



NOTICE OF ORDINARY COUNCIL MEETING
Tuesday 19 May 2026
in the Council Chambers, 43-51 Tanunda Road, Nuriootpa,
commencing at 5:30pm.

A recording of the meeting will be available to view on the
Council's website.



Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

A G E N D A

Welcome by Mayor

1. ATTENDANCE RECORD

1.1 Members Present

Apologies

Nil

Not Present

Nil

Leave of Absence

Nil

2 CONFIRMATION OF PREVIOUS MINUTES

2.1 Minutes of previous meetings – for confirmation:

- 2.1.1 Council meeting held on Tuesday 21 April 2026 at 5:30pm
- 2.1.2 Special Council meeting held on Wednesday 13 May 2026 at 5.30pm

2.2 Matters arising from previous minutes

- 2.2.1 Update on Talunga Park Consultation 5

3 PROCEDURAL ITEMS

3.1 Petitions

Nil

3.2 Deputations/Visitors to the meeting

Nil

3.3 Notice of Motion

- 3.3.1 Request by Councillor Preece - Funding Legal Fees related to the South Australian Civil and Administrative Tribunal Action.....6

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Nil

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9. URGENT OTHER BUSINESS

10. NEXT MEETING

Tuesday 16 June 2026 at 5:30pm

11. CLOSURE

MATTERS ARISING FROM PREVIOUS MINUTES**2.2.1 UPDATE ON TALUNGA PARK CONSULTATION**

**Author: Chief Executive Officer
26/38658**

As Council are aware the Talunga Park consultation processes has been recently undertaken and submissions closed on Friday 8 May2026.

At the time of writing this update 28 submissions have been received and will now be reviewed and analysed. Based on initial high-level review of the submissions it is likely that further discussion will be required at a future Council workshop, whilst I am aiming to do that at the June workshop the sheer volume of information may delay this until July. Thereafter and depending on Council feedback which may require additional policy investigation prior to presenting to a future Council meeting, likely July 2026.

ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil

PROCEDURAL ITEMS

3.3 NOTICE OF MOTION

3.3.1 REQUEST BY COUNCILLOR PREECE - FUNDING LEGAL FEES RELATED TO THE SOUTH AUSTRALIAN CIVIL AND ADMINISTRATIVE TRIBUNAL ACTION

**From: Councillor Bruce Preece
26/38704**

PURPOSE

To debate the notice of motion put forward by Cr Preece to have his legal fees paid by Council related to the disciplinary action in the South Australian Civil and Administrative Tribunal.

NOTICE OF MOTION RECOMMENDATION

The Council approve Cr Preece request for legal cost support related to the South Australian Civil and Administrative Tribunal action against Cr Preece pursuant to Section 39 of the Local Government Act upon the presentation of invoicing and receipts of actual costs incurred.

REPORT

Rationale

As outlined in the Attachment.

CEO Comments

Legal interpretation has been checked as to the operation of Section 39 of the *Local Government Act 1999* to aid Councillors in considering this request. The advice has been sent pursuant to Section 61 of the *Local Government Act 1999* under separate cover and is confidential, as it forms legal advice pursuant to Section 61(3) of the *Local Government Act 1999*.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Notice of Motion [!\[\]\(5abce1a84a655b073239ab33e1199487_img.jpg\) !\[\]\(639c696bd25d6fc2a5b70c1771576fc9_img.jpg\)](#)

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**Corporate Plan**

- BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims
- BS6 Finance - Provision of financial and budgetary accounting services, treasury and investment services, management reporting, reconciliation and taxation services, asset accounting, internal control, accounts payable and receivable services

Legislative Requirements

Nil

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Nil

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

This expenditure is not budgeted for and no estimates have been provided.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

The payment of such fees if approved could be a reputational risk to Council.

COMMUNITY ENGAGEMENT

Nil required or recommended.

Mr Martin McCarthy
Chief Executive Officer
The Barossa Council
PO Box 837
Nuriootpa SA 5355

Via email: mmccarthy@barossa.sa.gov.au

Dear Martin

I hereby propose to move the following motion at the next ordinary Council meeting of 20 August 2024 pursuant to Regulation 12(1) of the *Local Government (Procedures at Meetings) Regulations 2013*.

Having provided the requisite notice of 7 clear days please place the matter on the relevant agenda.

Motion

The Council approve my request for legal cost support related to the South Australian Civil and Administrative Tribunal action against me pursuant to Section 39 of the *Local Government Act 1999 (SA)*, upon the presentation of invoicing and receipts of actual costs incurred.

Rationale

I write in my capacity as a Councillor of the Barossa Council to formally request, pursuant to Section 39 of the *Local Government Act 1999 (SA)*, that the Council approve and arrange payment of both my past and anticipated legal expenses.

These legal costs have been incurred, and are expected to continue to be incurred, in connection with matters arising directly from the performance of my official duties as an elected member. Accordingly, I submit that reimbursement and coverage of these expenses are consistent with both the provisions and intent of the Act.

Specifically, I request:

- Reimbursement of all reasonable legal fees incurred to date; and
- Approval for the Council to meet all reasonable future legal costs associated with these ongoing matters.

I am able to provide full documentation, including invoices and supporting materials, to substantiate these expenses upon request.

Yours sincerely

Lodged via email received 5/5/2026 and final wording approved by text and verbally on 13/5/2026

Councillor Preece

5 May 2026

Mayor's Report - May Meeting 2026

26/38069

APRIL AND MAY 2026

21/04/2026

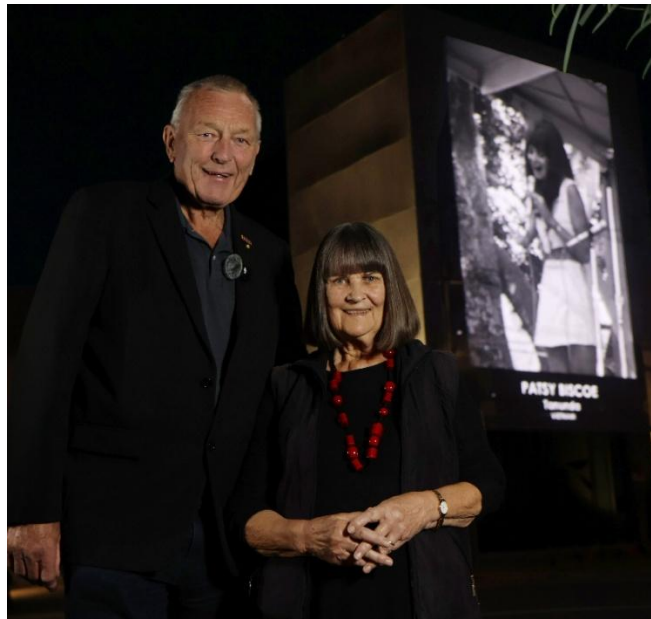
ANZAC illumination 20-26 April

Supported by a grant from the Government of South Australia, we honoured 22 local servicemen and women to commemorate ANZAC day with an illumination display with selected images projected onto the Council's Nuriootpa office. A QR code onsite directed viewers to the stories of those who feature in the display. 2026 also marks the 75th Anniversary of the formation of the Royal Australian Army Nursing Corps (RAANC) and we were proud to honour several women in the ANZAC Illumination.

The 2nd Angaston Scout Group created an art display on the lawns and those who participated in the project will be recognised with the 2026 "[Their Service - Our Heritage](#)" [badge](#) through Scouts Australia.



Pictured with David Babbage, President Tanunda RSL



Pictured with Patsy Biscoe, Vice President Tanunda RSL

23/04/2026

Radio Interview with 5AA to clarifying rumours of a potential future St Kilda Game at Barossa Park .

Attended RDA workshop where Natasha Weedon, Senior Strategy Advisor presented on Concordia growth and other speakers presented overall growth in the northern region.

25/04/2026

Attended the ANZAC Dawn Service at Tanunda at the Garden of Remembrance – a privilege to be involved and lay a wreath on behalf of the Council to commemorate our veterans.



Pictured with Colonel Evan Allanson, Sheralee Menz, Patsy Biscoe, Vice President Tanunda RSL

29/04/2026

Invitation to attend the Foundation Barossa Awards Night at Tanunda Football Club.

Through the Peter Lehmann Arts & Education Trust, a grant for The Map Project was awarded, via Foundation Barossa and is a collaboration led by the Barossa Museum, Tutti Arts and the Barossa Regional Gallery to activate the large wall map in the Barossa Museum, hand painted in the 1970's. The Map shows all of the places in Prussia our local emigrant families originated from between 1837 and 1848 and demonstrates how heritage, creative industries and digital interpretation can work together to preserve cultural knowledge, strengthen community connection, and create accessible contemporary experiences that support long-term Arts, Culture and Heritage strategic outcomes in the pipeline for Council.

A grant was also awarded for the Hoffnungsthal Village Interpretive Project which seeks to broaden understanding of the Barossa's rich cultural heritage through a visual re-telling and interpretation of Hoffnungsthal Village at Lyndoch. Updated signage will include place-based storytelling that acknowledges our First Nations and European heritage to attract new visitor audiences while showcasing our renowned natural landscapes.



Pictured with Heidi Helbig and Rowena Sloane

1/05/2026

Invitation from SANFL Chairman to attend Crows v Port Power game which provided an opportunity to discuss future SANFL games and marquee events in the Barossa region.

3/05/2026

Invitation to attend the celebration of the conservation of Rechner Cottage in Light Pass after seven years of extensive restoration.



Pictured with Tom Rechner and Robyn Reuther, Chairperson Rechner Cottage Conservation Association.

Attended presentation as part of History Week - Williamstown early settlement and establishment history.

6/05/2026

Attended a site meeting at Stockwell Recreation Park with Ben Clark, Director, Infrastructure and Environmental Services, convened by a Stockwell Hockey Club representative with Tony Pasin, Member for Barker and Carla Wiese Smith, representing Ashton Hurn, Member for Schubert to discuss the process to establish clubrooms and toilet Facility.

Meeting with Pastor Scott Button Uniting Church regarding the establishment of Parish co-location at Bethany Church.

9/05/2026

Invitation to the Opening event for the Nuriootpa Football Club lights and scoreboard upgrade.



Pictured with Cr Kathryn Schilling, Josh Norton, President Nuriootpa Rover Football Club, Craig Johnson and Chris Noble-Banks, CSJ Electrical and Alicia Clutterham, Head of Infrastructure and Government Relations SACA.

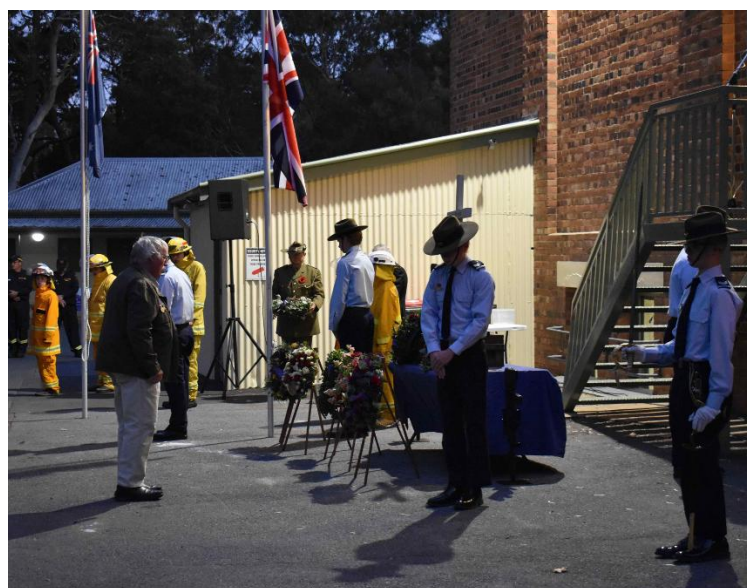


_Councillor Barrett Report to Council - May Meeting 2026

26/38749

APRIL 2026

- 21/04/2026 Met with representatives of the Hills Football League in Mt. Barker and there discussed the future use of Talunga Park Oval and facilities.
- 22/04/2026 Met with a representative of the South Australian National Football League at Talunga Park Oval and there discussed the future use of Talunga Park Oval and facilities.
- 25/04/2026 On behalf of Council laid a wreath at the Mount Pleasant Soldiers Memorial Hall to commemorate Anzac Day, 2026



MAY 2026

- 3/05/2026 Met with representatives of the Australian International Pedal Prix at Talunga Park and discussed the future use of Talunga Park and its facilities.

MATTERS FOR INFORMATION

6.1 GAWLER RIVER FLOOD MANAGEMENT BUSINESS CASE UPDATE

**Author: Director Development and Community Services
26/36507**

Correspondence has been received from the Gawler River Floodplain Management Authority (GRFMA), providing an update on the status of the Gawler River Flood Management Business Case (refer Attachment 1).

Previously, the GRFMA had applied for \$774,000 grant funding from the Federal Government's Disaster Ready Fund, which together with GRFMA resources would enable the Business Case to be finalised.

Advice has been received to confirm that the grant application had been successful, with grant funds being available from April 2026.

Following meetings with GRFMA and the Department of Housing and Urban Development (DHUD), DHUD has offered to take the lead role in finalising the Business Case.

Work has progressed to a stage where the Business Case project is well underway, and further updates will be provided in due course.

ATTACHMENTS

Attachment 1 Gawler River Flood Management Business Case update - April 2026
 

SUPPORTING REFERENCES

Nil.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

PO Box 366 Seacliff Park, SA 5049

P: 0407 717 368

E: eo@grfma.com

W: www.gawler.sa.gov.au/grfma

Mayor Michael (Bim) Lange
The Barossa Council
43-51 Tanunda Road
NURIOOTPA SA 5355
By email barossa@barossa.sa.gov.au
20/04/2026

Dear Mayor Lange

Gawler River Flood Management Business Case

I last updated you on the status of the flood mitigation strategies for the Gawler River environs in September 2025, when I highlighted the importance of completing the Flood Management Business Case.

I am pleased to provide you with a further update, which contains some very positive news.

As I wrote in September, completion of the business case has been the focus of the GRFMA since December 2023, when the State Government handed responsibility to complete the business case to the GRFMA. The then version of the business case had been reviewed by a State Agency, Infrastructure South Australia, and was found to have significant gaps that needed to be addressed, if it was to support the case for government funding.

Whilst some of these gaps have been resolved, there remain key issues such as confirming the structural integrity of the dam and agreeing on a funding model that involve significant work estimated to cost around \$1.06 million.

As this is clearly well beyond GRFMA's funding capacity, the GRFMA applied for a \$774,000 grant from the Federal Government's Disaster Ready Fund, which together with GRFMA resources would enable the business case to be finalised.

In November 2025, the Federal Government advised that the GRFMA's grant application had been successful and that the grant funds would be available from April 2026.

Armed with this news, we met with the CEO of the Department of Housing and Urban Development (DHUD), to again highlight the importance of mitigating flood in the floodplain, particularly considering the State Government's housing targets and the positive impact flood mitigation would have on housing development in the area. We had previously stressed this with DHUD's minister, Minister Champion.

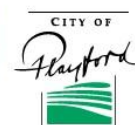
DHUD's response was to offer to take a lead role in finalising the business case. Considering the State's resources and that State Cabinet would be a key stakeholder and funder of the resultant infrastructure works, the offer was, of course, accepted.

Securing the grant followed by the re-engagement of the State Government as the leading player in the business case are excellent outcomes, which give greater confidence of success.



The Barossa Council

Gawler



Gawler River Floodplain Management Authority

Over the last four months, GRFMA has worked closely with SAFECOM who are administering the DRF grant on behalf of the Federal Government's National Emergency Management Authority (NEMA), and DHUD and things have progressed to a stage where the business case project is well underway.

Key outcomes achieved in this period include the following.

- A Grant Agreement has been executed between GRFMA and SAFECOM allowing the flow of grant monies to the GRFMA.
- A Project Implementation Plan has been agreed between GRFMA/DHUD and SAFECOM and endorsed by NEMA; the project has commenced and is scheduled to be completed by 30 June 2027. DHUD and GRFMA have separately set a goal to present the business case to State Cabinet by December 2027.
- DHUD and GRFMA have entered a Memorandum of Understanding (MoU); a statement of intent and mutual understanding on the purpose of the arrangement between the parties which is to work collaboratively to address critical gaps identified in the ISA Review, with DHUD taking the lead. The MoU also describes the responsibilities of the parties and funding protocols.
- DHUD and GRFMA have agreed on a governance structure which includes a steering committee with representatives from key State Government agencies, the GRFMA and three of its constituent councils.

I thank you and your Council for the ongoing support of the GRFMA and look forward to progressing the business case project, keeping you apprised of developments.

Yours sincerely



Lino Di Lernia
CHAIRMAN/INDEPENDENT MEMBER, GRFMA
chair@grfma.com

MATTERS FOR INFORMATION

6.2 GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY - MINUTES OF MEETING

**Author: Executive and Project Support Officer
26/36635**

The Minutes and Key Outcome Summary of the Gawler River Floodplain Management Authority meeting held 16 April 2026, are attached for information.

ATTACHMENTS

Attachment 1 Minutes and Key Outcomes Summary - Gawler River Floodplain Management Authority 16 April 2026 [!\[\]\(0fc5900959ab10acc878f9ca1e00fe37_img.jpg\) !\[\]\(f74b3f7bb5268a273e373dda0de3a997_img.jpg\)](#)

SUPPORTING REFERENCES

Nil.

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY BOARD

9:51am Thursday 16 April 2026
Lower Workspace – FABRIK Arts + Heritage Centre,
1 Lobethal Road, Lobethal (Adelaide Hills Council)

1. Meeting of the Board

1.1 Welcome by the GRFMA Chairperson

Mr Lino Di Lernia formally welcomed Board Members, Deputy Board Members, Observers and the Executive Officer and opened the 162nd meeting of the Board.

1.2 Present

- Mr Lino Di Lernia, Independent Board Member, Chair
- Cr Malcolm Herrmann, Adelaide Hills Council, Board Member via MS Teams
- Ms Jade Valentine, Adelaide Hills Council, Board Member
- Cr Terry-Anne Keen, Adelaide Plains Council, Board Member
- Mr James Miller, Adelaide Plains Council, Board Member
- Cr Mel Lawrence, Adelaide Plains Council, Deputy Board Member
- Cr Tony Hurn, The Barossa Council, Board Member via MS Teams
- Mr Jake McVicar, The Barossa Council, Board Member via MS Teams
- Cr Brian Sambell, Town of Gawler, Board Member
- Mr Ashley Curtis, Town of Gawler, Board Member
- Cr Bill Close, Light Regional Council, Board Member
- Mr Darryl Whicker, Light Regional Council, Board Member
- Cr Clint Marsh, City of Playford, Board Member (arrived 9.55am)
- Mr David Hitchcock, Executive Officer

1.3 Apologies

- Mr Greg Pattinson, City of Playford, Board Member
- Mr Dale Welsh, City of Playford, Deputy Board Member

1.4 Appointment of Observers

Nil

1.5 Declarations of Interest

Mr De Lernia advised he was taking up consultancy work with Department for Housing and Urban Development.

Cr Close advised he has an interest in farming on the Gawler riverine areas.

2. Confirmation of Minutes**2.1 GRFMA Ordinary Meeting Minutes****GB9/26 GRFMA Ordinary Meeting Minutes****Moved:** Mr James Miller**Seconded:** Cr Bill Close

That the Minutes of the Gawler River Floodplain Management Authority Board meeting held on 12 February 2026 be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY**2.2 Actions on Previous Resolutions**

The actions were noted.

2.3 Matters Arising from the Minutes

Nil

3. Questions on Notice

Nil

4. Motions on Notice

Nil

5. Presentations

Nil

6. Audit and Risk Committee**6.1 GRFMA Audit and Risk Committee Meeting Minutes****GB10/26 GRFMA Audit and Risk Committee Meeting Minutes****Moved:** Mr James Miller**Seconded:** Mr Clint Marsh

That the GRFMA receives the minutes of the Gawler River Floodplain Management Authority Audit and Risk Committee meeting held on 08/04/2026. That the GRFMA receives the minutes of the Gawler River Floodplain Management Authority Audit and Risk Committee meeting held on 08/04/2026.

CARRIED UNANIMOUSLY

10:25am Mr Herrmann left the meeting.

6.2 GRFMA Audit and Risk Committee Membership Appointment**GB11/26 Audit and Risk Committee Membership Appointment****Moved:** Cr Terry-Anne Keen**Seconded:** Cr Bill Close*That the GRFMA:*

1. *Confirms the reappointment of Mr Peter Brass, Independent Member and Chairman, to serve on the GRFMA Audit and Risk Committee for a two-year term ending 30 June 2028*
2. *Reappoints the following Members to serve on the GRFMA Audit and Risk Committee until the local government elections in November 2026.*
 - *Mr Greg Pattinson, City of Playford*
 - *Cr Malcolm Herrmann, Adelaide Hills Council*

CARRIED UNANIMOUSLY

10:26am Mr Herrmann returned to the meeting.

7. Technical Assessment Panel

Nil

8. Reports**8.1 Gawler River Flood Mitigation Business Case**

The Chairman to report back to the Board should there be subsequent material amendments.

GB12/26 Gawler River Flood Mitigation Business Case**Moved:** Cr Terry-Anne keen**Seconded:** Mr James Miller*That the GRFMA:*

1. *Receives the report, noting the achievements since the last report.*
2. *Endorses finalisation of the MOU with DHUD, subject to minor changes to 6.5(b), and subsequent commencement of the project.*

CARRIED UNANIMOUSLY

10:54am Mr Miller left the meeting.

10:55am Mr Miller returned to the meeting.

8.2 GRFMA Policy Review**GB13/26 GRFMA Policy Review****Moved:** Cr Bill Close**Seconded:** Mr Ashley Curtis

That the GRFMA Executive Officer, in collaboration with the GRFMA Audit and Risk Committee, coordinates a review of GRFMA policies, with an initial 2025/2026 budget allocation of \$5,000 designated for this purpose.

CARRIED UNANIMOUSLY

8.3 Financial Report and GRFMA 2025/2026 Budget Review 3**GB14/26 Financial Report and GRFMA 2025/2026 Budget Review 3****Moved:** Cr Malcolm Herrmann**Seconded:** Mr Clint Marsh*That the GRFMA:*

1. *Receives the financial report as of 31 March 2026 showing a cash at bank balance of \$239,868.15.*
2. *Adopts Budget Review 3 (BR3) as of the amended and current budget for the period ended 30 June 2026.*

CARRIED UNANIMOUSLY**8.4 Executive Officer Report****GB15/26 Executive Officer Report****Moved:** Mr James Miller**Seconded:** Cr Terry Anne Keen*That the GRFMA receives the report.***CARRIED UNANIMOUSLY****9. Correspondence****9.1 Correspondence - GRFMA 2026/2027 Annual Business Plan and Budget****GB16/26 Correspondence - GRFMA 2026/2027 Annual Business Plan and Budget****Moved:** Cr Malcolm Herrmann**Seconded:** Mr Ashley Curtis*That the GRFMA:*

1. *Notes advice from Adelaide Plains Council, Town of Gawler, The Barossa Council and Adelaide Hills Council of endorsement of the GRFMA 2026/2027 Annual Business Plan and Budget.*
2. *Welcomes advice from Adelaide Hills Council of resolution to formally resolve to not continue to pursue withdrawal from the Authority at this time.*

CARRIED UNANIMOUSLY**10. Confidential**

Nil

11. Urgent Matters Without Notice

Nil

12. Next Meeting**Date and Time:** Thursday 20 June 2026, 9:45am**Host:** The Barossa Council**13. Closure**

The Chairperson thanked the members for their attendance and contributions and closed the meeting at 11:00am.

Chair _____ Date _____

Gawler River Floodplain Management Authority

*Adelaide Hills Council, Adelaide Plains Council, The Barossa Council,
Town of Gawler, Light Regional Council, City of Playford*

KEY OUTCOMES SUMMARY GRFMA Board Meeting – 16 April 2026

Business Case Gawler River Floodplain Flood Management

The meeting noted achievements in progressing finalisation of the MOU with DHUD, subject to minor changes to 6.5(b), and subsequent commencement of the project.

The MOU provides

- A statement of intent and mutual understanding.
- Acknowledgement of Purpose – to work collaboratively to address critical gaps identified in the Infrastructure SA Gate 2 Review, with DHUD taking the lead.
- Initial funding to be \$774k from the DRF Grant + \$290k from GRFMA, with DHUD covering any shortfall (should it eventuate).
- Sets out the responsibilities of DHUD and the GRFMA.

GRFMA will:

- Provide the Co-Contribution to support the technical resources required for the Project, as agreed with the Agency.
- (Participate in procurement evaluation panels for recruitment of technical resources to support the Project.
- Assist in stakeholder engagement activities and provide local government perspectives to support the Project.
- Meet Reporting Requirements using the DRF program templates.
- Receive progress updates, financial data, and milestone information from the Agency and submit required reports to SAFECOM in accordance with the Grant Agreement and Implementation Plan.
- Disburse Grant Funding to the Agency in accordance with the Project Milestone schedule in Schedule 1 within fourteen (14) days of receipt from SAFECOM.
- Disburse the Co-Contribution to the Agency to support delivery of the Project.
- Participate in governance meetings and Project reviews.

The Agency will:

- Lead the Project, including the co-ordination of Project Activities.
- Manage the day-to-day delivery of Project Activities in accordance with the Project Milestones and the Implementation Plan.
- Lead the procurement and management of technical resources required to undertake the Project Activities, ensuring deliverables are peer-reviewed, fit-for-purpose, and compliant with relevant standards.
- Provide accurate, complete, and timely information, including progress updates, milestone reports, financial data, and supporting documentation, to GRFMA to enable GRFMA to meet Reporting Requirements.
- Maintain accurate and complete records of all expenditure, deliverables, and outputs funded by the Grant Funding and the Co-Contribution and provide regular updates to GRFMA to enable Reporting Requirements to be met.
- Support GRFMA in coordinating stakeholder engagement, governance processes, and risk management activities relating to the Project.

Gawler River Floodplain Management Authority

*Adelaide Hills Council, Adelaide Plains Council, The Barossa Council,
Town of Gawler, Light Regional Council, City of Playford*

- Ensure that all reporting and documentation relating to the Project and Project Activities is accurate, complete, and provided in a timely manner, noting that such reporting forms part of Reporting Requirements and serves as the basis for the release of Grant Funding and its subsequent disbursement to the Agency..

Insurance coverage for the Bruce Eastick North Para Flood Mitigation Dam

The GRFMA Executive Officer provided verbal update on progress of the submission to the LGA Asset Mutual Fund (LGAAMF) to consider appropriate insurance coverage for the Bruce Eastick North Para Flood Mitigation Dam.

Insurers have requested the following information to assist with further consideration, based on the recent inspection report (GHD 2005):

- Dam Safety Review
- Dam Safety Management Program document
- Flood capacity review (may be part of safety review)
- Concrete coring material assessment results
- Updated stability assessment including seismic loading
- Status of outstanding recommendations from the 2025 report

It is unlikely insurers will offer terms until they receive all documentation and assessment results. Progress has been made, but no terms can be requested until the report recommendations are complete.

Audit and Risk Committee Membership Appointment

Mr. Peter Brass has been reappointed as Independent Member and Chairman of the GRFMA Audit and Risk Committee, effective from 1 July 2026, for a two-year term concluding on 30 June 2028. Cr Malcolm Herrmann (Adelaide Hills Council) and Mr. Greg Pattinson (City of Playford) have also been reappointed as committee members, with their terms commencing on 1 July 2026 and continuing until the local government elections in November 2026.

Financial Report and GRFMA 2025/2026 Budget Review 3

The financial report as of 31 January 2026 provided a cash at bank balance of \$239,868.15 with internal cash lending for CAD offset of \$ 331,589,072.

Correspondence

Received endorsements of the GRFMA 2026/2027 Annual Business Plan and Budget from Adelaide Plains Council, Town of Gawler, The Barossa Council, and Adelaide Hills Council. The Adelaide Hills Council also confirmed it will not pursue withdrawal from the Authority at this time.

Schedule of Meetings

The 2026 schedule of ordinary GRFMA meetings, each commencing at 9:45am, is:

- Thursday 25 June 2026, The Barossa Council
- Thursday 20 August 2026, Town of Gawler
- Thursday 15 October 2026, Adelaide Plains Council
- Thursday 10 December 2026, City of Playford

MATTERS FOR INFORMATION

6.3 WILLIAMSTOWN & LYNDOKH LANDCARE GROUP INC. - MINUTES OF MEETING

**Author: Executive and Project Support Officer
26/36841**

Minutes of the Williamstown & Lyndoch Landcare Group Inc. meeting held 22 April 2026, are attached for information.

ATTACHMENTS

Attachment 1 Minutes - Williamstown and Lyndoch Landcare Group Inc - meeting held 22 April 2026 [!\[\]\(ab38aa34d7fd9612c4ea4d0692132800_img.jpg\) !\[\]\(4e0383a216831cc0d32770447a4527aa_img.jpg\)](#)

SUPPORTING REFERENCES

Nil.



Meeting Minutes

PO Box 694
Lyndoch, SA 5351

Purpose General Meeting

Prepared by Angus Atkinson

Phone No. 0498 649 766

Location Council Rooms,
29 Barossa Valley Way,
Lyndoch, SA 5351

Date 22 April 2026

Attendees Angus Atkinson (Chair)
Tina Woods
Tracy Sinclair
Don Wegener

Apologies
Joerg & Elke Wiese
Terry Redman
Pam Cross
Margaret Rose Puddy

Quorum

Number of Ordinary members:	20% of Ordinary members	Attendees	Quorum ¹ achieved?
11	2.8 (rounded up) 3	4	Yes

Distribution All current & life members, Chris Kruger (Executive Assistant for the Directorate: Development and Community Services, The Barossa Council) and Kim Thompson (Team Leader Environmental Services, The Barossa Council).

