity and water security
- Priority – Encourage initiatives that support food security and local food production • Priority – In collaboration with Business Victor Harbor, finalise and implement the City of Victor Harbor Economic Development Strategy
- Priority – Enhance our heritage assets and encourage adaptive re-use of heritage buildings
- Priority – Work with local Indigenous groups to promote and explore local Indigenous heritage

Aspiration 4 – We protect our environment

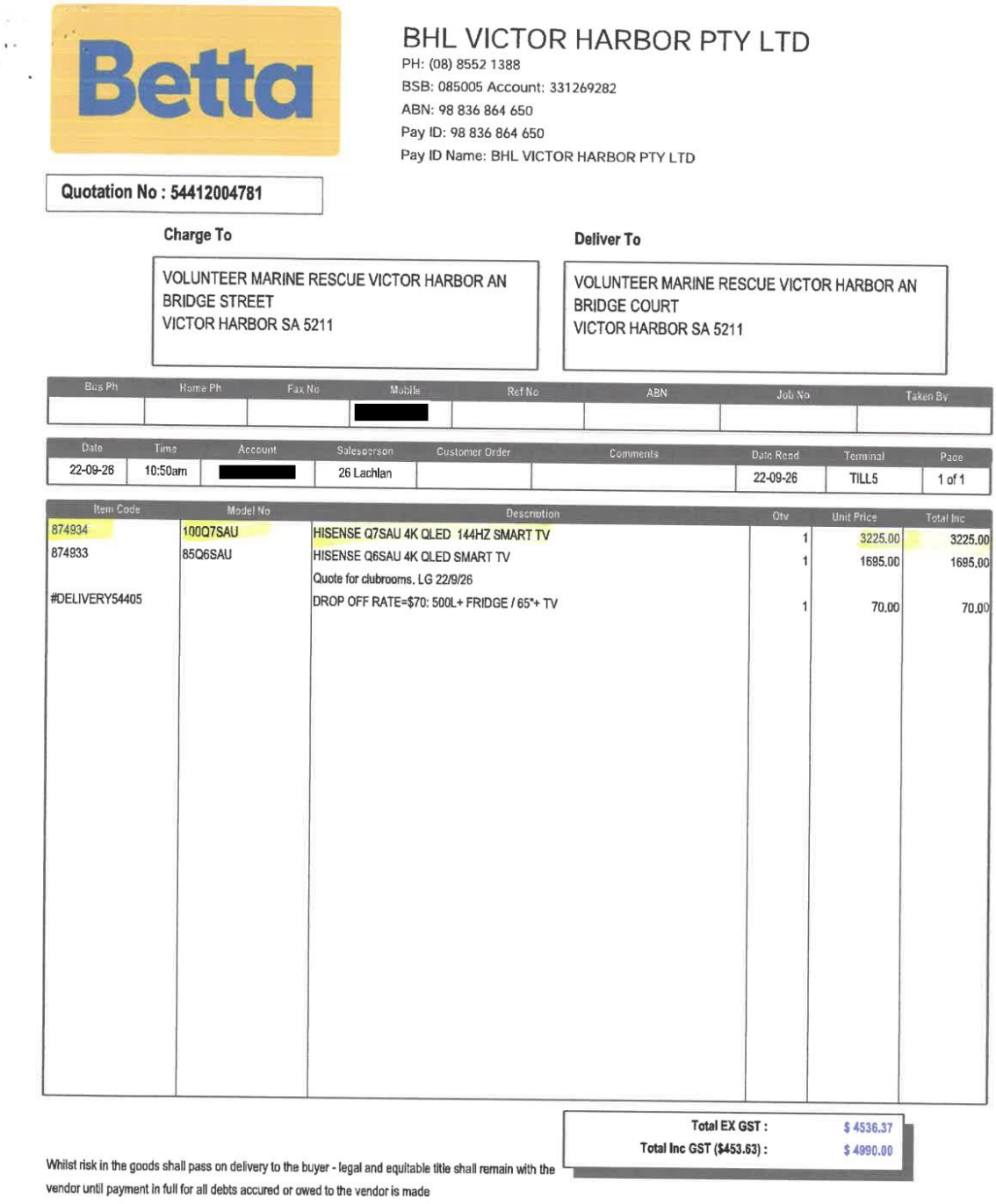
- Strategy - Adapt to the impacts of climate change
- Strategy - Provide for sustainable waste management
- Strategy - Enhance the health and biodiversity of our natural environment
- Strategy - Create a more sustainable, energy efficient urban environment
- Strategy - Educate the community to enhance awareness of environmental issues • Priority – Plant more trees to green City of Victor Harbor urban areas

- Priority – Implement actions from the Victor Harbor Environmental
- Priority – Management Strategy
- Priority – Continue involvement in the Resilient Hills and Coast Climate
- Priority – Adaptation initiative
- Priority – Promote responsible Dog and Cat Management
- Priority – Implement conservation strategies that look to increase the population and species of native fauna
- Priority – Improve and educate residents on diverting waste from landfill
- Priority – Protect and rehabilitate our beaches, waterways and conservation reserves • Priority – Improve amenity value of local areas by protecting individuals and communities from local nuisance and preventing littering
- Priority – Undertake environmental education projects in partnership with the Hills and Fleurieu Regional Landscape Board, Fleurieu Regional Waste Authority, South Australian Whale Centre and other environmental groups

Aspiration 5 – We have services and infrastructure that meet our community's needs

- Strategy - Facilitate access to health, education and community services
- Strategy - Provide key community infrastructure
- Strategy - Maintain and renew Council's assets in a sustainable way
- Strategy - Advocate for improved local and regional transport networks
- Strategy - Facilitate capacity to deal with emergencies
- Priority – Plan the development of a new cemetery
- Priority – Implement priority actions from the City of Victor Harbor Library Service Review • Priority – Provide the Southern Communities' Transport Scheme (SCOTS) to assist transport disadvantaged people to access medical and other essential appointments
- Priority – Monitor the health and well-being of the community to support service planning, development and advocacy
- Priority - Implement Collective Impact Planning as a means of supporting collaboration and networking between services and agencies
- Priority – Pursue the establishment of a Regional Study Hub that services the southern Fleurieu Peninsula
- Priority – Respond to the COVID-19 emergency and recovery phase
- Priority – Review Council's Asset Management Plans
- Priority – Create and maintain safe road and footpath networks
- Priority – Advocate for improved regular passenger transport services between Victor Harbor and Adelaide, and across the region
- Priority – Advocate for the integration of metropolitan and regional fares and ticketing for public transport.

Attachment 2 - Victor Harbor Goolwa Sea Rescue Squadron - Betta Electrical Quote



Betta

BHL VICTOR HARBOR PTY LTD
PH: (08) 8552 1388
BSB: 085005 Account: 331269282
ABN: 98 836 864 650
Pay ID: 98 836 864 650
Pay ID Name: BHL VICTOR HARBOR PTY LTD

Quotation No : 54412004781

Charge To

VOLUNTEER MARINE RESCUE VICTOR HARBOR AN
BRIDGE STREET
VICTOR HARBOR SA 5211

Deliver To

VOLUNTEER MARINE RESCUE VICTOR HARBOR AN
BRIDGE COURT
VICTOR HARBOR SA 5211

Bus Ph	Home Ph	Fax No	Mobile	Ref No	ABN	Job No	Taken By
			[redacted]				

Date	Time	Account	Salesperson	Customer Order	Comments	Date Read	Terminal	Page
22-09-26	10:50am	[redacted]	26 Lachlan			22-09-26	TILL5	1 of 1

Item Code	Model No	Description	Qty	Unit Price	Total Inc
874934	100Q7SAU	HISENSE Q7SAU 4K QLED 144HZ SMART TV	1	3225.00	3225.00
874933	85Q6SAU	HISENSE Q6SAU 4K QLED SMART TV	1	1695.00	1695.00
		Quote for clubrooms. LG 22/9/26			
#DELIVERY54405		DROP OFF RATE=$70: 500L+ FRIDGE / 65"+ TV	1	70.00	70.00

Total EX GST :	$ 4536.37
Total Inc GST ($453.63) :	$ 4990.00

Whilst risk in the goods shall pass on delivery to the buyer - legal and equitable title shall remain with the vendor until payment in full for all debts accured or owed to the vendor is made

10.3. 2026/27 Sport and Recreation Strategic Infrastructure Grant Program - Round One

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Louise Hampel

RECOMMENDATION

1. That Council award funding under Round One of the 2026/27 Sport and Recreation Strategic Infrastructure Grant Program as follows:

    a. Encounter Paddling Incorporated - solar power supply to storage shed - $6,250;

    b. Victor Harbor Yacht Club - replacement roller doors - $4,800; and

    c. Back Valley Tennis Club - resurfacing of four tennis courts - $20,000.

2. That Council approve an allocation of $20,000 to Victor Harbor Cricket Club towards the replacement of training nets at Victor Harbor Oval, noting that the request was received after the advertised grant round closed and was considered separately by the Sport and Recreation Grant Assessment Panel.

3. That Council approve provision for the allocations to Back Valley Tennis Club and Victor Harbor Cricket Club to be included in a future financial year, up to and including 2028/29, should either project not be ready to proceed in 2026/27, subject to adoption of the relevant Annual Business Plan and Budget.

4. That Council request the estimated construction cost of the preferred internal road and access configuration at Victor Harbor Oval, together with any proposal for additional Council funding towards the replacement cricket training nets, be presented for consideration through the 2027/28 Annual Business Plan and Budget process.

PURPOSE

The purpose of this report is to seek Council approval for funding under Round One of the 2026/27 Sport and Recreation Strategic Infrastructure Grant Program.

The report also presents a request from Victor Harbor Cricket Club received after the grant round closed, outlines the anticipated timing of projects that depend on further planning or external funding, and provides an update on the Victor Harbor Oval entrance project and its relationship to the proposed replacement cricket training nets.

BACKGROUND

The Sport and Recreation Strategic Infrastructure Grant program has an annual budget of $100,000, with funding capped at $20,000 per applicant. Applicants are generally expected to contribute at least 50 per cent of the total project cost through cash or in-kind contributions.

Applications are assessed by the Sport and Recreation Grant Assessment Panel, with recommendations presented to Council for the final decision and awarding of grants.

The assessment panel was established by Council under resolution OC4542023. The panel ordinarily consists of two Council Members and two Council staff members appointed by the Chief Executive Officer.

Round One of the 2026/27 program opened for applications in July 2026 and closed on 9 October 2026. Three applications were received through the advertised process:

- Encounter Paddling Incorporated - solar power supply to its storage shed;
- Back Valley Tennis Club - resurfacing of four tennis courts; and
- Victor Harbor Yacht Club - replacement roller doors to its boat and equipment storage shed.

Following the close of the round, Victor Harbor Cricket Club wrote to Council seeking a $20,000 contribution towards replacing the training nets at Victor Harbor Oval.

The club advised that it had not submitted a formal application because the proposal was still being developed, particularly the number of net bays, final location and design.

The matter was discussed at the Victor Harbor Oval Complex Planning Group, where the possibility of Council considering a funding request despite the project's current stage of development was raised. This recognised the timing of upcoming external grant opportunities and Council's previous support for infrastructure projects where planning and funding arrangements were yet to be finalised.

The project is being progressed with Council staff alongside planning for the oval's northern entrance design project.

COMMENTARY

Assessment Process

The three applications received by the closing date were assessed against the eligibility and assessment criteria in the program guidelines.

One panel member was unavailable, with the assessments completed by the three available panel members.

The panel also considered a request for funding from Victor Harbor Cricket Club that was received after the closing date. The assessment of each proposal and the resulting funding recommendations are outlined below.

Encounter Paddling Incorporated

Encounter Paddling Incorporated is seeking $6,250 towards installing a solar power system at its storage shed at Cliff Thorpe Reserve.

The total project cost is $12,500, with the club proposing a matching cash contribution of $6,250. The application also identifies approximately $300 of volunteer input associated with preparing the application, coordinating the project and facilitating access for installation.

The project will provide power to the storage facility without requiring a connection to the electricity network. The proposed system will support lighting, battery charging and the club's use of the shed for storing and managing paddling equipment.

The proposal aligns with the program objectives relating to environmental sustainability, improved facility functionality and reduced operating costs. The application provides a defined scope, a balanced funding arrangement and a clear pathway to delivery.

Funding of $6,250 is recommended.

Victor Harbor Yacht Club

Victor Harbor Yacht Club is seeking $4,800 towards replacing the roller doors that provide access to its boat and equipment storage shed.

The total project cost is $9,600, the club proposes to contribute $3,800 in cash and $1,000 in-kind through removing and disposing of the existing doors, representing a combined contribution of $4,800.

The existing doors are badly rusted, difficult to operate and have been identified by the club as a safety hazard. Their replacement will improve safe access to the club's support boat and training equipment, particularly for junior members and others who may have difficulty operating the existing doors.

The proposal aligns with the program objectives relating to improved safety, accessibility and the continued availability of fit-for-purpose sport and recreation infrastructure. The project is modest in scale, addresses a practical need and provides an equal contribution from the club.

The application provided limited detail against some of the assessment criteria, with parts of the justification implied through the project description rather than directly addressed. However, the purpose and likely benefit of the project were sufficiently clear, and the level of detail provided was considered reasonable relative to the value of the funding sought and the straightforward nature of the proposed works.

Funding of $4,800 is recommended.

Back Valley Tennis Club

Back Valley Tennis Club is seeking $20,000 towards resurfacing its four tennis courts.

The courts were last resurfaced in 2018 and are showing signs of deterioration, including cracking, worn surfaces and areas where water pools. The club has identified that these conditions create slipping and tripping risks, particularly for its social tennis membership, which includes a high proportion of older players.

The estimated project cost is approximately $88,430. The club proposes to fund the project through a combination of Council funding, external grant funding and its own contribution of between $20,000 and $25,000.

The project was also considered through the 2025/26 program, when Council supported an allocation of $17,000. It did not proceed because the club was unable to secure the balance of funding required. The club has continued to pursue external funding and has now requested the maximum $20,000 available under the program due to the increased project cost.

The proposal aligns with the program objectives by addressing safety concerns, maintaining the courts at an appropriate playing standard and preventing further deterioration that may reduce participation or increase future repair costs.

Funding of $20,000 is recommended and conditional on the club securing the balance of funding required to deliver the project and meeting the usual funding agreement requirements.

The proposed treatment of the allocation, should the project not proceed during 2026/27, is discussed under *Project timing and future program considerations* below.

Victor Harbor Cricket Club

On 11 November 2026, Victor Harbor Cricket Club wrote to Council requesting consideration of funding remaining in the Sport and Recreation Strategic Infrastructure Grant Program towards replacing the training nets at Victor Harbor Oval. The club did not specify the amount sought.

In its correspondence, the club advised that it had not submitted a formal application during the recent grant period because its plans had not been finalised, particularly the number of net bays, location and design. The club estimates that a new training facility may cost approximately $200,000 and acknowledges that other grant funding will be required.

The replacement and potential relocation of the training nets has been considered through the Victor Harbor Oval Complex Planning Group over several years. This has included consideration of the relationship between the nets and the proposed reconfiguration of the oval's northern entrance.

Council staff and the club have also undertaken preliminary work with the South Australian Cricket Association to identify an appropriate facility layout. Following a site meeting, the Association provided an indicative layout for a four-lane, approximately 35-metre-long, fully enclosed practice facility.

This work provides a starting point but does not constitute a final design or an approved location. Further work is required to:

- determine the preferred entrance and internal access arrangement;
- confirm the location and functional requirements of the training facility;
- prepare a final design and reliable cost estimate; and
- establish the contributions available from the club and other funding partners.

The South Australian Cricket Association has identified Victor Harbor as a priority location for investment. The club intends to seek funding through the Association's grant program and a future round of the Office for Recreation, Sport and Racing's Community Recreation and Sport Facilities Program. The club is also actively raising funds towards the project.

Assessment Against Program Objectives and Criteria

The proposal aligns with the program objectives of maintaining and improving fit-for-purpose sport and recreation infrastructure. Replacement of the existing training nets would address an identified facility need, support cricket training and development programs and provide an opportunity to improve the functionality of the facility.

The proposal also demonstrates collaboration through the Victor Harbor Oval Complex Planning Group and preliminary engagement with the South Australian Cricket Association. It presents opportunities to leverage external funding and coordinate improvements with broader planning for the oval complex.

While the project has merit against the program objectives, its readiness for delivery is less developed than the other applications considered. The final design, cost and funding arrangements remain unresolved, meaning that value for money, the applicant's contribution and some of the potential project benefits cannot yet be fully assessed.

The panel recognised these limitations but considered that the identified infrastructure need, alignment with the program objectives and opportunities for external funding warranted Council support at this stage.

A Council allocation would provide evidence of local financial support and assist the club to pursue the external funding required to deliver the project.

While the club did not nominate a specific amount and the request was received outside the advertised application period, the panel supported an allocation of $20,000, consistent with the maximum available to an applicant under the program.

Funding of $20,000 is recommended, subject to the club securing the balance of funding required, confirmation and approval of the final project design and location, and compliance with the usual funding agreement requirements.