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Item		Action by	Date Due
1	Meeting Opened 19:30		
2	Apologies – Margaret Puddy, Pam Cross, Elke Wiese, Shirley Wegener, Terry Redman .		



Meeting Minutes

3	Minutes of previous Meeting held 25 February 2026. Updated Minutes as per 25 March 2026 - With the proviso; Number Ordinary Members & Proxies supplied actually achieved Quorum. (Tina Woods) Moved: Don Wegener, Seconded: Don Wegener – Carried unanimously		
4	Business Arising last meeting: No business arising.		
4.1	Actions now closed Nil		
4.2	Actions Still open: ACTION: Action Plan - Review Objectives and Strategies for 2025	Tina Woods	Apr 26
	ACTION: BBBFM," Lets chat Barossa" Podcast Tracy Sinclair and Nelly Van Der Ierssel to contact BBBFM	Tracy Sinclair/ Nelly Van der Ierssel	Jun 26
5	New Actions from Business arising this meeting: ACTION: WLLG charity status – Review and Report back re requirements to register as a charity by Mar 2026 - Submitted form online. No further action unless ATO advises otherwise.	Tina Woods Tina Woods	Done
6	Correspondence IN-		
	- Friends of Parks and Nature SA - Regular Newsletters - Northern and Yorke – Regular Newsletters - Aus Post - PO Box 694 Renewal reminder (\$53) - Landscapes SA - Elisha Brunton new Community Engagement Officer replacing Liz Nannes while on leave.		
	Correspondence OUT – None		
7	Chair Report – No significant activity. Initial monitoring shows little weed growth yet. However, an increase in people walking dogs within the reserve has been noted.		



Meeting Minutes

8

Monthly Volunteer Hours Summary

Tasks	FY26 YTD	NOV / DEC 25	JAN / FEB 26	MAR / APR 26 (to 21/04/26)
• Admin Duties (Committee Members) ²	29	4		5
• Meetings, home & away	53	16	8	
• Promotions. (Tours, demos, etc.)	28	2		
• Propagation (Sowing, planting out, seed collection, etc.)	0			
• Weed & Pest Control	503	140		10
• Construction & maintenance (Equipment, fencing, trails, buildings, etc.)	87			
• Equipment design & manufacture (Seed boxes, displays, jigs, tools, etc.)	17			
• Monitoring	131	18	6	40
Totals	847	180	14	55



Meeting Minutes

9	Monthly Income & Expenditure – since last General Meeting																						
	<table border="1"> <thead> <tr> <th></th><th>FEB 26</th><th>MAR 26</th><th>APR 26 (as at 21/04/26)</th></tr> </thead> <tbody> <tr> <td>Balance Brought Forward</td><td>\$ 11,560.46</td><td>\$ 11,561.48</td><td>\$ 6,027.76</td></tr> <tr> <td>Income</td><td>\$ 1.02</td><td>\$ 1.57</td><td>nil</td></tr> <tr> <td>Expenses</td><td>\$ -</td><td>\$ 5,535.29</td><td>nil</td></tr> <tr> <td>End Month Balance</td><td>\$ 11,561.48</td><td>\$ 6,027.76</td><td>\$ 6,027.76</td></tr> </tbody> </table>				FEB 26	MAR 26	APR 26 (as at 21/04/26)	Balance Brought Forward	\$ 11,560.46	\$ 11,561.48	\$ 6,027.76	Income	\$ 1.02	\$ 1.57	nil	Expenses	\$ -	\$ 5,535.29	nil	End Month Balance	\$ 11,561.48	\$ 6,027.76	\$ 6,027.76
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	Notes: Only expenditure is invoice from Environmental Weed Control & Revegetation.																						
10	Petty Cash: – PO Box Renewal \$53 Balance \$219.26																						
11	Work Health and Safety: At the Annual Risk Assessment Meeting Kim Thompson advised potable water should be made available to all volunteers during Working bees and other events at the Reserve. A 4-litre water container will be purchased and made available. - Done																						
12	Publicity: Facebook - Regular updates continuing. - Lyndoch Grapevine - Standing Advertisement Willy Wagtail - Standing Advertisement																						

20260225_General Meeting Minutes.docx



Meeting Minutes

	• Walking Brochures - o Stocks depleted. Organise reprint urgently		
13	General Business: - Query the status of the Pest Control Project in the reserve and adjoining landholders - Discussion: Members raising concerns for attending evening meetings due to safety issues with driving at night. Proposed the next meeting to be held on Thursday 28 May 2026 at 10:30am at the reserve as a trial and discussed further. Moved: Tina Woods, Seconded: Don Wegener - Carried Unanimously.		
14	Key Dates for 2026– Nil		
15	Next Meeting – The next Meeting will be 10:30am Thursday day 28th May 2026, Altona CSR Landcare Reserve, Container Shelter There will be NO Wednesday Meeting in May		
16	Meeting Closed: 20:15		

Notes-

- Under the Constitution dated 26 June 2025 – A **quorum** (that is the minimum number of members that must be present at a general meeting to make the proceedings of that meeting valid) shall be determined as 20% of the number of Ordinary Members.

	Name	Signature	Date
Member who presided over the meeting which these minutes record:		I confirm that these minutes are an accurate record of the proceedings of the meeting:	
Member who presided at the meeting where these minutes are confirmed:			

MATTERS FOR INFORMATION

6.4 DEVELOPMENT APPLICATIONS REPORT - QUARTER 1 - JANUARY 2026 TO MARCH 2026

**Author: Administrative and Technical Support Officer
26/37603**

The following data provides a snapshot of development application activity for the first quarter of 2026, 1 January 2026 to 31 March 2026 calendar year. The data includes numbers of development applications by category and the timeframes for assessment.

In total, for the first quarter of 2026, there were 163 development applications submitted and 162 development applications lodged. Submitted refers to development applications that are received within the Planning SA Portal but not yet verified and fees paid.

Consent types with average number of days

Decision		
Consent Type	Total Consent	Average Days
Building	51	5.94
Land Division	1	36.00
Planning	109	16.19
Planning and Land Division	7	39.00
Total	168	14.13

Planning Consent by Development Category

Decision		
Consent Type	Total Consent	Average Days
Accepted	17	3.65
Deemed to Satisfy	16	3.63
Dev Category not assigned	0	0
Exempt	0	0
Other	0	0
Performance Assessed	135	16.70
Total	168	14.13

Average Days per development decision

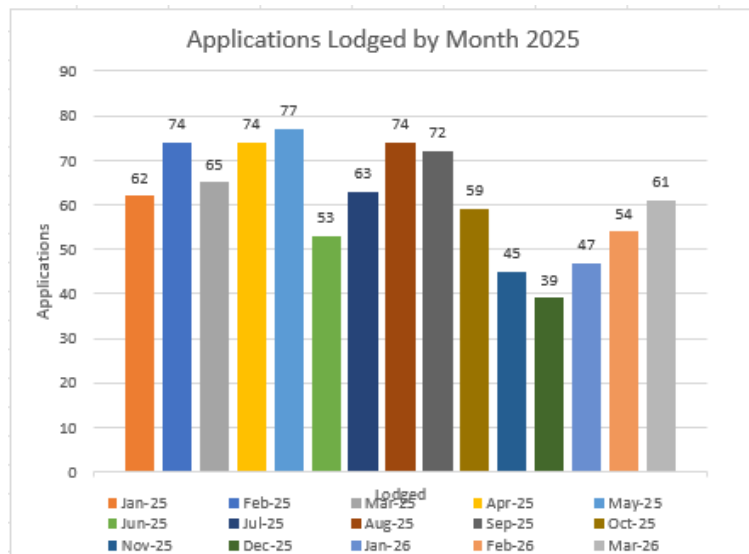
DA Status	Number of DAs	Average Days
Granted	168	14.13
Refused	0	0.00
Total	168	14.13

Total consents (inclusive of Development Act applications)

Consent Type	Total Consents Lodged	Total Consent Decisions
Planning	150	109
Building	50	51
Land Division	1	1
Planning and Land Division	13	7

The below graphs show the number of development applications lodged per month between 1 January 2025 to 31 March 2026 and assessment timeframes for Planning and Building Consent expressed in average days.

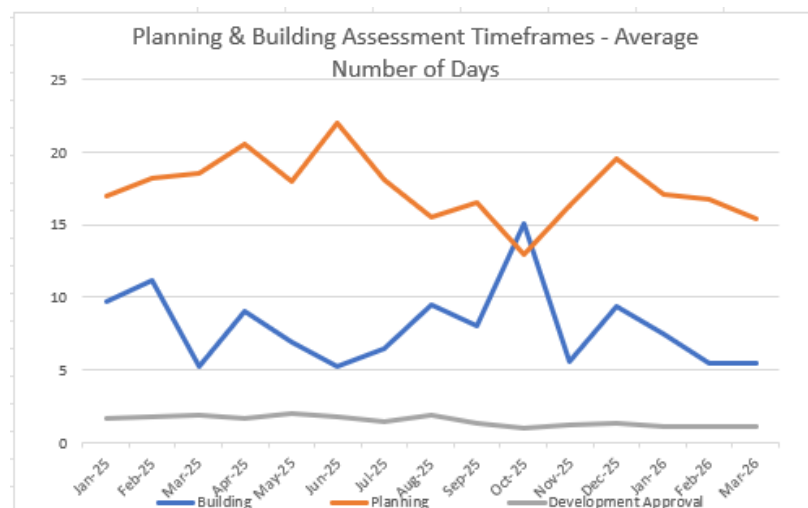
Number of Applications Lodged for the period 1 January 2025 to 31 March 2026:



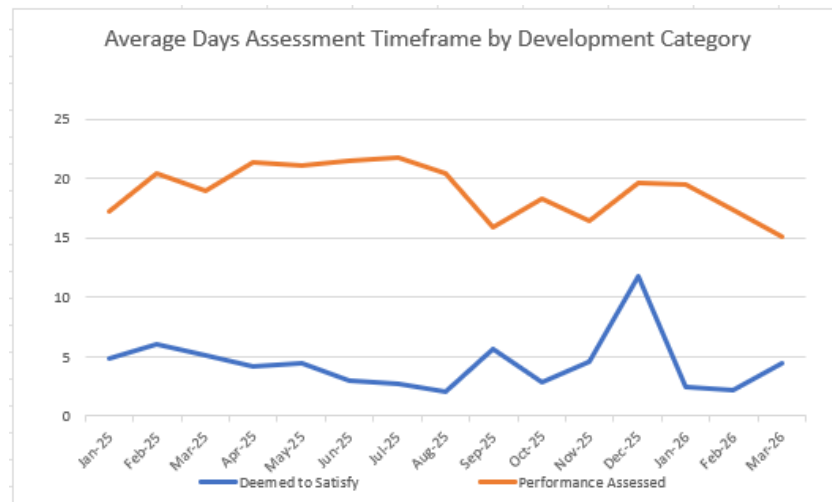
The statutory assessment timeframe for Planning Consent is 20 business days for straight forward applications, 20 business days for Building Consent and five business days for the granting of Development Approval.

Some applications for Planning Consent are subject to referrals or public notification. For applications involving public notification and/or referrals, typically the referral timeframe is 70 business days.

Assessment Timeframe - Planning and Building Consent – average number of days:



Planning Consents – Average Days by Development Category



ATTACHMENTS

Nil

SUPPORTING REFERENCES

Nil.

MATTERS FOR INFORMATION

6.5 SOUTHERN BAROSSA WINERY AND TOURIST ACCOMMODATION PROJECT

**Author: Senior Manager Development Services
26/37981**

The Hon Nick Champion MP, Minister for Planning has written to Council in letter dated 5th May 2026 and contained at [Attachment 1](#) that he has approved the Southern Barossa Winery and Tourist Accommodation Project. A copy of the Decision by the Minister for Planning is also contained at [Attachment 1](#).

Council endorsed a submission to the Minister for Planning at the Council meeting of 16th December 2025. The endorsed submission was balanced and identified arguments for support but also challenges in Council's role in preserving the character and concerns expressed in the community.

The endorsed submission is contained at [Attachment 2](#).

The final decision is subject to a number of Reserved Matters and conditions that must be satisfied prior to the staged commencement of the development. Amongst other requirements, the proponent must satisfy all road upgrade and infrastructure required to travel to and from the development and connect to services.

The Minister for Planning also advises that a working group is to be established to ensure a thorough and timely process for the provision of feedback on approval documentation, including management plans necessary to manage and mitigate the potential for residual impacts during construction and operation.

ATTACHMENTS

- | | |
|--------------|--|
| Attachment 1 | Advice per Hon Nick Champion MP of the Decision for the Southern Barossa Winery and Tourist Accommodation Proposal ↓  |
| Attachment 2 | Council Submission to the Minister for Planning on the Southern Barossa Winery and Tourism Proposal ↓  |

SUPPORTING REFERENCES

Planning, Development and Infrastructure Act 2016

Hon Nick Champion MP



Government
of South Australia

Minister for Housing and
Urban Development

Minister for Housing
Infrastructure

Minister for Planning

GPO Box 11032
ADELAIDE SA 5001

T: (08) 8235 5580

E: ministerchampion@sa.gov.au

26EXT0134

Mr Martin McCarthy
Chief Executive Officer
The Barossa Council

By email: mmccarthy@barossa.sa.gov.au

Dear Mr McCarthy

A handwritten signature in blue ink, appearing to read "Nick Champion", written over the typed name "Dear Mr McCarthy".

Southern Barossa Winery and Tourist Accommodation Project

I refer to the proposal by Strategic Alliance and Commercial Pty Ltd (Strategic Alliance) for the construction and operation of a new winery and tourist accommodation development at lot 102 Hoffnungsthal Road, Williamstown.

The development was previously declared an impact assessed development under section 108 of the *Planning, Development and Infrastructure (PDI) Act 2016*.

I note The Barossa Council has been involved since the start of the assessment process, providing feedback on the Assessment Requirements to the State Planning Commission, and the Environmental Impact Statement and Response Document to the Department for Housing and Urban Development.

Pursuant to section 115(2)(b)(i) of the PDI Act 2016, I am pleased to advise that I have now granted a provisional development authorisation that applies to the project.

The enclosed Gazette notice includes a number of reserved matters and conditions that will require satisfaction prior to the staged commencement of the development.

Before making a decision on the project, I had regard to Council's comments in relation road access and service provision, and more general comments pertaining to design development, and the location of such development within a more rural area.

These matters were carefully considered, both in the response provided by Strategic Alliance to public, council and state agency submissions and the Chief Executive's Assessment Report, supported by departmental officers.

The proponent will need to satisfy all road upgrade and infrastructure requirements required to travel to and from the development and connect to services.



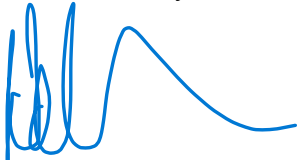
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It should be noted that I have established a discrete governance framework for the project, with a working group to be established to ensure a thorough and timely process for the provision of feedback on approval documentation, including various management plans to further manage and mitigate the potential for residual impacts during the construction and operation of the project.

The Department for Housing and Urban Development will provide further details of the working group, including its operational parameters, membership and timelines. The working group will comprise representatives from Strategic Alliance, relevant state agencies and The Barossa Council, and chaired by DHUD.

Should you have any questions regarding this decision, please contact Mr Robert Kleeman, Manager – Crown and Impact Assessment (DHUD) on 0434 609 417 or by email to robert.kleeman@sa.gov.au.

Yours sincerely



Hon Nick Champion MP
Minister for Planning

5 / 5 / 2026

Encl. Gazette Notice

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PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016

SECTION 126

*Decision by the Minister for Planning**Preamble*

1. By notice published in the SA Government Gazette on 8 August 2024 at pages 2427-2428, the Minister for Planning declared that section 108(1)(c) of the *Planning, Development and Infrastructure Act 2016* (the PDI Act) applied in respect of any development of a kind specified in the Schedule of that notice (the declaration).
2. On 23 January 2025, Strategic Alliance and Commercial Pty Ltd (the Proponent), lodged an application under section 111(2)(d) of the PDI Act for development authorisation for the construction and operation of a winery/cellar door/functions and tourist accommodation (hotel) development and associated infrastructure within the ambit of the declaration (the development).
3. The development has been the subject of an Environmental Impact Statement and an Assessment Report under sections 111(2)(e) and 113 of the PDI Act.
4. I am satisfied that an appropriate Environmental Impact Statement and Assessment Report have been prepared in relation to the development, in accordance with the requirements of Part 7, Division 2, Subdivision 4 of the PDI Act, and I have had regard to all relevant matters under section 115(5) of the PDI Act.
5. I have decided to grant a provisional development authorisation (as provided for under section 115(6) of the PDI Act) for the development under section 115(2)(b)(i) of the PDI Act, subject to reserved matters and conditions.

Decision

1. Pursuant to section 115 of the *Planning, Development and Infrastructure Act 2016* (the PDI Act), and having due regard to the matters set out in section 115(5) of the Act and all other relevant matters, I:
 - (a) grant a provisional development authorisation in relation to the development, subject to the reserved matters and conditions set out in Parts A, B, and D of this notice; and
 - (b) specify, for the purposes of section 115(6)(a) of the PDI Act, all matters which are subject of reserved matters set out in Part A of this notice as matters requiring further assessment, including the imposition of additional conditions; and
 - (a) specify, for the purposes of section 115(7)(b)(i) of the PDI Act, all matters which are the subject of conditions set out in Parts B, C and D of this notice as matters in respect of which the conditions of this authorisation may be varied or revoked, or new conditions attached; and
 - (b) specify, for the purposes of section 115(9)(b) of the PDI Act, the period of three (3) years from the date of this authorisation as the time within which substantial work must be commenced on site, failing which I may cancel this authorisation.

PART A: RESERVED MATTERS

1. **A Staging Plan** that identifies the stages or phases of construction of the development (which may be varied from time to time), and a list of required management plan/s or sub-plan/s that would be provided for each stage or phase.

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2. **Plans** for each stage or phase (as identified in the Staging Plan) shall be submitted. These may include one or more of the following as relevant to the stage or phase:
- (a) bulk earthworks plan; and
 - (b) site (including AHD) levels; and
 - (c) detailed designs for all permanent components and related civil infrastructure, including but not limited to site plans, building floor plans, elevations, roof plans, cross-sections, specifications and finished surface levels; and
 - (d) external plant areas; and
 - (e) drainage design including civil drawings; and
 - (f) external materials selections and finishes/colours; and
 - (g) lighting plan for the development, demonstrating compliance with *Australian/New Zealand Standard AS/NZS 4282:2023 – Control of Obtrusive Effects of Outdoor Lighting*; and
 - (h) landscaping plan; and
 - (i) external signage; and
 - (j) wayfinding plan; and
 - (k) temporary construction components (i.e. laydown areas, works compounds, storage areas, concrete batching plants etc.), unless otherwise exempted by Schedule 4 of the *Planning Development and Infrastructure (General) Regulations 2017*.
3. **Building Rules compliance** (including building fire safety requirements and where implemented, performance solutions) shall be assessed and certified for each stage, phase or component of the development by an accredited professional (or by a person determined by the Minister) to ensure compliance with the approvals and a copy of all relevant certification documentation must be provided to the Minister. In assessing Building Rules compliance, the accredited professional (or a person determined by the Minister) and where required, referred to the relevant fire authority.
4. **Infrastructure Agreement** (or similar binding deed or undertaking) that outlines the commitments, funding arrangements and delivery schedule and timing for any infrastructure upgrades required to be provided, in accordance with either The Barossa Council, state road authority or infrastructure service provider requirements, during the construction and or operational phases for the overall development.
5. A **Traffic Management Plan** (TMP) for each phase of the development (construction, commissioning, operation) shall be submitted to the satisfaction of the Department and The Barossa Council prior to commencement of each phase.

The TMP must address matters including, but not limited to:

- Traffic volumes and distributions, and types of vehicles to be used in each phase of the development.
- Transport routes to be used for each phase of the development.
- Assessment of risks associated with the expected transport movements and determination of appropriate mitigation measures.
- Transport asset upgrades/modifications, asset maintenance requirements, and operational management requirements that may be necessitated by the project, including:

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- Any transport infrastructure improvements (temporary or permanent) required to enable safe and efficient access to/from the development.
 - Any structural improvement requirements (e.g. culvert improvements).
 - Any operational management measures required (e.g. scheduling of traffic movements), including for transport of plant, equipment and employees to/from the site.
 - Identification of staging/timing of transport asset upgrades/modifications
6. Prior to the commencement of each stage of works, the conditional requirements of the SA Country Fire Service as outlined in Conditions 39 – 57 of this Notice and in Annexure A of the advice provided by the Chief Officer's correspondence to the Department for Housing and Urban Development (DHUD) dated 16 March 2026, shall be incorporated into the designs, works, building certification and/or operational plans (unless otherwise agreed). A definitive statement shall also be provided to DHUD, endorsed by the SACFS, that demonstrates compliance on how each condition has been satisfied with independent verification (i.e. fire engineer). All conditions (where appropriate) are to be met prior to the operation of each stage to the satisfaction of the SACFS.

PART B: PRIOR TO THE COMMENCEMENT OF CONSTRUCTION WORKS

7. A **Stormwater Management Plan** (SWMP) shall be prepared in consultation with The Barossa Council. The plan must also consider and address any cumulative impacts relating to the construction and operation of the overall project, including the provision of final civil and siteworks plan(s) and supporting calculations.
8. A **Construction Environment Management Plan (CEMP)** shall be prepared in consultation with the EPA and The Barossa Council. The CEMP/s will (at a minimum) detail:
- The mitigation and management measures to be implemented for the works to be completed within that stage or phase; and
 - How these measures will be monitored.

CEMP/s must include relevant sub-plans for construction, as applicable to the scope and nature of each stage or phase. These may include one or more of the following as relevant to the stage or phase:

- a) Site Contamination Management Plan
 - b) Noise and Vibration Management Plan
 - c) Soil, Erosion, and Drainage Management Plan
 - d) Fire and Emergency Management Plan
 - e) Air Quality Management Plan
 - f) Waste Management Plan
9. A **Weed Management and Rehabilitation Plan** shall be prepared and implemented prior to the commencement of construction to the satisfaction of the Minister for Planning.
10. A **Cultural Heritage Management Plan** (CHMP) shall be prepared (in consultation with DPC-AAR) and implemented prior to the commencement of construction works.
11. A **Native Vegetation Management Plan** (NVMP) shall be prepared (in consultation with DEW/NVC) and implemented prior to the commencement of construction works.

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PART C: DURING CONSTRUCTION WORKS AND PRIOR TO OPERATION OF THE DEVELOPMENT

12. An **Operational Environmental Management Plan (OEMP)** must be prepared. The OEMP/s should include management and appropriate monitoring measures for the following operational matters (but are not limited to), provided that the operational matter is not dealt with under an environmental authorisation (licence) issued under the *Environmental Protection Act 1993*:

- a) drainage and surface water
- b) water quality
- c) weeds and pests
- d) waste and litter
- e) spill hazards, fuel and chemical storage
- f) traffic; and
- g) local community impacts.

The OEMP shall include the following sub-plans (for operation only), as applicable to the nature of the works within an area:

- a) Emergency Management Plan
- b) Bushfire Emergency Management Plan, Fire Hazard Management Plan and Bushfire Survival Plans (prepared in consultation with and to the satisfaction of the SACFS)
- c) Waste Management and Minimisation Plan

13. An **Operational Biosecurity Management Plan (OBMP)** shall be prepared and implemented in consultation with PIRSA and to the satisfaction of the Minister for Planning.

14. A **Wastewater Management Plan** shall be prepared and implemented prior to the commencement of hotel and winery operations to the satisfaction of the Minister for Planning. This plan shall include a final wastewater odour assessment (based on the selected technology and equipment) for all elements of the development to demonstrate compliance with the *Environment Protection (Air Quality) Policy 2016*.

15. The Lyndoch Valley Road/Hoffnungsthal Road junction shall be provided with a basic left turn treatment (BAL) with full depth pavement as well as a short channelised right turn treatment (CHR(S)). These works shall be completed prior to operation of the development.

PART D: GENERAL CONDITIONS

16. Except where minor amendments may be required by other legislation or by conditions imposed herein, the construction, operation, use and maintenance of the development must be undertaken in accordance with the approved plans and details, drawings, designs and specifications:

- (a) Set out in the application:
 - (i) Strategic Alliance - Southern Barossa Winery and Tourist Accommodation Project – dated November 2024 (including Appendices 1 to 3, noting Appendix 1 has multiple technical reports).
 - (ii) Strategic Alliance - Southern Barossa Winery and Tourist Accommodation Project – RD – 30 March 2026 – Version 1 – including Appendices 1-8 (total pages 82).

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- (b) Set out in the final and approved conditions within Part A, Part B and Part C.

To the extent of any inconsistency, and subject to any contrary intention, a later document will prevail over an earlier one.

17. The development shall be substantially commenced within three years from the date of this provisional development authorisation being granted by the Minister for Planning.
18. The development (including all stages and components) shall be substantially completed within five years from the date of this provisional development authorisation being granted by the Minister for Planning, failing which an extension of time may be sought from the Minister prior to the expiry of that period, or the authorisation may be cancelled.
19. Should the development not be substantially completed within five (5) years of the date of this provisional development authorisation, and no extension of time is subsequently granted, the state and condition of the land and buildings shall be reinstated, so far as is reasonably practicable, to the state and condition that the land and buildings were in immediately before the commencement of the development.
20. The implementation of the CEMP/s and OEMP/s must be monitored and reviewed to ensure compliance with the measures to manage and monitor relevant impacts and the effectiveness of those measures and updated (with approval of the Minister) as necessary. Copies of monitoring reports will be provided to the Minister annually.
21. Prior to the commencement of site works, an Aboriginal Engagement Plan shall be prepared and implemented (in consultation with Aboriginal Affairs and Reconciliation, Attorney-General's Department) and to the satisfaction of the Minister for Planning. *Note: this engagement plan can be part of the CHMP at the construction and operational stages.*
22. No damage, disturbance or interference with any Aboriginal site, object or remains (together, heritage), nor any excavation of land for the purpose of uncovering Aboriginal heritage, is permitted unless and until authorisations from the Minister for Aboriginal Affairs under sections 21 and 23 of the *Aboriginal Heritage Act 1988* (SA) have been obtained.
23. Council, utility or state agency-maintained infrastructure that is demolished, altered, removed or damaged without lawful authority in the implementation of the development, shall be reinstated to council, utility or state agency specifications as applicable. All costs associated with these works must be met by the proponent.
24. All road infrastructure and intersection upgrades delivered in support of the SBWTAP development shall be completed to the standard required to enable use of the identified vehicle types and volumes (as specified in the Traffic Management Plan).
25. All road infrastructure upgrades within the SBWTAP development area, unless otherwise identified, are to be funded by the proponent. All land required to accommodate any transport infrastructure upgrades shall be dedicated to road at nil cost to The Barossa Council or DIT.
26. Should the proponent or any subsequent owner or operator of the SBWTAP development intend that the operation of the facility or portion of it will cease, the Minister must be advised

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as soon as is reasonably practicable. Furthermore, a Decommissioning and Rehabilitation Plan (DRP) must be prepared in consultation with relevant government agencies and the local council and must be submitted to the satisfaction of the Minister.

The DRP must be prepared nine months prior to the time that the operation (or relevant portion of it) is scheduled to cease, and include information related to:

- (a) identifying assets to be rehabilitated, remediated, decommissioned and/or removed, along with those that are proposed to be retained and the proposed tenure and management arrangements
- (b) confirming responsibility for costs associated with rehabilitation, remediating, decommissioning and/or removing and retaining assets
- (c) handover arrangements for useable assets
- (d) responsibility for future management and maintenance of useable assets; and
- (e) measures, if required, to remove fuel and chemical storage and wastewater treatment facilities in accordance with relevant legislation and standards.

- 27. Decommissioning of the development and rehabilitation of the site must be undertaken in accordance with the approved DRP.
- 28. All external lighting, including for car parking areas and buildings within the BAM facility must be designed and constructed to conform with *Australian/New Zealand Standard AS/NZS 4282:2023 – Control of Obtrusive Effects of Outdoor Lighting*. Lighting must be located, directed and shielded, and of such limited intensity, as far as reasonably practicable, that no unreasonable nuisance is caused to any person beyond the boundary of the site.
- 29. All vehicle car parks, driveways and vehicle entry and manoeuvring areas at or providing access to and from the SBWTAP development must be designed and constructed in accordance with the relevant Australian Standards and appropriately line marked.
- 30. All loading and unloading, parking and manoeuvring areas at or providing access to and from the SBWTAP development must be designed and constructed to ensure that all vehicles can safely traffic the site and enter and exit the subject land in a forward direction.
- 31. All stormwater design and construction must be in accordance with Australian Standards and recognised engineering best practice to ensure that stormwater does not adversely affect any adjoining property or public road. Any alterations to road drainage infrastructure required to facilitate this shall be at the applicant's cost.
- 32. All liquids or chemical substances that are to be stored at the SBWTAP development and that have the ability to cause environmental harm must be located within a bunded compound that has a capacity of at least 120% of the volume of the largest container or 133% if flammable, in accordance with the *EPA Bunding and Spill Management Guidelines* (2016).
- 33. The final building rules documentation shall demonstrate that the *Southern Barossa Winery and Tourism Accommodation Project Environmental Noise Assessment* prepared by Sonus dated August 2025 has been fully adopted, or where a departure is noted, a further environmental noise assessment is undertaken to demonstrate compliance.
- 34. Wastewater approval for the proposed on-site wastewater system shall be granted pursuant to the *South Australian Public Health Act 2011*.
- 35. All upgrades to the arterial road network required to support the development shall be designed and constructed to the satisfaction of the Department for Infrastructure and Transport. All associated costs (including but not limited to project management and any necessary road lighting and drainage upgrades) shall be borne by the applicant. Any land

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required to facilitate the above road works shall be dedicated to road at no cost to the Department for Infrastructure and Transport or the Barossa Council.