Future Budget Considerations

A panel member also raised the possibility of Council providing an additional financial contribution towards the replacement cricket training nets, recognising the broader planning work underway at Victor Harbor Oval.

Any additional contribution would need to be considered separately once the project scope, estimated cost and external funding arrangements are confirmed. It is proposed that any additional funding request be considered through the 2027/28 Annual Business Plan and Budget and forward capital works planning processes.

Victor Harbor Oval Northern Entrance and Internal Roads

The proposed location of the replacement cricket training nets is closely related to broader planning for access and vehicle movements within the Victor Harbor Oval complex.

Council has allocated $30,000 in 2026/27 towards the detailed design of the northern entrance relocation.

Further discussions with oval users have raised whether relocating the existing entrance remains the preferred option or whether an internal road realignment could provide a more practical and cost effective outcome. Internal investigations are underway to establish the available options, including their design requirements, costs and relationship to the proposed location of the replacement cricket training nets.

Once this work has progressed, further consideration may need to be given to the scope and use of the existing $30,000 design allocation. Any proposed change to the approved scope requiring Council endorsement would be brought back for consideration.

The intention is to establish a coordinated approach to the oval's access arrangements and replacement cricket facilities before proceeding with detailed designs or construction.

Construction of the preferred internal road and access arrangement would be subject to a separate capital funding decision. Once the preferred configuration and estimated costs are established, the funding requirements would be presented for consideration through the 2027/28 Annual Business Plan and Budget and forward capital works planning processes.

This would allow Council to consider the works alongside other capital priorities, including the timing and potential staging of delivery.

Summary of Recommendations

Applicant	**Project**	**Recommended funding**
Encounter Paddling Incorporated	Solar power supply to storage shed	$6,250
Victor Harbor Yacht Club	Replacement roller doors	$4,800
Back Valley Tennis Club	Resurfacing of four tennis courts	$20,000
Victor Harbor Cricket Club	Replacement training nets at Victor Harbor Oval	$20,000
Total		**$51,050**

All recommended allocations would be subject to the program's standard funding agreement requirements, including relevant approvals, project delivery and acquittal obligations.

Existing Commitment to Victor Dragons

Council has an existing allocation of $25,000 to Victor Dragons towards establishing a boat storage facility once a suitable site is confirmed. The allocation has remained in place since 2022 because a suitable site has not been secured. Negotiations regarding a potential site are continuing and, based on their current progress, the funding is expected to be required in 2027/28.

Project Timing and Future Program Considerations

The Back Valley Tennis Club and Victor Harbor Cricket Club proposals both require further funding and project development before construction can proceed. In both cases, confirmation of Council's support will assist the clubs in pursuing external funding.

Community sport and recreation infrastructure projects often require several stages of planning, design, approvals and funding applications before construction can commence. These processes do not necessarily align with a single financial year, particularly where clubs rely on volunteer resources and contributions from multiple funding partners.

The existing allocation to Victor Harbor Dragon Boats provides a relevant precedent for maintaining financial support while a project is developed.

The proposed provision in future budgets recognises these practical considerations and that the merit of a project does not necessarily change because additional time is required to finalise designs or secure funding. Requiring clubs to reapply in subsequent financial years would also reduce certainty when seeking contributions from other funding partners.

It is therefore proposed that Council retain the allocations for Back Valley Tennis Club and Victor Harbor Cricket Club for up to two additional financial years, through to 2028/29, subject to annual review of project progress and adoption of the relevant Annual Business Plan and Budget.

Any material changes to the project or further extension beyond 2028/29 would require a separate Council decision.

Options

Option 1 (recommended):

Council may elect to approve the grants as per the Panel recommendation.

Option 2:

Council may prefer to determine an alternative outcome, in which case Council is advised to provide reasons for their decision, and note the budget / grant funding pool impact in their resolution.

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 grant funds may not be used for the approved purpose or that works may proceed without the necessary approvals. This risk is managed through the execution of funding agreements, landowner consent requirements, relevant statutory and technical approvals and the grant acquittal process. For projects requiring external funding, payment would occur once the project is ready to proceed and the funding agreement requirements have been met. This risk is assessed as ***low***.

Financial Management - There is a risk that projects may exceed budget or be unable to proceed because external funding is not secured. This is particularly relevant to the Back Valley Tennis Club and Victor Harbor Cricket Club projects, both of which require funding from other sources before the works can be delivered. Council's contribution will be capped at the approved allocation. Any increase in project costs will need to be met by the applicant or through other funding sources unless separately considered by Council.

Additionally, provision for allocations to be made in future financial years may reduce the funding available for new applications. However, the proposed arrangements recognise that Council's assessment of the merit and community benefit of these projects is unlikely to change solely because additional time is required to finalise designs or secure external funding. Retaining the allocations provides the clubs with greater certainty while they progress their projects, with any funding remaining subject to Council annual budget processes. 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.
- Objective 1.4 - Improve the health and wellbeing of our community.
- Objective 1.5 - Vibrant community places and spaces are safe, welcoming and accessible.

Aspiration 5 - We have services and infrastructure that meet our community's needs

- Objective 5.2 - Plan and provide for a range of community facilities to meet current and future needs.
- Objective 5.3 - Council assets and infrastructure are managed sustainably to meet current and future needs.

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

- Objective 6.3 - Manage Council's finances and resources sustainably.

BUDGET IMPLICATIONS

There are sufficient funds in Project #100076 (*Active Wellbeing*) for the purposes of awarding the 2026/27 Round One Sports and Recreation Strategic Infrastructure grants as detailed at an estimated costs of $51,050.

No additional funds are required.

CONSULTATION

Recreation and Sport Grants Panel

Director Community and Development - Graham Pathuis

Victor Harbor Oval Complex Planning Group

ATTACHMENTS

Nil

11. CORPORATE AND CUSTOMER SERVICE

11.1. Corporate Systems - Optimisation Phase Quarterly Summary

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Karen Sajn

RECOMMENDATION

That Council receive and note the Corporate Systems Optimisation Phase Quarterly Summary report.

PURPOSE

The purpose of this report is to provide a quarterly summary report for the Optimisation phase of Council's Business Systems.

BACKGROUND

At the Ordinary Council meeting held on 24 March 2025, Council approved a three year Optimisation Phase for the new corporate system. As part of that resolution, Council also resolved:

OC812025

Moved: Cr Carol Schofield

Seconded: Cr Stewart Burns

That the CEO provides a quarterly summary report to Council for each year of the Corporate System Replacement Project's Optimisation Phase, outlining realised efficiencies resulting from the software implementation, providing transparency and accountability regarding organisational impact and the achievement of project objectives.

CARRIED

In accordance with Council's commitment to transparency and accountability, this report provides an update on the progress of the Optimisation Phase, including organisational outcomes being realised. It outlines benefits achieved to date and provides context regarding the current stage of the optimisation program.

Following system implementation, a multi-year optimisation program from 2026 to 2028 has been established to ensure Council realises the full value of its investment. The program extends beyond OneCouncil and incorporates improvements across Council's broader

technology environment, recognising the interrelated nature of these initiatives in delivering organisational efficiencies.

The current year is focused on transitioning from implementation to maturity. This includes strengthening governance, improving system performance and security, and equipping staff with the tools and processes required to support effective and consistent service delivery.

While the optimisation program is expected to deliver efficiencies over time, many benefits at this stage are foundational. Initial improvements have been realised in areas including payroll processing and financial management, with broader efficiencies expected to emerge as system capability is further embedded and expanded across the organisation.

The ongoing focus remains on building organisational capability and governance maturity, with additional benefits anticipated as further functionality, including the Customer Portal, becomes fully operational.

COMMENTARY

The reporting period has delivered progress across cyber security, disaster recovery, internal capability and knowledge retention, project management, asset planning, Finance and Rates optimisation, the Customer Portal, People and Culture processes, modern telephony, artificial intelligence and other supporting technology.

A major emphasis has been strengthening Council's ability to protect its information, maintain services during disruption and retain critical skills internally. These foundations are essential to obtaining sustainable value from Council's corporate systems investment.

Cyber Security

Council has strengthened its dedicated capability through the commencement of the Systems and Cyber Security Officer and Systems and Cyber Security Support Officer roles. The support position is initially operating as a part time trial.

Both officers are undertaking a Certificate IV in Cyber Security, combining formal study with practical experience across Council's systems. The training is being undertaken at no cost to Council, providing an opportunity to strengthen internal cyber security capability while supporting the professional development and retention of staff.

Council's focus includes strengthening security controls and documentation, reviewing alerts and vulnerabilities, improving routine security activities and developing incident response arrangements.

Disaster Recovery and Knowledge Retention

The redevelopment of Council's disaster recovery arrangements represents a significant modernisation milestone, replacing the previous plan dating from 2016.

The new framework establishes clearer recovery responsibilities, documented priorities and dependencies for critical systems, practical recovery instructions and supporting resources,

central locations for recovery information and arrangements for ongoing review, training and testing.

The next stage will focus on embedding these arrangements through staff preparation, maintenance of supporting information and formal recovery testing.

Internal capability and knowledge retention also remain key optimisation priorities. Current work includes structured handovers, targeted training, practical procedures and documentation of critical activities. An interim Business Systems knowledge hub provides a consistent approach to capturing administration, configuration, technical support and recovery knowledge.

Project Management and Strategic Asset Management

The core OneCouncil Project Management and Project Lifecycle Management configuration has been delivered to production, supported by manuals, procedures and reporting resources.

Capital Works budgeting configuration was deployed in September, followed by Project Lifecycle Management configuration, with more than 40 initial projects reported as imported into the production environment. Staged adoption and formal acceptance activities continue.

Strategic Asset Management is also progressing as a distinct optimisation workstream. Council has worked directly with the module's creator to finalise existing configuration, develop supporting documentation and provide practical training. Internal stakeholders are now developing implementation plans, including updating asset information and unit rates, testing scenarios and comparing results with existing planning processes.

Finance, Rates and Vendor Performance

Council continues to improve financial processes and reporting through targeted enhancements. Progress includes completion of the Access Audit Dashboard, continued development and testing of the Customer Service Rates Dashboard and commencement of work to expand the Journal Request Form.

Following the OneCouncil 2026B upgrade, troubleshooting identified that the production environment had not been aligned to the required software maintenance version. TechnologyOne subsequently arranged a corrective update intended to address several issues experienced following the upgrade.

Council continues to escalate these issues with TechnologyOne and seek timely and reliable resolution.

Customer Portal and People and Culture

The Customer Portal continues to deliver a developing efficiency benefit. Since go live, the system is nearing 2,300 applications, including internal and external applications.

Customers have submitted 222 applications through the portal, representing approximately 600 fields that staff previously completed. Customers have also lodged 142 customer requests, representing at least 710 fields previously completed by staff.

For property search applications submitted by conveyancers through the portal, administrative activities have been reduced, including initial application setup by Records, manual invoicing and separately saving the final email into the records system.

Within People and Culture, Performance Plans and Performance Reviews are now completed within the system, replacing a manual process and reducing administration, paper use and staff time while providing a clear audit trail.

Modern Telephony and Artificial Intelligence

The Teams Phone implementation has delivered a modern communication platform that can evolve with Council's operational needs. Departments are making greater use of existing functionality, including text to speech announcements, providing opportunities to simplify routine administration and potentially replace separate services.

Council continues to expand its practical use of Microsoft Copilot (AI). The current focus is on practical adoption, staff capability and targeted internal support, including assisting with reports, documents, presentations and spreadsheets.

The OneCouncil Support Agent is also being developed to assist the Business Systems team to locate relevant information and practical guidance from curated knowledge resources more efficiently. No reduction in support time or expenditure is claimed until operational use and outcomes have been assessed.

Other Operational Improvements

The replacement of leased Ricoh printers with Council owned Konica devices has been completed across the Civic Centre and external locations. Potential financial benefits will be confirmed following validation of purchase, servicing and former lease costs.

Business Systems has supported the staged integration of the Encounter Centre into Council's technology and business systems environment, including staff accounts and access, equipment preparation, receipting configuration, inductions and training.

Additional work has included CCTV related coordination, Take5 process improvements and further digital Environment and Infrastructure application processes.

Efficiencies and Benefits

Newly reported outcomes demonstrate developing benefits from Council's corporate systems investment.

Council registered 130,976 documents during 2025/26, compared with 83,001 in the final full year of the previous records system, representing a reported 58% increase in the capture of corporate information.

A total of 33,861 document workflow tasks have been recorded since October 2025, with 276 overdue tasks, reported as 0.8% and within the target of less than 1%.

During 2025/26, Council recorded 5,676 customer requests, of which 94% were resolved and 79.81% completed within established service timeframes.

Operational feedback also demonstrates reduced administration associated with conveyancer property searches submitted through the Customer Portal. This remains a developing efficiency rather than a validated annual saving.

Asset management information records that 838 financial class assets were added, replaced or upgraded across Council's four asset registers for 2025/26.

During 2026, more than 9,600 spatial shapefiles and 330 gigabytes of aerial imagery were converted from GDA94 to GDA2020. A further 415 Council owned, dedicated or community land titles were imported from an external database into OneCouncil.

Next Quarter Focus

The next stage of the Optimisation Phase will concentrate on implementing and testing disaster recovery arrangements, continuing cyber security improvements and formal skills development, strengthening shared knowledge and backup capability, supporting Project Management and PLM adoption, progressing Strategic Asset Management implementation plans and completing priority dashboards and digital processes.

Work will also commence on the initial phases of SharePoint Connect for Enterprise Content Management, connecting SharePoint with Council's records management system to support consistent capture, classification and retention of corporate information.

The focus will continue on resolving vendor related Finance and Rates issues and identifying and validating further operational benefits.

The overall priority remains making Council's existing investment more effective, secure and sustainable, supported by the internal capability required to maintain those improvements.

CEO Comment

Having now spent nearly 4 weeks in the role (at the time of writing), and having spent many hours familiarising myself on its current status, I offer this further comment in relation to the Corporate Systems Improvement Project.

I speak as a CEO who has overseen, or been directly involved in implementing (in part or in whole), 3 prior SAAS-based Enterprise Resource Planning project solutions at three previous councils across 2 states (including SA). Each of these projects encountered a range of issues along the journey, and I have developed significant experience in navigating these challenges.

By my observation, and with this being my fourth opportunity to be involved with such a project, it is my opinion that City staff have done their very best in implementing this system quickly and efficiently. From the perspective of speed, time and cost, the implementation has been very impressive. However, there have been a wide range of challenges along the journey, many of which remain significant, core obstacles to the current efficient functionality of the system.

One of the most significant core challenges, at present, relates to Council's finance system which has a range of issues currently under management. The most significant of these

relates to a number of Council's central financial ledgers, which is causing substantial challenges for Council's finance staff, and which is requiring significant volumes of manual work-arounds to manage. The issues are so significant that they are presenting major obstacles in the finalisation of Council's Audited Financial Statements for 2025/26.

Potential solutions to these issues are currently under investigation. Commentary from Council's Audit and Risk Committee, and their accompanying recommendations (included as part of this agenda), support the need to progress these investigations with a high level of priority. However, and from experience, these solutions are not likely to be easy, quick or cheap to deliver - and will likely result in service delivery impacts along the journey.

May I also caution Council against a blind pursuit of "efficiencies" in the future management of this project. The OneCouncil ERP that Council has purchased is an excellent system when fully and properly implemented. However, and much like the last upgrade of my internet banking system, the primary improvement will be in service quality, reporting, access to services and information, cyber security assurance, and transparency (via tools such as dashboarding and a 360-degree customer portal). Some of these features will improve self-service functionality over time, potentially reducing demand for certain face-to-face services. However, the growth in service offerings presented by the system, together with the increased back-end system maintenance and management burdens of such an expanded platform, inevitably swallow up much of these benefits in my experience.

I do, however, qualify this in one respect - and that is AI. Once AI tools are fully integrated into this system (which, as I understand, is in the works), then depending on the reliability and quality of such integration (and the appetite of Council to adopt it), such tools may present a real opportunity for significant efficiency gains in a range of white-collar service areas.

Council needed to upgrade its systems - that much is clear. Continuing to operate with 25-year-old technology was not sustainable. However, and in my opinion, the core benefit of this upgrade is likely to be service continuity, quality, and assurance - not efficiency and cost savings.

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 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

- Objective 6.3 - Manage Council's finances and resources sustainably

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in receiving and noting the Corporate Systems - Optimisation Phase Quarterly Summary Report.

No additional funds are required.

CONSULTATION

Manager Community Wellbeing - Leann Symonds

Manager Library, Customer Service and Records - Vicki Hutchinson

Manager City Infrastructure - Jacob Griffin-Bloy

Manager People and Culture - Jody Buchan

Relevant Finance, Revenue and Business Systems contributors

ATTACHMENTS

Nil

12. ENVIRONMENT AND INFRASTRUCTURE

12.1. Asset Management Plan Update - November 2026

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Jacob Griffin-Bloy

RECOMMENDATION

That Council adopt the Asset Management Plans - November 2026 update as provided under separate cover.

PURPOSE

The purpose of this report is for Council to consider the changes to the draft 10 Year Capital Works Program and the revised Asset Management Plans for adoption. The proposed amendments have been undertaken to align the revised Long Term Financial Plan and reflect changes arising from budget decisions, project delivery updates, emerging priorities, strategic project reviews and financial sustainability considerations.

BACKGROUND

Council, pursuant to Section 122(1)(a) of the Local Government Act 1999, is required to develop and adopt strategic management plans including Asset Management Plans (AMP) and Long Term Financial Plan (LTFP) that relate to a period of at least 10 years.

AMPs provide an overview of Council's current asset base including replacement value, useful life, levels of service, age and condition profiles. They also include forecast expenditure for the next ten years based on a number of factors.

There are three individual plans:

1. Bridges, Stormwater, Kerb and Channel

2. Roads, Footpaths, Car Parks and Traffic Devices

3. Land, Buildings and Open Space.

Renewal and replacement projects are determined by risk, useful life, age of the asset, condition rating, defect and failure levels, external reports, utilisation, impact on users, operational and maintenance costs.

New and upgrade projects are identified by reference to other strategic plans, community or Council Member requests, grant funding availability and opportunities for partnerships with other organisations. Council's Asset Management Plans are strategic documents that guide

the renewal, upgrade and expansion of infrastructure assets and inform the development of Council's annual budgets and Long Term Financial Plan.

The 2025 annual review of the draft 10 year Capital Works Programs within the Asset Management Plans was considered by Council at the Ordinary Council Meeting on 24 November 2025, where Council resolved the following:

OC3412025

Moved: Cr Brayden Mann

Seconded: Cr Nick McKenzie

That Council endorse the proposed changes to the Capital Works Program appendices of the City of Victor Harbor's Asset Management Plans as provided at Attachment 1, with the amendment of Glenvale Road sealing brought forward to design in 2026/27 and construction in 2027/28.

CARRIED

6:57pm

AMENDMENT

Moved: Cr David Kemp

Seconded:

That Council endorse the proposed changes to the Capital Works Program appendices of the City of Victor Harbor's Asset Management Plans as provided at Attachment 1, with the amendment of Glenvale Road sealing brought forward to design in 2026/27 and construction in 2027/28, and McKinley Street carpark brought forward to 2026/27.

THE MOTION LAPSED FOR WANT OF A SECONDER

THE ORIGINAL MOTION WAS PUT AND CARRIED (OC3412025)

Council's Asset Management Plans were amended in April 2026 as a result of a Motion on Notice where Council resolved the following:

OC1242026

Moved: Cr David Kemp

Seconded: Cr Stewart Burns

That Council amend the Asset Management Plan to bring forward the design and construction of Colebatch Road and Day Road, to allow for sealing works design to occur in the 2026/27 financial year, and construction in 2027/28 financial year.

CARRIED

COMMENTARY

Following the adoption of the 2026/27 Budget, administration undertook a review of the draft 10 year Capital Works Programs contained within the Asset Management Plans. The review considered:

- Projects deferred from the 2026/27 budget
- Projects delivered earlier than anticipated through external grant funding
- Emerging asset renewal and upgrade requirements
- Outcomes and priorities identified through community satisfaction feedback and the Liveability Census
- Projects included within Council's Strategic Project Register
- Council's long-term financial sustainability position.

The proposed changes were presented to Council Members at a Briefing Session on 9 November 2026.

Strategic Project Register

As part of the review process, administration also reviewed Council's Strategic Project Register and identified projects that have either progressed, been superseded or are more appropriately managed through alternative processes. Recommendations regarding the Strategic Project Register were presented to Council Members as part of the Briefing Session and the following three projects were recommended to be included in the draft 10 year Capital Works Program, noting that they offset annual allowances and did not make any change to the Long Term Financial Plan:

- Quawa Pedestrian Embankment Connection from turntable to Bridge Terrace in 2028/29
- Sealing of the Inman River Trail (Subject to Grant Funding) in 2030/31
- Second Dog Park Development in 2029/30.

Draft 10 Year Capital Works Programs

The review has resulted in amendments to the draft 10 Year Capital Works Programs across all three Asset Management Plans.

The revised programs maintain Council's focus on essential asset renewal while reprioritising and deferring a number of discretionary expansion projects to improve long-term financial sustainability and align with Council's revised Long Term Financial Plan.

To maintain financial sustainability (within Council's targets) in the Long Term Financial Plan, a total of approximately $14.6 million of new projects have been deferred within the planning horizon and approximately $3 million has been moved outside the current 10 year planning period. These changes relate to Open Space, Stormwater and Bikeway projects as follows:

- Foreshore upgrades deferred from 2028/29 to 2030/31.
- Coastal protection deferred from 2032/33 to 2034/35, with part of the project now falling outside the current planning horizon.
- Inman River coastal levee deferred from 2027/28 to 2028/29.
- Bluff Masterplan next stage deferred from 2026/27 to 2027/28.
- Beach Access (Haywood Court) deferred from 2026/27 to 2027/28.
- Yandra Terrace stormwater upgrade deferred from 2027/28 to 2032/33.

The draft 10 Year Capital Works Programs continues the provision for the Regional Community, Sport and Recreation Precinct, subject to future grant funding outcomes, together with a range of community facility renewal and upgrade projects. Additional allowances have been provided in year 10 of the plans for future projects.

Given the minor nature of the amendments, the Asset Management Plans have not been referred to the Audit and Risk Committee and have not been released for public consultation prior to adoption

The reviewed Asset Management Plans have been updated to align with the revised Long Term Financial Plan and Council's strategic priorities and are provided under separate cover due to size.

If endorsed by Council, Year 2 of the draft 10 Year Capital Work Programs in the Asset Management Plans will be used to inform the draft 2027/28 capital budget development.

Options

Option 1 (recommended):

Council can adopt the November 2026 update to its Asset Management Plans, as presented by this report.

Option 2 (not recommended):

Council may elect **not** to adopt the update, and instead resolve some alternative approach which may include:

- An adjustment to the plan (noting such adjustments are almost certain to impact Council's Long Term Financial Plan);
- A direction to report potential alternative options back to Council (again, with potential financial impacts to be modelled);
- A direction to conduct a further workshop to discuss alternative ideas/approaches (noting a workshop was held on 9 November 2026).

RISK ASSESSMENT

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

Legal and Compliance - The Asset Management Plans support Council's compliance with the strategic planning and asset management requirements of the Local Government Act 1999. The proposed amendments primarily relate to the reprioritisation, deferral and timing of capital projects to align with the updated Long Term Financial Plan and do not substantially change the adopted asset management framework, levels of service or asset management methodologies. Accordingly, the amended plans have not been referred to the Audit and Risk Committee and have not been released for public consultation prior to adoption. There is a low risk that stakeholders may question the governance process adopted for these amendments. This risk is assessed as ***low***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - We have services and infrastructure that meet our community's needs

- Objective 5.2 - Plan and provide for a range of community facilities to meet current and future needs
- Objective 5.3 - Council assets and infrastructure are managed in a sustainable way to meet current and future needs

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

- Objective 6.3 - Manage council's finances and resources sustainably

Other references used:

Local Government Act 1999

- Section 122 - Strategic Management Plans

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in 2026/27 budget for Council endorsing the proposed changes to the Asset Management Plans. The changes, if endorsed, will inform the update of the Long Term Financial Plan, all proposed expenditure and projects are subject to Council approval as part of the Annual Business Plan and Budget preparation process.

No additional funds are required.

CONSULTATION

Council Members at a Briefing Session on 9 November 2026

Director Environment and Infrastructure - Jodi Roberts

Group Manager Governance and Finance - Kellie Knight-Stacey

ATTACHMENTS

Attachment Under Separate Cover - Asset Management Plans Update - November 2026

13. MINUTES OF COUNCIL COMMITTEE MEETINGS

13.1. Fleurieu Region Community Services Advisory Committee - 10 November 2026

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Chelsie Butler

Council Member Representatives: Cr Marilyn Henderson, Cr Angela Schiller

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RECOMMENDATION

That Council receive and note the minutes of the Fleurieu Region Community Services Advisory Committee meeting held on Tuesday, 10 November 2026 as provided at Attachment 1.

PURPOSE

The purpose of this report is to present the minutes of the Fleurieu Region Community Services Advisory Committee meeting held on Tuesday, 10 November 2026.

SUMMARY OF MEETING

A meeting of the Fleurieu Region Community Services Advisory Committee was held on Tuesday, 10 November 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 associated with receiving the minutes.

No additional funds are required.

CONSULTATION

Fleurieu Region Community Services Advisory Committee - at meeting held 10 November 2026

ATTACHMENTS

Attachment 1 - Fleurieu Region Community Services Advisory Committee Minutes - 10 November 2026

Attachment 1 - Fleurieu Region Community Services Advisory Committee Minutes - 10 November 2026

City of Victor Harbor

MINUTES

Committee: Fleurieu Region Community Services Advisory Committee

Meeting Held: Tuesday, 10 November 2026 at 10am

Location: Council Chamber, City of Victor Harbor

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1. PRESENT

Cr Marilyn Henderson - Council Member and Chairperson (City of Victor Harbor)

Cr Angela Schiller - Council Member (City of Victor Harbor)

Leann Symonds - Manager Community Wellbeing (City of Victor Harbor)

Tia Russell - Team Leader Community Services (District Council of Yankalilla)

Elspeth Radford - Flinders University Rural Medical School

In Attendance

Chelsie Butler - Governance Officer

Michelle James - Strategy and Engagement Business Partner

Kristen de Nys - Outreach and Engagement Officer (Flinders University Rural Medical School)

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

Bridget Kennelly - Country SA Primary Health Network

Cr Shane Grocke - Council Member (District Council of Yankalilla)

Cr Davina Quirke - Council Member (District Council of Yankalilla)

4. CONFIRMATION OF MEETING

4.1. Minutes of Previous Meeting - 8 September 2026

FRCSAC282026

Moved: Cr Angela Schiller

Seconded: Cr Marilyn Henderson

That the minutes of the Fleurieu Region Community Services Advisory Committee meeting held on Tuesday, 8 September 2026 be confirmed as true and accurate.

CARRIED

5. PRESENTATIONS

5.1. Flinders University Rural Medical School Update

FRCSAC292026

Moved: Cr Angela Schiller

Seconded: Tia Russell

That the Fleurieu Region Community Services Advisory Committee receive and note the verbal update from Flinders University Rural Medical School.

CARRIED

6. REPORTS

6.1. Outstanding Resolutions - November 2026

FRCSAC302026

Moved: Cr Marilyn Henderson

Seconded: Cr Angela Schiller

That the Fleurieu Region Community Services Advisory Committee receive and note the Outstanding Resolutions - November 2026 report.

CARRIED

6.2. Recommissioning of Children and Family Services

FRCSAC312026

Moved: Cr Marilyn Henderson

Seconded: Tia Russell

That the Fleurieu Region Community Services Advisory Committee receive and note the Recommissioning of Children and Family Services report.

CARRIED

6.3. Country SA Primary Heath Network Update

FRCSAC322026

Moved: Cr Marilyn Henderson

Seconded: Tia Russell

That the Fleurieu Region Community Services Advisory Committee receive and note the Country PHN Update Report as provided at Attachment 1.

CARRIED

7. OTHER BUSINESS

8. CONFIDENTIAL REPORTS

Nil

9. NEXT MEETING

No further meetings are currently scheduled. The next meeting date will be confirmed following the 2027 review of Council Committees.

10. CLOSURE

The Chair closed the meeting at 10:31am

14. SUBSIDIARIES AND REPRESENTATIVE REPORTS

14.1. Victor Harbor Horse Tram Authority Audit Committee - Reviewed Terms of Reference

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Karen Sajn

RECOMMENDATION

That Council:

a. approves the proposed amendments to the Victor Harbor Horse Tram Authority Audit Committee Terms of Reference as provided at Attachment 2; and

b. notes that Independent Members of the Victor Harbor Horse Tram Authority Audit Committee will receive a sitting fee from 1 March 2027, as follows:

    i. Independent Chair - $450 per meeting; and

    ii. Independent Member - $350 per meeting.

PURPOSE

The purpose of this report seeks Council endorsement of proposed amendments to the Victor Harbor Horse Tram Authority (VHHTA) Audit Committee Terms of Reference.

The amendments clarify how VHHTA Board Members are represented on the Audit Committee, introduce a nominated proxy, provide for sitting fees for Independent Members, and clarify the quorum requirements when the appointed VHHTA Board representative is unavailable.

BACKGROUND

The VHHTA Audit Committee operates under its Terms of Reference, which set out the Committee's membership, responsibilities, governance arrangements and meeting requirements.

A review of the Terms of Reference identified that the VHHTA Board representation arrangements need to be clarified, and that greater flexibility is needed when the appointed VHHTA Board representative cannot attend a meeting.

The review also considered remuneration for Independent Members of the Committee. It proposes sitting fees for Independent Members for meetings held on or after 1 March 2027.

Consequential amendments to the quorum provisions are also required so that the nominated proxy is recognised when acting in place of the appointed VHHTA Board representative.

COMMENTARY

On Wednesday, 4 November 2026, Council received a memo from the General Manager of the VHHTA regarding the reviewed VHHTA Audit Committee Terms of Reference and sitting fees for the Independent Members of the Committee. A copy of the memo is provided at Attachment 1.

At the VHHTA Board (the Board) meeting held on 28 October 2026, the Board considered an Audit Committee Review Report and resolved:

VHHTA638

Moved: Paul Brown

Seconded: Nigel Graves

That the Victor Harbor Horse Tram Authority Board:

1.Receive and note the Audit Committee Review Report.

2.Approve amendments to the Audit Committee Terms of Reference to:

Update Clause 4.8 to include sitting fees of $350 per meeting for independent Members and $450 per meeting for the Independent Chairperson.

3.Authorise the General Manager to seek approval from the City of Victor Harbor to introduce sitting fees of $350 per meeting for independent members and $450 per meeting for the Independent Chairperson, commencing 1 March 2027.

CARRIED

Proposed Amendments

The Terms of Reference are proposed to be amended so that Council appoints one VHHTA Board Member as the VHHTA Board representative on the Audit Committee, and another VHHTA Board Member as a proxy. The proxy may act in place of the representative when the representative is unable to attend a committee meeting.

While acting in place of the representative, the proxy has the same rights and responsibilities, including voting rights, and will is counted towards the quorum. The representative and the proxy will not both exercise membership rights at the same meeting. Current Committee membership is detailed in Schedule 1 of the Terms of Reference.

Sitting fees are proposed for eligible Independent Members for meetings held on or after 1 March 2027, subject to Council approval. Independent Members, other than the Independent Chairperson, will receive $350 per meeting attended. The Independent Chairperson will receive $450 per meeting attended instead of the Independent Member fee.

Council Member representatives and Authority Officers will not receive a sitting fee. The VHHTA Board representative and the nominated proxy will also not receive an additional sitting fee for Audit Committee meetings.

The Terms of Reference are also proposed to be amended to confirm that a quorum is three members, one of whom must be the appointed VHHTA Board representative or the proxy acting in their place.

Together, these amendments clarify the Authority representation on the Audit Committee, ensure continuity when the appointed representative is unavailable, and formalise remuneration for Independent Members.

A copy of the reviewed VHHTA Audit Committee Terms of Reference, including the recommended tracked changes is provided at Attachment 2.

Options

Option 1 (recommended):

Council may support the adoption of the revised VHHTA Terms of Reference, facilitating (among other things) the introduction of sitting fees, proxy membership, and revised quorum rules for members.

Option 2 (not recommended):

Council may choose to reject the recommendation of the VHHTA Board, and denying approval for the changes flagged above.

This could be done by simply voting down the recommendation (i.e.. the "do nothing" option).

Alternatively, this may be done actively by resolution, and with or without a direction to proceed in some alternative manner (possibly, for example, by offering an alternative position for consideration by the VHHTA Board on one or more points relevant to the revised Terms of Reference).

In the event such a course of action is taken, Council should include reasons for doing so in any resolution.

RISK ASSESSMENT

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

Legal and Compliance - Failure to obtain Council approval for the remuneration arrangements may result in inconsistency with the VHHTA Charter. This risk is assessed as ***low***.

Financial Management - Being unable to attract and retain suitably qualified Independent Members may reduce the effectiveness of financial oversight, audit and risk management. This risk is assessed as ***medium***.

Reputation - Inadequate governance arrangements within a Council subsidiary may reduce stakeholder confidence in the Authority's governance framework. This risk is assessed as ***low***

Service Delivery - An ineffective Audit Committee may reduce impact the quality of strategic governance, financial accountability and risk oversight provided to the VHHTA Board. 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:

- Victor Harbor Horse Tram Authority Charter

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in Council approving the VHHTA Audit Committee Terms of Reference and noting the Independent Members Sitting Fees.

The sitting fees will increase the operating expenditure of the VHHTA from 1 March 2027. These associated costs are expected to be accommodated within future VHHTA budgets and will be reflected in the VHHTA's annual budget development process.

No additional funding is required.