36. Prior to the commencement of building work within the approved Staging Plan, written notification outlining the nature, scale, scope and duration of the work must be provided to DHUD 5 full business days prior.
37. No later than 5 full business days following the completion of building work a statement of compliance from a person who holds prescribed qualifications that the building work has been carried out in accordance with the requirements of the Act shall be provided to DHUD.
38. Unless otherwise specifically provided for in these conditions, or otherwise agreed to in writing with the Minister, all costs necessary for compliance with these conditions must be met solely by the proponent.

COUNTRY FIRE SERVICE**SITING (ANCILLARY STRUCTURES)**

39. Outbuildings and other ancillary structures shall be sited no closer than 6m from the habitable building, unless built to relevant building standards for associated structures in Bushfire Prone Areas. This includes future structures which may or may not require planning and/or building consent

ACCESS TO HABITABLE BUILDING

40. The driveway shall be connected to a formed, all-weather public road with the transition area between the road and driveway having a gradient of not more than 7 degrees (1-in-8).
41. Access to the building site shall be of all-weather construction, with a minimum formed road surface width of 3 metres and must allow forward entry and exit for large fire-fighting vehicles, to within 60m of the furthest point of the building.
42. Where the gradient of the driveway is steeper than 12 degrees (1-in-4.5) the minimum formed road surface shall be 4 metres.
43. The all-weather road shall allow fire-fighting vehicles to safely enter and exit the allotment in a forward direction by incorporating either –
 - A loop road around the building, OR
 - A turning area with a minimum radius of 12.5 metres, OR
 - A 'T' or 'Y' shaped turning area with a minimum formed length of 11 metres (for each 'leg') and minimum internal radii of 9.5 metres OR
 - A 'U' shaped 'drive-through' option.
44. Private access shall have minimum internal radii of 9.5 metres on all bends.
45. Private access shall provide overhead clearances of not less than 4.0m horizontally and vertically between the driveway surface and overhanging branches or other obstructions, including buildings and/or structures.
46. Vegetation to be established along the access road shall be carefully selected and designed in accordance with the following:
 - No understorey vegetation shall be established either side of the access road (understorey is defined as plants and bushes up to 2 metres in height); and
 - Grasses shall be reduced to a maximum height of 10cm for a distance of 3 metres (or to the property boundary, whichever comes first); and

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- Mature trees with a single stem habit, are permitted within this fuel reduced zone, providing they are maintained to achieve a minimum vehicular clearance of not less than 4 metres in width and a vertical height clearance of 4 metres.
47. The gradient of the access road shall not exceed 16 degrees (1-in-3.5) at any point along the driveway. In steep terrain exceeding 10 degrees (1-in-5.5) the surface should be sealed.
48. The cross fall of the driveway shall be not more than 6 degrees (1-in-9.5) at any point along the driveway. The all-weather road is to be constructed such that it is protected from water erosion of the traffic surface. The road surface shall be profiled to manage storm water runoff to appropriate drains, at one or both sides of the traffic surface. The accumulated volumes of water shall be directed via:
- open drains; or
 - culverts and pipes under the traffic surface, and / or away from same, without causing further soil erosion, silting of adjacent areas or water courses or instability of any embankment or cutting.
49. Solid crossings over waterways shall be provided to withstand the weight of large bushfire appliances (GVM 21 tonnes).

WATER SUPPLY & ACCESS (to dedicated water supply)

50. Water supply and access shall be installed to comply the provisions outlined in Australian Standard 2419.1 2021 suitable for a SA CFS rear mounted fire appliance.

MAINTAIN AN ASSET PROTECTION ZONE (APZ) - VEGETATION MANAGEMENT

51. Vegetation within 20 metres of the habitable building (or to the property boundaries – whichever comes first) shall be established and maintained as follows:
- The number of trees and understorey plants existing and to be established within the APZ shall be reduced and maintained such that when considered overall a maximum foliage coverage of 30% is attained, and so that the leaf area of shrubs and trees is not continuous and not within 5m of surrounding hazardous vegetation. Careful selection of the vegetation will permit the ‘clumping’ of shrubs where desirable, for diversity, and privacy and yet achieve the ‘overall maximum foliage coverage of 30%. These clumps shall not exceed 5m² and shall be separated by at least 5 metres.
 - Trees and shrubs shall not be planted closer to the building(s) than the distance equivalent to their mature height.
 - Trees and shrubs must not overhang the roofline of the building, touch walls, windows or other elements of the building.
 - Shrubs must not be planted under trees or must be separated by at least 1.5 times their mature height from the trees’ lowest branches.
 - Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season.
 - No understorey vegetation shall be established within 2 metres of the habitable building (understorey is defined as plants and bushes up to 2 metres in height).
 - Flammable objects such as plants, mulches and fences must not be located adjacent to vulnerable parts of the building such as windows, decks and eaves.
 - The APZ shall be maintained to be free of accumulated dead vegetation and debris including leaves, twigs and bark.
 - Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2017.

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52. A single row of trees or shrubs are permitted closer to the building than their mature height for screening purposes, providing they are not connected to other hazardous vegetation, are not within close proximity of timber building elements, windows and doors and do not touch or overhang any part of the building. Screening plants should have low flammability characteristics, be kept in optimum health, pruned regularly and any dead vegetation removed.

TOURIST ACCOMMODATION - BUSHFIRE SURVIVAL PLAN

53. The Bushfire Management Plan and the Emergency Management Plan shall be established and reviewed and updated every 12 months by the company and/or its operators. Revised versions to be forwarded to the relevant SACFS Regional Office to use as a reference. The safety of guests and first responders must be a priority.
54. The applicants shall prepare and display a BUSHFIRE SURVIVAL PLAN (BSP) designed specifically for the purpose of any guests that may be in residence during a bushfire event, especially during the Fire Danger Season. The BSP:
- should provide clear directions to persons that may be unfamiliar with the area/locality and unfamiliar with what protective actions they may need to take to protect their lives during a bushfire event, including when to take such protective actions; and
 - should address the possibility that the owners may not be present at the time of the bushfire event; and
 - should not expect guests to be involved in fire-fighting operations.
55. The SA CFS 'Bushfire Safety Guide for Business document (refer to CFS website) should be utilised as a basis for information and the drafting of the (GUEST) BSP.
56. The company and/or its operators will be required to engage on a regular basis with on-site training and routine practice of all emergency response plans.

MANIFEST BOX (or similar)

57. Given the complexities that the subject site presents, the installation of a Manifest Box at the main entrance of the site shall be undertaken. This box (which looks a bit like a small meter box), should be red with white writing 'Fire Protection system' or similar, and clearly visible to fire crews as they access the site. Information contained should include, but is not limited to, a list of emergency contact phone numbers and a site plan highlighting vehicle access, turning ability, buildings and infrastructure locations, fire water i.e., fill locations, all fire protection equipment (i.e. control valves and the Fire Indicator Panel), and any on-site hazards or storage of dangerous materials such as LPG, PV (solar) energy sources, large Lithium batteries, fuels or chemicals. Access to the Manifest Box, if locked, must be readily accessible using a Lockwood 003-type padlock, in accordance with AS 4428.17

PART E: ADVISORY NOTES

- a. In regard to the satisfaction of any reserved matters or conditions (as outlined in Parts A, B, C or D of this decision notice), documentation submitted by the proponent shall be considered by an across government Working Group, chaired by the Department for Housing and Urban Development. The Working Group shall comprise relevant state agency and local government representatives (plus the proponent), from which advice to the Department and/or Minister for Planning (the Minister) will be provided to determine whether the condition has been satisfactorily addressed, or whether further information is required.

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- b. Any plans, information, management plan/s or sub-plan/s may be submitted in a staged manner for the discharge of conditions included within Parts A to C, with the ability for part-discharge where appropriate, to reflect the progressive rollout of the development.
- c. No construction activity may commence until a favourable decision has been notified to the proponent by the Minister in respect of the conditions within Part A, and until a development authorisation under section 115(2) of the *Planning, Development and Infrastructure Act 2016* is granted for the relevant stage or phase.
- d. Unless otherwise specifically provided for in these conditions, or otherwise agreed to in writing with the Minister, all costs necessary for compliance with these conditions must be met solely by the proponent.
- e. The proponent is advised that all conditions must be met including monitoring, mitigation and reporting requirements as detailed in relevant management plans. Failure to comply with a condition is a breach of the *Planning, Development and Infrastructure Act 2016* (as applicable), under which this authorisation is given.
- f. An accredited professional undertaking Building Rules assessments for each stage or component must ensure that the assessment and certification for any stage or component is consistent with this provisional authorisation or approvals, including any conditions or advisory notes that apply in relation to this authorisation.
- g. In relation to Reserved Matter 4, the infrastructure agreement with the Barossa Council must be agreed and executed to facilitate all necessary local road upgrades including:
 - (a) Hoffnungsthal Road and Lindner Road intersection – shoulder widening and sealing for two-way movements.
 - (b) Hoffnungsthal Road – recommendation to reduce speed limit to at least 80km/h; and
 - (c) sealing of Menzel Road.
- h. Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the Planning, Development and Infrastructure Act 2016 applies to this site.
- i. A site Bushfire Attack Level (BAL) assessment was conducted in accordance with the NCC and Australian Standard™3959 (AS3959) “Construction of Buildings in Bushfire Prone Areas”. The Category of Bushfire Attack Level is **BAL 19**.
- j. This BAL rating is conditional upon the establishment and maintenance of a 20 metre Asset Protection Zone (or to the property boundaries – whichever comes first), in accordance with the Asset Protection Zone – Vegetation Management condition of consent placed on the planning consent with the same application reference.
- k. All class 2 – 9 buildings will need to comply with National Construction Code (NCC) and to include all the minimum *Deemed to satisfy* fire and life safety provisions.
- l. SACFS, as a mandatory referral agency, reserves the right to request additional information and provide further comment, under the Planning Development and Infrastructure Act and Regulations, in particular, but not limited to Regulation 45 (3) during the Building Rules approval process.

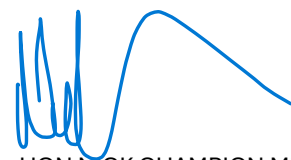
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- m. Other fire safety measures pertaining to water and access may be prescribed by the National Construction Code for Fire Safety.
- n. In relation to Condition 49, other fire safety measures pertaining to roads may be prescribed by the National Construction Code.
- o. Construction of each stage or component of the development may commence only after a Building Rules assessment and certification has been undertaken in relation to that stage, phase or component and has been issued by an accredited professional undertaking Building Rules assessments to ensure the development has meet the approvals, and the Minister for Planning has received a copy of the relevant certification documentation.
- p. Pursuant to Regulation 45 and 103 of the *Planning, Development and Infrastructure (General) Regulations 2017*, a Certificate of Occupancy is required for all new buildings, excluding Class 10 structures. The Applicant must comply with all relevant requirements of Regulation 103 including a report from the relevant fire authority per Regulation 103(D). Any Temporary Certificate of Occupancy certificates needs the additional approval of the Minister.
- q. The proponent, and all agents, employees and contractors, such as construction crew, are reminded of their obligations under the *Aboriginal Heritage Act 1988* (AH Act) that excavation of land to uncover, damage, disturbance of, or interference with, any Aboriginal site, object or ancestral remains (known and unknown) is unlawful without ministerial authorisation under sections 21 and 23 of the AH Act. Before commencing construction, the proponent should consider the amendments to the AH Act, which include increased penalties for breaches of the AH Act: see <https://www.agd.sa.gov.au/aboriginal-affairs-and-reconciliation/aboriginal-heritage/changes-to-the-aboriginal-heritage-act>
- r. The proponent is reminded of requirements under the *Native Vegetation Act 1991* and the *Native Vegetation Regulations 2017*, particularly that native vegetation clearance must be undertaken in accordance with a management plan that has been approved by the Native Vegetation Council that results in a significant environmental benefit on the property where the development is being undertaken, or a payment is made into the Native Vegetation Fund of an amount considered by the Native Vegetation Council to be sufficient to achieve a significant environmental benefit in the manner contemplated by section 21(6) or (6a) of the *Native Vegetation Act 1991*, prior to any clearance occurring.
- s. An environmental authorisation (licence) may be required for this development. The applicant/operator should contact the Environment Protection Authority on (08) 8204 2058 or email EPALicensing@sa.gov.au for information about the licensing application process and requirements.
- t. The proponent/owner/operator is reminded of their general environmental duty, as required by section 25 of the *Environment Protection Act 1993*, to take all reasonable and practicable measures to ensure that activities on the site and associated with the site (including during construction) to not pollute the environment in a way which causes or may cause environmental harm.
- u. For any tree to be retained, their critical root zones shall be fenced and protected to prevent accidental damage and to ensure material stockpiling or vehicle movements do not impact these trees during construction works. Where appropriate additional protection measures,

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which comply with the *Australian Standard 4970:2009 Protection of Trees on Development Sites*, must be implemented and complied with at all times.

- v. Should the proponent wish to vary the development or any portion of it, an application to the Minister must be submitted, provided that the development application variation remains within the ambit of the Environmental Impact Statement and Assessment Report referred to in this development authorisation. If an application variation involves substantial changes to the proposal, pursuant to section 114 of the *Planning, Development and Infrastructure Act 2016* (as applicable), the proponent may be required to prepare an amended Environmental Impact Statement for public consultation. An amended Assessment Report may also be required to assess any new issues not covered by the original Assessment Report and the decision made pursuant to section 115 of the *Planning, Development and Infrastructure Act 2016* (as applicable).
- w. The Minister has a specific power to require testing, monitoring and auditing under section 117 of the *Planning, Development and Infrastructure Act 2016* (as applicable).
- x. In relation to any road works, the proponent shall contact the Department for Infrastructure and Transport's Network Management Services, Senior Network Integrity Engineer, Mr Narendra Patel on telephone 08 7133 3208, or on mobile 0400 436 745, or via email at Narendra.Patel@sa.gov.au to discuss the proposed road works prior to undertaking any detailed design. The developer shall enter into a Developer Agreement to undertake the above works.
- y. In regard to Conditions 8 and 12, the CEMP and OEMP must be prepared taking into consideration, and with explicit reference to, relevant *Environment Protection Act 1993* policies and guidance documents, including but not limited to:
- the Landscape South Australia Act 2019
 - the Environment Protection (Air Quality) Policy 2016
 - the Environment Protection (Commercial and Industrial Noise) Policy 2023
 - the Environment Protection (Water Quality) Policy 2015
 - the Environment Protection (Waste to Resources) Policy 2010
 - the Environment Protection (Used Packaging Materials) Policy 2012
 - the Environment Protection Authority Bunding and Spill Management Guideline 2016
 - Environment Protection Authority Handbooks for Pollution Avoidance
 - the International Erosion Control Association Australasia 'Field Guides for Construction Site Managers and Buildings' and associated design fact sheets.
 - the Environment Protection Authority guideline 'Construction environmental management plan (CEMP) 2024'
 - any other relevant legislative requirements, Guidelines and Australian Standards.



HON NICK CHAMPION MP
Minister for Planning

5 / 5 / 2026

Reference: 25/100468

17 December 2025

Attention: Minister for Planning
c/- Mr Robert Kleeman
Manager – Crown and Impact Assessment
Department for Housing and Urban Development

By email: spcreps@sa.gov.au

Dear Hon Minister Champion MP,

Strategic Alliance EIS Submission

Thank you for the requesting Council's comment in relation to the Southern Barossa Winery and Tourism Accommodation project pursuant to Section 113(5)(a)(iii) of the *Planning, Development and Infrastructure Act 2016*.

This submission provides Council's considered opinion in relation to the proposed development and provides detailed comments under key headings.

Summary

In summary, Council has had significant challenges with the development in that it presents strong arguments for support but also as a Council that has unique legislative conditions upon which it has to preserve the character and has listened to many in its community, the overall submission is balanced against improved design and infrastructure outcomes whilst raising long term rural land use policy direction and character.

The comments are largely focused on the hotel component, however, raise that no matter your decision and with community input and work Council is undertaking in 2026 clear character policy with the Planning and Design Code in partnership with your commitment in the Greater Adelaide Regional Plan (GARP) to address these issues in 2027.

We welcome the opportunity to make comment and outline caution in your decision making to ensure the balance of development and character is maintained.

This submission acknowledges the significant scale of the tourist development. While the proposal introduces substantive built form into a locality that is presently devoid of this form of development, the design is responsive to the site and has a low visual impact upon the locality.

The assumption that there is sufficient demand to sustain multiple major resorts should be further considered, given there is potential for hundreds of new rooms to come online in the Barossa as a result of the proposed Nexus, Oscar, Sandy Creek Resort and this proposal. Transport availability and access to workers are also fundamental issues that warrant further consideration.

Some concerns regarding the combined wastewater and trade waste system are also identified as well as in relation to the bushfire hazard assessment.

If approved, an infrastructure agreement with Council will be essential to facilitate road upgrades required to support the development.

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Demand for the project

The proposed tourist accommodation resort is stated to fill a known gap in the market for luxury, branded accommodation and is expected to attract new visitor segments, including international guests and conference delegates. The market analysis suggests that even if other approved projects proceed, there will be sufficient demand to sustain multiple providers.

Hotel demand for the project has been assessed on the basis of a Scoping Study undertaken by Hotellerie in 2023 and examined tourism trends, accommodation performance and market gaps in the Barossa. This Scoping Study remains confidential and it is therefore difficult to validate the market analysis regarding demand, especially in relation to the multiple proposals that are currently approved/proposed.

The assumption that there is sufficient to sustain multiple major resorts should be further considered, given there is potential for hundreds of new rooms to come online in the Barossa as a result of the proposed Nexus, Oscar, Sandy Creek Resort and this proposal. While competition among proposals is part of ordinary market dynamics, there is a need to avoid oversupply.

Notwithstanding above, it is noted the development of a 4-5 star accommodation product is a priority of the SA Regional Visitor Strategy.

Size of development

The scale of the proposed hotel far exceeds the numerical standard quoted in DPF 6.3 of the Rural Zone of 100m² and it is noted this is one of the reasons for the declaration of the development as an Impact Assessed development, given that the project cannot be properly considered under existing pathways (ie. as a code assessed development against the Planning and Design Code). Pursuant to the judgement of Geber, resort scaled development should be located in Tourism Development Zones.

Performance Outcome 6.3 of the Rural Zone seeks:

PO 6.3

Tourist accommodation is associated with the primary use of the land for primary production or primary production related value adding industry to enhance and provide authentic visitor experiences.

The proposal will be associated with the use of the land for viticulture, albeit it is substantially larger in scale than anticipated in the Rural Zone.

It is noted the GARP released on 17th March 2025 proposes a Code Amendment for the Character Preservation District to support local government in pursuing improvements to the Character Preservation District Overlay to reinforce the character values in the Barossa Valley whilst supporting primary industries. In this regard, The Barossa Council is committed to working with the State to undertake the necessary investigations to support this Code Amendment. As part of this work, there is a need to review the criteria for resort scaled development.

The review of the Character Preservation District also has synergies with the proposed action within the GARP to undertake a Code Amendment focused on 'Tourism Development' within wine regions to protect valued landscape character.

Scale, siting and design

The scale, siting and design of the hotel is one of the most challenging aspects of the proposed development. It is acknowledged the design element in particular is highly subjective and that opinions may differ widely in relation to the acceptability of the architectural design for the site.

The building is proposed to be six storeys in height, set well within the site and below the ridgeline, with the objective of minimising visual prominence. It is noted an amendment to the design has occurred since the original design was conceived to lower the eastern building flank by 3m.

The building is arranged in response to the site's topography, with the building being terraced on the contour lines to preserve existing views and facilitate passive solar access. The architecture adopts a low-profile horizontal massing strategy, utilising natural and locally sourced materials such as timber and stone.

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It is noted the building has gone through two rounds of design review with the Office for Design and Architecture SA (ODASA). While the Design Review advice is not provided within the EIS documentation, the EIS notes feedback supports the project's ambition to integrate architecture and landscape site cultural sensitivity, site-specific design and connection to country.

The ODASA comments suggest there are elements of the design that should be further refined to better anchor the hotel within the landscape and to reduce visual dominance. It is considered the overall design is considered to be broadly acceptable but there is opportunity to further respond to ODASA's feedback.

It is noted the proposal includes the preservation of the vineyard frontage together with a strong landscape strategy that incorporates use of vegetated buffers. These elements further seek to limit the visual impact of the hotel in the landscape, in particular, the southern elevation visible to the land upslope at the rear.

In relation to the winery development, the building incorporates articulation in the form of the broken up gable roof forms. This is considered broadly acceptable. It is noted the development incorporates fire tanks, rainwater tanks and a pump room forward of the building which are prominent and could be resited to reduce their visual impact to the street.

Landscape and visual impact assessment

A Landscape and Visual Impact Assessment (LVIA) has been prepared by Landskap that provides an assessment of the suitability of the development in the existing landscape context. The LVIA concludes the proposed hotel will have a low visual impact on the local area noting that:

- Limited public views will occur only along short sections of Hoffnungsthal Road and Menzel Road. Long range views will be extremely limited due to existing vegetation and ridges to the east, south and west of the site.
- The development is set below the skyline and incorporates balanced cut and fill approach.
- Materials will comprise muted colours and low reflective finishes that complement the surrounding landscape;
- Extensive new planting is proposed.

The LVIA notes the development will have high visual notability from several adjacent properties. Given the scale of the hotel of some 150 rooms, it is to be expected there would be some localised visual notability.

The conclusions drawn in the LVIA are considered to be reasonable and reflect the unique siting of this proposal which has relatively limited viewshed impacts due to a position of adjacent ridgelines and which significantly preclude views and generally do not allow views beyond 2km radius.

Character Preservation Act 2012

The site is located within the Character Preservation District established under the *Character Preservation Act 2012*. Section 6 of the Act states that:

6 – Objects

(1) *The objects of this Act are –*

- (a) *To recognise, protect and enhance the special character of the district while at the same time providing for the economic, social and physical well being of the community; and*
- (b) *To ensure that activities that are unacceptable in view of their adverse effects on the special character of the district are prevented from proceeding; and*
- (c) *To ensure that future development does not detract from the special character of the district; and*
- (d) *Otherwise to ensure the preservation of the special character of the district.*

(2) *A person or body involved in the administration of an Act must, in exercising powers and functions in relation to the district, have regard to and seek to further the objects of this Act.*

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7 – Character values of district

(1) The following character values of the district are recognised:

- (a) The rural and natural landscape and visual amenity of the district;
- (b) The heritage attributes of the district;
- (c) The built form of the townships as they relate to the district;
- (d) The viticultural, agricultural and associated industries of the district;
- (e) The scenic and tourism attributes of the district.

(2) The character values of the district are relevant to –

- (a) Assessing the special character of the district; and
- (b) The policies to be developed and applied by any state planning policy and the Planning and Design code under the Planning, Development and Infrastructure Act 2016 in relation to the district.

The Character Values include the rural and natural landscape and visual amenity of the district, the viticultural and associated industries of the district and the scenic and tourism attributes to the district. It is noted the GARP acknowledges tourism is a legislated element of the special character of the Barossa Character Preservation District. The Barossa is internationally recognised for the wine produced and continues to be valued for the authenticity of experience. The GARP further notes the combination of wine and food activities, historic townships, attractive rural landscapes, conservation parks and forest reserves that work together to attract visitors to the district.

The EIS states “The proponent seeks to embody the tangible and intangible values of the Barossa region through every layer of its design and delivery”. Further, the proposal seeks to respond to these tangible and intangible values through its siting and architectural expression, integrating built form into the rolling hills and preserving ephemeral creek lines. Materials embodied in the development comprise local stone for retaining walls, landscaping and footpaths, timber and earth-toned materials. Horizontal architectural language is proposed to settle the buildings into the land and approximately 10-11ha of vineyard will be retained, revitalised or replanted.

Bushfire Hazard

The site is located within a Hazards (Bushfire – High Risk) Overlay under the Planning and Design Code.

The EIS is accompanied by a Bushfire Risk Assessment and Bushfire Emergency Management Plan, prepared by SA Bushfire Solutions. The Bushfire Risk Assessment recommends the site be closed on declared days of ‘Catastrophic Fire Danger. The EIS adopts this recommendation meaning guests would need to find alternative arrangements for accommodation on such days. The EIS provides no details on how this will be administered in practice.

An error is also contained in the Bushfire Risk Assessment. Figure 15 shows a map of a site located in the south-east (Naracoorte) which is not relevant to the development. The topography of the site is also described under Section 9.4 of the report as being “flat and slightly undulating in places, with average slopes less than three (3) degrees (refer to Figure 15)”. It is unclear to what extent this error has been taken into account within the bushfire risk assessment.

Housing needs for workers

The EIS notes that during construction, the project will support over 460 full time equivalent jobs across traders, suppliers and professional services. For ongoing operations, it is forecast that the development will employ 150 people.

There is limited consideration within the EIS given to the current shortage of housing availability to cater for the workers during construction and ongoing operations. If workers accommodation is proposed on-site, further details regarding this aspect should be provided for assessment.

Transport services

The proposed development is expected to increase demand for local food, wine, transport and event services, thereby helping to strengthen the broader Barossa economy. Notwithstanding, the EIS is silent on public transport

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needs and current issues being experienced by visitors regarding lack of transport options and a lack of uptake on ride share platforms such as Uber.

Given the scale of the development, how is it anticipated that demand for transportation to and from the site will be serviced.

Traffic and Access

A Traffic and Access assessment has been prepared by traffic consultants, Cirqa. Early engagement with Council's Infrastructure & Environmental Services Directorate has taken place in relation to necessary upgrades that are required to the road network. These include:

- At the Lyndoch Valley Road and Hoffnungsthal Road intersection – channelised right turn intersection and auxiliary left turn treatment;
- Hoffnungsthal Road and Lindner Road intersection – shoulder widening and sealing for two-way movements;
- Hoffnungsthal Road – recommendation to reduce the speed limit to at least 80km/h;
- Sealing of Menzel Road.

The proposed road upgrade works are considered to be generally appropriate, subject to entering into an Infrastructure Agreement with Council. In addition, the following comments are identified:

- Potential conflict of visitor vehicles and commercial winery operation vehicles (up to articulated vehicles) is undesirable.
- Any tree removal to accommodate the driveway access and any road upgrade works is subject to separate approval of Council.
- The driveway access point to the hotel should be amended so that it is perpendicular to Menzel Road to minimise potential high speed ingress/egress vehicle movements.
- The proposal to reduce speed limits on Hoffnungsthal Road is subject to Department for Infrastructure and Transport approval.
- Measures should be in place to prevent vehicles larger than 11m rigid from accessing the loading dock.

Integration with Trails

The EIS is silent in respect to the opportunity to integrate the development with nearby trails, however, page 2 of the fact sheet released in relation to the consultation states "*Publicly accessible amenities, including a cellar door, restaurant, day spa and walking trails will invite both visitors and residents to engage with the site*".

Given this, will the proposal integrate with walking trails on public/Council land, such as linkages to the Heysen Trail? If so, further consideration of this matter will be required and agreement with Council.

Environmental Health matters

In relation to the wastewater, the EIS highlights that the proposed wastewater system is subject to approval from SA Health. The following matters should be clarified in relation to the wastewater design:

- The watercourse runs through the position proposed for the ABSORBS bed. Being a lined bed, the 50m mandatory setback may not apply. SA Health should clarify this as part of their assessment.
- More detailed information in relation to the dimensions of the ABSORBS bed should be provided.
- A soil category should be confirmed in relation to the evapotranspiration of the ABSORBS bed.
- More detailed information is needed to enable calculation of the maximum secondary treatment ie. maximum hydraulic load and the maximum organic load for the ABSORBS.
- There are concerns in relation to the collection of wastewater in the storage dam together with trade wastewater. The wastewater irrigation area should be separated from the trade wastewater irrigation areas. The soil category for the wastewater irrigation areas also needs to be confirmed and there are restrictions on-site due to watercourses which do not appear to have been fully considered in the report.

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- Council does not typically approve water balancing methods as they are not generally accepted in South Australia.

If approved, the wastewater system should be subject to a full assessment by SA Health and the Environment Protection Authority pursuant to the *SA Public Health Act 2011* and *Environment Protection Act 1993* and appropriate approval granted.

A food safety review will be necessary in relation to the proposed restaurants. Detailed layout of the restaurant areas will be required to ensure that these areas comply with Food Safety Standards under the *Food Act 2001*. In addition, the public pool and spa will need to be registered.

Conclusion

The proposal has garnered significant community interest and alternative viewpoints and that is acknowledged by Council. The Council believes there are challenges with the proposal scale and other matters raised in our submission and those of others in the community that require further review and analysis by advisors to the decision maker and to ensure alignment with the Objectives of the Character Preservation Act 2012.

Thank you again for the opportunity to provide comment in relation to the Southern Barossa Winery and Tourism Accommodation project.

Should you wish to discuss this matter further, please contact Aaron Curtis, Senior Manager – Development Services, acurtis@barossa.sa.gov.au or 8563 8492.

Yours faithfully



Mayor Bim Lange

DEBATE REPORT

7.2 Corporate Services, Strategy and Innovation

7.2.1 OFFICE CLOSURE - ALL STAFF MID YEAR EVENT

**Author: Senior Manager People and Culture
26/38242**

PURPOSE

To consider and adopt a proposal for late Council office opening in order to facilitate all staff access and inclusion in an organisation-wide professional development event. Specifically, to consider and adopt the following late opening times for Tuesday 23 June 2026:

- 10:15am opening for the Lyndoch Library and Williamstown Depot.
- 10:30am opening for Council workplaces that provide direct service to the public.