CONSULTATION

Victor Harbor Horse Tram Authority - Meg Whibley (General Manager)

ATTACHMENTS

Attachment 1 - Memo to the CEO - Terms of Reference Update and Request for Sitting Fees for VHHTA Audit Committee

Attachment 2 - VHHTA Audit Committee Draft Terms of Reference 2026

Attachment 1 - Memo to the CEO - Terms of Reference Update and Request for Sitting Fees for VHHTA Audit Committee

Memo to: Mr Chris White, Chief Executive Officer, City of Victor Harbor

From: Meg Whibley, General Manager, Victor Harbor Horse Tram Authority

Subject: Request for TOR Update & Sitting Fees for Audit Committee Independent Members

Date: 4 November 2026

Dear Chris

The purpose of this memo is to request that the Victor Harbor Horse Tram Authority's proposed Audit Committee sitting fees and associated amendments to the Terms of Reference be presented to Council for consideration and approval.

Background

The Victor Harbor Horse Tram Audit Committee currently comprises three independent members and two VHHTA Board Members, supported by a non-voting Council officer.

Independent members are not currently paid sitting fees, although eligible expenses may be reimbursed.

At the Board meeting held on 11 February 2026, the Authority Board requested a detailed review of it's Audit Committee within 12 months.

The review considered the Committee's membership, future structure and remuneration arrangements, including options to support the recruitment and retention of suitably qualified independent members.

At its meeting held on 28 October 2026, the Board considered the Audit Committee Review Report and resolved the following:

VHHTA638

Moved: Paul Brown

Seconded: Nigel Graves

That the Victor Harbor Horse Tram Authority Board:

1. *Receive and note the Audit Committee Review Report.*
2. *Approve amendments to the Audit Committee Terms of Reference to:*
   - *Update Clause 4.8 to include sitting fees of $350 per meeting for independent members and $450 per meeting for the Independent Chairperson.*
   - *Provide for one Board representative, with a nominated proxy, with no additional sitting fees payable.*
3. *Authorise the General Manager to seek approval from the City of Victor Harbor to introduce sitting fees of $350 per meeting for independent members and $450 per meeting for the Independent Chairperson, commencing 1 March 2027.*
4. *Authorise the General Manager to commence the recruitment process for Audit Committee members.*

CARRIED

Commentary

Clause 4.1.2.5 of the Authority's Charter provides that Audit Committee members are not entitled to payment of remuneration fees unless approved by Council.

Council approval is therefore sought to introduce sitting fees of $350 per meeting attended for independent members and $450 per meeting attended for the Independent Chairperson, commencing 1 March 2027. The Chairperson's fee would replace, rather than be additional to, the independent member fee.

The proposed fees recognise the expertise, preparation and time required of independent members and are intended to assist the Authority in attracting and retaining suitably qualified applicants.

The Board also approved moving from provision for up to two Board representatives to one Board representative, supported by a nominated proxy. Neither the Board representative nor the proxy would receive an additional sitting fee for Committee attendance.

The amended Terms of Reference reflect these arrangements and clarify that the proxy may act in place of the Board representative when required. Recommendations for the appointment of Committee members and the Board representative's proxy will be submitted to Council separately.

It is requested to seek Council approval to:

1. Introduce Audit Committee sitting fees of $350 per meeting attended for independent members and $450 per meeting attended for the Independent Chairperson, commencing 1 March 2027.

2. Approve the amended Audit Committee Terms of Reference, including provision for one Authority Board representative with a nominated proxy, with no additional sitting fees payable to either.

3. Note that recruitment will proceed in accordance with the Board's resolution, with recommendations for appointments to be submitted to Council for consideration.

The updated Terms of Reference is provided at Attachment A.

Kind Regards

Meg Whibley

General Manager

Victor Harbor Horse Tram Authority

Attachment 2 - VHHTA Audit Committee Draft Terms of Reference 2026

THE VICTOR HARBOR HORSE TRAM AUTHORITY
AUDIT COMMITTEE
TERMS OF REFERENCE

1. ESTABLISHMENT

1.1 The Victor Harbor Horse Tram Authority ('the Authority') is a single council subsidiary established under Section 42 of the *Local Government Act 1999* ('the Act') by the Constituent Council, the City of Victor Harbor ('the Council').

1.2 At a meeting held on 16 June 2020, the Authority resolved to establish the Audit Committee ('the Committee') pursuant to Clause 4.1.1 of the Authority Charter.

2. PURPOSE

2.1 The Committee is established for the purposes of Section 13(4) of Schedule 2 of the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011* to:

2.1.1 review annual financial statements to ensure that they provide a timely and fair view of the state of affairs of the Authority; and

2.1.2 review the adequacy of Authority risk management systems; and

2.1.3 propose, and provide information relevant to, a review of the Authority's strategic management plans or annual business plan; and

2.1.4 liaise with the Authority's external auditor; and

2.1.5 review the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the Authority on a regular basis.

3. MEMBERSHIP

3.1 The membership of the Committee shall consist of:

3.1.1 A majority of Independent Members who are not members of the board of management of the Authority and have recent and relevant financial, risk management and internal audit experience; and

3.1.2 Up to two Authority Board Members nominated by the Authority for consideration by Council, with ~~,~~one Authority Board Member nominated by the Authority for appointment by Council, together with another Authority Board Member nominated as proxy for appointment by Council. The proxy may act in place of the appointed Board representative when that representative is unable to attend a Committee meeting.

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3.1.3 One appropriately skilled staff member appointed by the Chief Executive Officer, who shall attend in a non-voting capacity to provide professional and technical support to the Committee.

3.2 The Authority's external auditors and other officers or advisors may be invited to attend meetings of the Committee as required.

3.3 Persons appointed under this Clause 3.1 are referred to as 'Member/Members' throughout the Terms of Reference.

3.4 The current Committee membership is as per Schedule 1 to the Terms of Reference.

~~3.4~~3.5 When acting in place of the appointed Board representative, the appointed proxy shall have the same rights and responsibilities as that representative, including voting rights, and shall be counted for the purposes of determining a quorum. The Board representative and proxy shall not both exercise membership rights at the same meeting.

4. APPOINTMENT OF MEMBERS

4.1 The term of appointment of a member of the Committee shall be for a term not exceeding two (2) years at the expiry of which such member will be eligible for reappointment.

4.2 Nominations for the Independent Member position/s will be publicly advertised and considered, on the recommendation of the Authority Board, by the Council for appointment on a biennial basis.

4.3 The Board shall submit recommendations to the Council pursuant to Schedule 2, Part 1, Section 13(3) of the *Local Government Act 1999* for appointment.

4.4 The filling of any vacancy occurring by resignation or removal of a member shall be at the discretion of the Council.

4.5 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

4.6 Any member absent for three or more consecutive meetings without apology or leave of the Committee, shall have their position declared vacant and clause 4.3 shall be invoked.

4.7 At least two members of the Committee must be neither elected members nor employees of Council in accordance with clause 4.1.2.3 of the Authority Charter.

4.8 ~~Payment~~ Subject to approval by Council, sitting fees shall be payable for Committee meetings held on or after 1 March 2027 as follows:~~of sitting fees for Committee meetings will be paid as follows:~~

4.8.1 Council ~~Officer or Horse tram~~ and Authority Officers ~~members of the Committee will~~ shall not be paid a sitting fee;

4.8.2 ~~An Independent Authority Board Member who is also a member of the Committee~~The Authority Board Representative and nominated proxy of the Committee shall not be ~~will not be~~ paid an additional sitting fee~~; per meeting~~

4.8.3 Independent Members of the Committee, other than the Independent Chairperson, shall be paid a sitting fee of $350 per meeting attended. ~~A Council Authority Board Member who is also a member of the Committee will not be paid a sitting fee in line with non-payment of sitting fees for meetings of the Authority Board; and~~

4.8.4 ~~An~~ The Independent Chairperson of the Committee shall ~~will not~~ be paid a sitting fee of $450 per meeting attended, in place of the Independent Member sitting fee. ~~.~~

5. APPOINTMENT OF OFFICE BEARERS

5.1 Council shall appoint a Chairperson and Deputy Chairperson and the term of office shall be two (2) years.

5.2 The Chairperson and Deputy Chairperson must not be a Council Member or Employee of the Council.

6. ROLE AND RESPONSIBILITIES OF MEMBERS

6.1 The role of a Committee Member is to:

6.1.1 Participate in the deliberations of the Committee, with regard to the business which is before it;

6.1.2 Be mindful of the objectives and policies of the Authority as they relate to the business of the Committee;

6.1.3 Give due consideration to laws and regulations of the *Local Government Act 1999*;

6.1.4 Participate in induction and ongoing training as required;

6.1.5 Be aware of the Committee resources and budget, and the need for efficiency and effectiveness in the activities for which the Committee has been established;

6.1.6 Be well informed on issues before the Committee; to prepare adequately for meetings and seek additional information if required;

6.1.7 Be mindful of the potential for a Conflict of Interest to occur through participation on the Committee and to declare such Interests as and when they arise; and

6.1.8 Observe confidentiality when it is required.

7. Role of the Audit Committee

7.1 Financial reporting:

7.1.1 The committee shall monitor the integrity of the financial statements of the Authority, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

7.1.2 The committee shall review and challenge where necessary:

7.1.2.1 the consistency of, and/or any changes to, accounting policies;

7.1.2.2 the methods used to account for significant or unusual transactions

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where different approaches are possible;

7.1.2.3 whether the Authority has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor;

7.1.2.4 the clarity of disclosure in the Authority's financial reports and the context in which statements are made; and

7.1.2.5 all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).

7.2 Internal controls and risk management systems:

7.2.1 The Committee shall:

7.2.1.1 keep under review the effectiveness of the Authority's internal controls and risk management systems; and

7.2.1.2 review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.

7.3 External Audit:

7.3.1 The Committee shall:

7.3.1.1 consider and make recommendations to the Authority Board, in relation to the appointment, re-appointment and removal of the Authority's external auditor. The committee shall oversee the selection process for new auditors and if an auditor resigns the committee shall investigate the issues leading to this and decide whether any action is required;

7.3.1.2 oversee the Authority's relationship with the external auditor including, but not limited to:

7.3.1.2.1 recommending the approval of the external auditor's remuneration, whether fees for audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;

7.3.1.2.2 recommending the approval of the external auditor's terms of engagement, including any engagement letter issued at the commencement of each audit and the scope of the audit;

7.3.1.2.3 assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of the Authority's relationship with the auditor, including the provision of any non-audit services;

7.3.1.2.4 satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Authority (other than in the ordinary course of business);

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7.3.1.2.5 monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and

7.3.1.2.6 assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the audit committee's own internal quality procedures);

7.3.3 meet as needed with the external auditor. The committee shall meet the external auditor at least once a year, with the option to not have the Authority General Manager being present; to discuss the external auditor's report and any issues arising from the audit;

7.3.4 review and monitor the findings of the audit with the external auditor. This shall include, but not be limited to, the following;

7.3.4.1 discussion of any major issues which arose during the external audit;

7.3.4.2 any accounting and audit judgments; and

7.3.4.3 levels of errors identified during the external audit;

The committee shall also review the effectiveness of the external audit,

7.3.5 review any representation letter(s) requested by the external auditor before they are signed;

7.3.6 review the management letter and management's response to the external auditor's findings and recommendations.

8. MEETINGS

8.1 Ordinary meetings

8.1.1 The Committee shall meet at least three times per annum at appropriate times in the budgeting and reporting cycle.

8.1.2 For the purpose of Term 8.1.1, the contemporary linking together by telephone, audio-visual or other instantaneous means of the Audit Committee Members provided that at least a quorum is present, is deemed to constitute a meeting of the Audit Committee. Each of the Audit Committee Members taking part in the telecommunications meeting, must at all time during the telecommunications meeting be able to hear and be heard by each of the other Members present. At the commencement of the meeting, each Audit Committee Member must announce his/her presence to all other Members taking part in the meeting. An Audit Committee Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Member has previously notified the Chair of the meeting.

8.1.3 The Committee shall resolve by majority a 12 month schedule of the meetings including the date, time and location in accordance with Section 87(2) of *the Local Government Act 1999*.

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8.2 Special Meetings

8.2.1 Special Meetings may be called by the Presiding Member or by at least two members of the Committee at any time in accordance with the conditions of the Terms of Reference.

8.3 Meeting Procedures

8.3.1 The procedures and protocols to be observed at the Committee meetings shall be as provided in Part 3 of *the Local Government (Procedures at Meetings) Regulations 2013*, unless varied by these Terms of Reference.

8.4 Quorum

8.4.1 A quorum for the Committee shall constitute three members, one of whom shall be the appointed Authority Board representative or the appointed proxy acting in their place.~~a Board Member.~~

8.5 Notice of Meetings

8.5.1 A Notice of each meeting is to be provided to each member in writing, setting out the date, time and location of the meeting and be accompanied by an agenda.

8.5.2 The agenda for Ordinary Meetings of the Committee shall be forwarded to members of the Committee electronically no later than three clear days prior to the meeting.

8.5.3 A minimum of four hours' notice shall be given for any Special Meetings of the Committee.

8.5.3 A copy of the notice of meeting, agenda and accompanying reports shall be placed on public display at the principle office of the City of Victor Harbor and the Authority on the Victor Harbor Horse Tram website as soon as practicable following circulation to members of the Committee and shall be kept on display for a period of one month

8.6 Minutes

8.6.1 Minutes shall be kept of all meetings of the Committee

8.6.2 Each Member shall receive a copy of the minutes within five days of the meeting of the Committee.

8.6.3 The minutes shall be confirmed at the next regular meeting with or without amendments.

8.6.4 One copy of all minutes shall be supplied to the Authority Board before its next meeting following that of the Committee. Resolutions of the Committee are to be presented to a formal meeting of Authority Board for endorsement before they can be enacted.

8.6.4 A copy of the minutes shall be placed on public displayed at the Principal Office of the City of Victor Harbor and the Authority on the Victor Harbor Horse Tram website within five days of the meeting of the Committee and kept on public display for a period of one month.

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9. VOTING

9.1 A matter for decision at a meeting of the Committee will be decided by simple majority of the members present at the meeting and entitled to vote on the matter.

9.2 Each member of the Committee present at the meeting and entitled to vote on a shall have one vote on any matter.

9.3 The Chairperson or Deputy Chairperson shall have a deliberative vote only.

9.4 Each Audit Committee member present at a meeting of the Committee must vote on all matters arising for a decision at that meeting.

9.5 Any Staff Member appointed pursuant to clause 3.13 shall not be entitled to vote on any matter before the Committee.

10. CONFLICT OF INTEREST

10.1 Section 73-75 of *the Local Government Act 1999* (inclusive) refers to conflict of interest provisions.

10.2 Members need to be aware of the circumstances under which a conflict of interest may arise and declare that interest to the membership present at the meeting.

11. COMMITTEE RESOURCES

11.1 The Authority's General Manager shall provide support to and attend Committee meetings. Other invited guests may attend meetings as required.

11.2 An officer(s) of the Council nominated by the Chief Executive Officer of the Council may attend Audit Committee meetings as an observer in accordance with the Authority Charter clause 4.1.2.2.

11.3 The Authority's General Manager will provide administrative/secretarial support as required.

12. REPORTING

12.1 The Committee shall supply to the Authority Board a copy of all Committee minutes pursuant to clause 8.6.2, and the Chairperson (or other member in their absence) shall draw to the attention of the Board any significant issues when the minutes are presented.

12.2 The Committee shall supply to the Chief Executive Officer of the Council a copy of all Committee minutes within 5 days of the Committee meeting in accordance with Clause 4.1.2.6 of the Authority Charter.

12.3 The Committee's yearly activities shall be reported in Authority's Annual Report.

12.4 The committee shall make whatever recommendations to the Authority it deems appropriate on any area within its terms of reference where in its view action or improvement is needed.

13. PUBLIC ACCESS

13.1 Meetings of the Committee shall be held in public.

13.2 The Committee may resolve to exclude the Public from attendance at the meeting if it is

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considered necessary to receive, discuss or consider in confidence any information or matter listed in Section 90(3) of the *Local Government Act 1999*.

13.3 Minutes, Agendas, Reports and Documents produced by the Committee may be inspected at the Principle Office of the City of Victor Harbor.

14. LIABILITY OF MEMBERS

14.1 In accordance with Section 39 of the *Local Government Act 1999*, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties.

15. REVIEW

15.1 The Committee shall at least once a year, review its own performance in line with the purpose for establishing the Committee; and review its Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Authority for approval.

15.2 These Terms of Reference shall be reviewed by the Authority annually.

16. Document History

Version	Date	Resolution No.	Description
1.0	16 June 2020		Draft Terms of Reference
1.1	8 June 2021	VHHTA242	Terms of Reference
1.2	11 Feb 2026	VHHTA580	Updates pursuant to OC3562025

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Schedule 1

Victor Harbor Horse Tram Authority

Audit Committee Membership

Member	Representative	Appointed	Expires
Independent Member(s)	John Morgan	22 February 2024	22 February 2026
Independent Member(s)	Kate Christ	22 February 2024	22 February 2026
Independent Member(s)	Laura Hodgson	27 July 2025	27 July 2027
Victor Harbor Horse Tram Authority Board Member	Paul Brown	22 February 2024	22 February 2026
Victor Harbor Horse Tram Authority Board Member	Nigel Catt	27 July 2025	1 March 2027
Non-Voting Position – Staff Member appointed by CEO	Group Manager Governance & Finance	15 December 2025	Ongoing
Office Bearers			
Chairperson	John Morgan	22 February 2024	22 February 2026
Deputy Chairperson	Laura Hodgson	27 July 2025	27 July 2027

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14.2. Victor Harbor Horse Tram Authority - 2026/27 First Quarter Budget Review

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Karen Sajn

RECOMMENDATION

That Council approves the Victor Harbor Horse Tram Authority First Quarter Review of the 2026/27 Budget as provided at Attachment 2, forecasting unchanged net capital expenditure of $125,000 and an unchanged breakeven operating budget.

PURPOSE

The purpose of this report is to present the Victor Harbor Horse Tram Authority (the Authority) 2026/27 First Quarter Budget Review (BR1) to Council for consideration and approval.

BACKGROUND

Regulation 9 of the *Local Government (Financial Management) Regulations 2026* outlines the requirements for regular budget reviews. The regulations require a revised forecast of the Authority's operating and capital activities compared with the estimates set out in the adopted budget.

Clause 5.5 of the Victor Harbor Horse Tram Authority Charter requires that:

Quarterly reports summarising the financial position and performance of the Authority against the Budget must be prepared and presented to the Board within thirty days of the conclusion of each quarter, and copies provided to the Council.

The First Quarter Review of the 2026/27 Budget was prepared and presented to the Victor Harbor Horse Tram Authority Board at its meeting held on 28 October 2026.

At that meeting the Board resolved:

VHHTA639

Moved: Natasha Hunt

Seconded: Paul Brown

That the Victor Harbor Horse Tram Authority receive and note the First Quarter Review of the 2026/27 Budget Report.

That the Victor Harbor Horse Tram Authority:

a. endorse the First Quarter Review of the 2026/27 Budget as presented at Attachment A to this report; and

b. provide the Budget Review to Council.

CARRIED

Correspondence was received from the General Manager, Victor Harbor Horse Tram Authority, dated 30 October 2026, providing the Authority's First Quarter Review of the 2026/27 Budget and advising Council of the Board's endorsement of the review as provided at Attachment 1.

COMMENTARY

As required under the Authority Charter, Council approval is sought for the First Quarter Budget Review. The review includes updated forecasts of income, expenditure and capital expenditure based on actual operating performance and current projections for the remainder of the financial year.

As at 30 September 2026, the Authority is operating at a small deficit position. However, following a strong school holiday period and increased horse availability, ticket sales are expected to improve over the coming months. The Authority continues to forecast a break-even operating result for the 2026/27 financial year.

A summary of the amendments to the first quarter budget review are provided below:

Income

Total forecast income has decreased by $2,200 from $1,798,754 to $1,796,554. Key variations include:

- Increased ticket sales revenue of $14,000 associated with greater horse availability.
- Introduction of a Corporate Leadership Program generating forecast revenue of $20,000.
- Reduction in behind-the-scenes experience revenue forecasts of $36,200 due to lower than anticipated participation levels.

Operating

Total forecast operating expenditure has reduced by $2,200, maintaining the Authority's forecast break-even position. Major adjustments include:

- Increase in employee costs of $3,800, primarily attributable to higher WorkCover premiums increasing from 1% to 2.41%.
- Materials, contracts and other expenses have decreased by $6,000 overall. Adjustments include revised clothing and safety expenditure associated with a uniform supplier change and sponsorship arrangements, together with reductions in banking fees, cleaning expenses, volunteer expenses and other expenditure.

- There is no overall change to the Authority's capital expenditure budget of $124,600. Within the capital program, $2,000 has been reallocated from new and upgraded assets to renewal and replacement expenditure. This reflects the delayed purchase of a Gator and the proposed upgrade of the PA system to support Stable Complex offerings.

Following these adjustments, the Authority continues to forecast a break even operating position for the 2026/27 financial year.

A copy of the Victor Harbor Horse Tram Authority First Quarter Review of the 2026/27 Budget as provided at Attachment 2.

Options

Option 1 (recommended):

Council may, as per the Authority Charter, approve the First Quarter Budget Review of the VHHTA.

Option 2 (not recommended):

Council may refuse approval for the First Quarter Budget Review, which would force the VHHTA to default to their pre-existing budget position.

This would potentially place the VHHTA and Council in a challenging position from a governance perspective and is not recommended.

Option 3:

Council could elect to approve the First Quarter Budget Review, but potentially with qualifications or messaging to the Authority (or its Audit Committee) as directed by Council.

Given the VHHTA's status as a dependent of Council, and the status of its independent board, Council must ultimately guarantee the budget of the Authority in any event; as such, the ultimate approval of the Budget Review is recommended.

RISK ASSESSMENT

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

Legal and Compliance - The budget review has been provided to Council in accordance with the Victor Harbor Horse Tram Authority Charter and the *Local Government Act 1999*. 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 (Financial Management) Regulations 2026

- Regulation 9 - Review of Budgets

Victor Harbor Horse Tram Authority Charter

- Clause 5 - Budgets

BUDGET IMPLICATIONS

There are sufficient funds in Project #100038 (*Horse Tram*) to accommodate the Victor Harbor Horse Tram Authority's 2026/27 First Quarter Budget Review.

No additional funds are required.

CONSULTATION

Victor Harbor Horse Tram Authority - Meg Whibley (General Manager)

ATTACHMENTS

Attachment 1 - Memo to the CEO – VHHTA First Budget Review 2026/27

Attachment 2 - VHHTA Financial Statements First Quarter Budget Review 2026/27

Attachment 1 - Memo to the CEO – VHHTA First Quarter Budget Review 2026/27

Memo to: Mr Chris White, Chief Executive Officer, City of Victor Harbor

From: Meg Whibley, General Manager, Victor Harbor Horse Tram Authority

Subject: First Quarter Review of the 2026/27 Budget

Date: 30 October 2026

Dear Chris

The purpose of this document is to provide Council with the Victor Harbor Horse Tram Authority's First Quarter Review of the 2026/27 Budget for approval.

Background

Section 9 of the *Local Government (Financial Management) Regulations 2026* outlines the requirements for regular budget reviews. These regulations require that a review include a revised forecast of the Authority's operating and capital activities compared with the estimates set out in the adopted budget.

Clause 5.5 of the VHHTA Charter requires that:

"Quarterly reports summarising the financial position and performance of the Authority against the Budget must be prepared and presented to the Board within thirty days of the conclusion of each quarter, and copies provided to the Council."

The First Quarter Review of the 2026/27 Budget was prepared on time and presented to the VHHTA Board for consideration at its meeting held on 28 October 2026.

At the Board Meeting held on 28 October 2026 the Board resolved the following:

VHHTA639 ***Moved: Natasha Hunt***
Seconded: Paul Brown

1. That the Victor Harbor Horse Tram Authority receive and note The First Quarter

Review of the 2026/27 Budget Report.

2. That the Victor Harbor Horse Tram Authority;

a. endorse the First Quarter Review of the 2026/27 Budget as presented at Attachment A to this report, and

b. provide the Budget Review to Council

CARRIED

Commentary

As at 30 September 2026, the Authority is currently at a small operating deficit. However, following a strong school holiday period and with increased horse availability, ticket sales are expected to improve over the coming months. The Authority continues to forecast a break-even operating result for the full financial year.

The First Quarter Budget Review includes several adjustments to reflect current operations and updated income and expenditure forecasts, as detailed below.

Budget Break Down - Original vs BR1:

	Original Budget	BR1	Adjustment Required	Comments
INCOME	**1,798,754**	**1,796,554**	**(2,200)**	
User charges	**1,314,554**	**1,312,354**	**(2,200)**	
Ticket Sales - Budget increased			14,000	predicted increase in revenue due to more working horse stock
Corporate leadership program - budget added			20,000	new offering
Behind the scenes revenue - reduced			(36,200)	Reduced revenue predicted with current trajectory
Other income	**484,200**	**484,200**	**0**	
	Original Budget	**BR1**	**Adjustment Required**	
EXPENSES	**1,798,754**	**1,796,554**	**(2,200)**	
Employee costs	**1,206,300**	**1,210,100**	**3,800**	
Reallocation of wages			(9,200)	EB increased higher than budgeted (CPI higher than EB)
On Costs - Workcover - Premium increase			13,000	Percentage has increased from 1% to 2.41%
Materials, Contracts and Other Expenses	**487,500**	**481,500**	**(6,000)**	
Clothing and Safety Expenses			1,000	Full Uniform supplier change due to sponsorship
Banking Fees			(3,000)	Included in revenue
Cleaning Expenses			(2,000)	Reduced expense due to utilising internal cleaning
Volunteer Expenses			(1,000)	Expenses projected to be less as all uniforms have been supplied
Other Expenses			(1,000)	Expenses projected to be less based on BR1
Depreciation, amortisation & impairment	**89,654**	**89,654**	**0**	
Finance Costs	**15,300**	**15,300**	**0**	
	Original Budget	**BR1**	**Adjustment Required**	**Adjustment Required**
OPERATING SURPLUS / DEFICIT	**(0)**	**(0)**	**0**	

	Original Budget	BR1	Adjustment Required	Comments
CAPITAL EXPENDITURE	**124,600**	**124,600**	**0**	
New / Upgraded	**111,800**	**109,800**	**(2,000)**	**Gator purchase delayed**
Renewal / Replacement	**12,800**	**14,800**	**2,000**	**pursuing PA system upgrade for Stable Complex offerings**

Overall, the proposed adjustments do not change the Authority's forecast break-even operating position for 2026/27.

The First Quarter Review of the 2026/27 Budget, including detailed financial statements, is provided at Attachment A.

Kind Regards

Meg Whibley

General Manager

Victor Harbor Horse Tram Authority

Attachment 2 - VHHTA Financial Statements First Quarter Budget Review 2026/27

Attachment A

Victor Harbor Horse Tram Authority Statement of Comprehensive Income As at 30 September 2026	2025/26 Audited Actual $'000s	2026/27 Original Budget $'000s	2026/27 BR1 $'000s	2026/27 YTD Actual $'000s	2026/27 Variance BR1 to OB
INCOME					
User charges	970	1,315	1,313	247	(2)
Other income	585	484	484	100	-
Total Income	1,555	1,799	1,797	347	(2)
EXPENSES					
Employee costs	986	1,206	1,210	304	4
Materials, Contracts and Other Expenses	462	488	482	121	(6)
Depreciation, amortisation & impairment	51	90	90	11	-
Finance Costs	12	15	15	-	-
Total Direct Expenses	1,511	1,799	1,797	436	(2)
OPERATING SURPLUS / (DEFICIT)	**44**	**-**	**-**	**(89)**	**-**
Asset disposal & fair value adjustments	-	-	-	-	-
Amounts specifically for new or upgraded assets	-	-	-	-	-
Physical resources received free of charge	-	-	-	-	-
NET SURPLUS / (DEFICIT)	**44**	**-**	**-**	**(89)**	**-**
Net gain (loss) on revaluation of assets	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	**44**	**-**	**-**	**(89)**	**-**
Financial Assistance Grant Advance - Timing Adjustment	-	-	-	-	-
LRCIP Funding for Capital Projects	-	-	-	-	-
ADJUSTED OPERATING SURPLUS / (DEFICIT)	**44**	**-**	**-**	**(89)**	**-**

Attachment A

Victor Harbor Horse Tram Authority Statement of Financial Position As at 30 September 2026	2025/26 Audited Actual $'000s	2026/27 Original Budget $'000s	2026/27 BR1 $'000s	2026/27 YTD Actual $'000s	2026/27 Variance BR1 to OB
ASSETS					
CURRENT ASSETS					
Cash & Cash Equivalents	4	15	32	33	17
Trade & Other Receivables	4	4	4	-	-
TOTAL CURRENT ASSETS	8	19	36	33	17
NON-CURRENT ASSETS					
Right of Use Asset	-	-	-	-	-
Infrastructure, Property, Plant & Equipment	286	319	321	346	2
TOTAL NON-CURRENT ASSETS	286	319	321	346	2
TOTAL ASSETS	**294**	**338**	**357**	**379**	**19**
LIABILITIES					
CURRENT LIABILITIES					
Trade & Other Payables	54	94	54	356	(40)
Short-term Provisions	109	68	109	109	41
Short-term Lease Liability	-	-	-	-	-
Short-term Borrowings	-	-	-	-	-
TOTAL CURRENT LIABILITIES	163	162	163	465	1
NON-CURRENT LIABILITIES					
Long-term Provisions	15	30	15	15	(15)
Long-term Lease Liability	-	-	-	-	-
Long-term Borrowings	226	300	289	98	(11)
TOTAL NON-CURRENT LIABILITIES	241	330	304	113	(26)
TOTAL LIABILITIES	**404**	**492**	**467**	**578**	**(25)**
NET ASSETS	**(110)**	**(154)**	**(110)**	**(199)**	**44**
EQUITY					
Accumulated Surplus	(110)	(154)	(110)	(199)	44
TOTAL EQUITY	**(110)**	**(154)**	**(110)**	**(199)**	**44**

Attachment A

Victor Harbor Horse Tram Authority Statement of Cash Flows As at 30 September 2026	2025/26 Audited Actual $'000s	2026/27 Original Budget $'000s	2026/27 BR1 $'000s	2026/27 YTD Actual $'000s	2026/27 Variance BR1 to OB
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts					
User Charges	970	1,315	1,312	531	(3)
Other Income	585	467	484	100	17
Payments					-
Employee costs	(960)	(1,206)	(1,210)	(304)	(4)
Materials, Contracts and Other Expenses	(510)	(488)	(482)	(98)	6
Finance Costs	(6)	(15)	(15)	-	-
Net Cash provided by (or used in) Operating Activities	79	73	89	229	16
					-
CASH FLOWS FROM INVESTING ACTIVITIES					-
Receipts					-
Grants specifically for new or upgraded assets	-	-	-	-	-
Repayments from Community Groups	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Payments					-
Capital Expenditure on renewal/replacement of assets	(2)	(13)	(15)	-	(2)
Capital Expenditure on new/upgraded assets	(27)	(112)	(110)	(71)	2
Net Cash provided by (or used in) Investing Activities	(29)	(125)	(125)	(71)	-
					-
CASH FLOWS FROM FINANCING ACTIVITIES					-
Receipts					-
Proceeds from Borrowings	392	50	63	-	13
Payments					-
Repayment of Borrowings	(457)	-	-	(127)	-
Repayment of principle of leased assets	-	-	-	-	-
Net Cash used in Financing Activities	(65)	50	63	(127)	13
					-
NET INCREASE (DECREASE) IN CASH HELD	**(15)**	**(2)**	**27**	**31**	**29**
CASH AT BEGINNING OF YEAR	18	17	4	4	(13)
CASH AT END OF PERIOD	**3**	**15**	**31**	**35**	**16**

Attachment A

Victor Harbor Horse Tram Authority Uniform Presentation of Finances As at 30 September 2026	Audited Actual $'000s	Original Budget $'000s	BR1 $'000s	YTD Actual $'000s	Variance BR1 to OB
Income					
User charges	970	1,315	1,313	247	(2)
Other income	585	484	484	100	-
	1,555	**1,799**	**1,797**	**347**	**(2)**
					-
Expenses					-
Employee costs	(986)	(1,206)	(1,210)	(304)	(4)
Materials, contracts and other expenses	(462)	(488)	(482)	(121)	6
Depreciation, amortisation and impairment	(51)	(90)	(90)	(11)	-
Finance costs	(12)	(15)	(15)	-	-
	(1,511)	**(1,799)**	**(1,797)**	**(436)**	**2**
					-
OPERATING SURPLUS / (DEFICIT)	44	-	-	(89)	-
					-
NET OUTLAYS ON EXISTING ASSETS					-
Capital Expenditure on Renewal and Replacement of Existing Assets	(2)	(13)	(15)	-	(2)
add back Depreciation, Amortisation and Impairment	51	90	90	11	-
add back Proceeds from Sale of Replaced Assets	-	-	-	-	-
	49	77	75	11	(2)
NET OUTLAYS ON NEW AND UPGRADED ASSETS					-
Capital Expenditure on New and Upgraded Assets	(27)	(112)	(110)	(71)	2
Finance Lease principle payments for Right of Use Assets	-	-	-	-	-
	(27)	(112)	(110)	(71)	2
					-
NET LENDING (BORROWING) FOR FINANCIAL PERIOD	**66**	**(35)**	**(35)**	**(149)**	**-**

Victor Harbor Horse Tram Authority Statement of Changes in Equity As at 30 September 2026	2025/26 Audited Actual $'000s	2026/27 Original Budget $'000s	2026/27 BR1 $'000s	2026/27 YTD Actual $'000s	Variance BR1 to OB
ACCUMULATED SURPLUS					
Opening balance at beginning of financial year	(154)	(154)	(110)	(110)	44
Total comprehensive income for the year	44	-	-	(89)	-
Closing balance at end of period	(110)	(154)	(110)	(199)	44
					-
					-
TOTAL EQUITY AT END OF REPORTING PERIOD	**(110)**	**(154)**	**(110)**	**(199)**	**44**