RECOMMENDATION

That Council:

- (1) Pursuant to Section 45(2) of the *Local Government Act 1999*, approves the Principal Office and other offices of the Council to open at 10:30am on Tuesday 23 June 2026.
- (2) Makes the following alternative arrangements to enable the local community to access the services of the Council which are ordinarily available at the Principal Office of the Council:
Email: barossa@barossa.sa.gov.au
After hours service: Answering Adelaide 8563 8444

Website (online services and Make a Payment): barossa.sa.gov.au

REPORT

Background

Twice per annum organisation-wide professional development events are held in support of Council's ongoing commitment to the implementation of modern people and culture strategies and the development and retention of staff, with a strong aim to continuously improve the quality of services to our community through the professional development of our staff.

Introduction

An all-staff professional development event is scheduled to be held on Tuesday 23 June 2026 from 8:00am to 10:00am, to allow as many staff as possible to attend and return to the workplace. The timing of the event will commence at 8am, before normal working hours, and will run to approximately 10:00am. To facilitate this timeframe, support is being sought to allow Council workplaces providing direct services to the

public to open 75/90 minutes later than normal at 10:15/30am, allowing staff to attend the event in its entirety.

Discussion

This event has been designed to provide professional development to staff who serve the Council and community and to form connection of staff from various departments and work sites. It also provides a pivotal opportunity for new and existing staff alike to broaden their understanding and appreciation for the positive impacts that Council makes within our community.

Whilst face to face service delivery will be impacted for 75/90 minutes due to the delayed opening of Council workplaces, online services will continue to be available, along with email enquiries and Council's after-hours telephone contact service.

Summary and Conclusion

Council support is being sought to approve the amendment of the opening times of Council's Principal Office and other offices to 10.15/30am to support staff attendance at an organisation-wide professional development event on Tuesday 23 June 2026.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

BS10 People and Culture - Support to Managers and employees across the full employee lifecycle, including attraction, recruitment and selection, induction and on-boarding, training and performance development, performance management and offboarding.

Legislative Requirements

Nil

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Whilst face to face service delivery will be impacted for 75/90 minutes due to the delayed opening of Council workplaces, online services will continue

to be available, along with email enquiries and Council's after-hours telephone contact service.

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

Nil

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Council's professional development and staff service recognition events are designed to facilitate the retention of employees and celebrate success along with ongoing skills and knowledge development.

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

The staff event will be held early morning to ensure as little disruption to service delivery as possible and we will promote the late opening to mitigate any inconvenience to community.

COMMUNITY ENGAGEMENT

No consultation required given the amendment is minor in nature, although promotion and awareness to the community of the late opening will occur via social media, public notices and signage at relevant sites.

DEBATE REPORT

7.2 Corporate Services, Strategy and Innovation

7.2.2 ARTIFICIAL INTELLIGENCE POLICY

**Author: Manager Information Services and Technology
26/38223**

PURPOSE

Council endorsement is sought for the Draft Artificial Intelligence Policy as presented at Attachment 1.

RECOMMENDATION

That Council endorse the Draft Artificial Intelligence Policy as provided at Attachment 1.

REPORT

Background

With the increasing availability and use of open AI technologies across the local government sector and workplaces more broadly, Officers have identified the need to establish policy principles for the ethical, transparent, responsible and secure use of Artificial Intelligence (AI), including Generative AI (GenAI), within The Barossa Council.

Introduction

A new policy has been drafted (see Attachment 1) to guide the safe and appropriate use of Artificial Tools within the Council environment. The draft policy supports the responsible use of AI to improve service delivery, support innovation, enhance accessibility, strengthen decision-making, and improve productivity where it can be used safely and appropriately.

Discussion

The AI policy is designed to enable safe innovative use of advanced technology tools to assist with service design and delivery, work efficiency and advanced analytics for Council data, systems and processes. It is an advanced technology that can enhance decision making for the Council.

AI must be used in a way that protects Council data, community and resident information, privacy, confidentiality, public trust and organisational reputation. This policy is intended to enable safe use, not prevent useful innovation.

While no specific legislation governing the use of AI tools exists, the policy has been written in review of current best practice and published guidelines within local government, state and federal government and wider industry to ensure best practice.

Summary and Conclusion

The policy is designed to encourage best practice, ensure privacy and safety of data and develop innovative use cases within the Council. Council is now asked to endorse the policy to establish appropriate policy settings for staff.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Draft Artificial Intelligence Policy [↓](#) 

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**Corporate Plan**

- BS1 Business Technology - IT Service Management, including Operations (infrastructure, assets, applications, service desk, vendor management, security) and Business services (business analytics, Project Management Office, data analytics, dashboards)
- BS2 Business Improvement - Growing the efficiency of the processes and systems we use to deliver services and outcomes through innovation and continuous improvement

Legislative Requirements

Nil

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

The policy settings within the draft Artificial Intelligence Policy are designed to enhance service delivery whilst mitigating risks associated with access to AI technologies.

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

Nil

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Nil

COMMUNITY ENGAGEMENT

Not Required

Artificial Intelligence Policy - Council



1. Document control

Policy Number:	*CM No	Council Resolution Number:	
Document Owner:	Director Corporate Services, Strategy and Innovation	Document Author:	Manager Information Services and Technology
Approval Date		Next Review Date:	

2. Statement of Intent

- 2.1. This policy establishes the principles for the ethical, transparent, responsible and secure use of Artificial Intelligence (AI), including Generative AI (GenAI), within The Barossa Council.
- 2.2. The Council supports the responsible use of AI to improve service delivery, support innovation, enhance accessibility, strengthen decision-making, and improve productivity where it can be used safely and appropriately.
- 2.3. AI must be used in a way that protects Council data, community information, privacy, confidentiality, public trust and organisational reputation. This policy is intended to enable safe use, not prevent useful innovation.

3. Policy Principles

- 3.1. AI can support Council work in many ways, including drafting, summarising, organising information, improving accessibility, generating options, supporting analysis, and helping staff work more efficiently.
- 3.2. AI outputs are not inherently accurate, complete, or authoritative. All AI-generated content must be reviewed by a human before it is relied upon, published, or used in decision-making.
- 3.3. Council acknowledges that AI can also support different working styles and accessibility needs, including helping some staff reduce cognitive load, structure information, and communicate more effectively.
- 3.4. AI must be used as a support tool, not a replacement for professional judgement, accountability, or critical thinking.
- 3.5. Staff remain responsible for the accuracy, legality, appropriateness, and final use of any work that includes AI assistance.
- 3.6. Where AI content is used, staff must verify important claims against reliable sources and, where relevant, identify the original source material.
- 3.7. Council will prefer AI use cases that deliver clear public value, improve efficiency, support inclusion, and align with organisational priorities and values.

4. AI types and use

- 4.1. AI includes, but is not limited to, GenAI, predictive AI, agentic AI, decision-support tools, automation tools and embedded AI features in software products.
- 4.2. AI may be used for low-risk tasks such as:
 - 4.2.1. Drafting internal text for review.
 - 4.2.2. Summarising public documents.
 - 4.2.3. Reformatting or plain-language rewriting.
 - 4.2.4. Brainstorming ideas.
 - 4.2.5. Supporting research using non-sensitive material.
 - 4.2.6. Assisting with accessibility and communication tasks.
- 4.3. AI must not be used as the sole basis for decisions that affect people's rights, services, entitlements or obligations unless the use case has been formally assessed and approved under Council governance processes.
- 4.4. AI can be used in higher value data analytics and decision making capacities when specifically applied to an opportunity in a secure and appropriate framework, including video and data analytics.

5. Data and confidentiality

- 5.1. Personal information, confidential information, commercially sensitive information, draft documents not approved for release, and other restricted Council information must not be entered into public AI tools.
- 5.2. Staff must treat confidentiality as time-sensitive. Information that is not yet public remains confidential until it is formally approved for release.
- 5.3. If there is any actual or suspected unauthorised disclosure of confidential or personal information through AI use, it must be reported immediately to the relevant manager and Information Services and Technology.
- 5.4. Where Council approves enterprise or closed AI environments, any data use must still comply with Council's privacy, security, records and legal obligations. Permission to use an enterprise tool does not create a blanket approval for all data types.

6. Considerations and Limitations

- 6.1. Misinformation and Bias
 - 6.1.1. AI may be trained in a way that leads to insufficient, incomplete or biased results, which, if relied upon, could lead to liability, reputation damage or other harm. The tool could, for example, overrepresent negative stereotypes, exclude a particular group of people or draw from data sets that are not relevant to Australian law.
- 6.2. Malicious use of data by third parties
 - 6.2.1. Cybercriminals may use AI chatbots for writing fake reviews, spamming, phishing, and social engineering. Moreover, researchers have found many ways in which some platforms can aid in the development of malware.
- 6.3. Copyright, trademarks and plagiarism

6.3.1. AI terms of use usually put the responsibility to identify potential copyright violations in the output on the user. Be aware that AI outputs may infringe copyright or intellectual property laws.

6.4. Hallucinations

6.4.1. AI will meet all requests based on the structure of a user's instructions wording. If no data exists to meet the user's instruction the technology may create information. For instance, if you ask AI to provide the top 10 restaurants in an area and there are only 5 in that area, it may still return 10 answers, meaning 5 do not exist and are hallucinations. Officers must always check sources, seek to structure instructions to minimise the likelihood of hallucinations and also ask AI if you are unsure of its sources of information so you can cross check the data source.

6.5. Legal considerations

6.5.1. At this stage, there is no legislation in Australia that specifically regulates the use of AI, the inputting of data into AI systems, and the use of information output from AI systems. However, AI results and outputs may be subject to other existing Australian laws, including privacy, consumer affairs, discrimination, copyright and intellectual property, defamation, and breach of confidential information, to name but a few.

6.5.2. Officers must ensure that use of AI is consistent with their duties and obligations under legislation, any contracts to which the Council is a party and their own contracts of employment. Ultimately, any person who relies on a AI system is still accountable to the Council for their own work.

6.6. Considerations to reduce the risks of introducing AI tools within the Council include:

6.6.1. Prioritise trial and implementation of secure AI technologies that offer protections from public access and utilise council owned data as its source.

6.6.2. Prioritise AI applications that align with council objectives and values and have been approved under clause 7.1 of this Policy.

6.6.3. Encourage innovation while safeguarding public interests and ethical standards.

7. Approved tools

7.1. Staff may only use AI tools that have been assessed and approved by Information Services and Technology and the Corporate Management Team.

7.2. AI tools that are assessed and approved must meet any standards established by either the Commonwealth, State or Local Governments, and an approved list will be maintained by the Manager, Information Services and Technology through our intranet.

7.3. Preference will be given to licensed, enterprise-grade tools that provide security controls, auditability, administrative oversight, and data protections suitable for Council use.

7.4. Public consumer AI tools may only be used where they have been explicitly approved for a defined use case and data classification level.

7.5. Unapproved AI tools must not be used for Council business.

8. Approval and trials

8.1. Any request to use a new AI tool or AI use case must be submitted to Information Services and Technology using the approved request process.

- 8.2. Requests should describe the purpose, proposed users, data classification, risks, benefits, controls, and whether the tool is public, enterprise, or embedded AI.
- 8.3. Short pilot trials may be approved for limited testing purposes where risk is low and safeguards are in place.
- 8.4. Trial periods should be time-limited and monitored, with a documented decision recorded before broader rollout.
- 8.5. Approval decisions should consider security, privacy, records management, legal compliance, accessibility, public value, and alignment with Council priorities.
- 8.6. Council may maintain a tiered approach to AI use:
 - 8.6.1. Prohibited: no use with sensitive, personal, or confidential information.
 - 8.6.2. Permitted with controls: enterprise or approved tools for internal, non-sensitive material.
 - 8.6.3. Encouraged: approved tools using public, published, or de-identified information.

9. Training and capability

- 9.1. Any staff member using AI for Council work must complete Council-approved induction or awareness training before use.
- 9.2. Training will cover responsible use, privacy, security, bias, copyright, verification, safe prompting, accessibility, and reporting concerns.
- 9.3. Council will provide refresher training and targeted guidance as tools, risks and business needs change.
- 9.4. Training should build capability, not merely compliance, and should include practical examples relevant to Council work.

10. Responsible use

- 10.1. Staff must ensure AI use is lawful, respectful, accurate and appropriate to the task.
- 10.2. Staff must check for bias, gaps, unsupported assumptions, hallucinations, and misleading outputs before using AI-generated material.
- 10.3. Staff must not use AI in a way that infringes copyright, misrepresents sources, breaches privacy, or produces offensive, discriminatory, defamatory or misleading content.
- 10.4. AI use must be transparent where required, and staff should be able to explain how AI contributed to a final product or recommendation.
- 10.5. Staff must keep appropriate records of material AI use where it affects decisions, advice, outputs, approvals or public-facing content.

11. Scope

- 11.1. This policy applies to all Elected Members, Employees and Volunteers within The Barossa Council.
- 11.2. This Policy is to be read in conjunction with other Council Information Services and Technology policies and processes.

12. Responsibilities

- 12.1. The Executive Leadership Team must:

- 12.1.1. Ensure the ongoing provision of training on ethical AI use, data privacy, and security.
- 12.1.2. Implement programs to raise awareness about AI technologies and their implications.
- 12.1.3. Foster collaboration between departments to ensure consistency in AI policy application and sharing of knowledge.
- 12.1.4. Develop a unified strategy for AI access across departments.
- 12.1.5. Establish protocols for responding to incidents where AI systems fail or cause unintended consequences.
- 12.1.6. implement mechanisms for reporting incidents and conducting investigations.
- 12.2. Employees must not:
 - 12.2.1. Deed sensitive corporate or personally identifiable information into an AI system.
 - 12.2.2. Rely on AI generated outputs without adhering to the principles of this policy.
- 12.3. Employees who are using AI systems must:
 - 12.3.1. Use AI to support human decision-making, not replace it entirely.
 - 12.3.2. Regularly assess and consider biases in AI systems to ensure implementation of AI in a manner that respects human rights, promotes fairness, and avoids discrimination.
 - 12.3.3. Mitigate any biases in AI systems to ensure fairness and equity.
 - 12.3.4. Prioritise transparency—AI processes and decisions must be explainable to the public and stakeholders.
 - 12.3.5. Implement data governance practices, including data anonymisation, data retention policies, data source transparency and consent management.

13. Legislation and References

- 13.1. This Policy is designed to ensure that the permitted use of Council's Information and Communications Technology (ICT) facilities is consistent with other relevant laws and policies regulating:
 - 13.1.1. Copyright, patent materials and other intellectual property
 - 13.1.2. Anti-discrimination
 - 13.1.3. Defamation
 - 13.1.4. Privacy
 - 13.1.5. Discriminator speech and the distribution of illicit and offensive materials
- 13.2. The following references also provide guidance on the responsible use of AI in Government:
 - 13.2.1. National Framework for the Assurance of AI in Government: Endorsed in 2024, this framework outlines transparency, administrative law, privacy, governance, accountability, and the monitoring and evaluation of AI systems in government usage. It includes practical tools and checklists for agencies designing and deploying AI.
[National framework for the assurance of artificial intelligence in government](#)
 - 13.2.2. OAIC Privacy Requirements: The OAIC has released guidance on privacy and developing and training generative AI models.

[Guidance on privacy and developing and training generative AI models | OAIC](#)

- 13.2.3. Policy for the Responsible Use of AI in Government: Effective from September 2024, this mandates all Australian government entities (including local governments) to identify accountable officials and adhere to transparency, risk mitigation, and public statements relating to their use of AI. Agencies must also meet reporting requirements, such as publicly stating their AI use and ensuring accountability in decision-making processes.

[Policy for the responsible use of AI in government - Version 2.0 | digital.gov.au](#)

- 13.2.4. Australian Government Department of Industry Science and Resources: Australia's AI Ethics Principles and Voluntary AI Safety Standard (VAISS)

[Australia's AI Ethics Principles | Department of Industry Science and Resources](#)

- 13.2.5. Local Government Guidelines: South Australia's Local Government Information Technology South Australia (LGITSA) has published Generative AI Guidelines to help local councils address data protection and ethical considerations related to AI.

<https://www.lgitsa.com.au/wp-content/uploads/2024/11/LGITSA-Guidelines-Generative-AI.pdf>

14. Definitions

Generative Artificial Intelligence (GenAI)	Generative Artificial Intelligence - a range of technologies that leverage data, machine learning and prompts to create new data (such as text, images, video, audio and similar content)
Machine Learning (ML)	A subset of AI that involves algorithms and statistical models that enable computers to improve their performance on tasks through experience
Data Privacy	Protection of personal data from unauthorised access and ensuring individuals' control over their own data
Bias	Systematic and unfair discrimination in AI outcomes, often due to biased data or algorithms.
Transparency	The degree to which AI decision-making processes are open and understandable to stakeholders.
Generative AI	Generative Artificial Intelligence - a range of technologies that leverage data, machine learning and prompts to create new data (such as text, images, video, audio and similar content)
IS&T	Information Services and Technology Department
Hallucinations	Where Large Language Models may perceive patterns or objects that are non-existent, creating nonsensical or inaccurate outputs
Malware	Software that is specifically designed to disrupt, damage, or gain unauthorised access to a computer system
Personal Data	Information about a particular person, especially sensitive information relating to that person. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances, and may include information such as a person's name, signature, address (postal and/or email address), phone number, date of birth, photographs, IP addresses, voice print, biometrics and location information.

Phishing	An attempt by cybercriminals posing as legitimate institutions, usually via email, to obtain sensitive information from targeted individuals
Spamming	The sending of unsolicited, usually commercial messages (such as emails, text messages, or Internet postings) to a large number of recipients or posted in a large number of places
Deed	To "deed" information into a system means the formal, often legally binding, recording of data or documents into a digital repository or management system, typically transforming analogue (paper-based) information into a digital format.

15. Version History

This Policy will be reviewed by the Policy Author in consultation with the relevant stakeholders, within xx years or more frequently if legislation or Council's need changes.

Version No.	Date.	Summary of Changes
1.0	TBC	New Policy

16. Further Information

This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa during ordinary business hours. A printed copy of this Policy can be obtained upon payment of a fixed fee.

Feedback regarding this Policy or its application can be made to the Customer Service Team on 8563 8444 or barossa@barossa.sa.gov.au in first instance, who will refer you to the most appropriate officer.

DEBATE REPORT

7.2 Corporate Services, Strategy and Innovation

7.2.3 REVIEW OF KNOWLEDGE MANAGEMENT POLICY AND KNOWLEDGE MANAGEMENT PROCESS - ELECTED MEMBERS

**Author: Manager Information Services and Technology
26/14967**

PURPOSE

To ensure organisational compliance of Records Management pursuant to the *State Records Act 1997*. Council is presented with a reviewed Knowledge Management Policy (the Policy) and Knowledge Management Process for Elected Members (the Process) for endorsement.

RECOMMENDATION

That Council:

- (1) Endorse the Knowledge Management Policy as at Attachment 1; and
- (2) Endorse the Knowledge Management Process – Elected Members as at Attachment 2.

REPORT

Background

The purpose of the Policy is to ensure organisational compliance of Records Management in The Barossa Council pursuant to the *State Records Act 1997*.

The purpose of the Process is to provide Elected Members with guidelines to compliantly maintain Official Council Records according to Council's obligations under the *State Records Act 1997* and other relevant legislation.

Introduction

The administration has made it a priority to ensure that Knowledge Management policies and processes align with best practice in records management, reflect Council's commitment to continuous improvement, and provide a strong and reliable foundation for effective records management.

Discussion

The Knowledge Management Policy outlines the responsibilities and practices of Council's Information Assets, as a defined "agency" under the *State Records Act 1997* (the Act), as well as for all persons employed or engaged by The Barossa Council. The Policy and associated documents ensure continuous improvement in information and records management practices, and compliance with relevant legislation and standards.

The Policy requires that all information and records created and required to be retained by Council in conducting Council business should be captured, managed, retained and disposed of in accordance with relevant legislation and standards.

The Policy, which is applicable to both staff and Elected Members, promotes legislative compliance, good practice, the transfer, retention and sharing of information and knowledge and establishes a complete and accurate history of Council's activities.

The Process is designed to provide specific guidance to Elected Members in managing documents and records created and received in the course of Council business in compliance with the legislation above.

A review of both the Policy and Process has been completed, and a summary of changes is provided below:

Knowledge Management Policy (CD/22/6)

Clause No.	Topic	Summary of change
SECTION No.	Section name	Summary of change
All throughout	All throughout	Minor formatting throughout the document
Item 3.7	Knowledge Management and Generative AI	Added record responsibilities when using Generative AI
Item 6	Supporting Processes and Documents	Added supporting processes and documents
Item 7	Definitions	Added definition of Elected Members
Item 8	Version History	Updated version history

Knowledge Management Process – Elected Members (16/23143[v4])

Clause No.	Topic	Summary of change
SECTION No.	Section name	Summary of change
All throughout	All throughout	Put into new template
All throughout	All throughout	Minor formatting and review throughout the document
Item 6	Legislation and References	Added all relevant Legislation and References
Item 10	Definitions	Added definition of Elected Members and removed and refined Definitions table as per the Definitions glossary

Summary and Conclusion

The Knowledge Management Policy and Knowledge Management Process for Elected Members have been reviewed and updated to ensure alignment with legislation and guidelines.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Draft Knowledge Management Policy [!\[\]\(b623c03fa487d1698dace6203c519726_img.jpg\)](#) [!\[\]\(c619c5cfb59c4093681a8f68d2d8d266_img.jpg\)](#)

Attachment 2 Draft Knowledge Management Process - Elected Members [!\[\]\(f063ef9e16f4c52ea7f0906a8473add2_img.jpg\)](#) [!\[\]\(6160816e2c5288fe191ee45d128d1380_img.jpg\)](#)

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

- BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims
- BS9 Information - Management and maintenance of corporate records (both physical and electronic) held by Council, and providing support to the organisation to ensure organisational compliance with record keeping obligations under the State Records Act and other relevant legislation.

Corporate Plan

- BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims
- BS9 Information - Management and maintenance of corporate records (both physical and electronic) held by Council, and providing support to the organisation to ensure organisational compliance with record keeping obligations under the State Records Act and other relevant legislation.

Legislative Requirements

State Records Act 1997

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Nil

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

Nil

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

The Knowledge Management Policy and Knowledge Management Process – Elected Members are critical for ensuring transparency and compliance with *State Records Act 1997* requirements, with non-compliance potentially resulting in reputational damage and loss of credibility.

COMMUNITY ENGAGEMENT

Not required

Knowledge Management Policy



1. Document control

Policy Number:	CD/22/6	Council Resolution Number:	
Document Owner:	Director, Corporate Services, Strategy and Innovation	Document Author:	Manager Information Services and Technology
Approval Date		Next Review Date:	

2. Statement of Intent

- 2.1. The purpose of this Policy is to outline the responsibilities and practices of Council's Information Assets, as a defined agency under the *State Records Act 1997* (the Act), as well as for all persons employed or engaged by The Barossa Council (Council). The Policy ensures continuous improvement in information and records management practices, and compliance with relevant legislation and standards.
- 2.2. This Policy requires that all information and records created and required to be retained by Council in conducting Council business should be captured, managed, retained and disposed of in accordance with relevant legislation and standards.
- 2.3. This Policy promotes legislative compliance, good practice, the transfer, retention and sharing of information and knowledge and establishes a complete and accurate history of Council's activities.

3. Policy Principles

- 3.1. Council is defined as an agency under the Act and therefore has a responsibility for the adequate management of corporate records and information. The Policy supports Council's compliance with the Act, Adequate Records Management Standards AS ISO 15489.1-2002, *Freedom of Information Act 1991* and the *Local Government Act 1999*.
- 3.2. Information and records are assets when they are managed and must be complete, contextual, and maintained in accordance with the Act. Council will ensure compliance with relevant records management legislation and standards and will pursue best practice in information management through continuous improvement. Council uses an Electronic Document and Records Management System (EDRMS) as the corporate information and records management system.
- 3.3. An Official Record is information created, sent, or received by Council in the conduct of its business. Any person acting as a representative of Council, any record created, sent, received, forwarded, or transmitted by Council Employees and/or Elected Members in the undertaking and discharge of their functions and duties may be classified as Official Records. Information captured as a record can include physical and electronic correspondence (not limited to email), social media, text messages, visual assets such as photo or video, audio recordings and file notes of conversations.
- 3.4. Knowledge Management Principles
Principle 1 - Accountability

- 3.4.1. As prescribed by Section 99 of the *Local Government Act 1999* the Chief Executive Officer (CEO) is required to ensure that records are properly created and maintained. It is important that the value of information is known and acknowledged by all Council Employees and that ownership is assigned and accepted. It is central to the record management principles that corporate information can be relied upon, ensuring an authentic legacy, including historical transactions for the wider community.
- 3.4.2. Council's records management obligations extend to all records generated by any person engaged by Council to undertake core functions of Council or on its behalf. All records created must link to business functions and activities and remain the property of Council and not the Council Employee who created them, or to whom they are entrusted.

Principle 2 – Appropriate Management and Risk

- 3.4.3. Any electronic or hardcopy document generated in the process of Council business is an Official Record under the Act and will be maintained in good order and condition with appropriate controls to manage capture, access, security, retention and disposal. Vital and confidential records will be stored in a secured environment whether they are in hardcopy or electronic form.
- 3.4.4. Council Employees are responsible for the safe custody of all files and documents (internally generated or from a third-party) that are allocated to them. Records must not be stored at home or left in cars unattended as they could be lost, damaged or stolen. File storage units should be locked overnight wherever possible to prevent unauthorised access. Amongst other risk management considerations, this reduces the possibility of damage by water or fire in the event of a disaster.
- 3.4.5. Electronic records may be held in either the dedicated EDRMS, or a specific business system which, where possible and considered appropriate and efficient, will be integrated with Council's EDRMS and meet standard recordkeeping functionality.

Principle 3 – Preservation, Protection and Lawful Destruction

- 3.4.6. After creation or capture, Official Records will not be damaged, altered or destroyed other than in accordance with the applicable State Records General Disposal Schedule and then, only with written authorisation from the CEO or delegate, in consultation with the appropriate business owner.
- 3.4.7. Only records that have been identified as non-official, and of no continuing value to Council such as transitory or temporary records, or records that are personal or private in nature can be destroyed by individuals. Unauthorised or illegal destruction carries penalties of a maximum \$10,000 fine or up to two years imprisonment, which may be placed on an individual.
- 3.5. All Official Records will be captured in Council's EDRMS by either the business owner, or Information Services Officers. Where the document was received in hardcopy format it will be provided to the Information Services and Technology (IST) Team for retention and/or disposal in accordance with the relevant schedule.
- 3.6. Original hard copies of Official Records are to be retained within the IST Team. If there is a requirement for these records to be taken off-site for the conduct of Council business, a copy rather than the original will be provided for use.
- 3.7. Knowledge Management and Generative Artificial Intelligence (GenAI or AI)
 - 3.7.1. GenAI has become a highly accessible and rapidly growing technology that can impact Information Management and recordkeeping responsibilities. The content generated by AI systems (including the prompts or instructions used to retrieve it), may need to be treated as Official Records, especially if influencing how a decision was made or having an impact on how Council conducts business.
 - 3.7.2. Official Records in relation to AI are required to be captured and managed to provide evidence of decisions made and events that have occurred. Properly managing these records will ensure compliance and help to identify:

- If AI technology was used to influence a decision, take an action or generate the content;
- If the content produced through AI technologies is accurate and relevant;
- What the agency has done to mitigate any negative impacts;
- The outputs and decisions AI generate are explainable, auditable and transparent.

4. Scope

- 4.1. This Policy applies to all Council Employees and Elected Members, including (but not limited to) staff, volunteers, trainees, work experience placements, independent consultants, contractors, legal advisors and all other authorised personnel who undertake actions on behalf of Council with respect to the creation, capture and maintenance of records.

5. Responsibilities

Chief Executive Officer

- 5.1. The role of the CEO, as prescribed by Section 99 of the *Local Government Act 1999*, includes ensuring that records required under any legislation are properly kept and maintained.

Information Services and Technology Team

- 5.2. Responsibility for Council's Knowledge Management Policy, processes and EDRMS systems is assigned to the Information Services function of IST, under the supervision of the Director, Corporate Services, Strategy and Innovation and the CEO. The role of Information Services Officers is to provide a strategic focus for recordkeeping through the Council and:
- 5.2.1. providing support and governance to ensure that Official Records are managed in accordance with the Act;
 - 5.2.2. establishing records management policies and processes for the Council as a whole;
 - 5.2.3. establishing corporate standards and strategies for recordkeeping, records management, and disposal;
 - 5.2.4. measure performance of Council business units against these standards;
 - 5.2.5. working with other accountable stakeholders, including executive and management leadership groups to ensure Council's EDRMS supports organisational and public accountability;
 - 5.2.6. providing Council Employees and Elected Members with advice, assistance and appropriate training to allow them to meet their records management responsibilities; and
 - 5.2.7. undertake relevant audits and risk assessments on information management practices and locations providing recommendations to support ongoing compliance, preservation and access to information.

Council Employees

- 5.3. All Council Employees are required to maintain records within their own duties and functions that relate to Council business. The recordkeeping obligations of Council Employees include:
- 5.3.1. Capturing records that support the course of conducting business activities into the EDRMS;
 - 5.3.2. Understanding why, how and where records are kept within Council;
 - 5.3.3. Not losing or misplacing records, or destroying Council records without authority;
 - 5.3.4. Being aware of and complying with records management processes.

- 5.4. Council Employees who do not comply with this Policy may be subject to disciplinary action under the relevant behavioural codes or policies, and/or subject to criminal or civil proceedings. Council Employees must report breaches of this Policy to the Manager Information Services and Technology.

Consultants, Contractors and Volunteers

- 5.5. Council Employees as detailed above, includes all persons employed by the Council such as volunteers, trainees, work experience placements, independent consultants, contractors, legal advisors and other authorised personnel providing or undertaking core functions on behalf of the Council. Council's records management obligations extend to records generated by any person within this definition, or who has been engaged by Council to undertake core functions of the Council on its behalf.