Attachment A

Victor Harbor Horse Tram Authority Financial Indicators As at 30 September 2026	2025/26 Audited Actual	2026/27 Original Budget	2026/27 BR1	2026/27 YTD Actual	2026/27 Variance BR1 to OB
Operating Surplus Ratio *Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue.*	2.8%	0.0%	0.0%	-25.6%	0.0%
Net Financial Liabilities *being total liabilities less financial assets (excluding equity accounted investments in Council business)*	396	473	431	545	(42)
Net Financial Liabilities Ratio *being total liabilities less financial assets (excluding equity accounted investments in Authority business), divided by total operating revenue*	25%	26%	24%	157%	-2%
Adjusted Net Financial Liabilities *Net Financial Liabilities as detailed above adjusted for the effects of the Authorities Lease with Council + additional deficit payment in the actual results*	566	473	431	715	(42)
Adjusted Net Financial Liabilities Ratio *Net Financial Liabilities as detailed above adjusted for the effects of the Authorities Lease with Council*	41%	26%	24%	41%	-2%
Asset Management Plan forecast project spend for renewal of assets	73	13	13	73	-
Asset Renewal Funding Ratio *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 ideal ratio is 100%, where VHHTA is spending the amount required each year to renew and replace existing assets so they continue to operate optimally to meet the organisations objectives.*	3%	102%	117%	0%	16%
Own Source Funding	68%	79%	79%	58%	0%

Attachment A

CAPITAL EXPENDITURE	2025/26 Audited Actual	2026/27 Original Budget	2026/27 BR1	2026/27 YTD Actual	2026/27 Variance BR1 to OB
New / Upgraded					
IT equipment - New	2	-	4	-	4
Tools - New	2	3	3	-	-
Tractor/mower/slasher	-	-	-	-	-
Gater	-	20	-	-	(20)
Work vehicle	-	-	-	-	-
Second float	-	-	-	-	-
Third work vehicle	-	75	75	69	-
Harness Equipment	7	6	6	3	-
Fencing	-	-	-	-	-
New sound system for PA	-	-	12	-	12
Equissage	-	-	-	-	-
Horse Exercise	4	-	-	-	-
Tipper Trailer	-	9	11	-	2
Grazing Land	-	-	-	-	-
Shed	10	-	-	-	-
Outdoor Screen	-	-	-	-	-
Non Split Mats	-	-	-	-	-
Recycled water system	34	-	-	-	-
Capital Expenditure on new & upgraded assets	**59**	**112**	**110**	**71**	**(2)**
					-
Renewal / Replacement					-
Float	22	-	-	-	-
Second Float	-	-	-	-	-
Work Vehicle	-	-	-	-	-
Harness Equipment	-	-	-	-	-
Spray unit	-	-	-	-	-
Gater	-	-	-	-	-
Coffee Machine	-	-	-	-	-
Fencing	-	10	10	-	-
Work Ute	-	-	-	-	-
Tractor/mower/slasher	-	-	-	-	-
Trainer Vehicle	-	-	-	-	-
Tools - Replacement	-	3	5	-	2
IT Equipment - Replacement	-	-	-	-	-
Dmax Suspension	4	-	-	-	-
Tipper Trailer	-	-	-	-	-
Horse Exercise - Replacement	-	-	-	-	-
Capital Expenditure on replacement of assets	**26**	**13**	**15**	**-**	**2**
					-
TOTAL CAPITAL EXPENDITURE	**85**	**125**	**125**	**71**	**-**

15. MATTERS OF URGENCY

16. QUESTIONS ON NOTICE

Nil

17. QUESTIONS WITHOUT NOTICE

18. MOTIONS ON NOTICE

18.1. Motion on Notice - Revocation of Resolution SC492024 - Cr David Kemp

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Jodi Roberts

RECOMMENDATION

(Cr David Kemp to propose his motion)

That Council:

1. Revoke the provision 'C' of Resolution SC492024, adopted at the Special Council Meeting on 14 October 2024, which provides Council with the option to purchase or otherwise secure the exclusive, perpetual rights to use the detailed design and associated intellectual property for the recreation, leisure and entertainment facility for a negotiated amount not exceeding $750,000.

2. Resolve that Council will not proceed with the purchase or acquisition of the detailed designs and associated intellectual property under this resolution.

3. Require that any future proposal to acquire detailed designs or intellectual property associated with the Sports and Recreation Precinct be presented to Council for consideration, supported by a comprehensive business case, demonstrated financial viability and an identified funding strategy.

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 revocation of the resolution SC492024 relating to detailed design for the Sport and Recreation Precinct.

A copy of Cr David Kemp's written submission and preamble is provided at Attachment 1.

COUNCIL MEMBER COMMENTARY

I am moving this motion because I believe Council needs to take a responsible and realistic approach to the financial commitments associated with the proposed Sports and Recreation Precinct.

On 14 October 2024, Council resolved to provide itself with an option to purchase or otherwise secure the exclusive, perpetual rights to the detailed designs and associated

intellectual property for the proposed recreation, leisure and entertainment facility, at a maximum cost of $750,000.

I question why Council would consider spending up to $750,000 of ratepayers' money purchasing detailed designs for a building that is estimated to cost at least $26 million to construct, when Council has not demonstrated that it has the financial capacity or secured funding to build it.

What is the practical value of owning detailed designs for a facility that we cannot afford to construct?

We need to ask ourselves whether this is a responsible investment of public money or whether we are simply committing further funds to a project without knowing whether it can ever be delivered.

The purchase of these designs does not build the facility. It does not secure construction funding, provide a guarantee of government investment or ensure that the project will proceed.

It simply means Council could potentially spend up to $750,000 acquiring plans and intellectual property for a development that remains financially uncertain.

We also need to consider our existing responsibilities to the community.

We have roads, footpaths, drainage, community facilities and other infrastructure requiring ongoing maintenance and renewal. We have ratepayers who are already concerned about increasing rates and the cost of living.

Our responsibility is to make sure that Council's limited financial resources are directed towards priorities that are affordable, sustainable and deliver genuine benefits to our community.

I am not suggesting that the community does not deserve improved sporting, recreation and leisure facilities. I am questioning whether Council should continue committing public money to the development of this particular facility without first establishing how it can be funded and delivered.

If Council cannot demonstrate that it can afford to construct a facility costing at least $26 million, then I believe purchasing detailed designs for up to $750,000 is premature and difficult to justify.

We should not allow previous decisions to dictate future spending when circumstances and financial considerations warrant a reassessment.

I believe it is time to draw a line in the sand, reconsider this commitment and ensure that any future investment in the Sports and Recreation Precinct is supported by a sound business case, a realistic funding strategy and genuine community support.

We have a responsibility to spend ratepayers' money wisely. We should not be purchasing the plans for a building when we cannot demonstrate that we can afford to build it.

I therefore ask fellow Elected Members to support this motion.

The strongest argument for revoking Council Resolution SC492024 is that Council should not commit ratepayer funds to purchasing detailed design plans and associated intellectual property for a development that it cannot currently afford to construct and deliver.

The decision should be reconsidered in light of Council's financial sustainability, competing infrastructure priorities, the significant capital cost of the proposed Sports and Recreation Precinct, and the risk of spending further public money on a project without a realistic funding and delivery strategy.

I have structured the following as a formal document that could be used to support a Notice of Motion at a Council meeting, together with an argument to present to fellow Elected Members.

Proposal to Revoke Council Resolution SC492024

Sports, Recreation, Leisure and Entertainment Facility - Detailed Design and Intellectual Property

1. Background

At the Special Council Meeting held on 14 October 2024, Council considered a report concerning an updated detailed proposal from the Proponent and resolved the following:

Resolution SC492024

Commence detailed design for the recreation, leisure and entertainment facility and that, should an Agreement For Lease not be executed by the revised date for expiry of the Heads of Agreement, the Council has an option to purchase or otherwise secure the exclusive, perpetual rights to use the detailed design for the recreation, leisure and entertainment facility and associated intellectual property on a negotiated basis with the maximum purchase price being not more than $750,000.

2. Proposal to Revoke the Resolution

I propose that Council reconsider and revoke Resolution SC492024, specifically the provision that allows Council to purchase or otherwise secure the exclusive, perpetual rights to use the detailed design and associated intellectual property for a maximum purchase price of $750,000.

The circumstances surrounding the proposed Sports and Recreation Precinct have changed, and Council needs to reassess whether committing potentially substantial ratepayer funds to acquiring these designs represents a responsible and financially sustainable decision.

3. Reasons for Revoking the Resolution

A. Financial Responsibility and Affordability

The proposed recreation, leisure and entertainment facility is estimated to have a construction cost of at least $26 million.

Council needs to be realistic about its financial capacity to deliver a development of this magnitude. At present, there is no clear and secured funding strategy demonstrating how Council could afford to construct and complete the facility without placing additional financial pressure on ratepayers.

Purchasing detailed designs for a facility that Council cannot currently afford to build raises serious questions about the responsible use of public funds.

The potential expenditure of up to $750,000 represents a significant investment in a project that may never proceed in its current form.

B. Risk of Wasting Ratepayer Money

Detailed designs and associated intellectual property have little practical value to Council if there is no reasonable prospect of progressing to construction.

Spending up to $750,000 to acquire designs without having the financial resources, confirmed funding arrangements or an agreed construction timeframe is difficult to justify.

Council must ensure that expenditure is directed towards projects that provide tangible benefits to the community, rather than accumulating design costs for developments that remain financially uncertain.

C. Competing Infrastructure Priorities

The City of Victor Harbor has significant existing infrastructure and asset management responsibilities.

These include maintaining and renewing roads, footpaths, drainage, community facilities, public spaces and other essential Council assets.

Council must carefully consider how it allocates limited financial resources and whether investing up to $750,000 in the purchase of these designs is a higher priority than addressing existing infrastructure needs.

Ratepayers should not be expected to carry the financial burden of progressing major developments while essential existing infrastructure competes for funding.

D. No Guarantee of Construction or Delivery

Acquiring the detailed designs does not guarantee that the proposed facility will ever be constructed.

Nor does it guarantee that Council will secure the necessary funding, grants, partnerships or other financial commitments to deliver the development.

Council could therefore spend up to $750,000 acquiring designs and intellectual property, only to find that the project remains unaffordable or that future circumstances require a substantially different development.

This would expose Council to unnecessary financial risk.

E. The Need to Reassess the Project's Future

Council should first establish whether the proposed Sports and Recreation Precinct is financially viable and affordable before committing further public funds.

Any future consideration of the facility should be supported by:

- *A comprehensive and independently assessed business case.*
- *A realistic whole-of-project cost estimate, including construction, contingencies and ongoing operating and maintenance costs.*
- *A confirmed funding strategy identifying Council's financial contribution, government grants and any private sector investment.*
- *An assessment of the long-term financial implications for ratepayers.*
- *Genuine community consultation about the proposed development and alternative options.*

Council should not purchase detailed designs simply because an earlier resolution provided an option to do so.

4. Conclusion

As Elected Members, we have a responsibility to ensure that public money is spent wisely, transparently and in the best interests of the Victor Harbor community.

The proposed facility represents a significant financial commitment, with an estimated construction cost of at least $26 million. In the absence of a secured funding strategy and demonstrated capacity to deliver the project, spending up to $750,000 on detailed designs and associated intellectual property is not a financially responsible priority.

I believe Council should revoke the relevant provision of Resolution SC492024 and redirect its attention towards financial sustainability, essential infrastructure and projects that can realistically be delivered for the benefit of our community.

Council must demonstrate that it can afford to build a project before committing substantial ratepayer funds to purchasing the designs for it.

7. Important considerations before putting the motion to Council

There are several matters I would recommend checking before formally moving to revoke the resolution.

1. The $750,000 is a maximum purchase price, not necessarily an expenditure already approved or incurred. The resolution provides an option to negotiate a purchase. Your argument should focus on why Council should no longer retain that option.

2. Existing contractual obligations: Determine whether the Heads of Agreement or any subsequent agreement creates rights or obligations for either party. Revoking a Council resolution does not automatically extinguish contractual rights.

3. Ownership of the designs: Establish whether the Proponent has already commissioned and paid for the designs, whether they have been completed, and whether any intellectual property rights have already been granted to Council.

4. Council's financial position: Obtain the latest financial forecasts and capital works commitments to demonstrate the competing demands on Council's resources.

5. Procedural requirements: Have the CEO or Council's governance adviser confirm the appropriate process for rescinding or revoking an earlier Council resolution under the Local Government Act 1999 (SA), the applicable regulations and Council's meeting procedures.

My recommendation: Make the central argument about financial responsibility, not opposition to sporting and recreation facilities. This is a much stronger position because you are asking Council to demonstrate affordability and financial capacity before spending further ratepayer money.

I would also emphasise that the $750,000 could be better retained for essential infrastructure, asset renewal or other community priorities rather than invested in designs for a $26 million development that has no demonstrated funding pathway.

OFFICER COMMENTARY

In the form presented, the motion seeks to de-fund a body of work that has been completed under contract. In summary, and for this reason, staff must advise that the motion cannot be implemented without exposing Council to significant potential legal liability.

At a Special Council Meeting on 14 October 2024, having considered the updated detailed proposal from the Proponent, Council resolved the following:

SC492024

Moved: Cr Carol Schofield

Seconded: Cr Marilyn Henderson

That Council authorises the Chief Executive Officer to execute an updated Heads of Agreement for the Regional Community Sport and Recreation Precinct with a revised expiry

date of 31 March 2025 and reflecting the following changes to the terms of the current Heads of Agreement:

a. *That the City of Victor Harbor be nominated as the preferred operator for the Recreation, Leisure and Entertainment Facility.*

b. *That, if Council is successful in applying for regional partnership grant funding for the Precinct, the grant funding be firstly allocated to reduce the Proponent's funding gap and secondly to offset Council's funding contribution; and that any further joint grant funding*

received for this project is to be allocated 100% towards offsetting Council's funding contribution.

c. *That the Proponent is to commence detailed design for the recreation, leisure and entertainment facility and that, should an Agreement For Lease not be executed by the revised date for expiry of the Heads of Agreement, the Council has an option to purchase or otherwise secure the exclusive, perpetual rights to use the detailed design for the recreation, leisure and entertainment facility and associated intellectual property on a negotiated basis with the maximum purchase price being not more than $750,000.*

6.24pm

A division was called

CARRIED

FOR: Cr McKenzie, Cr Kemp, Cr Schiller, Cr Quinton, Cr Schofield, Cr Henderson

AGAINST: Cr Burns, Cr Quaremba

THE MAYOR DECLARED THE VOTE CARRIED

In response to the resolutions, Norman Waterhouse Lawyers were engaged to revise the Heads of Agreement (HOA) to include the following Clauses for Detailed Design:

*9.1 The Proponent will, as soon as practicable after execution of this HOA, engage a suitably qualified consultant (**Engagement**) to prepare a detailed design of the Recreation Facility (**Detailed Design**).*

9.2 The Proponent will ensure that the Engagement must include provisions which:

1. *warrant that the Detailed Design does not infringe the intellectual property rights of any person; and*

2. *vest title and all rights to the Detailed Design in the Proponent.*

9.3 The Proponent will provide the Council with updates as to the status and progress of the Detailed Design upon request during the Term. If the Council, acting reasonably in all things, provides the Proponent with a notice that it would like some changes to be made to the then current version of the Detailed Design, the Proponent will use its best endeavours to facilitate the changes requested by the Council.

9.4 In the event that:

1. *the Proponent has progressed the development of the Detailed Design and effected all of reasonable changes to the Detailed Design as requested by the Council under clause 9.3; and*

2. *the necessary Project Documentation has not been executed by the Expiry Date;*

- *the Council will serve a written notice on the Proponent notifying that the Council will purchase from the Proponent all rights and title to the Detailed Design for the Detailed Design Payment.*

9.5 Without derogating from any other provision herein:

1. *the Council and the Proponent expressly agree that for the purposes of this clause 9.4.2, the quantum of 'Detailed Design Payment' will be the total of all invoices paid by the Proponent to its consultant under the Engagement,* ***provided always that*** *the quantum of the payment is capped at $750,000 excluding GST; and*

2. *the Proponent expressly acknowledges and agrees that the Council will only serve a notice under clause 9.4 in the event clauses 9.4.1 and 9.4.2 are satisfied.*

9.6 The Proponent must provide the Council with copies of all invoices it has paid to its consultant under the Engagement.

9.7 The Proponent will do all such things and execute all such forms and documents as are necessary to permit or facilitate the transfer of ownership of the Detailed Design to the Council, including, if necessary the novation to the Council of the agreement in respect of the Engagement.

9.8 This clause 9 survives the expiry of this HOA.

The updated HOA was executed by both parties on 13 December 2024, and these Clauses are retained in the current HOA with expiry date of 31 December 2026. Copies of the Heads of Agreement have previously been provided to Council Members.