6. Legislation and References

Legislation

- *State Records Act 1997*
- *Freedom of Information Act 1991*
- *Local Government Act 1999*
- *Electronic Transactions Act 2000*
- Adequate Records Management Standard Version 3
- Australian Standard AS ISO 15489
- General Disposal Schedule 40 v1 for Local Councils and Local Governing Bodies and Authorities in South Australia
- General Disposal Schedule 41 for Burial and Cremation Records
- General Disposal Schedule 21 for disposal of hardcopy source records after digitisation
- General Disposal Schedule 48 for COVID-19 related records
- General Disposal Schedule 47 for Records of relevance to allegations of Child Abuse matters
- General Disposal Schedule 16 for Records of relevance in relation to Native Title
- General Disposal Schedule 45 for Identity Verification Documents

Supporting Documents

- Knowledge Management Business Process (15/50731)
- Source Record Digitisation and Disposal Process (CD/23/24)
- Official Record Disposal Process (Destruction) (25/97617)
- Official Record Approval Process Checklist and Destruction Report Form (25/98298)
- Knowledge Management Process - Elected Members (16/23143)

Related Policies

- Induction Policy
- Social Media Policy
- Request for Service Policy
- Code of Conduct for Volunteers
- Elected Member Behavioural Management Policy and Process
- Risk Management Policy
- Artificial Intelligence Policy

7. Definitions

Access	right, opportunity, means of finding, using or retrieving information.
Access Controls	the mechanism used in the EDRMS to apply a specific privacy control to an allocated record which is replicated if the record is hardcopy.
Australian Standard AS ISO 15489	AS ISO 15489 does not replace any components or requirements of the Adequate Records Management Framework. However, State Records accepts the Standard as best practice advice within the parameters of the Adequate Records Management Framework.
Business Owner	the team/individual within Council responsible for the function and activities of the business contained within the records.
Capture	deliberate action that results in the registration of a record into a recordkeeping system. For certain business activities, this action may be designed into electronic systems so that the capture of records is concurrent with the creation of records.
Continuing Value	records that contain information that is of administrative, legal, fiscal, evidential or historical value to Council.
Continuous Improvement	means the process of enhancing systems to achieve improvements in overall related performance, in line with the organisation's policies. The process need not take place in all areas simultaneously.
Contractor	is an independent person, business or organisation that enters into a contract with Council to deliver services or undertake work on behalf of Council.
Create	the making and keeping of evidence of Council's business activities.
Destruction	process of eliminating, destroying or deleting records, beyond any possible reconstruction.
Digital Records	a record created, and/or maintained by means of digital computer technology. Includes records that are created digitally or have undergone conversion from non-digital formats.
Disposal	range of processes associated with the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of receipt or ownership of records.
Document (s)	structured units of recorded information, published or unpublished, in hardcopy or electronic form, and managed as discrete units in information systems.
Elected Member	the principal member or a Councillor of the Council.
Electronic Document and Records Management System	an automated system used to manage the creation, use, management and disposal of hardcopy and electronically created documents and records for the purposes of supporting the creation, revision and management of digital records improving an organisation's workflow and providing evidence of business activities.
Email	is a service that enables people to exchange documents or messages in electronic form. Each employee, contractor and volunteer has a designated mailbox that stores messages sent by other users. You may retrieve, read and

	forward or re-transmit messages from your mailbox.
Employee	a person employed by the organisation on an ongoing or fixed term full-time or part-time basis or employed on a casual basis.
Official Record	Council's Official Records are any information created, received or maintained as evidence to support the business and legal obligations of Council, and includes information created, received or maintained by Contractors. This incorporates hardcopy and electronic records including emails sent or received and social media content. An Official Record is determined by its purpose at creation or receipt and not its place of storage. This includes electronic records stored on portable storage devices, Council Servers (or externally hosted servers) and within Corporate Applications and may include hardcopy records stored in an offsite location. Official Records can be any written, graphic or pictorial matter; or a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).
Record	the Australian Standard ISO 15489 defines a record as: "Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transactions of business". Irrespective of media or format.
Retention	the period that a record must be retained under the Act.
Security	the restriction of access to a record by using physical or electronic means such as access controls as part of the metadata in the EDRMS.
Social Media	group term for a range of online communication platforms that enable interaction, content sharing, and collaboration. These platforms include but are not limited to: • Social networking sites (e.g. Facebook, Google+ and LinkedIn) • Microblogging sites (e.g. Twitter) • Blogs • Podcasts and video podcast • Photo sharing sites (e.g. Flickr, Instagram and Pinterest) Forums and discussion boards.
Transfer	deliver ownership or possession of records to State Records of South Australia.
Transitory/Temporary Record	a record that is of little or no Continuing Value to the Council and needs only to be kept for a limited or short period of time, such as a few hours or a few days.

8. Version History

This Policy will be reviewed by the Policy Author in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council's need changes.

Version No.	Date.	Summary of Changes
4	10/04/2026	Transferred to new corporate template Removed and refined definitions table as per the definition's glossary Added a section about Artificial Intelligence (3.7)
3	02/12/2025	General Policy review and update to position titles in line with restructure
2	21/02/2023	Reviewed in line with State Records Strategy and best practice
1 (new doc no)	18/02/2022	Update to improve compliance with State Records guidelines
3	20/07/2021	General review
2	20/06/2016	Policy review, update and change of name to Knowledge Management Policy
1	20/11/2012	New Policy

9. Further Information

This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa during ordinary business hours. A printed copy of this Policy can be obtained upon payment of a fixed fee.

Feedback regarding this Policy or its application can be made to the Customer Service Team on 8563 8444 or barossa@barossa.sa.gov.au in first instance, who will refer you to the most appropriate officer.

Knowledge Management Process – Elected Members



1. Document control

Process Number:	16/23143	Council Resolution Number:	
Document Owner:	Director Corporate Services, Strategy and Innovation	Document Author:	Manager Information Services and Technology
Approval Date		Next Review Date:	

2. Purpose

- 2.1. To provide Elected Members with guidelines to compliantly maintain Official Council Records according to Councils obligations under the *State Records Act 1997* and other relevant legislation.

3. Scope

- 3.1. Incoming Mail
- 3.2. Electronic Records
- 3.3. Timing of Records Capture
- 3.4. Security of Records
- 3.5. Confidential Records
- 3.6. Destruction of Records
- 3.7. Identification of Frequently Used Records

4. Process

4.1. Incoming Mail (Hardcopy)

- 4.1.1. All mail received through Australia Post by Council that is addressed to Elected Members, except that which is marked private and/or confidential, will be opened by Information Services Officers, date stamped and distributed to the Executive Support Officer so it can be registered as appropriate in the Electronic Document and Records Management System (EDRMS). The electronic version is then forwarded to the relevant Elected Member via email. Any document scanned and registered to the EDRMS will have the document number written in red pen on the top right-hand corner of the hard-copy document, which will then be placed in the 'Scanned Documents' tray in the records area.
- 4.1.2. If mail happens to be received by Elected Members at their own address that relates to Council business/matters, it should be sent to the Executive Support Officer for registering into the EDRMS. Copies of responses made by Elected Members should also be provided for appropriate action.

4.2. Electronic Records

- 4.2.1. Any electronic records created or received by Elected Members should be forwarded via email to the Executive Support Officer for registering into the EDRMS as appropriate.

4.3. Timing of Records Capture

- 4.3.1. Elected Members should forward all Official Records received from a person or organisation external to Council to the Executive Support Officer, for action within the required timeframe (5 days). Any Official Records created by an Elected Member and which are forwarded (not cc'd) to a member of staff for action or information will be registered by that Employee.

4.4. Security of Records

- 4.4.1. In order to ensure the physical security of records in Councils care and control, Elected Members are responsible for the safe custody of all records in their care and control until transferred to the Records Registry.

4.5. Confidential Records

- 4.5.1. If an Elected Member believes that an Official Record is of a highly sensitive or confidential nature, they should arrange with the Chief Executive Officer (CEO) to apply necessary access restrictions to that record within the EDRMS.

4.6. Destruction of Records

- 4.6.1. Official Records must only be disposed of by Information Services Officers in accordance with the relevant State Records General Disposal Schedule (GDS), in line with Council's Knowledge Management Policy and Business Process.

4.6.2.

4.7. Identification of Frequently Used Records

- 4.7.1. The guidelines at Appendix 1 relate to frequent groups of records which Elected Members may create, send, receive or forward. This is not an exhaustive list, it is simply provided to assist in assessing whether information in any format constitutes an Official Record under the *State Records Act 1997*.

5. Responsibilities**5.1. Chief Executive Officer**

- 5.1.1. The role of CEO of the Council, as prescribed by section 99 (1) (g) of the *Local Government Act 1999*, includes ensuring that Official Records required under any legislation are properly kept and maintained.

5.2. Information Services and Technology Team

- 5.2.1. Responsibility for the EDRMS is assigned to the Information Services function, under the supervision of the Manager Information Services and Technology, the Director, Corporate Services, Strategy and Innovation and the CEO.
- 5.2.2. The role of the Manager Information Services and Technology and the team is to provide a strategic focus for recordkeeping throughout the Council and responsibility for:
- ensuring that Official Records are managed in accordance with the *State Records Act 1997*;
 - establishing records management policies and processes for the Council as a whole;
 - establishing corporate standards for recordkeeping and records management;
 - measuring performance of Council business units against these standards;

- developing corporate knowledge and electronic records management strategies;
- working with other managers of information resources to develop coherent information architecture across Council;
- working with other accountability stakeholders, including Freedom of Information officers and executive management staff, to ensure recordkeeping systems support organisational and public accountability; and
- providing Elected Members appropriate training and tools to allow them to meet their records management responsibilities.

5.3. **Elected Members**

5.3.1. All Elected Members are required to maintain records within their own duties and functions that relate to Council business. The recordkeeping obligations of Elected Members include:

- provide the Executive Support Officer with Official Records that support the course of conducting business activities so they can be registered into the EDRMS and advise the appropriate security restrictions as required;
- understanding why, how and where records are kept within Council;
- not losing, misplacing or destroying Official Records without authority; and
- being aware of and complying with records management processes.

5.4. **Training**

5.4.1. Elected Members receive initial mandatory training during their induction, during mid-term refresher training and upon request.

5.4.2. There is no specific requirement for additional training in relation to this process.

6. Legislation and References

Legislation

- *State Records Act 1997*
- *Freedom of Information Act 1991*
- *Local Government Act 1999*
- *Electronic Transactions Act 2000*
- Adequate Records Management Standard Version 3
- Australian Standard AS ISO 15489
- General Disposal Schedule 40 v1 for Local Councils and Local Governing Bodies and Authorities in South Australia
- General Disposal Schedule 41 for Burial and Cremation Records
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- General Disposal Schedule 45 for Identity Verification Documents

Supporting Documents

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- Official Record Disposal Process (Destruction) (25/97617)
- Official Record Approval Process Checklist and Destruction Report Form (25/98298)

Related Policies

- Knowledge Management Policy
- Induction Policy
- Social Media Policy
- Request for Service Policy
- Elected Member Behavioural Management Policy and Process
- Risk Management Policy
- Artificial Intelligence Policy

7. Definitions

The Act	<i>State Records Act 1997</i>
Continuing Value	records that contain information that is of administrative, legal, fiscal, evidential or historical value to Council.
Contractor	is an independent person, business or organisation that enters into a contract with Council to deliver services or undertake work on behalf of Council
Council	The Barossa Council, including its Elected Members, in its entirety as an organisation.
Council Business	includes but is not limited to the provision of services, delivery of programs, development of policies, making of decisions, and performance of Council functions.
Disposed of	(i) destroy or abandon the record; (ii) carry out an act or process as a result of which it is no longer possible or reasonably practicable to reproduce the whole or a part of the information contained in the record; or (iii) transfer or deliver ownership or possession of or sell the record, or purport to do so; but does not include transferring or delivering the record to State Records of South Australia or between Council and another agency.
Elected Member	the principal member or a Councillor of the Council.
Electronic Document and Records Management System	an automated system used to manage the creation, use, management and disposal of hardcopy and electronically created documents and records, for the purposes of supporting the creation, revision and management of digital records, improving an organisation's workflow, and providing evidence of business activities.
Employee	a person employed by the organisation on an ongoing or fixed term full-time or part-time basis or employed on a casual basis.
General Disposal Schedule	the General Disposal Schedule advises how long local Council records need to be kept. This is regulated by the <i>State Records Act 1997</i> .

Official Record	this includes records made or received by an Elected member in the conduct of the business of their position or office. Council's Official Records are any information created, received or maintained as evidence to support the business and legal obligations of Council, be it generated by a Council Employee or a third party acting on Council's behalf. Official Records can be any written, graphic or pictorial matter; or a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device). This incorporates hardcopy and electronic records including emails sent or received and social media content. An Official Record is determined by its purpose at creation or receipt and not its place of storage. This includes electronic records stored on portable storage devices, Council Servers (or externally hosted servers) and within Corporate Applications and may include hardcopy records stored in an offsite location.
Record	the Australian Standard ISO 15489 defines a record as: "information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transactions of business". Irrespective of media or format.
Records Registry	the physical location of the hardcopy records maintained by Information Services Officers. This includes the compactus and storeroom.

8. Version History

This Process will be reviewed by the Document Author in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council's need changes.

Version No.	Date	Summary of Change/s
1	2016	New Process, May 2016
2	2026	Transferred to corporate template Minor formatting and review Added all relevant Legislation and References Added definition of Elected Members and removed and refined Definitions table as per the Definitions glossary

9. Further Information

This Process is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa during ordinary business hours. A printed copy of this Process can be obtained upon payment of a fixed fee.

Feedback regarding this Process or its application can be made to the Customer Service Team on 8563 8444 or barossa@barossa.sa.gov.au in first instance, who will refer you to the most appropriate officer.

10. Appendix 1 – Identification of Frequently Used Records

10.1. Diaries and Calendars

- 10.1.1. Diaries and calendars record appointments and messages, some of which may be a reminder of a routine nature, but others may be of significance to the conduct of Council business.
- 10.1.2. To ensure that all Official Records are captured, Elected Members' diaries and calendars should be forwarded to the Records Registry at the end of each year.

10.2. Drafts

- 10.2.1. A draft record is the preliminary form of any writing in electronic or physical format which includes outlines of speeches, reports, correspondence, file notes, calculations or earlier versions.
- 10.2.2. Drafts which document significant decisions, reasons and actions or significant information that is not contained in the final form have continuing value and are to be registered into the EDRMS - eg:
 - drafts relating to the formulation of policy /processes, where the draft provides evidence of processes involved or contains significantly more information than the final version; or
 - drafts of legal documents (contracts, tenders etc).

10.3. Duplicates

- 10.3.1. Duplicates are exact copies of records where the original copy is contained within the EDRMS. They are of no continuing value and may be destroyed when reference to them ceases where they are:
 - issued to a Council member by Council for information purposes only;
 - internal or external publications issued or received for information purposes (eg annual reports, brochures, trade journals, price lists).
- 10.3.2. Duplicates received by an Elected Member from outside Council that are relevant to Council business have continuing value and are to be incorporated into the EDRMS.

10.4. Messages

- 10.4.1. Messages may be sent or received via a range of methods, such as telephone and voice mail, email, post it notes or loose paper. Messages will have only temporary value if they are:
 - routine or simple administrative instructions, such as edit corrections, distribution lists for informational purposes, file creation requests, and social invitations and messages;
 - information only messages, duplicates or working copies/memos;
 - private messages or comments between officers which provide no evidence of Council business;
 - original messages that have been transferred to the EDRMS.
- 10.4.2. Messages of continuing value to be registered into the EDRMS include those which:
 - contain information relating to the business activities of Council such as directives, proposals, recommendations, definitions or interpretations from an Elected Member to another party or vice versa; and

- messages that are part of an actual business transaction itself, or have policy/process implications, or are otherwise identified as being significant to the conduct of Council's business, including:
 - approval for a particular course of action;
 - formal communications between internal officers or external agencies;
 - final versions of reports;
 - policy documents and statements; or
 - formal minutes of Council Committees.

10.5. Working Papers

- 10.5.1. Working papers are documents and background notes used to complete other documents. (Those final documents become an Official Record and should be captured into the EDRMS).
- 10.5.2. Working papers that do not relate to significant decisions or actions, where the final document has been captured into the EDRMS have no continuing value and may be destroyed when reference to them ceases.
- 10.5.3. Working papers which document significant decisions, reasons and actions (even if that information is not contained in the final document) have continuing value and should be captured into the EDRMS.

10.6. Telephone and Other Verbal Communications

- 10.6.1. Elected Members may have telephone or other face-to-face conversations on a variety of matters. Some conversations may involve matters of significance to the conduct of Council business. These conversations should be documented in an appropriate format (for example, a file note) and forwarded to Council for appropriate action.
- 10.6.2. Other conversations may only be basic or routine in nature, such as the issuing or receiving of basic instructions or information and need not be documented at all.
- 10.6.3. Documentation of conversations which has no continuing value and may be destroyed when reference to them ceases are those which:
 - involve the exchange of routine or simple administrative instructions or information or that do not relate to Council business; or
 - are original notes of significant conversations that have been transferred into appropriate formats for incorporation into the EDRMS.
- 10.6.4. Conversations which will have continuing value and should be documented in an appropriate format and captured into Council's EDRMS are those which:
 - relate to the business functions of Council involving the issuing of directives, proposals, recommendations, definitions or interpretations from Elected Members to another party or vice versa or that are part of an actual business transaction itself; and
 - have policy/process implications or otherwise identified as being significant to the conduct of Council business.

10.7. Social Media

- 10.7.1. Only postings of continuing value will need to be documented in an appropriate format (for example, a file note) and saved into the EDRMS. Subject to Council's Social Media Policy and Process.

10.8. Lobbying

- 10.8.1. Lobbying is the activity of members of the community attempting to influence the Council through representations of Elected Members and may include one or more Elected Members lobbying other Elected Members.
- 10.8.2. Records, such as correspondence or petitions relating to lobbying matters, regardless of whether the lobbying itself is of Council or community interest, have continuing value and should be captured into Council's EDRMS.
- 10.9. **Election Material**
 - 10.9.1. Election materials or records created or received by an Elected Member in regard to electioneering **are private records of the Elected Member**, and do not need to be captured into Council's EDRMS.
 - 10.9.2. Any records created or received by Council that relate to the preparation of elections have continuing value and are to be captured into the EDRMS. Such records include public notification, nominations, how to vote cards, arrangements, requests, e.g. postal votes, declaration of eligibility, and polling stations.

DEBATE REPORT

7.2 Corporate Services, Strategy and Innovation

7.2.4 EVENT SPONSORSHIP FRAMEWORK

**Author: Senior Manager Economic Activation and Strategy
26/37388**

PURPOSE

To seek Council endorsement of the Draft Event Sponsorship Framework to enable implementation of a sponsorship program for events occurring over the 2026/27 financial year.

RECOMMENDATION

That Council:

- (1) Endorse the Draft Event Sponsorship Framework as provided at Attachment 1;
- (2) Endorse the ongoing allocation of funds from the Visitor Economy and Events operating budget to support an annual Event Sponsorship Program, subject to Council endorsement of Council's annual operating budget each year, and note the amount proposed to be allocated for the 2026/27 financial year is \$30,000; and
- (3) Approve Council Officers to commence implementation of the 2026/27 financial year Event Sponsorship Program in May 2026.

REPORT

Background

At its Ordinary Council Meeting of 28 January 2025, Council approved a temporary pause of the Community Assistance Scheme (CAS) which was the mechanism by which community groups and organisations could access Council assistance through funding to support community led initiatives, including events. The scheme was managed by the Community Development business unit.

Introduction

With the commencement of the Economic Activation and Strategy business unit, who's remit includes event attraction and delivery, Officers have identified an opportunity to provide a seamless experience for event organisers and community groups in the provision of event-based advice, approvals, logistics support and financial assistance. As part of this model, the Economic Activation and Strategy business unit has developed a draft Event Sponsorship Framework (see Attachment 1) to set out Council's well-defined approach and process when considering the provision of financial sponsorship to events (in addition to any in-kind support). Council's Community Development team will continue to manage other Council funding initiatives implemented to replace the CAS program under reforms being developed by that group.

Discussion

An Event Sponsorship Program delivered in alignment with the Event Sponsorship Framework will provide the following benefits for community and Council:

- A managed, equitable and transparent process;
- A consistent approach to the funding of events by applying criteria;
- Community visibility of program timelines and steps; and
- Better measurement and understanding of event outcomes through an event funding acquittal process.

It is envisaged that the Event Sponsorship Program will provide financial support to regular events organised by local community groups (eg township Christmas parades) which are of significant importance to local communities. These types of events have previously received funding through the CAS program. The Event funding program will also provide opportunity for other Event organisers to apply for financial assistance to either bolster delivery of existing events or deliver new events. Please note that Council also provides in-kind support to events which has a monetary value that is absorbed within Council business as usual budgets (eg road closure management, promotion of events through existing Council channels, waste management services).

For the 2026/27 financial year, \$30,000 has been proposed to be allocated from the draft budget to deliver the Event Funding program. This amount is subject to Council's adoption of the 2026/27 operating budget.

The Draft Event Sponsorship Framework provided at [Attachment 1](#) further explains the application and assessment process, tiering of events, eligibility and criteria. Note: the Appendices have not been attached as they are operational documents, however will be made available to sponsorship applicants.

Once applications have been assessed by Officers in accordance with the approved criteria, a report will be presented to Council for approval of recommended sponsorship recipients (including details of the event and value of sponsorship to be provided).

Program proposed timelines:

- Promotion of program and applications open – late May 2026
- Applications close – late June 2026
- Assessment undertaken – July 2026
- Council Report – seek Council endorsement of funding recommendations made - August 2026 Ordinary Council Meeting
- Notifications to Event organisers – August 2026.

Summary and Conclusion

The Draft Event Sponsorship Framework provides a set of principles for Council to engage and manage an annual Event Sponsorship Program and guidance for community groups or organisations wishing to seek financial support from Council to deliver their events.

It is recommended that Council endorse the Event Sponsorship Framework, endorse the allocation of operating budget to support the Event Sponsorship Program, and

approve Council Officers to commence implementation of the 2026/27 Event Sponsorship Program in May 2026.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Events Sponsorship Framework_DRAFT [↓](#) 

[Supporting references](#)

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Implementing economic development strategies to support future growth opportunities and a diversified and resilient economy showcasing the Barossa rural and regional character.

Strategic Outcome

- We look to maximize community economic return.
- We strive to support income and job stability and growth for the future in support of quality of life outcomes.

Legislative Requirements

Nil

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

The Events Sponsorship Program will have direct benefits to the community in providing a transparent framework to seek financial support for events to ensure the sustainability and success of events across the Council area that foster participation, align with Council's strategic objectives across community wellbeing, cultural vitality, economic development, environmental sustainability and capacity building, and bring visitors to the region.

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Environmental sustainability measures have been embedded in the Draft Events Sponsorship Framework and broader event management program.

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

The program is proposed to be funded within existing annual operating budget provisions for events within the Economic Activation and Strategy business unit.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

N/A

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

The Draft Events Sponsorship Framework is designed to increase, transparency, equity and parity in the provision of financial support to event organisers, including community groups who have historically had unclear or uncertain access to funding support for town-based events on an ongoing basis. It is anticipated that the new Framework will improve relationships, trust and overall event success by coordinating financial assistance early in the event planning cycle.

COMMUNITY ENGAGEMENT

Upon Council endorsement of the Event Sponsorship Framework and Council approval to commence rolling out of the Event Sponsorship Program for 2026/27 financial year, Council Officers will engage with township community groups as well as promote the Program through the traditional and various promotional methods available to Council.



Events Sponsorship Framework

Events Sponsorship Framework 3

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1. Introduction

Purpose

This document sets out The Barossa Council's clear approach and process when considering providing financial sponsorship to events. Any financial assistance considered by Council will be for events that align strongly with Council strategic plans and directions (see below).

The Barossa Council is committed to supporting and hosting events that align with community well-being outcomes, promote inclusivity, and celebrate connection while furthering economic growth and sustainability.

Scope

Applicable to any event organiser seeking financial support from The Barossa Council.

Atop of any financial assistance that Council may provide to support events, it should be noted that Council also usually provides "in-kind" services, where required of the event, such as road closure management and advertising, waste services and event promotion.

2. Definitions

- **Event:** A planned occurrence that has a specific purpose and is aimed at a defined target audience
- **Sponsorship:** Financial support provided by Council
- **In-Kind:** Support services provided by Council for the event (e.g. promotional services, waste management).
- **Sponsorship Agreement:** The Agreement between Council and the Event Organiser which sets out financial sponsorship being provided by Council for the event and the conditions of which the support is provided.

3. Strategic Alignment & Objectives

Events seeking financial sponsorship must clearly align with one or more of the following:

- Strategic outcomes of the "Barossa Community Plan 2024-2044";
- Strategic outcomes of the "Local Economic Development Plan 2022-2027", and works alongside the 'Wellbeing and Inclusion Strategy 2026-2030' (subject to Council adoption)

4. Eligibility Criteria

Applicants must:

- Be legally registered entities with an ABN.
- Hold current Public Liability Insurance (\$20M+ coverage) at the time of the event.
- Clearly demonstrate alignment with Council objectives and outcomes.
- Demonstrate capacity and experience to deliver the event successfully.
- Have no outstanding compliance issues or debts with Council.

An unincorporated organisation must be auspiced by an incorporated organisation

5. Ineligible Events

Council sponsorship will not support events or groups:

Promoting political, religious, gambling, or tobacco interests

- Involved in activities harmful to public health, environment, or ethical standards.
- Without demonstrated benefit to the broader community.
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to Council or who are subject to legal action.
- Events that have already been held.
- Events being held outside of The Barossa Council local government area.

6. Financial Sponsorship Funding Structure

Tier	Financial Sponsorship	Typical Event Scale
Significant Event	\$10,000 +	Events are of international, national or state significance. Likely to significantly impact the local economy (including driving high-level overnight visitation/length of stay in region) and positive social impact on local communities.
Tier 1: Major Events	\$5,001–\$10,000	Events are of state or regional significance and are likely to make high level positive impact on the local economy (including driving overnight visitation) and provide positive social impact on local communities.
Tier 2: Community Events	\$2,001- \$5,000	Events are of regional or local significance and are likely to provide positive impact on the local economy but likely to provide higher level positive social impact on local communities.
Tier 3: Small Local Events	Up to \$2,000	Events are of local significance. Small community events.

7. Application & Assessment Process

Application Steps

1. **Round opens:** annually in May.
2. **Applications submitted:** annually by end of June.
3. **Eligibility check:** Council officers to ensure applications are compliant with eligibility criteria.
4. **Assessment:** Council officers from Economic Development Activation and Strategy and Community Development teams.
5. **Recommendations and endorsement of Council:** Council report with recommendations presented annually at the July or August Ordinary Council meeting.
6. **Notification:** event organisers notified of outcomes of Council meeting, July or August annually.
7. **Sponsorship Agreement:** sponsorship agreements issued to event organisers July or August annually

Funding Application Form

Please submit your application by completing the online form.

The funding application form is made up of eight sections as follows:

1. Applicant Details
2. Event Overview
3. Strategic Alignment
 - a. Community Wellbeing
 - b. Cultural Vitality
 - c. Economic Impact
 - d. Environmental Sustainability
 - e. Capacity Building
4. Funding Request
 - a. Cash
 - b. In-kind
5. Event Marketing
 - a. Council acknowledgement
 - b. Marketing plan (required for Significant, Tier 1 & 2 events)
6. Event Management
 - a. Event Management Plan (required for Significant, Tier 1 & 2 events)
7. Event Budget
 - a. Detailed budget
 - b. Financial statement (starting balance)
 - c. Other confirmed Funding or sponsorship
 - d. Volunteer Hours
8. Declaration & Attachments
 - a. Attach: Event Management Plan
 - b. Attach: Budget
 - c. Attach: Marketing Plan

Assessment Criteria & Weightings (Detailed):

Information contained within your Funding Application and supporting documentation will be assessed on the criteria below.

Criteria	Weight (%)	Key questions for assessment
Strategic Alignment & Objectives	40%	Does the event clearly align with Council strategic directions and objectives?
Community Benefit & Inclusivity	30%	Does the event enhance community participation, diversity, and inclusion?
Capability & Experience	20%	Can the applicant deliver the event successfully based on experience and capability?
Financial Viability & Value	10%	Is the budget realistic, and does the event provide value for money?

8. Sponsorship funding Payments

Significant, Tier 1, and Tier 2 events

Payment of financial sponsorship to approved Significant, Tier 1, and Tier 2 events will be as follows:

50% funding available to applicants on:

- Submission of Event Application with supporting documents as required
- Event Sponsorship Agreement as been returned to Council signed by the event organiser.

Applicant to provide a tax invoice for the first payment to Council after the agreement is signed and the Event Application has been submitted with all relevant supporting documentation.

Balance 50% funding available to applicants on:

- delivery of event; and
- completion of event acquittal documentation (this must be within 30 days of completion of the event).

The second invoice should be submitted after the event has been delivered along with a Post Event Evaluation and Acquittal report. This invoice will be processed once the Post Event Evaluation and Acquittal form is satisfactorily completed (assessed by the Events team) and any outstanding payments to Council have been settled.

Tier 3 Events

Payment of sponsorship funding to approved Tier 3 events will be as follows

100% funding available to applicants on:

- Submission of Event Application with supporting documents as required.
- Event Sponsorship Agreement as been returned to Council signed by the event organiser.

Applicant to provide a tax invoice for the first payment to Council after the agreement is signed and the Event Application has been submitted with all relevant supporting documentation.