The detailed designs are progressing in line with the Council resolutions including the concept floorplan endorsed by Council on 28 July 2025 as follows:

OC1912025

Moved: Cr Brayden Mann

Seconded: Cr Michael Quinton

That Council

1. *Endorse the concept floorplan for the Recreational Facility within the Regional Community, Sport and Recreation Precinct as provided at Attachment 1 for the purpose of progressing detailed design;*

2. *In the detailed design include a 3m wide x 6m long x 2m deep foam pit for gymnastics use without expanding the proposed building footprint and that the Business Case be updated to reflect the likely additional cost; and*

3. *Extend the current Heads of Agreement with Accord for the Precinct, which expires on 31 August 2025, to 31 October 2025, to support the continued progress on the detailed design, due diligence and enable further consideration by Council.*

CARRIED

5:57pm

A division was called

The Mayor declared the vote to be set aside

FOR: Cr Brayden Mann, Cr Angela Schiller, Cr Michael Quinton, Cr Carol Schofield

AGAINST: Cr Stewart Burns, Cr Carlos Quaremba, Cr David Kemp

THE MAYOR DECLARED THE VOTE CARRIED

The detailed designs have progressed and informed the Development Consent that was approved in April 2026. The detailed designs were completed on 12 November 2026 and provided to Council Members on 16 November 2026. These designs will be submitted for Building Rules Consent by the end of November 2026.

The detailed designs can be used for the grant funding application for the Commonwealth Government's Growing Regions Program Round 3 that is currently being advertised and expect to be open for submissions by next month. The grant provides 50% funding up to $15 million for projects that are 'shovel ready' at the time of entering into a funding agreement including having development approvals, project designs and costings. Council's decision in October 2024 to support Accord commencing detailed design for the recreation, leisure and entertainment facility ahead of the Agreement for Lease being executing will enable the documentation to be ready for the grant application to be submitted when it is open.

At the Council Member Briefing Session on 12 October 2026 Council Members were advised that the cost of detailed designs was a commitment that Council had made and would need to be paid in the event that Council made the decision not to proceed with the current commercial negotiations. If Council proceed with the Private Public Partnership the costs of the design will be the responsibility of Accord.

Two thirds of the cost for the detailed design for the service connections form part of the $831,000 grant funding from the State Government Enabling Infrastructure Program 2025-26 (Funded from Thriving Regions Fund).

The $2.5 million of Commonwealth Government grant funding, secured though the Regional Precincts and Partnerships Program - Stream One: Precinct development and planning, will 100% cover the cost of the detailed designs and the planning approvals, even if the current Private Public Partnership does not proceed. As such, the detailed design does not expose Council to unnecessary financial risk nor does it reduce Council's ability to fund other infrastructure requiring ongoing maintenance and renewal.

At the Briefing Session on 9 November 2026 an updated Long Term Financial Plan was provided to Council Members demonstrating that by deferring some other new capital work the Precinct project is affordable and Council remains financially sustainable within the targets set by Council.

It is not recommended that Council revoke the provision 'C' of Resolution SC492024, as there is a contractual obligation to pay for the detailed designs work that have been completed. Re-negotiating the HOA at this time would require additional costs in legal advice and negotiations, likely to take longer than the approval of the Building Rules Consent. In addition, a resolution should be considered and, where applicable, revoked in its entirety rather than individual components being revoked in isolation.

In the case of resolution SC492024 it was actioned in full by Administration by 13 December 2024 through the execution of the updated Heads of Agreement. As it has been actioned the resolution cannot be effectively rescinded, altered or revoked in a manner that would remove the potential liability for works already completed. A new motion would be required to negotiate further changes to the Heads of Agreement.

Options

Option 1 (recommended):

Council do not support the Motion on Notice as presented.

Option 2 (not recommended):

Council Members may elect to put an alternative motion to authorise the Chief Executive Officer to obtain legal advice on renegotiating Clause 9 of the Heads of Agreement and provide an increase to the operating budget of $10,000 to enable this.

RISK ASSESSMENT

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

Legal and Compliance - Revoking the resolution will create legal and compliance risks if contractual obligations have already arisen in relation to completion, payment, ownership or use of the detailed designs. Council may also be unable to use or modify the designs supporting the Development Application and Building Rules consent without securing the necessary intellectual property rights. This risk is assessed as ***extreme***.

Financial Management - Council may remain liable for costs associated with design work already undertaken or due for completion, notwithstanding revocation of the resolution. Not acquiring the necessary design rights may also result in abortive expenditure and additional design or approval costs if the project is progressed in the future. This risk is assessed as ***high***.

Reputation - Revoking the resolution after the designs and statutory approval processes are nearing completion may create a perception of ineffective project planning and decision making. In addition, inaccurate comments about Council's financial sustainability may also attract community concern. This risk is assessed as ***medium***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - We have services and infrastructure that meet our community's needs

- Objective 5.2 Plan and provide for a range of community facilities to meet current and future needs

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
- Objective 6.3 Manage council's finances and resources sustainably

Other references used:

- Heads of Agreement, expiry 31 December 2026

BUDGET IMPLICATIONS

There are insufficient funds in Project #100046 (*Sport*) for the purpose of engaging the legal and commercial consultants to draft and negotiate an updated HOA to exclude the detailed design at an estimated cost $10,000.

No budget offset has been identified.

There will be an increase, subject to Council approval, to operating expenses of $10,000.

If the Motion on Notice is not supported, excluding endorsed budgeted staff resources, there are no budget implications in the completion of the detailed design and planning approvals as they are covered by the grant funding that has been secured for the project.

No additional funds are required.

CONSULTATION

Council Members at a Briefing Session on 9 November 2026

Chief Executive Officer - Chris White

ATTACHMENTS

Attachment 1 - Motion on Notice - Revocation of Resolution SC492024 – Cr David Kemp

Attachment 1 - Motion on Notice - Revocation of Resolution SC492024 – Cr David Kemp

NOTICE on MOTION – REVOCATION OF RESOLUTION SC492024

That Council: Date: 11/11/2026

1. Revoke the provision “C” of Resolution SC492024, adopted at the Special Council Meeting on 14 October 2024, which provides Council with the option to purchase or otherwise secure the exclusive, perpetual rights to use the detailed design and associated intellectual property for the recreation, leisure and entertainment facility for a negotiated amount not exceeding $750,000.
2. Resolve that Council will not proceed with the purchase or acquisition of the detailed designs and associated intellectual property under this resolution.
3. Require that any future proposal to acquire detailed designs or intellectual property associated with the Sports and Recreation Precinct be presented to Council for consideration, supported by a comprehensive business case, demonstrated financial viability and an identified funding strategy.

COMMENTARY

I am moving this motion because I believe Council needs to take a responsible and realistic approach to the financial commitments associated with the proposed Sports and Recreation Precinct.

On 14 October 2024, Council resolved to provide itself with an option to purchase or otherwise secure the exclusive, perpetual rights to the detailed designs and associated intellectual property for the proposed recreation, leisure and entertainment facility, at a maximum cost of $750,000.

I question why Council would consider spending up to $750,000 of ratepayers' money purchasing detailed designs for a building that is estimated to cost at least $26 million to construct, when Council has not demonstrated that it has the financial capacity or secured funding to build it.

What is the practical value of owning detailed designs for a facility that we cannot afford to construct?

We need to ask ourselves whether this is a responsible investment of public money or whether we are simply committing further funds to a project without knowing whether it can ever be delivered.

The purchase of these designs does not build the facility. It does not secure construction funding, provide a guarantee of government investment or ensure that the project will proceed.

It simply means Council could potentially spend up to $750,000 acquiring plans and intellectual property for a development that remains financially uncertain.

We also need to consider our existing responsibilities to the community.

We have roads, footpaths, drainage, community facilities and other infrastructure requiring ongoing maintenance and renewal. We have ratepayers who are already concerned about increasing rates and the cost of living.

Our responsibility is to make sure that Council's limited financial resources are directed towards priorities that are affordable, sustainable and deliver genuine benefits to our community.

I am not suggesting that the community does not deserve improved sporting, recreation and leisure facilities. I am questioning whether Council should continue committing public money to the development of this particular facility without first establishing how it can be funded and delivered.

If Council cannot demonstrate that it can afford to construct a facility costing at least $26 million, then I believe purchasing detailed designs for up to $750,000 is premature and difficult to justify.

We should not allow previous decisions to dictate future spending when circumstances and financial considerations warrant a reassessment.

I believe it is time to draw a line in the sand, reconsider this commitment and ensure that any future investment in the Sports and Recreation Precinct is supported by a sound business case, a realistic funding strategy and genuine community support.

We have a responsibility to spend ratepayers' money wisely. We should not be purchasing the plans for a building when we cannot demonstrate that we can afford to build it.

I therefore ask fellow Elected Members to support this motion.

The strongest argument for revoking Council Resolution SC492024 is that Council should not commit ratepayer funds to purchasing detailed design plans and associated intellectual property for a development that it cannot currently afford to construct and deliver.

The decision should be reconsidered in light of Council's financial sustainability, competing infrastructure priorities, the significant capital cost of the proposed Sports and Recreation Precinct, and the risk of spending further public money on a project without a realistic funding and delivery strategy.

I have structured the following as a formal document that could be used to support a Notice of Motion at a Council meeting, together with an argument to present to fellow Elected Members.

Proposal to Revoke Council Resolution SC492024

Sports, Recreation, Leisure and Entertainment Facility – Detailed Design and Intellectual Property

1. Background

At the Special Council Meeting held on 14 October 2024, Council considered a report concerning an updated detailed proposal from the Proponent and resolved the following:

Resolution SC492024

> Commence detailed design for the recreation, leisure and entertainment facility and that, should an Agreement For Lease not be executed by the revised date for expiry of the Heads of Agreement, the Council has an option to purchase or otherwise secure the exclusive, perpetual rights to use the detailed design for the recreation, leisure and entertainment facility and associated intellectual property on a negotiated basis with the maximum purchase price being not more than $750,000.

2. Proposal to Revoke the Resolution

I propose that Council reconsider and revoke Resolution SC492024, specifically the provision that allows Council to purchase or otherwise secure the exclusive, perpetual rights to use the detailed design and associated intellectual property for a maximum purchase price of $750,000.

The circumstances surrounding the proposed Sports and Recreation Precinct have changed, and Council needs to reassess whether committing potentially substantial ratepayer funds to acquiring these designs represents a responsible and financially sustainable decision.

3. Reasons for Revoking the Resolution

A. Financial Responsibility and Affordability

The proposed recreation, leisure and entertainment facility is estimated to have a construction cost of at least $26 million.

Council needs to be realistic about its financial capacity to deliver a development of this magnitude. At present, there is no clear and secured funding strategy demonstrating how Council could afford to construct and complete the facility without placing additional financial pressure on ratepayers.

Purchasing detailed designs for a facility that Council cannot currently afford to build raises serious questions about the responsible use of public funds.

The potential expenditure of up to $750,000 represents a significant investment in a project that may never proceed in its current form.

B. Risk of Wasting Ratepayer Money

Detailed designs and associated intellectual property have little practical value to Council if there is no reasonable prospect of progressing to construction.

Spending up to $750,000 to acquire designs without having the financial resources, confirmed funding arrangements or an agreed construction timeframe is difficult to justify.

Council must ensure that expenditure is directed towards projects that provide tangible benefits to the community, rather than accumulating design costs for developments that remain financially uncertain.

C. Competing Infrastructure Priorities

The City of Victor Harbor has significant existing infrastructure and asset management responsibilities.

These include maintaining and renewing roads, footpaths, drainage, community facilities, public spaces and other essential Council assets.

Council must carefully consider how it allocates limited financial resources and whether investing up to $750,000 in the purchase of these designs is a higher priority than addressing existing infrastructure needs.

Ratepayers should not be expected to carry the financial burden of progressing major developments while essential existing infrastructure competes for funding.

D. No Guarantee of Construction or Delivery

Acquiring the detailed designs does not guarantee that the proposed facility will ever be constructed.

Nor does it guarantee that Council will secure the necessary funding, grants, partnerships or other financial commitments to deliver the development.

Council could therefore spend up to $750,000 acquiring designs and intellectual property, only to find that the project remains unaffordable or that future circumstances require a substantially different development.

This would expose Council to unnecessary financial risk.

E. The Need to Reassess the Project's Future

Council should first establish whether the proposed Sports and Recreation Precinct is financially viable and affordable before committing further public funds.

Any future consideration of the facility should be supported by:

- A comprehensive and independently assessed business case.
- A realistic whole-of-project cost estimate, including construction, contingencies and ongoing operating and maintenance costs.
- A confirmed funding strategy identifying Council's financial contribution, government grants and any private sector investment.
- An assessment of the long-term financial implications for ratepayers.
- Genuine community consultation about the proposed development and alternative options.

Council should not purchase detailed designs simply because an earlier resolution provided an option to do so.

4. Conclusion

As Elected Members, we have a responsibility to ensure that public money is spent wisely, transparently and in the best interests of the Victor Harbor community.

The proposed facility represents a significant financial commitment, with an estimated construction cost of at least $26 million. In the absence of a secured funding strategy and demonstrated capacity to deliver the project, spending up to $750,000 on detailed designs and associated intellectual property is not a financially responsible priority.

I believe Council should revoke the relevant provision of Resolution SC492024 and redirect its attention towards financial sustainability, essential infrastructure and projects that can realistically be delivered for the benefit of our community.

Council must demonstrate that it can afford to build a project before committing substantial ratepayer funds to purchasing the designs for it.

7. Important considerations before putting the motion to Council

There are several matters I would recommend checking before formally moving to revoke the resolution.

1. The $750,000 is a maximum purchase price, not necessarily an expenditure already approved or incurred. The resolution provides an option to negotiate a purchase. Your argument should focus on why Council should no longer retain that option.

2. Existing contractual obligations: Determine whether the Heads of Agreement or any subsequent agreement creates rights or obligations for either party. Revoking a Council resolution does not automatically extinguish contractual rights.

3. Ownership of the designs: Establish whether the Proponent has already commissioned and paid for the designs, whether they have been completed, and whether any intellectual property rights have already been granted to Council.

4. Council's financial position: Obtain the latest financial forecasts and capital works commitments to demonstrate the competing demands on Council's resources.

5. Procedural requirements: Have the CEO or Council's governance adviser confirm the appropriate process for rescinding or revoking an earlier Council resolution under the Local Government Act 1999 (SA), the applicable regulations and Council's meeting procedures.

My recommendation: Make the central argument about financial responsibility, not opposition to sporting and recreation facilities. This is a much stronger position because you are asking Council to demonstrate affordability and financial capacity before spending further ratepayer money.

I would also emphasise that the $750,000 could be better retained for essential infrastructure, asset renewal or other community priorities rather than invested in designs for a $26 million development that has no demonstrated funding pathway.

18.2. Motion on Notice - Regional Community, Sport and Recreation Precinct - Cr David Kemp

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Rhiannon Scheltus

RECOMMENDATION

(Cr David Kemp to propose his motion)

1. That the City of Victor Harbor undertake a public consultation process as soon as possible to seek community feedback on the proposed Regional Community, Sport and Recreation Precinct, to inform Council's future decision-making with the results presented at the January 2027 Ordinary Council Meeting.

2. That the CEO undertake a review of the proposed Regional Community, Sport and Recreation Precinct, using external resources taking into consideration community feedback, concerns and suggestions, and present a report to Council at the February 2027 Ordinary Council meeting outlining, but not limited to:

    a. The key issues and concerns raised by the community and stakeholders.

    b. The proposed scope, benefits and alignment with the community's needs.

    c. The total estimated project cost, funding sources and financial risks to Council and ratepayers.

    d. The ongoing operational, maintenance and asset renewal costs and long-term financial sustainability.

    e. The infrastructure requirements, risks and any outstanding commitments or contractual obligations.

    f. Any proposed changes, alternatives or recommendations arising from the review.

    g. No decision is made on the Regional Community, Sport and Recreation Precinct until the Review had been completed and presented to Council.

The report is to be presented to Council to inform future decisions regarding the Precinct before any further significant commitments are made.

(Alternative recommendation proposed by administration)

1. That Council continue to engage with the community for the purpose of informing and providing timely and accessible information regarding the Regional Community, Sport and Recreation Precinct.

2. That Council note the presentation provided by the Chief Executive Officer at the open Council Member Briefing on 16 November 2026 and information that has been provided to date and request a report be brought back to a future Council Meeting with clarification on the following:

    a. (Council Members to propose specific matters)

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 written submission and preamble is provided at Attachment 1.

COUNCIL MEMBER COMMENTARY

Meaningful community consultation is essential to good governance, transparency and responsible decision-making.

The proposed Precinct is a significant project with potential benefits for sport, recreation, tourism and economic development. However, it also carries financial, infrastructure and long-term operational implications that require careful consideration.

As Elected Members, we have a responsibility to ensure that ratepayers have an opportunity to express their views before Council makes further significant commitments.

This motion is not about supporting or opposing the Precinct. It is about listening to our community, understanding its expectations and concerns, and ensuring that decisions reflect community needs, financial responsibility and the long-term interests of Victor Harbor.

Our community deserves to be heard, and its feedback should help inform Council's decisions about this significant project.

Good governance requires informed decision-making, transparency and accountability.

While considerable work may already have been undertaken on this project, a review provides an opportunity to address outstanding concerns, consider community feedback and ensure the proposal represents the best outcome for Victor Harbor.

This motion seeks to ensure Council has a clear understanding of community expectations, the project's full financial implications and its long-term sustainability.