9. General Terms & Conditions

- Applicants must apply through the online application form.
- Additional information must be provided to Council as and when requested and will not be accepted after the event funding round is closed.
- Successful applicants will be required to complete a Funding Agreement within the term specified. Failure to meet the conditions of the Funding Agreement will void the agreement.
- All funding must be used for the purpose as outlined in the application.
- To vary the purpose for the funds, written permission must first be obtained from Council.
- Any funding not expended by the event must be returned to Council.
- Any event that does not occur for any reason is terminated, or cannot be completed, or the event organiser becomes insolvent, may not be entitled to any or all of the funding allocation.
- The support provided by Council must be acknowledged in all publications, materials, media releases, announcements and activities relating to the event.
- Successful organisations agree to the Council using information from their event in its Annual Report and other Council publications.
- Applicants must indicate and be transparent of all other sources of funding they have sought, are seeking and/or have received in relation to the event in their budget.
- Any Council services requested by events, including waste management and amenity cleans, permit fees, site fees and facility hire fees, will be on-charged to the event organiser. Please contact the Events Team if you need assistance with calculating these costs for your event. You can view the full list of Council's fees and charges here:

10. Monitoring, Evaluation & Reporting

Sponsored events are required to submit a post-event acquittal report (within 1-month post-event):

- Attendance & demographic information.
- Actual outcomes measured against initial objectives.
- Promotional acknowledgment evidence (photos, media coverage).
- Simplified financial acquittal (budgeted vs actual).
- Tier 3 events may provide a brief summary

11. Ethical & Compliance Standards

- All events must adhere to Council's ethical guidelines and legal requirements.
- Explicit prohibition on events promoting tobacco, gambling, unethical practices.
- Conflict-of-interest declarations required with applications.

12. Sustainability Expectations

Events must demonstrate commitment to sustainability:

- Waste minimisation and recycling.
- Use of sustainable and locally sourced products.
- Compliance with Council's sustainability objectives.

13. Transparency & Accountability

- Sponsorship allocations, decisions, and outcomes publicly disclosed via Council website, Annual Report, and meeting minutes.

14. Document Governance & Review

- Reviewed every four years or sooner if Council requirements change.
- Responsible officer clearly identified for queries and management (aligned with Event Management Lead).

Document Appendices:

- **Appendix A:** Sponsorship Application Form Template (digital PDF/online).
- **Appendix B:** Assessment Rubric Template.
- **Appendix C:** Post-Event Report Template.
- **Appendix D:** Conflict of Interest Declaration Form.

DEBATE REPORT

7.2 Corporate Services, Strategy and Innovation

7.2.5 MONTHLY FINANCE REPORT AS AT 30 APRIL 2026

**Author: Senior Accountant
26/37653**

PURPOSE

The monthly finance report update as at 30 April 2026 provides information on the financial position and performance of the Council, including notes on material trends and transactions.

RECOMMENDATION

That Council receives and notes the monthly finance update report as at 30 April 2026, as provided at Attachment 1.

REPORT

Background

The monthly finance report as at 30 April is at Attachment 1. This report has been prepared comparing the year-to-date actuals at the end of the period, to the original adopted 2025-26 budget and updated Q2 budget, as approved at the February 2026 Council meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Monthly Finance Report Council April 2026 [!\[\]\(c0233277a5d8abdc9fed754ebfc01b59_img.jpg\) !\[\]\(de3e6120fe8c8aea283cd2c67a8192c5_img.jpg\)](#)

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

BS6 Finance - Provision of financial and budgetary accounting services, treasury and investment services, management reporting, reconciliation and taxation services, asset accounting, internal control, accounts payable and receivable services

Legislative Requirements

Nil

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Monthly monitoring of financial performance ensures Council is in a position to ensure budget and expenditure are aligned to meet approved levels of service.

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

To enable Council to make effective and strategic decisions, a high-level monthly finance report is provided for Council's noting.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Nil

COMMUNITY ENGAGEMENT

Community consultation was undertaken as part of the original budget adoption process for 2025-26, as required by the relevant legislation. This report is advising Council of the monthly finance position compared to that budget.

MONTHLY FINANCE REPORT

AS AT 30 April 2026

For Year Ending 30 June 2026

	Notes	% Actual Expenditure to Revised Budget	Original Budget (Full-Year) \$'000	Revised Budget (Q2) (Full-Year) \$'000	Actual Result (Year-to-Date) \$'000
Uniform Presentation of Finances					
OPERATING ACTIVITIES:					
		<i>Operating</i>			
Operating revenue			52,900	52,959	49,923
Less: Operating expenses		79.55%	(53,078)	(54,489)	(43,347)
Operating Surplus / (Deficit)			(178)	(1,530)	6,576
CAPITAL ACTIVITIES:					
Net Outlays on Existing Assets					
		<i>Capital</i>			
Capital expenditure on renewal and replacement of existing	1	37.59%	(14,808)	(12,194)	(4,584)
Add back: Depreciation, amortisation & impairment			11,615	12,451	10,376
Add back: Proceeds from sale of replaced assets			344	344	79
Subtotal			(2,849)	601	5,871
Net Outlays on New and Upgraded Assets					
Capital Expenditure on new and upgraded assets	1	52.97%	(18,446)	(8,141)	(4,312)
Add back: Amounts received specifically for new and upgraded assets			5,673	1,387	1,855
Subtotal			(12,773)	(6,754)	(2,457)
Net Lending/(Borrowing) for the Financial Year					
			(15,800)	(7,683)	9,990
Total % Capital Budget Spent					
			43.75%		

NOTES

1) 2025-2026 capital expenditure to end of April 2026 includes:

	\$
-Nuriootpa Waste Water Treatment Plant	1,147,357
-Barossa Park Redevelopment	528,770
-Creative Industries Centre - The Big Project	384,321
-Computer Hardware Refresh - Replacement	346,704
-Computer Hardware Refresh - completion of prior contract	272,791
-NCPA Main Oval Lighting Upgrade	220,417
-Angaston Ovals Lighting Upgrade	212,265
-Springton Oval - Play Equipment	164,097
-Eden Valley Playground	139,601
-Road Resealing	1,829,921
-Bridges	132,674
-Footpath Renewal	287,993
-Minor Plant Renewal	57,624
-Public Conveniences	35,783
-Road Pavement	1,504,839
-Stormwater and Drainage	113,282
-Streetscaping	72,787
-CWMS Network Pump Stations	41,955

DEBATE REPORT

7.2 Corporate Services, Strategy and Innovation

7.2.6 2025-26 ANNUAL BUDGET AND BUSINESS PLAN - QUARTER 3 BUDGET REVIEW AS AT 31 MARCH 2026

**Author: Manager Financial Services
26/38106**

PURPOSE

The quarter 3 (Q3) budget update for 2025-26 (as at 31 March 2026) is attached for Council consideration and adoption of budget adjustments.

RECOMMENDATION

That Council, having reviewed the Q3 budget update for 2025-26 (as at 31 March 2026) at Attachment 1, notes the budget update report and approves the budget adjustments.

REPORT

Background

On a quarterly basis the budgets of Council are reviewed in accordance with the *Local Government Act 1999* and associated regulations.

Budget managers undertake a review of all budget lines and make adjustments where budgets are trending over or under budget and where changes are required for capital programs or new or changed funding conditions. The quarterly budget review process also captures prior decisions of Council involving funding changes so these are reflected in the updated budget forecasts for the year.

All budget adjustments are approved by the relevant member of the Executive team, and then reviewed by the Chief Executive Officer and Manager Financial Services prior to being included in the report at Attachment 1 as a proposed budget adjustment.

Discussion

A detailed list of all proposed Q3 budget adjustments, and updated financial reports to reflect those adjustments, is included at Attachment 1.

Proposed Q3 operating budget adjustments result in Council's consolidated operating deficit increasing by \$552,000, from \$1.530 million to \$2.082 million. This is due to a \$36,000 reduction in budgeted income along with \$516,000 in additional budgeted expenses. Refer to page 2 of Attachment 1 for the significant adjustments to the budget contributing to this and pages 6-13 for a detailed summary of all proposed operating budget adjustments.

Proposed Q3 capital budget adjustments result in a decrease of \$4.414 million in budgeted capital expenditure. Refer to pages 2-3 of [Attachment 1](#) for the significant capital adjustments to the budget contributing to this and pages 14-16 for a detailed summary of all proposed capital budget adjustments.

Summary and Conclusion

The Q3 budget update for 2025-26 as at 31 March 2026 has been completed and is ready for Council consideration and approval of budget adjustments.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 2025-26 Quarter 3 (Q3) Budget Update - as at 31 March 2026 - To Council [↓](#) 

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

- BS7 Governance - Provision of governance advice and support in the discharge of legislative responsibilities for policy development, delegations and authorisations, internal review of Council decisions, delegations and authorisations, Native Title claims
- BS6 Finance - Provision of financial and budgetary accounting services, treasury and investment services, management reporting, reconciliation and taxation services, asset accounting, internal control, accounts payable and receivable services

Legislative Requirements

Section 122 and 123 of the Local Government Act 1999

Regulation 9 of the Local Government (Financial Management) Regulations 2011

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Detailed quarterly reviews of the annual budget ensure that the budget and expenditure/revenue are aligned to meet approved levels of service.

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

Detailed quarterly reviews of the annual budget ensure that the budget and expenditure/revenue are aligned to meet approved levels of service.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Nil

COMMUNITY ENGAGEMENT

Community consultation was undertaken as part of the original 2025-26 budget adoption process in June 2025.



Annual Budget and Business Plan 2025-26

update as at 31 March 2026

Quarter 3 (Q3) Budget Review

Annual Business Plan and Budget Update Report

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Executive Summary

This report is a budget update as at 31 March 2026 (Q3) for the 2025-26 financial year pursuant to Regulations 7, 9 and 10 of the *Local Government (Financial Management) Regulations 2011* under the *Local Government Act 1999*. Unless otherwise indicated figures shown are for the 2025-26 financial year.

Only larger variances are highlighted below. For further details and information on the note numbers, refer to variance adjustments within this report.

Operating:

Proposed Q3 operating budget adjustments result in Council's consolidated operating deficit increasing by \$552,000, from \$1.530 million to \$2.082 million. This is due to a \$36,000 reduction in budgeted income along with \$516,000 in additional budgeted expenses. Significant adjustments to the budget contributing to this are as follows:

- Following discussions with our external auditors, Galpins, \$335,000 in budgeted costs for the Enterprise Resource Planning (ERP) solution project are proposed to be transferred from capital to operating in the 2025-26 budget to ensure compliance with Australian Accounting Standards. It should be noted that this has no impact on Council's cash position, however it does have an impact on Council's 'above-the-line' operating result given the costs will now need to be recognised in 'Materials, contracts and other expenses' rather than in the Statement of Financial Position.
- Interest revenue from savings with the Local Government Finance Authority is proposed to be decreased by \$86,350, from \$99,350 to \$13,000. The proposed budget reflects year-to-date interest received extrapolated out for the full year. This significant decrease reflects tight cash management practices, which has resulted in any excessive funds being moved against Council's loans to reduce interest costs rather than sitting as savings earning interest revenue.
- A \$49,460 increase in expenditure for a level 2 condition report to be prepared for the Rex Barossa Aquatic and Fitness Centre (the Rex), as approved by Council at its April 2026 meeting.
- A \$40,000 increase in expenditure for the local government advice scheme work performed by the Essential Services Commission of South Australia, which was previously unbudgeted for.

Adjusting for the advanced financial assistance grants of \$1.372 million which were received in June 2025, the underlying deficit is reduced to \$710,000.

Capital:

Proposed Q3 capital budget adjustments result in a decrease of \$4.414 million in budgeted capital expenditure. Significant adjustments to the capital budget contributing to this are as follows:

- \$4.073 million in carried-forward funds are budgeted to be transferred to the 2026-27 budget for capital projects to now be completed in the 2026-27 financial year. This includes \$2.869 million for the Barossa Creative Industries Centre.
- As identified under 'Operating' above, \$335,000 in costs relating to the ERP solution project are proposed to be moved from the capital budget to the operating budget to ensure how the costs are recognised is in accordance with Australian Accounting Standards. As identified above, this has no impact on Council's cash position.

- \$60,000 from future years is proposed to be brought forward for the purchase of a new mower which is now required to be replaced in 2025-26.
- A \$44,000 budget saving on Barossa Park has been realised now that all final costs have been paid. This underspend is proposed to be transferred to the 2026-27 capital budget for the Rex heaters and other efficiency projects at the Rex.

Uniform Presentation of Finances

for the year ending 30 June 2026

The following is a high level summary of both operating and capital investment activities of the Council prepared in a uniform and consistent basis. All Councils in South Australia voluntarily have agreed to summarise annual budgets and long term financial plans on the same basis. The arrangement ensures that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

		Budget Adjustment Notes	Original Full Year Budget (\$'000)	Full Year Revised Budget Q2 (\$'000)	Actuals as at 31 March 2026 (\$'000)	Budget Adjustments Q3 (\$'000)	Proposed Full Year Revised Budget Q3 (\$'000)
Income	1-7		52,900	52,959	49,657	(36)	52,923
Less Expenses	8-11		(53,078)	(54,489)	(39,667)	(516)	(55,005)
Operating Surplus / (Deficit)			(178)	(1,530)	9,990	(552)	(2,082)
Less Net Outlays on Existing Assets							
Capital Expenditure on Renewal and Replacement of Existing Assets	12		(14,808)	(12,194)	(4,033)	705	(11,489)
add back: Depreciation, Amortisation and Impairment	10		11,615	12,451	9,338	-	12,451
add back: Proceeds from Sale of Replaced Assets	13		344	344	80	-	344
			(2,849)	601	5,385	705	1,306
Less Net Outlays on New and Upgraded							
Capital Expenditure on New and Upgraded Assets	14		(18,446)	(8,141)	(3,923)	3,709	(4,432)
add back: Amounts Received Specifically for New and Upgraded Assets	15		5,673	1,387	1,855	-	1,387
add back: Proceeds from Sale of Surplus Assets	16		-	-	-	-	-
			(12,773)	(6,754)	(2,068)	3,709	(3,045)
Net Lending / (Borrowing) for Financial Year			(15,800)	(7,683)	13,307	3,862	(3,821)

Key Performance Indicators (KPIs) – 2025-26

Financial Indicator	Adopted Target	Original Full Year Budget 2025-26	Approved Full Year Revised Budget Q2 2025-26	Proposed Full Year Budget Q3 2025-26	Comment
Operating Surplus/(Deficit) (\$'000)		(178)	(1,530)	(2,082)	
Adjusted Operating Surplus/(Deficit) (\$'000)		(178)	(158)	(710)	Adjusted for the \$1.372m in advanced financial assistance grants received in June 2025.
Operating Surplus Ratio (%)	(4%) - 10%	-0.3%	-2.9%	-3.9%	
Adjusted Operating Surplus Ratio (%)	(4%) - 10%	-0.3%	-0.5%	-1.3%	Adjusted for the \$1.372m in advanced financial assistance grants received in June 2025.
Net Financial Liabilities Ratio (%)	0-100%	88.6%	78.7%	75.1%	
Adjusted Net Financial Liabilities Ratio (%)	0-100%	88.6%	74.2%	70.7%	Adjusted for the \$1.372m in advanced financial assistance grants received in June 2025.
Asset Renewal Funding Ratio - using IAMP forecast (%)	80% - 110%	136.4%	88.9%	90.4%	

Detailed Q3 Budget Adjustments for the 2025-26 Financial Year – Operating Budget

Department	Description	Income/Expenditure Account	Type of Adjustment	Reason for Budget Adjustment	2025-26 Adjustment Q3
Operating income adjustments					
Property Rating	Property Rating	Rate Rebates - Land Use Amendments	DECREASE EXPENSE	Revised expense downwards based on current year actuals and prior year actual results.	-\$ 35,636.32
Property Rating	Property Rating	Rate Legal & Other Costs Recovered	INCREASE REVENUE	Increase in legal fees recovered due to higher legal costs associated with s.184 processes, which are recoverable from the ratepayers.	-\$ 11,039.00
General Rates				Note 1	-\$ 46,675.32
Assessment and Advice - Building	Assesment and Advice - Building	Fees - Development Applications	DECREASE REVENUE	Building Assessment fees tracking below full year forecast.	\$ 15,000.00
Compliance, Monitoring & Enforcement-Regulatory	Compliance, Monitoring & Enforcement-Regulatory	Fines Received - Car parking	DECREASE REVENUE	Compliance is occurring and education is being followed.	\$ 550.00
Dog and Cat Control	Dog and Cat Control	Fines Received - Dog Control Expiations	DECREASE REVENUE	Almost coming to the conclusion to the registration period.	\$ 1,500.00
Assessment and Advice - Health	Assessment and Advice - Health	Fines - Statutory Fines/Expiations	DECREASE REVENUE	Not many expiations being issued due compliance.	\$ 500.00
Waste Water Applications	Waste Water Applications	Fees - Septic Tank Application Fees	INCREASE REVENUE	Applications have increased	-\$ 8,000.00
Compliance, Monitoring & Enforcement - Food and Health	Compliance, Monitoring & Enforcement - Food and Health	Fees - Cooling Tower/Warm Water Registration Fees	DECREASE REVENUE	Actuals tracking lower than budgeted	\$ 230.48
Statutory Charges				Note 2	\$ 9,780.48
Compliance, Monitoring & Enforcement-Development	Compliance, Monitoring & Enforcement-Development	Local Nuisance - Exemptions	INCREASE REVENUE	Local Nuisance Exemption Fees received.	\$ 1,000.00
Library: Programs and Experience	Library: Programs and Experience	User Charges - Other	INCREASE REVENUE	Greater income from programs/events than expected.	-\$ 3,570.00
Rec Park - Angas Recreation Park	Rec Park - Angas Recreation Park	Fees - Community Hall Fees	INCREASE REVENUE	Aligning budget with actuals.	-\$ 255.00
User Charges and Fees				Note 3	-\$ 2,825.00
Grants, Subsidies and Contributions - Capital				Note 4a	\$ -

Department	Description	Income/Expenditure Account	Type of Adjustment	Reason for Budget Adjustment	2025-26 Adjustment Q3
OMCEO Events	OMCEO Events	Operating Grant - Other	DECREASE REVENUE	Funds were received in 2024-25 therefore already in bank	\$ 10,000.00
Home Assist	Home Assist	Operating Grant - Other	INCREASE REVENUE	Additional revenue received from Department of Health, Disability and Ageing - Fair Work Commission boost	-\$ 4,901.03
Tanunda Mens Shed	Tanunda Mens Shed	Operating Grant - Other	INCREASE REVENUE	Updated to reflect increase to grant amount	-\$ 5,572.00
Grants, Subsidies and Contributions - Operating				Note 4b	-\$ 473.03
Financial Services	Financial Services	Interest Earned - LG Finance Auth	DECREASE REVENUE	Against all cost centres (CWMS and finance) we have only received \$9744.44 in interest from LGFA YTD due to tight cash management strategies with all excess cash sitting against loans rather than earning interest. Have extrapolated out actuals YTD across 12 months giving a figure of \$13,000.	\$ 86,350.00
Financial Services	Financial Services	Interest Earned - Banks	INCREASE REVENUE	Interest on banks tracking slightly higher for full year.	-\$ 8,865.00
Investment Income				Note 5	\$ 77,485.00
Financial Services	Financial Services	Reimburse. Inc - Other	DECREASE REVENUE	This is the interest we recover on debenture loans on-lent to community groups. I have calculated that this will be approximately \$118,350.11 until the end of the year so I have updated accordingly. The balance of this account should largely offset the balance of account 63001 interest expense on debenture loans (apart from those debenture loans held by Council rather than on-lent to community groups) however at this stage it doesn't.	\$ 33,916.26
Fire Prevention	Fire Prevention	Reimburse. Inc - Private block slashing	INCREASE REVENUE	This falls in line with increased expenditure for block slashing	-\$ 3,980.00
Reimbursements				Note 6	\$ 29,936.26
Financial Services	Financial Services	Recoupments - Income Protection Insurance	DECREASE REVENUE	There has been a change in process - now any income protection recoveries are transferred to the relevant cost centre of the employee rather than the finance cost centre, given it needs to offset any additional resourcing costs in those cost centres. Will check to ensure budgets now recognised in those cost centres with actuals in 2025-26. Overall increase to reimbursement revenue as actuals higher than budgeted.	\$ 27,904.00
People and Culture	People and Culture	Recoupments - Income Protection Insurance	INCREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	-\$ 14,242.80

Department	Description	Income/Expenditure Account	Type of Adjustment	Reason for Budget Adjustment	2025-26 Adjustment Q3
Events	Events	Contributions - Other	INCREASE REVENUE	Cash Sponsorship Barossa Food & Wine Village	-\$ 18,000.00
Events	Events	Other Income - Misc.	INCREASE REVENUE	Vendor Participation fees, Barossa Food & Wine Village	-\$ 4,500.00
Barossa Visitor Centre	Barossa Visitor Centre	Recoupments - Income Protection Insurance	INCREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	-\$ 5,661.97
Barossa Visitor Centre	Barossa Visitor Centre	Other Income - Commissions	DECREASE REVENUE	income from commissions tracking down due to change over/transition phase in booking system	\$ 7,000.00
Library: Programs and Experience	Library: Programs and Experience	Recoupments - Income Protection Insurance	INCREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	-\$ 12,749.63
Roadside Management - Trees/Weeds	Roadside Management - Trees/Weeds	Recoupments - Income Protection Insurance	INCREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	-\$ 7,107.98
Works Operating	Works Operating	Recoupments - Income Protection Insurance	DECREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	\$ 95,965.00
Rec Park - Angas Recreation Park	Rec Park - Angas Recreation Park	Recoupments - Income Protection Insurance	INCREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	-\$ 40,953.21
Public Conveniences Removed - Misc	Public Conveniences Removed - Misc	Recoupments - Income Protection Insurance	INCREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	-\$ 50,963.38
CWMS - Infrastructure Maintenance	CWMS - Infrastructure Maintenance	Recoupments - Income Protection Insurance	INCREASE REVENUE	Took from finance (1018) cost centre and works operating cost centre (4270) and transferred budget to the cost centres where actuals are currently sitting. Overall increase to revenue as reimbursement actuals currently higher than budgeted.	-\$ 7,777.66
Other Income				Note 7	-\$ 31,087.63
Total adjustments to operating income					\$ 36,140.76

Department	Description	Income/Expenditure Account	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Operating expense adjustments					
Information Technology	Information Technology	Salaries - Normal	TRANSFER	Transfer Salary Savings to IT Contractors 61140 \$100,000 to be used for managed services and Cyber Security audit	-\$ 100,000.00
OMCEO Events	OMCEO Events	Salaries - Normal	TRANSFER	Move to 61140 for the ANZAC display costs.	-\$ 5,000.00
OMCEO Events	OMCEO Events	Salaries - Superannuation	TRANSFER	Move to 61140 for the ANZAC display costs.	-\$ 5,000.00
Library: Programs and Experience	Library: Programs and Experience	Salaries - Normal	INCREASE EXPENSE	Grant money for additional salary (digital literacy)	\$ 3,886.00
Employee Costs				Note 8	-\$ 106,114.00
Elected Members - Mayor	Elected Members - Mayor	Elected Members - Mileage Reimbursements	DECREASE EXPENSE	Underbudget for 25-26 reduce.	-\$ 1,500.00
Business Transformation	Business Transformation	Contractors - ERP System	TRANSFER	Transfer of budget for ERP project from capital to operating per discussions with external auditors.	\$ 335,287.00
Financial Services	Financial Services	Software - Licence Fees	TRANSFER	Transferred from 61185 to 61183 for consistency with other cost centres	\$ 24,500.00
Financial Services	Financial Services	Software - Purchase Licence Fee	TRANSFER	Actuals figure includes an amount of \$17,100 for eftsure license from Feb 26 - Feb 27 which has not been recognised as a prepayment. Emailed Andrew on 15/04/2026 to ensure this gets picked up when he next does his monthly prepayments	-\$ 24,500.00
Financial Services	Financial Services	Bank Charges	DECREASE EXPENSE	Tracking below budget due to more favourable fee structure under new NAB contract.	-\$ 5,000.00
Property Rating	Property Rating	Contractor - Professional Services	INCREASE EXPENSE	Real estate agent costs for services performed to date associated with s. 184 processes. Recovered from the ratepayers as reflected in an increase to 40016 - Legal and Other Costs Recovered, therefore nil budget impact overall.	\$ 1,800.00
Property Rating	Property Rating	General - Advertising	DECREASE EXPENSE	All costs incurred for current financial year - relates to declaration of rates/gazettal.	-\$ 1,231.37
Property Rating	Property Rating	General - Postage	INCREASE EXPENSE	Budget has been on lower side throughout the year and always knew would have to increase at some stage. Due to postage costs increasing more than CPI.	\$ 28,792.08
Property Rating	Property Rating	Legal Fees	INCREASE EXPENSE	Offset by increases to rate and legal fees recovered. Partly impacted by increased legal fees associated with s.184 processes.	\$ 15,000.00

Department	Description	Income/Expenditure Account	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Information Technology	Information Technology	Contractors - Other Services	INCREASE EXPENSE	Transfer increase from Salary Savings to Contractors for Managed Services and Cyber Security Audit	\$ 100,000.00
Information Services	Information Services	Contractors - Other Services	INCREASE EXPENSE	Additional \$1500 required for secure disposal of documents Shredding Service Additional \$2500 required for Copyright insurance for AI policy	\$ 4,000.00
Customer Experience	Customer Experience	Staff Training - Seminar/Conference Fees	INCREASE EXPENSE	Genos Ignite	\$ 637.00
Events	Events	Contractors - Other Services	TRANSFER	\$5K for Lyndoch Live & Local and \$20k SANFL transferred to 63171 (contributions other)	-\$ 25,000.00
Events	Events	Contributions - Other	TRANSFER	\$25000 transferred from 61140 (Contractors other services) for \$5K Lyndoch Live & Local Music grants (Gather Round) and \$20k partial payment SANFL Country champs July 2026	\$ 25,000.00
Barossa Visitor Centre	Barossa Visitor Centre	Booking Commission Fees	INCREASE EXPENSE	Tracking above budget due to payment of Both Bookesky and Rezdy monthly fees during transition period	\$ 800.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Staff Training - Seminar/Conference Fees	INCREASE EXPENSE	Additional training expenses incurred in 25-26 instead of originally schedule 24-25 as well as AI training not budgeted for.	\$ 10,000.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Staff Training - Travel Expenses	DECREASE EXPENSE	Not required in 25-26	-\$ 1,500.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Contractors - Plant/Machinery Servicing	TRANSFER	Transfer to 61168 for FBT review support	-\$ 750.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Contractors - Other Services	TRANSFER	Transfer to consultants to support FBT review for policy changes to reduce.	-\$ 4,000.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Consultants - Other	TRANSFER	Transfer to consultants to support FBT review for policy changes to reduce \$4000 from 61140 and \$750 from 61137.	\$ 4,750.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Direct Purchases - Vehicle/Machine Parts	TRANSFER	Should be in 61303	-\$ 1,015.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Energy Costs - Fuel & Lubricants	TRANSFER	Transferred from 61209	\$ 1,015.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Bank Charges	INCREASE EXPENSE	Credit card monthly charges not budgeted	\$ 150.00
Office of the Mayor & CEO	Office of the Mayor & CEO	Contributions - Other	INCREASE EXPENSE	Statutory payment to ESCOSA for Local Government Rating and Financial Sustainability review - missed in initial budget settings.	\$ 40,000.00
Office of the Mayor & CEO	Office of the Mayor & CEO	General - Advertising	DECREASE EXPENSE	Not required in 26-27	-\$ 496.57

Department	Description	Income/Expenditure Account	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Office of the Mayor & CEO	Office of the Mayor & CEO	Entertainment Expenses	DECREASE EXPENSE	Not used or required	-\$ 400.00
OMCEO Events	OMCEO Events	Contractors - Other Services	TRANSFER	\$10k from 60020 and 60023 plus \$3k for final cost estimated for ANAC display initiative	\$ 13,000.00
Council Meeting - Attend/support	Council Meeting - Attend/support	Contractors - Other Services	TRANSFER	Move budget to correct line with \$1100 saving estimated for 2025-26	-\$ 6,000.00
Council Meeting - Attend/support	Council Meeting - Attend/support	Entertainment Expenses	TRANSFER	Move budget to correct line with \$1100 saving estimated for 2025-26	\$ 4,900.00
Council Elections	Council Elections	Contractors - Other Services	INCREASE EXPENSE	Final annual contribution slightly higher than budget.	\$ 258.70
Elected Members - Mayor	Elected Members - Mayor	General - Telephone Expenses	INCREASE EXPENSE	Overbudget for 25-26 slight increase.	\$ 232.04
Elected Members - Mayor	Elected Members - Mayor	Other Misc. Expenses - Sundry	DECREASE EXPENSE	Underbudget for 25-26 reduce.	-\$ 90.16
Elected Members - Mayor	Elected Members - Mayor	Entertainment Expenses	DECREASE EXPENSE	No required for 25-26	-\$ 1,175.00
Elected Members - Councillors	Elected Members - Councillors	Staff Training - Seminar/Conference Fees	DECREASE EXPENSE	Underbudget for 25-26 reduce	-\$ 1,000.00
Elected Members - Councillors	Elected Members - Councillors	Staff Training - Travel Expenses	DECREASE EXPENSE	Underbudget for 25-26 reduce	-\$ 2,000.00
Elected Members - Councillors	Elected Members - Councillors	General - Telephone Expenses	DECREASE EXPENSE	Overbudget for 25-26 increase	\$ 2,307.44
Elected Members - Councillors	Elected Members - Councillors	Other Misc. Expenses - Sundry	DECREASE EXPENSE	Overbudget for 25-26 increase	-\$ 2,386.96
Civic Receptions	Civic Receptions	Contractors - Other Services	DECREASE EXPENSE	Not required for 25-26 remove	-\$ 1,000.00
Civic Receptions	Civic Receptions	Direct Purchases - Other	DECREASE EXPENSE	Not required for 25-26 remove	-\$ 2,500.00
Civic Receptions	Civic Receptions	Other Misc. Expenses - Sundry	DECREASE EXPENSE	Not required for 25-26 remove	-\$ 5,000.00
Sister City - Grapevine	Sister City - Grapevine	Contractor - Miscellaneous	DECREASE EXPENSE	Underbudget for 25-26 reduce	-\$ 7,500.00
Compliance, Monitoring & Enforcement-Regulatory	Compliance, Monitoring & Enforcement-Regulatory	Legal Fees	DECREASE EXPENSE	There are no upcoming legal actions	-\$ 1,000.00
Fire Prevention	Fire Prevention	Contractors - Lawn Mowing/Grass slashing	INCREASE EXPENSE	This falls in line with increase income for block slashing	\$ 7,750.00
Assessment and Advice-Planning	Assessment and Advice-Planning	Direct Purchases - Safety Equip or Clothing	INCREASE EXPENSE	New safety gear for staff.	\$ 1,000.00
Library: History and Heritage	Library: History and Heritage	Contractors - Other Services	INCREASE EXPENSE	Recruitment cost not budgeted previously	\$ 2,500.00
Library: Administration	Library: Administration	Software - Licence Fees	TRANSFER	Transferred from 61185 to 61183 for consistency with other cost centres.	\$ 7,564.50
Library: Administration	Library: Administration	Software - Purchase Licence Fee	TRANSFER	Transferred from 61185 to 61183 for consistency with other cost centres.	-\$ 7,564.50

Department	Description	Income/Expenditure Account	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Library: Programs and Experience	Library: Programs and Experience	Direct Purchases - Other	INCREASE EXPENSE	Spend of grant monies and program income	\$ 13,551.00
Pest Control	Pest Control	Contractors - Pest Control Services	INCREASE EXPENSE	Seasonal demand	\$ 1,222.76
Community Transport Scheme	Community Transport Scheme	Staff Training - Seminar/Conference Fees	INCREASE EXPENSE	Training needs aged care	\$ 200.00
Community Transport Scheme	Community Transport Scheme	Energy Costs - Fuel & Lubricants	INCREASE EXPENSE	Fuel increase Q4	\$ 8,270.39
Home Assist	Home Assist	Staff Training - Seminar/Conference Fees	INCREASE EXPENSE	Training costs, aged care	\$ 200.00
Home Assist	Home Assist	Contractors - Community Service Programs	INCREASE EXPENSE	Additional expenses associated with additional grant received from Department of Health, Disability and Ageing - Fair Work boost. Nil impact on budget overall.	\$ 4,901.03
Environmental Education and Awareness	Environmental Education and Awareness	Contractors - Other Services	INCREASE EXPENSE	transfer from 61223	\$ 2,000.00
Environmental Education and Awareness	Environmental Education and Awareness	Direct Purchases - Signs	INCREASE EXPENSE	transfer from 61223	\$ 2,600.00
Environmental Education and Awareness	Environmental Education and Awareness	Direct Purchases - Other	DECREASE EXPENSE	transfer \$2000 to 61140 and \$2600	-\$ 4,600.00
Bushgardens: Site expenditure	Bushgardens: Site expenditure	Contractors - Plant/Machinery Servicing	TRANSFER	transfer from 61220	\$ 600.00
Bushgardens: Site expenditure	Bushgardens: Site expenditure	Direct Purchases - Loose tools	DECREASE EXPENSE	transfer to 61137	-\$ 600.00
Bushgardens: Site expenditure	Bushgardens: Site expenditure	Direct Purchases - Other	INCREASE EXPENSE	increase for additional materials including paint, rubble, posts (for signs), etc.	\$ 1,500.00
Works Operating	Works Operating	Software - Licence Fees	TRANSFER	Transferred from 61185 to 61183 for consistency with other	\$ 128.65
Works Operating	Works Operating	Software - Purchase Licence Fee	TRANSFER	Transferred from 61185 to 61183 for consistency with other cost centres.	-\$ 128.65
Asset Management	Asset Management	Contractors - Other Services	TRANSFER	Transfer \$37,540 to 4275-61165 for the Rex - level 2 condition report, as approved by Council at its April 2026 meeting.	-\$ 37,540.00
Asset Management	Asset Management	Consultants - Asset Management Plans	INCREASE EXPENSE	Transfer of \$37,540 from 4275-61140 and additional expenditure of \$49,460 for the Rex - level 2 condition report as approved by Council at its April 2026 meeting.	\$ 87,000.00
Asset Management	Asset Management	Software - Licence Fees	TRANSFER	Transferred from 61185 to 61183 for consistency with other cost centres.	\$ 5,146.00
Asset Management	Asset Management	Software - Purchase Licence Fee	TRANSFER	Transferred from 61185 to 61183 for consistency with other cost centres.	-\$ 5,146.00
Materials, Contract and Other Expenses				Note 9	\$ 607,939.38

Department	Description	Income/Expenditure Account	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Depreciation, Amortisation and Impairment				Note 10	\$ -
Financial Services	Financial Services	Debenture Loan Interest - LGFA	INCREASE EXPENSE	Calculating to be approx. \$140,402.27 (excluding accruals and NCPA) as at year end. This includes all interest on debenture loans, including those loans held by Council for which no interest is recovered from community groups.	\$ 43,846.27
Financial Services	Financial Services	Debenture Loan Interest - LGFA NCPA	DECREASE EXPENSE	Decreased to reflect actual interest payable this year (excludes accruals - deemed trivial). Interest only journalled to NCPA account at year end - currently sitting as part of Council's actual.	-\$ 29,579.33
Finance Costs				Note 11	\$ 14,266.94
Total adjustments to					\$ 516,092.32
NET TOTAL - Operating Adjustments					\$ 552,233.08

Detailed Q3 Budget Adjustments for the 2025-26 Financial Year – Capital Budget

Project #	Description	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Capital expenditure on renewal and replacement of existing assets				
200072	OLD UNION CHAPEL, ANGASTON 23-25 PENRICE ROAD	Carryover \$42,000 to 2026-27	CARRYOVER EXPENSE	-\$ 42,000.00
200090	Public Toilet Renewal Program	\$45k forecast spend on Tolley Reserve toilets of estimated \$80-100k project in 25/26, currently being priced. Carryover remainder for Angaston CWA upgrade in 26/27	CARRYOVER EXPENSE	-\$ 190,088.00
200167	Kegel Club Skittle Alley	Carryover \$6,010 to 200100 to 2026/27 and transfer \$3910 to CC 8320	CARRYOVER EXPENSE	-\$ 10,000.00
200167	Kegel Club Skittle Alley	Transfer from CC 8029. Aligning budget with actuals.	TRANSFER	\$ 3,910.00
306612	ROAD SEAL, PENRICE RD, NURIOOTPA	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 24,769.00
306661	ROAD SEAL, RIFLE RANGE RD, ANGASTON	Aligning budgets and actuals for road reseal program	TRANSFER	-\$ 18,528.00
308610	FOOTPATH, DUCK PONDS RD, STOCKWELL	Aligning budgets and actuals for footpath program	TRANSFER	\$ 11,869.75
308648	FOOTPATH, FIFTH ST, NURIOOTPA	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 20,000.00
308692	FOOTPATH, GRAMP AVE, ANGASTON	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 13,000.00
308847	FOOTPATH, MURRAY STREET, ANGASTON	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 17,620.00
308857	FOOTPATH, NELDNER AVE, ANGASTON	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 14,000.00
308863	FOOTPATH, NORTH ST, ANGASTON	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 5,000.00
308886	FOOTPATH, PARK RD, ANGASTON	Aligning budgets and actuals for footpath program	TRANSFER	\$ 52,000.00
309263	KERB, GRAMP AVE, ANGASTON	Carryover \$20,000 to 2026/27 Road Reseal Unallocated	CARRYOVER EXPENSE	-\$ 20,000.00
311100	Provision around Nurioopta High School - Footpath	Carryover \$41,150 to 2026-27	CARRYOVER EXPENSE	-\$ 41,150.00
311539	ROAD SEAL, MARGARET ST, LYNDONCH	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 7,482.00
312392	ROAD SEAL, BAROSSA CT, LYNDONCH	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 5,975.00
312422	Road Seal - Hermann Thumm Drive Lyndoch	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 29,194.00
312474	Road Seal - Springton Road Williamstown	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 38,835.00
312709	Road Drain, Langmeil Road, Tanunda	Carryover \$40,000 to 2026/27	CARRYOVER EXPENSE	-\$ 40,000.00
312758	Footpath - Queen Street Williamstown	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 45,000.00
313197	ROAD SEAL, BETHANY RD, TANUNDA	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 25,372.00
313255	Road Seal - Krondorf Road Tanunda	Aligning budgets and actuals for road reseal program	TRANSFER	-\$ 6,028.00
313264	Road Seal - Light Pass Road Tanunda	Aligning budgets and actuals for road reseal program	TRANSFER	-\$ 8,170.00
313388	Swimming Pool, BV Recreation Centre	Carryover \$196,400 to 2026-27	CARRYOVER EXPENSE	-\$ 196,400.00
313532	KERB, MELROSE ST, MT PLEASANT	Carryover \$52,000 to 2026/27 Road Reseal Unallocated	CARRYOVER EXPENSE	-\$ 52,000.00
313549	KERB, MURRAY STREET, TANUNDA	Carryover \$51,000 to 2026/27 Road Reseal Unallocated	CARRYOVER EXPENSE	-\$ 51,000.00
314315	FOOTPATH, HOSPITAL ROAD, MOUNT PLEASANT	Aligning budgets and actuals for footpath program	TRANSFER	\$ 1,800.00
314344	FOOTPATH, ELIZA STREET, WILLIAMSTOWN	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 6,000.00

Project #	Description	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Capital expenditure on renewal and replacement of existing assets				
314380	ROAD SEAL, LILLY FARM ROAD, TANUNDA	Aligning budgets and actuals for road reseal program	TRANSFER	-\$ 9,464.00
314853	ROAD SEAL, GROCKE ROAD, TANUNDA	Aligning budgets and actuals for road reseal program	TRANSFER	-\$ 7,010.00
314900	FOOTPATH, ALLEN STREET, ANGASTON	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 20,000.00
315071	Prider Street Footpath Upgrade	Aligning budgets and actuals for footpath program	TRANSFER	\$ 8,490.00
600467	ROAD SEAL, NITSCHKE ROAD, KRONDORF	Aligning budgets and actuals for road reseal program	TRANSFER	-\$ 11,424.00
601262	Footpath Renewal Budget	Aligning budgets and actuals for footpath program	TRANSFER	-\$ 27,700.00
601263	Road Reseal Budget	Aligning budgets and actuals for road reseal program	TRANSFER	-\$ 96,960.00
601293	Bridge Renewal	Carryover and transfer \$15,000 to Moss Smith Road Bridge	CARRYOVER EXPENSE	-\$ 15,000.00
601371	Play Equipment - Renew	Transferred out of playground budget 'bucket' to Springton and Eden Valley playgrounds	TRANSFER	-\$ 30,000.00
601623	Community Transport 8	Transfer from 601685 to cover additional increased cost and signwriting - Approved by Martin McCarthy	TRANSFER	\$ 1,100.00
601674	Keil Garden - Tanunda	Aligning budgets and actuals for footpath program	TRANSFER	\$ 4,900.00
601730	Community Transport 4	Transfer from 601685 to cover additional increased cost and signwriting - Approved by Martin McCarthy	TRANSFER	\$ 1,100.00
601803	Birdwood to Mt Pleasant Cycle and Walking Link	Carryover \$90,000 to 2026/27	CARRYOVER EXPENSE	-\$ 90,000.00
608846	Streetscaping Budget Renew/ Replace	Transfer from Streetscaping Budget New/Upgrade	TRANSFER	\$ 91,500.00
608857	Ride on front deck mower	Brought expenditure forward from future year in LTFP given current mower requires immediate replacing.	INCREASE EXPENSE	\$ 60,000.00
860047	Stockwell Road, Stockwell	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 20,000.00
860049	Whiteman Road	Aligning budgets and actuals for footpath program	TRANSFER	\$ 10,020.00
Capital expenditure on renewal and replacement of assets			Note 12	-\$ 705,225.25
Asset sales adjustments/capital income				
Proceeds from sale of replaced assets				
NET TOTAL - Asset renewal/replacement adjustments			Note 13	\$ -
				-\$ 705,225.25

Project #	Description	Reason for Budget Adjustment	Type of Adjustment	2025-26 Adjustment Q3
Capital expenditure on new and upgraded assets				
200100	Kegel Club - clubrooms rebuild	Carryover \$65,200 to 2026/27	CARRYOVER EXPENSE	-\$ 65,200.00
309419	KERB, MURRAY ST, ANGASTON	Carryover \$18,000 to 2026/27 Road Reseal Unallocated	CARRYOVER EXPENSE	-\$ 18,000.00
313307	ROAD SEAL, SIEGERSDORF RD, TANUNDA	Aligning budgets and actuals for road reseal program	TRANSFER	\$ 6,075.00
315070	Developer Funded Footpaths	Aligning budgets and actuals for footpath program	TRANSFER	\$ 42,620.00
400696	Play Equipment - Eden Valley Playground	Transferred out of playground budget 'bucket' to Springton and Eden Valley playgrounds	TRANSFER	\$ 96,321.00
401464	Enterprise Resource Planning (ERP) project	Transfer of \$335,287.00 from capital to operating to reflect costs associated with ERP project to be expensed rather than capitalised as advised by external auditors. \$84,713 required to be carried forward.	TRANSFER	-\$ 50,000.00
401464	Enterprise Resource Planning (ERP) project	Transfer of \$335,287.00 from capital to operating to reflect costs associated with ERP project to be expensed rather than capitalised as advised by external auditors. \$84,713 required to be carried forward.	CARRYOVER EXPENSE	-\$ 330,675.00
401464	Enterprise Resource Planning (ERP) project	Transfer of \$335,287.00 from capital to operating to reflect costs associated with ERP project to be expensed rather than capitalised as advised by external auditors. \$84,713 required to be carried forward.	TRANSFER	-\$ 39,325.00
601113	Play Equipment - Springton Oval	Transferred out of playground budget 'bucket' to Springton and Eden Valley playgrounds	TRANSFER	\$ 27,246.00
601264	Play Equipment - New	Transferred out of playground budget 'bucket' to Springton and Eden Valley playgrounds	TRANSFER	-\$ 77,500.00
601594	Creative Industries Centre - The Big Project	Carryover of \$1,013,484 to be added to 26-27 budget based on latest forecast estimates from QS at March 2026	CARRYOVER EXPENSE	-\$ 2,869,131.00
601685	18 Seater Bus	Transfer to 601730 & 601623 to cover additional increased cost and signwriting - Approved by Martin McCarthy	TRANSFER	-\$ 2,200.00
601745	Stormwater Culvert Crossing - Trial Hill Road, Pewsey Vale	Carryover and transfer \$10,000 to Langmeil Road Drainage Upgrade	CARRYOVER EXPENSE	-\$ 10,000.00
601760	Stormwater Kerbing & SEP- 145 Murray Street, Nuriootpa	Aligning budget to actuals	DECREASE EXPENSE	-\$ 960.00
601777	ICT Software / Hardware	Funds transferred to Project 401464 to consolidate ERP costs	DECREASE EXPENSE	-\$ 75,288.00
601779	Telecommunications infrastructure	Project has been delayed and will be progressed in 2026/27	CARRYOVER EXPENSE	-\$ 144,378.00
601788	Barossa Park Redevelopment	Reducing budget for Barossa Park by \$130,000 to reflect actuals. Underspend to be transferred to 26-27 budget for REX heaters and other REX efficiency	DECREASE EXPENSE	-\$ 44,000.00
608863	Streetscaping Budget New/ Upgrade	Transfer budget to Streetscaping Budget Renewal/Replace	TRANSFER	-\$ 91,500.00
608864	New Public Toilet - Tanunda Rec Park	\$63,000 carried over to 26-27 budget	CARRYOVER EXPENSE	-\$ 63,000.00
Capital expenditure on new and upgraded assets			Note 14	-\$ 3,708,895.00
Amounts received specifically for new and upgraded assets/profit and loss for asset disposals				
Amounts received specifically for new and upgraded assets			Note 15	\$ -
Asset disposal and fair value adjustments			Note 16	\$ -
NET TOTAL - Asset new/upgrade adjustments				-\$ 3,708,895.00
NET TOTAL - Capital adjustments				-\$ 4,414,120.25

Statement of Comprehensive Income							
for the year ending 30 June 2026							
			Original Full Year Budget	Full Year Revised Budget Q2	Actuals as at 31 March 2026	Budget Adjustments Q3	Proposed Full Year Revised Budget Q3
		Budget Adjustment Notes	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Income							
Rates	1		42,019	42,116	42,039	47	42,163
Statutory Charges	2		907	916	682	(10)	906
User Charges	3		4,178	4,194	3,092	3	4,197
Grants, Subsidies and Contributions - Capital	4a		4,853	841	-	-	841
Grants, Subsidies and Contributions - Operating	4b		-	3,685	2,938	-	3,685
Investment Income	5		166	166	160	(77)	89
Reimbursements	6		155	234	90	(30)	204
Other Income	7		622	807	656	31	838
Net Gain – Joint Ventures and Associations			-	-	-	-	-
Total Revenues			52,900	52,959	49,657	(36)	52,923
Expenses							
Employee Costs	8		20,211	20,424	14,625	(106)	20,318
Materials, Contracts and Other Expenses	9		19,354	19,822	14,556	608	20,430
Depreciation, Amortisation and Impairment	10		11,615	12,451	9,338	-	12,451
Finance Costs	11		1,898	1,792	1,148	14	1,806
Net Loss – Joint Ventures and Associations			-	-	-	-	-
Total Expenses			53,078	54,489	39,667	516	55,005
Operating Surplus / (Deficit)							
			(178)	(1,530)	9,990	(552)	(2,082)
Physical Resources Received Free of Charge			2,400	2,400	-	-	2,400
Asset Disposal and Fair Value Adjustments	16		(915)	(915)	80	-	(915)
Amounts Received Specifically for New or Upgraded Assets	15		5,673	1,387	1,855	-	1,387
Net Surplus / (Deficit)			6,980	1,342	11,925	(552)	790
Transferred to Equity Statement			-	-	-	-	-
Other Comprehensive Income			-	-	-	-	-
Changes in revaluation surplus - infrastructure, property, plant and equipment			-	-	-	-	-
Infrastructure, property, plant and equipment Impairment (Expense)/Recoupments offset to Asset Revaluation Reserve			-	-	-	-	-
Total Other Comprehensive Income			-	-	-	-	-
Total Comprehensive Income							
			6,980	1,342	11,925	(552)	790