The CEO's report should provide Elected Members with the information necessary to make an informed decision, including any risks, outstanding commitments and viable alternatives. It is not about prejudging the outcome or disregarding work already undertaken; it is about ensuring transparency, accountability and value for money.

Ratepayers deserve confidence that a project of this significance has been properly assessed and that their views are considered before Council makes further major commitments.

OFFICER COMMENTARY

Public Consultation

The development of Regional Community, Sport and Recreation Precinct (Precinct) project has been heavily supported by community engagement, ensuring that the project reflects the needs, values, and aspirations of the community. The planning process was structured to actively engage the community through multiple phases of consultation, including public meetings, surveys, public forums, and workshops. These engagement activities have been designed to draw upon local knowledge and insights, allowing the community to contribute their ideas, concerns, and suggestions.

- Phase 1 (11 April 2022 - 13 May 2022) engaged residents, businesses and service providers to gather input on location options and potential uses.
- Phase 2 (19 January 2023 - 17 February 2023) involved feedback on a draft concept plan, incorporating community suggestions into the design.
- Phase 3 (6 May 2024 - 11 June 2024) focused on the proposal to revoke the community land classification for a portion of land
- Phase 4 (8 November 2024 - 6 December 2024) in relation to the Precinct 202 Code Amendment.

The engagement to date has included meetings with key stakeholders and public forums, ensuring the project aligns with local priorities. Co-design efforts involved direct input from community groups to refine the project's response to local needs, including considerations for construction impacts. The concept floor plan, endorsed by Council in July 2025, that has been the basis for the detailed design was refined with input from a Stakeholder Reference Group comprising representatives from local schools, the Great Southern Amateur Basketball Association, Victor Harbor Gymnastics Club, Great Southern Badminton Association, Southern Sharks Pickleball and Council's Disability Access and Inclusion Committee.

Throughout these consultations, the community has highlighted the importance of creating a space that is inclusive, accessible, and reflective of the community's identity. By leveraging local knowledge, the project team has been able to identify key opportunities, such as integrating existing community groups and activities into the Precinct, as well as addressing challenges like ensuring the Precinct meets the needs of all age groups, particularly youth and seniors. This ongoing consultation with the community ensures that the precinct will not only meet current needs but will also be adaptable to future demands.

Given the extent of community and stakeholder engagement undertaken since 2022 on the Precinct, a further broad consultation process may provide limited additional information unless there has been a material change to the project proposal. Previous engagement has considered the preferred location, community needs, concept design, potential financial implications and the proposed revocation of community land. Council has also received broader community sentiment through its Community Satisfaction Surveys, Annual Business Plans and targeted input through the project's Stakeholder Reference Group.

In accordance with Council's Community Engagement Policy Clause 6.1.5 to inform, Council's website includes a dedicated project page for the Regional Community, Sport and Recreation Precinct that provides the community with access to clear and accurate information about the project including:

- Project need
- Current project status and updates
- Background information
- Reference Documents including the concept floorplan and the prudential report.
- Frequently Asked Questions including:
    - What does the public-private partnership arrangement look like?
    - Is there an ongoing cost for Council to operate the recreation centre?
    - Why is Council subsidising the Victor Harbor Gymnastics Club?
    - What will be the impact on Council rates for this project?
    - What operating models did Council consider for the recreation facility within the Precinct?
    - What needs to happen for the Precinct project to proceed?

Council Members are expected to consider community input as part of informed decision making along with other relevant information including legislation, policy, resources, expert advice and previous Council decisions. However, without substantial change, further community engagement for the purpose of seeking feedback prior to decision making may duplicate previous engagement and generate the perception that previous community and key stakeholder consultation is not considered meaningful. Confidence in the project may be reduced if new consultation duplicates previous engagement or creates uncertainty regarding Council's direction.

CEO Review

Following commencement at Council on 19 October 2026, the new Chief Executive Officer has familiarised himself with the Precinct project and undertaken a preliminary review including:

- Handover from Interim CEO
- Hearing from elected members, both through written correspondence and meetings
- Detailed briefings from the project governance team supported by a project induction paper, and meetings with project sponsors and construction partners
- Review of historic and proposed project documentation

- In response to the Motion without Notice at the 26 October Council Meeting, review of Regional Community, Sport and Recreation Precinct Contractual and Financial Commitments paper provided to Council Members on 30 October, including:
    - Previous Council Decisions since April 2021
    - Commercial Negotiations
    - Legal Status and advice on commercial offerings in response to Council Member questions from the Briefing on 7 September 2026
    - Financial Commitments
    - Heads of Agreement
    - Summary of the extensions of Heads of Agreement since 10 May 2024 and any material changes, identifying changes to Council's obligations, risk and financial exposure.
    - Draft Agreement for Lease
    - Draft Ground Lease
    - Responses to Council Member comments on draft Ground Lease and draft Agreement for Lease - June 2026 (form administration, commercial and legal consultants)
    - Draft Operator Agreement
- Review of advisory consultants revised financial modelling and updated value comparison
- Provided an update to Council's Audit and Risk Committee at the meeting on 2 November.
- Review of accounting treatments for inclusion in the updated Long Term Financial Plan including a Council Member Briefing on 9 November.
- Meetings with local media and Business Victor Harbor representatives
- Meeting with Accord on 12 November
- Analysis of other case studies.

The CEO held a Council Member Briefing on 16 November that was open to the public. The purpose of the briefing was to provide Council Members with an overview of the Precinct project, outlining the project's background, current status, key opportunities, and strategic significance for the region. The session also provided an update on recent developments, stakeholder engagement, and potential next steps, ensuring Council Members have a clear understanding of the project's objectives and Council's involvement.

If Council Members, having attended the briefing and reviewed the available information, still have specific matters that require further review, it is recommended that an alternative motion be put requesting that a report be brought back to a future Council Meeting with clarification on those specific matters.

Options

Option 1 (recommended):

Council Members note the presentation provided by the Chief Executive Officer at the open Council Member Briefing Session on 16 November 2026 and continue to engage with the community for the purpose of informing and providing timely and accessible information regarding the Regional Community, Sport and Recreation Precinct.

Option 2 (not recommend):

Council may elect to support Cr David Kemp's motions, with or without amendment.

RISK ASSESSMENT

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

Legal and Compliance - Undertaking an additional review may affect existing contractual arrangements, commercial negotiations or statutory approval processes. This risk can be managed by defining the review scope and obtaining legal advice on any identified obligations before the review commences. This risk is assessed as ***low***.

Financial Management - The cost of the proposed consultation and independent review is currently unbudgeted and cannot be confirmed until the scope and procurement approach are established. There is also a risk that delays to the project may result in additional advisory, project management and cost escalation impacts. This risk is assessed as ***high***.

Reputation - There is a risk of adverse community and key stakeholder perceptions if the previous consultation is not considered meaningful. Confidence in the project may be reduced if new consultation duplicates previous engagement or creates uncertainty regarding Council's direction. This risk is assessed as ***medium***.

REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 5 - We have services and infrastructure that meet our community's needs

- Objective 5.2 Plan and provide for a range of community facilities to meet current and future needs

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

- Objective 6.3 Manage council's finances and resources sustainably

Other references used:

City of Victor Harbor Community Engagement Policy 2026

BUDGET IMPLICATIONS

There are insufficient funds in Project #100046 (*Sport*) for the purpose of undertaking review of the proposed Regional Community, Sport and Recreation Precinct, using external resources and the estimated cost would depend on the detailed scope of the review. A desktop review of existing documents is likely to cost up to $20,000 where a review that requires the preparation of new information (either through consultation or case studies) may need a budget of up to $40,000, depending on the detail and reporting required.

No budget offset has been identified.

There will be an increase, subject to Council approval, to operating expenses of up to $40,000.

Alternative Recommendation Proposed by Administration

The design and planning phase of the project is resourced internally using existing budgeted staff resources. Excluding endorsed budgeted staff resources there are no budget implications in continuing to inform the community and provide information to Council Members on specific matters relating to the Precinct project.

No additional funds are required.

CONSULTATION

Council Members at a Briefing Session on 16 November 2026

Chief Executive Officer - Chris White

Director Environment and Infrastructure - Jodi Roberts

ATTACHMENTS

Attachment 1 - Motion on Notice - Regional Community, Sport and Recreation Precinct – Cr David Kemp

Attachment 1 – Motion on Notice - Regional Community, Sport and Recreation Precinct – Cr David Kemp

Motion on Notice November 2026

Motion 1

Regional Community, Sport and Recreation Precinct

That the City of Victor Harbor undertake a public consultation process as soon as possible to seek community feedback on the proposed Regional Community, Sport and Recreation Precinct, to inform Council's future decision-making with the results presented at the January 2027 Ordinary Council Meeting.

Motion 2

Regional Community, Sport and Recreation Precinct

That the CEO undertake a review of the proposed Regional Community, Sport and Recreation Precinct, using external resources taking into consideration community feedback, concerns and suggestions, and present a report to Council at the February 2027 Ordinary Council meeting outlining, but not limited to:

a) The key issues and concerns raised by the community and stakeholders.
b) The proposed scope, benefits and alignment with the community's needs.
c) The total estimated project cost, funding sources and financial risks to Council and ratepayers.
d) The ongoing operational, maintenance and asset renewal costs and long-term financial sustainability.
e) The infrastructure requirements, risks and any outstanding commitments or contractual obligations.
f) Any proposed changes, alternatives or recommendations arising from the review.
g) No decision is made on the Regional Community, Sport and Recreation Precinct until the Review had been completed and presented to Council.

The report is to be presented to Council to inform future decisions regarding the Precinct before any further significant commitments are made.

Commentary

Meaningful community consultation is essential to good governance, transparency and responsible decision-making.

The proposed Precinct is a significant project with potential benefits for sport, recreation, tourism and economic development. However, it also carries financial, infrastructure and long-term operational implications that require careful consideration.

As Elected Members, we have a responsibility to ensure that ratepayers have an opportunity to express their views before Council makes further significant commitments.

This motion is not about supporting or opposing the Precinct. It is about listening to our community, understanding its expectations and concerns, and ensuring that decisions reflect community needs, financial responsibility and the long-term interests of Victor Harbor.

Our community deserves to be heard, and its feedback should help inform Council's decisions about this significant project.

Good governance requires informed decision-making, transparency and accountability.

While considerable work may already have been undertaken on this project, a review provides an opportunity to address outstanding concerns, consider community feedback and ensure the proposal represents the best outcome for Victor Harbor.

This motion seeks to ensure Council has a clear understanding of community expectations, the project's full financial implications and its long-term sustainability.

The CEO's report should provide Elected Members with the information necessary to make an informed decision, including any risks, outstanding commitments and viable alternatives. It is not about prejudging the outcome or disregarding work already undertaken; it is about ensuring transparency, accountability and value for money.

Ratepayers deserve confidence that a project of this significance has been properly assessed and that their views are considered before Council makes further major commitments.

19. MOTIONS WITHOUT NOTICE

20. CONFIDENTIAL ITEMS

20.1. CONFIDENTIAL - Unsolicited Proposal 7

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Louise Hampel

RECOMMENDATION

1. Pursuant to Section 90(2) of the Local Government Act 1999, the Council orders that all members of the public except, the Chief Executive Officer (Chris White), Director Community and Development (Graham Pathuis), Director Environment and Infrastructure (Jodi Roberts), Acting Director Corporate and Customer Service (Karen Sajn), 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 - Unsolicited Proposal 7.

    a. The Council is satisfied that, pursuant to Section 90(3)(d)(i) and (ii) of the Act, on the basis that the report relates to commercial information of a confidential nature (not being a trade secret), and relating to active commercial negotiations, the disclosure of which could reasonably be expected to prejudice the conduct or outcome of those negotiations and would, on balance, be contrary to the public interest.

    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 may prejudice Council's position in the ongoing negotiations.

4. That having considered Agenda Item CONFIDENTIAL - Unsolicited Proposal 7 in confidence under Section 90(2) and (3)(d)(i) and (ii) of the Local Government Act 1999, the Council;

    a. Pursuant to Section 91(7)(a) of the Act orders that the report, attachments and minutes be retained in confidence until such time as any agreement has been formally entered into and all parties support a public announcement or otherwise determined by the Chief Executive Officer: and

    b. The public be readmitted to the meeting.

20.2. CONFIDENTIAL - Audit and Risk Committee - 2 November 2026 - Minutes and Meeting Summary

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Kyla Walker

Council Member Representatives: Mayor Moira Jenkins and Cr Brayden Mann

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RECOMMENDATION

1. Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public except, Chief Executive Officer (Chris White), Director Community and Development (Graham Pathuis), Director Environment and Infrastructure (Jodi Roberts), Acting Director Corporate and Customer Service (Karen Sajn), 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 Audit and Risk Committee - 2 November 2026 Minutes and Meeting Summary.

    a. The Council is satisfied that, pursuant to Section 90(3)(h) of the Act, the information to be received, discussed or considered for this Agenda Item concerns information relating to the management of a commercial in confidence contract which is subject to legal advice.

    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 disclosure of this information may compromise Council's position.

5. That having considered Agenda Item CONFIDENTIAL - Audit and Risk Committee - 2 November 2026 - Minutes and Meeting Summary in confidence under Section 90(2) and (3)(h) of the Local Government Act 1999 the Council:

    a. Pursuant to Section 91(7) of the Act, the Council orders the minutes to be retained in confidence for a period of 12 months or as otherwise determined by the Chief Executive Officer; and

    b. The public be readmitted to the meeting.

20.3. CONFIDENTIAL - Remission of Fines and Interest Due to System Migration Issues

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Suzannah Sheldon

RECOMMENDATION

1. Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public except, Chief Executive Officer (Chris White), Director Community and Development (Graham Pathuis), Director Environment and Infrastructure (Jodi Roberts), Acting Director Corporate and Customer Service (Karen Sajn), 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 - Remission of Fines and Interest Due to System Migration Issues.

    a. The Council is satisfied that, pursuant to Section 90(3)(h) of the Act, the information to be received, discussed or considered in relation to this Agenda Item relates to information being received in relation to managing a commercial in confidence contract which is subject to legal advice.

    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 disclosure of this information may compromise Council's position.

3. That having considered Agenda Item CONFIDENTIAL - Remission of Fines and Interest Due to System Migration Issues in confidence under Section 90(2) and (3)(h) of the Local Government Act 1999 the Council:

    a. Pursuant to Section 91(7) of the Act, the Council orders the report and minutes to be retained in confidence until the matter has been resolved, or as otherwise determined by the Chief Executive Officer; and

    b. The public be readmitted to the meeting.

20.4. CONFIDENTIAL - Fleurieu Regional Waste Authority Asbestos Contaminated Material Project

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Rhiannon Scheltus

RECOMMENDATION

1. Pursuant to Section 90(2) of the Local Government Act 1999, the Council orders that all members of the public except, the Chief Executive Officer (Chris White), Director Community and Development (Graham Pathuis), Director Environment and Infrastructure (Jodi Roberts), Acting Director Corporate and Customer Service (Karen Sajn), 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 - Fleurieu Regional Waste Authority Asbestos Contaminated Material Project.

    a. The Council is satisfied that, pursuant to Section 90(3)(h) of the Act, the information to be received, discussed or considered in relation to this Agenda Item concerns legal advice in relation to the Asbestos Contaminated Material Project.

    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 the information, including legal advice and litigation strategy, may prejudice the ability of the Fleurieu Regional Waste Authority to effectively pursue and protect its legal interests.

7. That having considered Agenda Item - CONFIDENTIAL - Fleurieu Regional Waste Authority Asbestos Contaminated Material Project in confidence under Section 90(2) and (3)(h) 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 until all legal proceedings and associated claims relating to the Fleurieu Regional Waste Authority Asbestos Contaminated Material Project have been finally determined or otherwise resolved, or otherwise determined by the Chief Executive Officer: and

    b. The public be readmitted to the meeting.

20.5. CONFIDENTIAL - Behavioural Management

Committee: Ordinary Council Meeting

Meeting Date: 23 November 2026

Report Author: Kyla Walker

RECOMMENDATION

1. That Council, pursuant to Section 90(2) of the Local Government Act 1999, orders that all members of the public be excluded from the meeting for Agenda Item CONFIDENTIAL - Behavioural Management, except the Chief Executive Officer (Chris White), Group Manager Governance and Finance (Kellie Knight-Stacey), Senior Governance Officer (Kyla Walker) and Governance Officer (Chelsie Butler).

    a. The Council is satisfied that, pursuant to Section 90(3)(a) of the Local Government Act 1999, the disclosure of the information to be received, discussed or considered in relation to Agenda Item CONFIDENTIAL - Behavioural Management would involve the unreasonable disclosure of information concerning the personal affairs of a person (living or dead). The information relates to a Behavioural Complaint where Council needs to make a determination.

    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 of the Behavioural Complaint would involve the unreasonable disclosure of the information concerning the personal affairs of a person.

3. That having considered Agenda Item CONFIDENTIAL - Behavioural Management in confidence under Section 90(2) and (3)(a) 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 further order

    b. The power to revoke this order in full or in part is delegated to the Chief Executive Officer; and

    c. The public be readmitted to the meeting.

21. CLOSURE