Capital Budget Reporting – Year to date

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Development and Community Services	\$ 98,487.00	\$ 58,007.00	\$ -	\$ 58,007.00	\$ -	\$ 58,007.00	
Library books	\$ 98,487.00	\$ 58,007.00	\$ -	\$ 58,007.00	\$ -	\$ 58,007.00	
Infrastructure and Environmental Services	\$ 30,530,732.00	\$18,511,847.49	-\$ 3,774,454.25	\$14,737,393.24	\$ 7,224,909.61	\$7,512,483.63	
Building Renewal							
Mount Pleasant Hall - Salt Damp Treatments and Repairs	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ 16,000.00	\$ 2,000.00	
Old Union Chapel – main hall flooring renewal	\$ 42,000.00	\$ 42,000.00	-\$ 42,000.00	\$ -	\$ 295.20	-\$ 295.20	Carried forward to 2026-27
Tanunda CWA Hall	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00	\$ 11,041.38	\$ 958.62	
The Rex - Carpet replacement & floor repairs and Balance Tank Lid Repairs	\$ 93,000.00	\$ 131,500.00		\$ 131,500.00	\$ 82,770.94	\$ 48,729.06	
Moculta Recreation Park	\$ 9,000.00	\$ 9,000.00		\$ 9,000.00	\$ 128.98	\$ 8,871.02	
Angaston Show Hall - Roof Replacement	\$ 75,000.00	\$ 36,500.00		\$ 36,500.00	\$ 26,858.98	\$ 9,641.02	
Public Toilet Renewal Program	\$ 245,001.00	\$ 240,088.00	-\$ 190,088.00	\$ 50,000.00	\$ 7,288.98	\$ 42,711.02	Carried forward to 2026-27
Williamstown Pool	\$ 30,000.00	\$ 30,000.00		\$ 30,000.00	\$ 32,990.00	-\$ 2,990.00	
Office / Depot Upgrades	\$ 60,000.00	\$ 60,000.00		\$ 60,000.00	\$ 66,401.27	-\$ 6,401.27	
Volunteer Centre – Barossa Bushgardens	\$ 13,442.00	\$ -		\$ -	\$ -	\$ -	
New Public Toilet Tanunda Park	\$ 63,000.00	\$ 63,000.00	-\$ 63,000.00	\$ -	\$ -	\$ -	Carried forward to 2026-27
Kegel Club – Clubrooms Rebuild	\$ 114,680.00	\$ 76,265.00	-\$ 65,200.00	\$ 11,065.00	\$ 14,642.66	-\$ 3,577.66	Carried forward to 2026-27
Footpath Renewal							
Allen Street - Angaston	\$ 20,000.00	\$ 20,000.00	-\$ 20,000.00	\$ -	\$ -	\$ -	
Eliza Street - Williamstown	\$ 30,000.00	\$ 27,000.00	-\$ 6,000.00	\$ 21,000.00	\$ 21,000.00	\$ -	
Park Street - Angaston	\$ 50,000.00	\$ -		\$ -	\$ -	\$ -	
Kegel Club - Tanunda	\$ 10,000.00	\$ 10,000.00	-\$ 6,090.00	\$ 3,910.00	\$ -	\$ 3,910.00	Carried forward to 2026-27
Barossa Valley Way - Lyndoch	\$ 40,000.00	\$ 40,000.00		\$ 40,000.00	\$ 885.59	\$ 39,114.41	
Kindler Avenue Bridge - Nuriootpa	\$ 20,000.00	\$ -		\$ -	\$ -	\$ -	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Peppertree Grove Estate - Stockwell	\$ 30,000.00	\$ -		\$ -	\$ -	\$ -	
Queen Street - Williamstown	\$ 30,000.00	\$ 45,000.00	-\$ 45,000.00	\$ -	\$ -	\$ -	
Noske Street - Lyndoch	\$ 15,000.00	\$ -		\$ -	\$ -	\$ -	
Evans Street - Angaston	\$ 50,000.00	\$ -		\$ -	\$ -	\$ -	
Radford Road - Angaston	\$ 20,000.00	\$ -		\$ -	\$ -	\$ -	
Valley Road - Angaston	\$ 60,000.00	\$ -		\$ -	\$ -	\$ -	
Jubilee Ave - Angaston	\$ 25,000.00	\$ -		\$ -	\$ -	\$ -	
Gramp Ave - Angaston	\$ 25,000.00	\$ 13,000.00	-\$ 13,000.00	\$ -	\$ -	\$ -	
Park Road - Angaston	\$ 30,000.00	\$ 36,000.00	\$ 52,000.00	\$ 88,000.00	\$ 91,898.76	-\$ 3,898.76	
Birdwood to Mt Pleasant Cycle and Walking Link (rubble track)	\$ 100,000.00	\$ 100,000.00	-\$ 90,000.00	\$ 10,000.00	\$ 1,709.32	\$ 8,290.68	Carried forward to 2026-27
Provision for treatment around Nuriootpa High School - Nuriootpa	\$ 50,000.00	\$ 50,000.00	-\$ 41,150.00	\$ 8,850.00	\$ 9,971.75	-\$ 1,121.75	
Duck Ponds Road - Stockwell	\$ -	\$ 20,400.00	\$ 11,869.75	\$ 32,269.75	\$ 32,269.75	\$ -	
Fifth Street - Nuriootpa	\$ -	\$ 20,000.00	-\$ 20,000.00	\$ -	\$ -	\$ -	
Murray Street, Angaston	\$ -	\$ 43,300.00	-\$ 17,620.00	\$ 25,680.00	\$ 25,680.00	\$ -	
Neldner Ave, Angaston	\$ -	\$ 14,000.00	-\$ 14,000.00	\$ -	\$ 118.08	-\$ 118.08	
North Street - Angaston	\$ -	\$ 5,000.00	-\$ 5,000.00	\$ -	\$ -	\$ -	
William Street - Lyndoch	\$ -	\$ 18,000.00		\$ 18,000.00	\$ 18,000.00	\$ -	
Murray Street - Eden Valley	\$ 20,000.00	\$ 17,580.00		\$ 17,580.00	\$ 17,580.00	\$ -	
Lyndoch Valley Road - Lyndoch	\$ -	\$ 12,000.00		\$ 12,000.00	\$ 12,000.00	\$ -	
Hospital Road - Mount Pleasant	\$ -	\$ 8,520.00	\$ 1,800.00	\$ 10,320.00	\$ 10,320.00	\$ -	
Melrose Street - Mount Pleasant	\$ -	\$ 14,840.00		\$ 14,840.00	\$ 14,840.00	\$ -	
Tanunda Rec Park - Pathways	\$ -	\$ 60,000.00		\$ 60,000.00	\$ 84,182.00	-\$ 24,182.00	
Nuriootpa Soccer - Pathways	\$ -	\$ 10,000.00		\$ 10,000.00	\$ -	\$ 10,000.00	
Prider Street Footpath Upgrade	\$ -	\$ -	\$ 8,490.00	\$ 8,490.00	\$ 8,490.00	\$ -	
Keil Garden - Tanunda	\$ -	\$ -	\$ 4,900.00	\$ 4,900.00	\$ 4,900.00	\$ -	
Whiteman Road, Williamstown	\$ -	\$ -	\$ 10,020.00	\$ 10,020.00	\$ 10,020.00	\$ -	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Developer Funded Footpaths	\$ -	\$ -	\$ 42,620.00	\$ 42,620.00	\$ -	\$ 42,620.00	
Unallocated	\$ -	\$ 40,360.00	-\$ 27,700.00	\$ 12,660.00	\$ 10,807.27	\$ 1,852.73	
The Big Project, Recreation, Sport and Open Spaces							
Angaston Lighting Upgrades to Ovals	\$ 440,000.00	\$ 337,479.00		\$ 337,479.00	\$ 212,265.21	\$ 125,213.79	
Creative Industries Centre	\$ 15,600,000.00	\$ 5,263,863.00	-\$ 2,869,131.00	\$ 2,394,732.00	\$ 384,320.97	\$ 2,010,411.03	Carried forward to 2026-27
Nuriootpa Lighting Upgrades to Ovals	\$ 440,000.00	\$ 337,479.00		\$ 337,479.00	\$ 220,416.62	\$ 117,062.38	
Barossa Park	\$ 548,000.00	\$ 372,139.00	-\$ 44,000.00	\$ 328,139.00	\$ 328,250.78	-\$ 111.78	Budget underspend carried forward to 2026-27 budget for Rex efficiency project
Motor Vehicles, Plant and Equipment							
Minor Plant – Depots	\$ 93,058.00	\$ 69,476.00		\$ 69,476.00	\$ 57,624.18	\$ 11,851.82	
Manager Engineering Services	\$ 36,500.00	\$ 36,500.00		\$ 36,500.00	\$ 34,767.46	\$ 1,732.54	
Manager Health Services and Community Safety	\$ 42,000.00	\$ 42,000.00		\$ 42,000.00	\$ 41,574.36	\$ 425.64	
Community Safety Officer	\$ 42,000.00	\$ 42,000.00		\$ 42,000.00	\$ 42,850.42	-\$ 850.42	
Community Safety Officer	\$ 42,650.00	\$ 42,650.00		\$ 42,650.00	\$ 41,574.36	\$ 1,075.64	
Director Infrastructure and Environmental Services	\$ 55,850.00	\$ 55,850.00		\$ 55,850.00	\$ -	\$ 55,850.00	
Manager Infrastructure and Environmental Services	\$ 37,050.00	\$ 41,350.00		\$ 41,350.00	\$ 47,495.08	-\$ 6,145.08	
Manager Capital Project Delivery	\$ 37,050.00	\$ 37,050.00		\$ 37,050.00	\$ -	\$ 37,050.00	
Pool Car - Works B	\$ 28,650.00	\$ 28,650.00		\$ 28,650.00	\$ -	\$ 28,650.00	
Director, Development and Community Services	\$ 28,650.00	\$ 28,650.00		\$ 28,650.00	\$ -	\$ 28,650.00	
Pool Car - DCS A	\$ 28,650.00	\$ 28,650.00		\$ 28,650.00	\$ 343.50	\$ 28,306.50	
Pool Car - CS	\$ 34,400.00	\$ 34,400.00		\$ 34,400.00	\$ -	\$ 34,400.00	
Manager OCP	\$ 7,700.00	\$ 3,400.00		\$ 3,400.00	\$ -	\$ 3,400.00	
Contingency	\$ 41,308.00	\$ 41,308.00		\$ 41,308.00	\$ -	\$ 41,308.00	
Community Transport 4	\$ 34,400.00	\$ 34,400.00	\$ 1,100.00	\$ 35,500.00	\$ 35,394.97	\$ 105.03	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Community Transport 8	\$ 34,400.00	\$ 34,400.00	\$ 1,100.00	\$ 35,500.00	\$ -	\$ 35,500.00	
Community Transport 9	\$ 36,500.00	\$ 36,500.00		\$ 36,500.00	\$ -	\$ 36,500.00	
18 Seater Bus	\$ 300,000.00	\$ 300,000.00	-\$ 2,200.00	\$ 297,800.00	\$ -	\$ 297,800.00	
New dual cab truck for Open spaces	\$ 125,000.00	\$ 148,814.36		\$ 148,814.36	\$ -	\$ 148,814.36	
New skidsteer with attachments	\$ 280,000.00	\$ 211,185.64		\$ 211,185.64	\$ -	\$ 211,185.64	
New Trailer for skidsteer	\$ 60,000.00	\$ 60,000.00		\$ 60,000.00	\$ -	\$ 60,000.00	
John Deere Zero Turn Terrain Cut Mower	\$ -	\$ 45,000.00		\$ 45,000.00	\$ 13,903.21	\$ 31,096.79	
Ride-on front deck mower	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	
Playgrounds and Other Recreation							
Playgrounds New and Upgrade	\$ 77,500.00	\$ 77,500.00	-\$ 77,500.00	\$ -	\$ -	\$ -	
Playground Equipment Renewal	\$ 30,000.00	\$ 30,000.00	-\$ 30,000.00	\$ -	\$ -	\$ -	
Playground Replacement – Eden Valley	\$ 60,000.00	\$ 43,280.00	\$ 96,321.00	\$ 139,601.00	\$ 139,600.72	\$ 0.28	
Playground Replacement – Springton	\$ 141,015.00	\$ 132,916.00	\$ 27,246.00	\$ 160,162.00	\$ 164,096.76	-\$ 3,934.76	
The Rex Swimming Pool Heating and Upgrades	\$ 316,375.00	\$ 296,400.00	-\$ 196,400.00	\$ 100,000.00	\$ 29,548.00	\$ 70,452.00	Carried forward to 2026-27
Angaston Recreation Park irrigation tank and pump	\$ -	\$ 18,000.00		\$ 18,000.00	\$ -	\$ 18,000.00	
Road Re-sheeting							
Allendale, Kalbeeba	\$ 174,380.00	\$ 174,380.00		\$ 174,380.00	\$ 47,609.96	\$ 126,770.04	
Drogmueller, Springton	\$ 104,812.00	\$ 120,302.00		\$ 120,302.00	\$ 75,995.37	\$ 44,306.63	
L Staricks, Springton	\$ 149,600.00	\$ 171,710.52		\$ 171,710.52	\$ 180,516.44	-\$ 8,805.92	
Cromer, Cromer	\$ 245,837.00	\$ 274,197.66		\$ 274,197.66	\$ 224,603.12	\$ 49,594.54	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
High Eden, Springton - Rattei to No 0659	\$ 34,521.00	\$ 34,521.00		\$ 34,521.00	\$ -	\$ 34,521.00	Actuals shown in project below for 'High Eden, Springton - Cowell to Rattei'
High Eden, Springton - Cowell to Rattei	\$ 208,817.00	\$ 239,520.00		\$ 239,520.00	\$ 272,718.00	-\$ 33,198.00	
Sugar Loaf Hill, Mount McKenzie	\$ 8,502.00	\$ 8,502.00		\$ 8,502.00	\$ 7,256.43	\$ 1,245.57	
Seiboths, Flaxman Valley	\$ 150,793.00	\$ 150,793.00		\$ 150,793.00	\$ 94,122.79	\$ 56,670.21	
Heggies Range, Flaxman Valley	\$ 50,662.00	\$ -		\$ -	\$ -	\$ -	
Berryfield, Lyndoch	\$ 108,472.00	\$ 108,472.00		\$ 108,472.00	\$ -	\$ 108,472.00	
Gruenberg, Moculta	\$ 170,447.00	\$ 170,447.00		\$ 170,447.00	\$ 125,611.54	\$ 44,835.46	
Woodlands, Williamstown	\$ 74,741.00	\$ 74,741.00		\$ 74,741.00	\$ -	\$ 74,741.00	
Hamiltons Road, Springton	\$ 118,526.00	\$ 136,044.00		\$ 136,044.00	\$ -	\$ 136,044.00	
Blackwood Road Cromer	\$ 106,631.00	\$ -		\$ -	\$ -	\$ -	
Craneford Road Eden Valley	\$ 94,491.00	\$ -		\$ -	\$ -	\$ -	
Road Resealing							
Krondorf Road, Tanunda - Krondorf Road to Grocke Road	\$ 284,915.00	\$ 165,654.00	-\$ 6,028.00	\$ 159,626.00	\$ 160,037.15	-\$ 411.15	
Krondorf Road, Tanunda - Grocke Road to Nitschke Road							
Krondorf Road, Tanunda - Krondorf Road to Grocke Road							
Grocke Road, Tanunda - Surface change - Sheed to Krondorf	\$ 20,987.00	\$ 15,203.00	-\$ 7,010.00	\$ 8,193.00	\$ 8,357.40	-\$ 164.40	
Nitschke Road, Tanunda - Krondorf Road to 150m from Krondorf Road	\$ 19,572.00	\$ 21,542.00	-\$ 11,424.00	\$ 10,118.00	\$ 10,117.72	\$ 0.28	
Lily Farm Road, Krondorf - Surface change - Spray sealed to Krondorf Road	\$ 23,512.00	\$ 37,309.00	-\$ 9,464.00	\$ 27,845.00	\$ 17,010.51	\$ 10,834.49	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Barossa Court, Lyndoch - Barossa Valley Way to End	\$ 122,640.00	\$ 100,566.00	\$ 5,975.00	\$ 106,541.00	\$ 106,540.57	\$ 0.43	
Gordon Street, Lyndoch - Margaret Street to 81m from Robert Ross Drive	\$ 37,795.00	\$ -		\$ -	\$ -	\$ -	
Margaret Street, Lyndoch - William Street to Gordon Street	\$ 16,808.00	\$ 143,905.00	\$ 7,482.00	\$ 151,387.00	\$ 151,386.47	\$ 0.53	
Margaret Street, Lyndoch - William Street to John Street	\$ 42,692.00						
Margaret Street, Lyndoch - John Street to End	\$ 48,329.00						
Baird Street, Nuriootpa - Macarthur Street to Flinders Street	\$ 114,118.00	\$ -		\$ -	\$ -	\$ -	
Baird Street, Nuriootpa - Flinders Street to Francis Street West							
Baird Street, Nuriootpa - Francis Street West to Old Kapunda Road							
Siegersdorf Road, Tanunda - Surface Change-Hotmix to Light Pass Road	\$ 78,973.00	\$ -	\$ 6,075.00	\$ 6,075.00	\$ 6,486.42	-\$ 411.42	
Siegersdorf Road, Tanunda - Light Pass Road to Surface change-Spray Sealed 40m E							
Light Pass Road, Tanunda - Siegersdorf Road to Surface change-Spray Sealed 38m South	\$ 78,973.00	\$ 111,271.00	-\$ 8,170.00	\$ 103,101.00	\$ 103,512.48	-\$ 411.48	
Light Pass Road, Tanunda - Surface change - Hotmix to Siegersdorf Road	\$ 52,315.00	\$ -		\$ -	\$ 1,353.57	-\$ 1,353.57	
Light Pass Road, Tanunda - Salesyard Road - Hotmix to Angaston Road							
Light Pass Road, Tanunda - Angaston Road to Diagonal Road							
Rifle Range Road, Bethany - Barossa Valley Way to Surface change - sheeted 95m SE	\$ 25,725.00	\$ 31,576.00	-\$ 18,528.00	\$ 13,048.00	\$ 888.27	\$ 12,159.73	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Hermann Thumm Drive, Lyndoch, Hermann Thumm Drive to Surface change-sheeted	\$ 132,619.00	\$ 274,316.00	\$ 29,194.00	\$ 303,510.00	\$ 301,739.58	\$ 1,770.42	
Hermann Thumm Drive, Lyndoch, Barossa Valley Way to Barritt Road							
Hermann Thumm Drive, Lyndoch, Fuss Road to Segment Limit - 1km S							
Hermann Thumm Drive, Lyndoch - Segment limit to Council Boundary							
Fife Street Angaston	\$ -	\$ 38,786.00		\$ 38,786.00	\$ 38,786.00	\$ -	
Bethany Road	\$ -	\$ 19,795.00		\$ 19,795.00	\$ 19,724.57	\$ 70.43	
Bethany Road - Tanunda	\$ -	\$ -	\$ 25,372.00	\$ 25,372.00	\$ 25,957.47	-\$ 585.47	
Coward Street - Nuriootpa	\$ -	\$ 33,078.00		\$ 33,078.00	\$ 33,074.19	\$ 3.81	
Penrice Road - Nuriootpa	\$ -	\$ -	\$ 24,769.00	\$ 24,769.00	\$ 24,768.33	\$ 0.67	
Springton Road - Williamstown	\$ -	\$ -	\$ 38,835.00	\$ 38,835.00	\$ 38,834.89	\$ 0.11	
Stockwell Road, Stockwell	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	
Unallocated	\$ 5,987.00	\$ 96,960.00	-\$ 96,960.00	\$ -	\$ -	\$ -	
Road Construction / Reconstruction / Other							
Keyneton Road, Eden Valley – Stage 3 of the Moculta - Keyneton Rd sealing upgrade	\$ 750,000.00	\$ 850,000.00		\$ 850,000.00	\$ 813,169.78	\$ 36,830.22	
Yettie Road Construction - Year 1 of 2	\$ 1,000,000.00	\$ -		\$ -	\$ -	\$ -	
Kerbing Section Upgrades							
Gramp Ave - Angaston	\$ 20,000.00	\$ 20,000.00	-\$ 20,000.00	\$ -	\$ -	\$ -	
Murray Street - Angaston	\$ 18,000.00	\$ 18,000.00	-\$ 18,000.00	\$ -	\$ -	\$ -	
Magnolia Street - Tanunda	\$ 25,000.00	\$ -		\$ -	\$ -	\$ -	
Melrose Street - MT PLEASANT	\$ 52,000.00	\$ 52,000.00	-\$ 52,000.00	\$ -	\$ -	\$ -	Carried forward to 2026-27
Murray Street, Tanunda	\$ 51,000.00	\$ 51,000.00	-\$ 51,000.00	\$ -	\$ -	\$ -	
Gilbert Street, Lyndoch	\$ 69,000.00	\$ -		\$ -	\$ -	\$ -	
Kleinig Street Lyndoch	\$ 6,000.00	\$ -		\$ -	\$ -	\$ -	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Bridges							
Project - Glen Gillian Bridge, Williamstown - Repair	\$ 60,000.00	\$ 60,000.00		\$ 60,000.00	\$ 2,458.98	\$ 57,541.02	
Project - Springton Road Bridge (Portuguese Bridge), Mount Crawford - Repair	\$ 90,000.00	\$ 90,000.00		\$ 90,000.00	\$ 1,057.06	\$ 88,942.94	
Project - Robin Bridge Nuriootpa, Repair gabion rock system	\$ 100,000.00	\$ 67,741.00	-\$ 15,000.00	\$ 52,741.00	\$ 49,754.08	\$ 2,986.92	
Moss Smith Road Bridge Design	\$ 28,112.00	\$ 83,568.00		\$ 83,568.00	\$ 79,404.06	\$ 4,163.94	
Unallocated Contingency	\$ 17,906.00	\$ -		\$ -	\$ -	\$ -	
Stormwater							
Project - Stormwater Inlet Capacity Upgrade, Langmeil Road / Basedow Creek, Tanunda	\$ 75,000.00	\$ 75,000.00	-\$ 40,000.00	\$ 35,000.00	\$ 5,929.84	\$ 29,070.16	
Project - Stormwater Culvert Crossing - Trial Hill Road, Pewsey Vale	\$ 65,000.00	\$ 65,000.00	-\$ 10,000.00	\$ 55,000.00	\$ 51,626.07	\$ 3,373.93	
Project - Stormwater Culvert Crossing - Pimpala Road, Cockatoo Valley	\$ 120,000.00	\$ 120,000.00		\$ 120,000.00	\$ 77,671.50	\$ 42,328.50	
Project - Stormwater kerbing and SEP - 145 Murray Street, Nuriootpa	\$ 17,120.00	\$ 17,120.00	-\$ 960.00	\$ 16,160.00	\$ 16,324.75	-\$ 164.75	
Project - Williamstown Ped Footbridge - Williamstown	\$ 35,000.00	\$ 35,000.00		\$ 35,000.00	\$ 33,500.00	\$ 1,500.00	
Calton Road to Hameister Court Drainage, Kalbeeba	\$ 227,768.00	\$ 227,768.00		\$ 227,768.00	\$ -	\$ 227,768.00	
Streetscaping							
Streetscaping - New/Upgrade	\$ 91,500.00	\$ 91,500.00	-\$ 91,500.00	\$ -	\$ -	\$ -	Transfer from New/Upgrade to Renewal/Replace
Streetscaping - Renewal/Replace	\$ -	\$ -	\$ 91,500.00	\$ 91,500.00	\$ 72,964.28	\$ 18,535.72	Transfer from New/Upgrade to Renewal/Replace

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Community Wastewater Management System (CWMS)							
Network Pump Station	\$ 400,000.00	\$ 400,000.00		\$ 400,000.00	\$ 41,955.20	\$ 358,044.80	
Rising mains and Infrastructure	\$ 178,032.00	\$ 178,032.00		\$ 178,032.00	\$ 23,205.17	\$ 154,826.83	
Nuriootpa Waste Water Treatment Plant	\$ 1,450,969.00	\$ 1,407,793.00		\$ 1,407,793.00	\$ 1,153,177.39	\$ 254,615.61	
Springton Waste Water Treatment Plant	\$ 251,850.00	\$ 251,850.00		\$ 251,850.00	\$ 191.75	\$ 251,658.25	
Stockwell WWTP Reuse Lagoon 2	\$ 240,000.00	\$ 240,000.00		\$ 240,000.00	\$ -	\$ 240,000.00	
Williamstown Lagoons	\$ 55,000.00	\$ 42,289.00		\$ 42,289.00	\$ 32,410.80	\$ 9,878.20	
Gooden Drive Pump Station and Rising Main Extension	\$ 266,783.00	\$ 264,592.50		\$ 264,592.50	\$ 9,714.90	\$ 254,877.60	
Gooden Drive Pump Station and Rising Main Extension	\$ 277,000.00	\$ 256,516.00		\$ 256,516.00	\$ 2,101.20	\$ 254,414.80	
Nuriootpa Site 2 – Reuse – Pump Station	\$ 83,480.00	\$ 83,480.00		\$ 83,480.00	\$ 9,611.55	\$ 73,868.45	
Tanunda Gravity Mains Renewal	\$ 120,000.00	\$ 120,000.00		\$ 120,000.00	\$ -	\$ 120,000.00	
Tanunda Lagoon & Infrastructure Aerator Reconditioning	\$ 65,840.00	\$ 65,840.00		\$ 65,840.00	\$ 396.31	\$ 65,443.69	
Water Reuse Infrastructure	\$ 39,850.00	\$ 42,299.81		\$ 42,299.81	\$ 71.80	\$ 42,228.01	
Operation Emergency IP and Manhole Repairs/Replacement	\$ 30,000.00	\$ 50,000.00		\$ 50,000.00	\$ 16,969.80	\$ 33,030.20	
Operation Emergency Drain Repairs	\$ 20,000.00						
Operation Construction of New Inspection Points	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00	\$ 30,578.80	-\$ 18,578.80	
Lyndoch WWTP - Building	\$ -	\$ 12,268.00		\$ 12,268.00	\$ 20,016.81	-\$ 7,748.81	
Other							
Signage Trak System	\$ 17,037.00	\$ 34,492.00		\$ 34,492.00	\$ 4,859.30	\$ 29,632.70	
Project Management Costs for Capital Projects							
Project Management Costs	\$ 718,464.00	\$ 718,464.00		\$ 718,464.00	\$ 171,661.68	\$ 546,802.32	

Description	2025-26 Original Full Year Budget	Q2 Revised Full Year Budget	Proposed Budget Adjustments Q3	Proposed Full Year Budget Q3	Expenses to Date (as at 11 May 2026)	Remaining Budget to Proposed Q3 Budget	Relevant Notes
Corporate Services, Strategy and Innovation	\$ 1,358,571.00	\$ 1,418,310.82	-\$ 639,666.00	\$ 778,644.82	\$ 944,501.55	-\$ 165,856.73	
Telecommunications refresh	\$ 167,800.00	\$ 167,800.00	-\$ 144,378.00	\$ 23,422.00	\$ 23,422.06	-\$ 0.06	
Mobile Refresh	\$ 32,425.00	\$ 32,425.00		\$ 32,425.00	\$ 24,766.08	\$ 7,658.92	
TechnologyOne Upgrades	\$ 50,705.00	\$ 380,675.00	-\$ 380,675.00	\$ -	\$ 194,577.13	-\$ 194,577.13	\$335,287 transferred to operating budget, \$84,713.00 to be carried forward to 2026-27 operating budget. Actuals still to be transferred to operating.
TechnologyOne Upgrades - Project Management Costs	\$ -	\$ 39,325.00	-\$ 39,325.00	\$ -	\$ -	\$ -	\$335,287 transferred to operating budget, \$84,713.00 to be carried forward to 2026-27 operating budget
Hardware Refresh – Purchase Current Contract Out	\$ 279,000.00	\$ 279,000.00		\$ 279,000.00	\$ 272,790.88	\$ 6,209.12	
Hardware Refresh	\$ 350,000.00	\$ 359,740.06		\$ 359,740.06	\$ 346,703.75	\$ 13,036.31	
Asset Management System Hardware Purchases	\$ 16,139.00	\$ 16,138.76		\$ 16,138.76	\$ 13,527.20	\$ 2,611.56	
Defibrillator (approximately 20 required to meet new legislative requirements)	\$ 60,000.00	\$ 60,000.00		\$ 60,000.00	\$ 60,795.00	-\$ 795.00	
Core System Replacement Year 1 of 3	\$ 363,177.00	\$ 83,207.00	-\$ 75,288.00	\$ 7,919.00	\$ 7,919.45	-\$ 0.45	Carried forward to 2026-27
Core System Replacement Project Management Costs	\$ 39,325.00	\$ -		\$ -	\$ -	\$ -	
Nuriootpa Centennial Park Authority	\$ 1,265,733.00	\$ 345,733.00	\$ -	\$ 345,733.00	\$ -	\$ 345,733.00	
Camp Kitchen	\$ 170,000.00	\$ 170,000.00		\$ 170,000.00	\$ -	\$ 170,000.00	
Contribution to Lighting Upgrades	\$ 175,733.00	\$ 175,733.00		\$ 175,733.00	\$ -	\$ 175,733.00	Actuals sitting under 'Big Project, Recreation, Sport and Open Spaces' heading above
Nuriootpa Netball and Tennis Court Reconstruction (subject to grant funding)	\$ 920,000.00	\$ -		\$ -	\$ -	\$ -	
Grand total	\$ 33,253,523.00	\$20,333,898.31	-\$ 4,414,120.25	\$15,919,778.06	\$ 8,169,411.16	\$7,750,366.90	

DEBATE REPORT

7.2 Corporate Services, Strategy and Innovation

7.2.7 DRAFT WORK HEALTH AND SAFETY STRATEGY - 2026-2028

**Author: Deputy CEO and Director Corporate Services, Strategy and Innovation
26/38255**

PURPOSE

A Draft Work Health and Safety Strategy 2026-2028 has been prepared and is presented for Council review and endorsement.

RECOMMENDATION

That Council endorse the Draft Work Health and Safety Strategy 2026-2028 presented at Attachment 1.

REPORT

Background

The Work Health and Safety Act 2012 (SA), supported by the Work Health and Safety Regulations 2012, is based on the national model WHS laws and applies to all workplaces in South Australia, including local government. The ReturnToWorkSA WHS Performance Standards for Self-Insurers (PSSI), set the benchmark requirements for effective WHS and injury management systems and continuous improvement, including a requirement to set performance targets and demonstrate commitment to continuous improvement.

Introduction

The Draft WHS Strategy 2026-2028 provided for review and endorsement at Attachment 1 has been developed to provide additional performance targets and granular strategic intent beyond Council's Community and Corporate Plans to satisfy ReturnToWorkSA WHS Performance Standards for Self-Insurers and drive an ongoing focus on continuous improvement in safety practices to ensure the health and safety of our workers.

Discussion

The Draft WHS Strategy builds on Council's core principles by setting clear priorities for strengthening leadership, improving systems, fostering wellbeing, and managing high-risk environments. It defines the high-level objectives, targets, and indicators that will guide Council's approach to Work Health and Safety over the next three years, outlining both the direction and the outcomes we aim to achieve. The operational detail required to deliver these objectives, including specific actions, responsibilities, and quarterly milestones is captured separately in the annual WHS Improvement Plan.

The Strategy has been developed based on insights from;

- Findings from the WHS High-Risk Depot Review.
- Review of both strategic and operational risk registers.

- Analysis of incident and hazard reporting trends.
- Consultation with Health and Safety Representatives, the WHS Committee, managers, and workers.
- Guidance from SafeWork Australia and SafeWork SA and the Local Government Risk Scheme (LGRS), with emphasis on psychosocial hazards.
- Alignment with the annual LGRS WHS Improvement Plan.

In accordance with Council's WHS governance requirements for development and review of core documents within the WHS framework, following broader consultation during the drafting process, the Draft WHS Strategy 2026-2028 was reviewed by the WHS Committee at its meeting of 17 February 2026 and officially endorsed by the Executive Leadership Team at its meeting of 23 April 2026.

Audit and Risk Committee review, feedback and endorsement of the final draft was sought at its meeting of 11 May 2026 to inform the final document for presentation to Council.

Summary and Conclusion

Following extensive internal consultation and input, the Draft WHS Strategy 2026-2028 is provided for review and endorsement at [Attachment 1](#).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 DRAFT WHS Strategy 2026-2028 [↓](#) 

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



We strive to be a leader in regional Local Government and are committed to delivering effective, efficient, and valued services to the community.

Strategic Outcome

- We have a safe, healthy, and resilient workforce.

Corporate Plan

BS5 Enterprise Risk and Safety - The management of Council's Enterprise Risk profile including strategic and operational risk assessment, control and monitoring; internal control and audit; business continuity and disaster recovery planning; organisational emergency management; insurance portfolio management; and Work Health Safety system coordination

Legislative Requirements

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012

- Return To Work SA Work Health and Safety Standards for self-insured employers

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Nil

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

The cost of implementing strategies and targets within the WHS Strategy 2026-2028 will be absorbed within existing operating budgets.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

The WHS Strategy 2026-2028 set performance targets and objectives to improve the wellbeing and safety of all workers, including employees, volunteers and contractors.

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Nil

COMMUNITY ENGAGEMENT

Community engagement is not required.

Work Health Safety Strategy 2026-2028

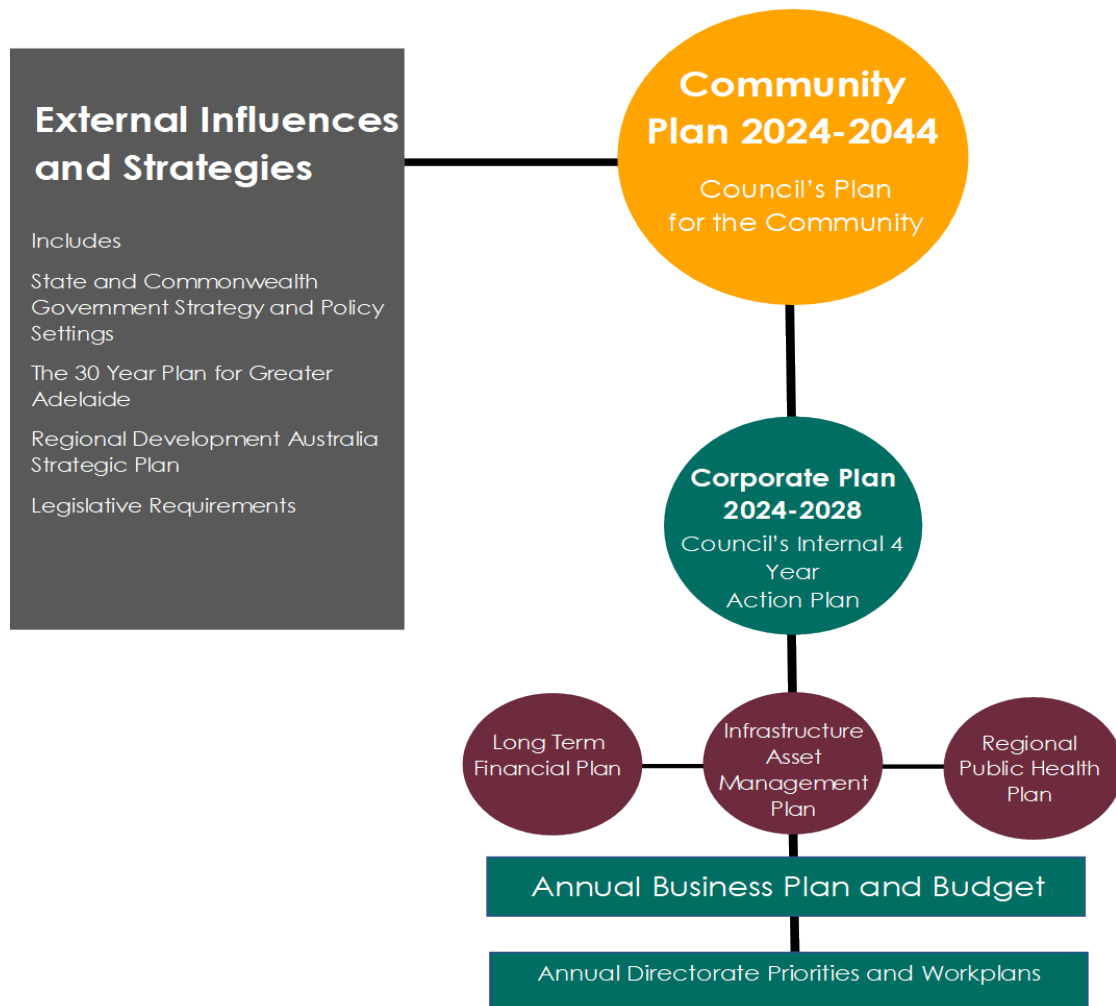
Team: Risk and Safety

Work Health Safety Strategy 2026–2028

Strategic Alignment with Council's Planning Framework

The Barossa Council is committed to providing a workplace where every person can feel safe, included, and supported to go home healthy and well each day.

Our planning framework at Council level reflects our integrated approach to planning.



The Community Plan is our aspiration 20-year vision and captures key aspects that support the foundation for a safe community and workplace and informs the Corporate Plan. Key aspects of the Community Plan that this strategy is embraced as follows (relevant extracts).

Our Community - This pillar embraces the values, beliefs, health and wellbeing, lifestyle, and safety of the Barossa people who reside here and those that visit. It includes the network of organisations and groups who work collaboratively to preserve and acknowledge the identity and history of the Barossa's people and places and our quality of life.

Our Council - This pillar embraces the responsibilities, policies, processes, behaviors and business services of Council striving to be good corporate citizens and a strong custodian of the Barossa in planning, advocating and delivering for the future growth and prosperity of the community including its social infrastructure and placemaking

The Corporate Plan is the 4 year rolling administrative and service level document of which the Work Health and Safety Strategy is a supporting document to. The Corporate Plan identifies many areas of risk and safety. The service area directly aligned to this strategy is BS5 – Enterprise Risk and Safety.

Service Area	BS5 - Enterprise Risk and Safety
Service Activity	The management of Council's Enterprise Risk profile including strategic and operational risk assessment, control and monitoring; internal control and audit; business continuity and disaster recovery planning; organisational emergency management; insurance portfolio management; and Work Health Safety system coordination.
Service Delivery	Internal, Contractors
Community Plan Link – Our Environmental, Social and Governance Foundation	 We strive to be a leader in regional Local Government and are committed to delivering effective, efficient, and valued services to the community.
Legislative Responsibility	Local Government Act 1999 Work Health Safety Act 2012 Return to Work Act 2014

The Council strategic framework is supported by our staff foundations.

This commitment reflects our staff vision – **Our Service Uplifts Our Community** – and is guided by our values of being **Inclusive, Progressive, and Resilient**.

By embedding these values into our approach to work health and safety, we aim to create an environment where collaboration and respect underpin decision-making, where innovative and sustainable approaches to safety are encouraged, and where we adapt and respond effectively to change.

Legislative Context

The Work Health and Safety Act 2012 (SA), supported by the Work Health and Safety Regulations 2012, is based on the national model WHS laws and applies to all workplaces in South Australia, including local government. The ReturnToWorkSA WHS Performance Standards for Self-Insurers (PSSI), set the benchmark requirements for effective WHS and injury management systems and continuous improvement.

Supporting Frameworks

In addition to its legislative obligations, Council adopts and maintains its Enterprise Risk Management Policy and framework including the alignment where applicable provided through the Local Government Association's mutual insurance schemes, delivered by the Local Government Risk Services (LGRS).

These schemes which exist to service Local Government and Councils cover liability, asset protection, workers compensation and income protection. Their associated guidelines support Council in implementing safe systems of work, embedding sector best practice, and meeting insurance performance and compliance requirements.

Guiding Principles

At The Barossa Council, our approach to work health and safety is guided by our vision and our values at Council and staff level. These principles underpin how we work together and strive to ensure every person goes home daily safe and well.

We believe people come first and all reasonable steps are made to support this statement. Every worker, volunteer, and contractor has the right to a safe and healthy workplace. We foster inclusivity by respecting and valuing the diverse perspectives of our workforce and community.

Strong leadership is essential. Safety is led from the top and modelled at all levels of Council. Leaders demonstrate commitment by being visible, accountable, and by supporting workers to raise ideas for improvement.

We embrace a fair and just culture. Incidents are viewed as opportunities to learn and improve and to be shared where appropriate. This progressive approach encourages openness, supports innovation, and drives continual improvement in our systems and practices.

Work health and safety is integrated into everything we do. Safe systems of work and sound risk management practices are embedded into daily operations, project planning, and long-term decision-making.

We recognise that wellbeing includes a holistic approach to health. Council is committed to building a culturally safe, inclusive, and respectful workplace where people feel supported and able to thrive whilst expecting a high standard of performance outcomes.

Finally, we acknowledge that safety is everyone's shared responsibility. Creating a resilient organisation requires active participation from everyone, Council, Audit and Risk and WHS Committees, leaders, managers, supervisors, workers, Health and Safety Representatives, each playing a vital role in strengthening our safety culture.

Purpose of the WHS Strategy

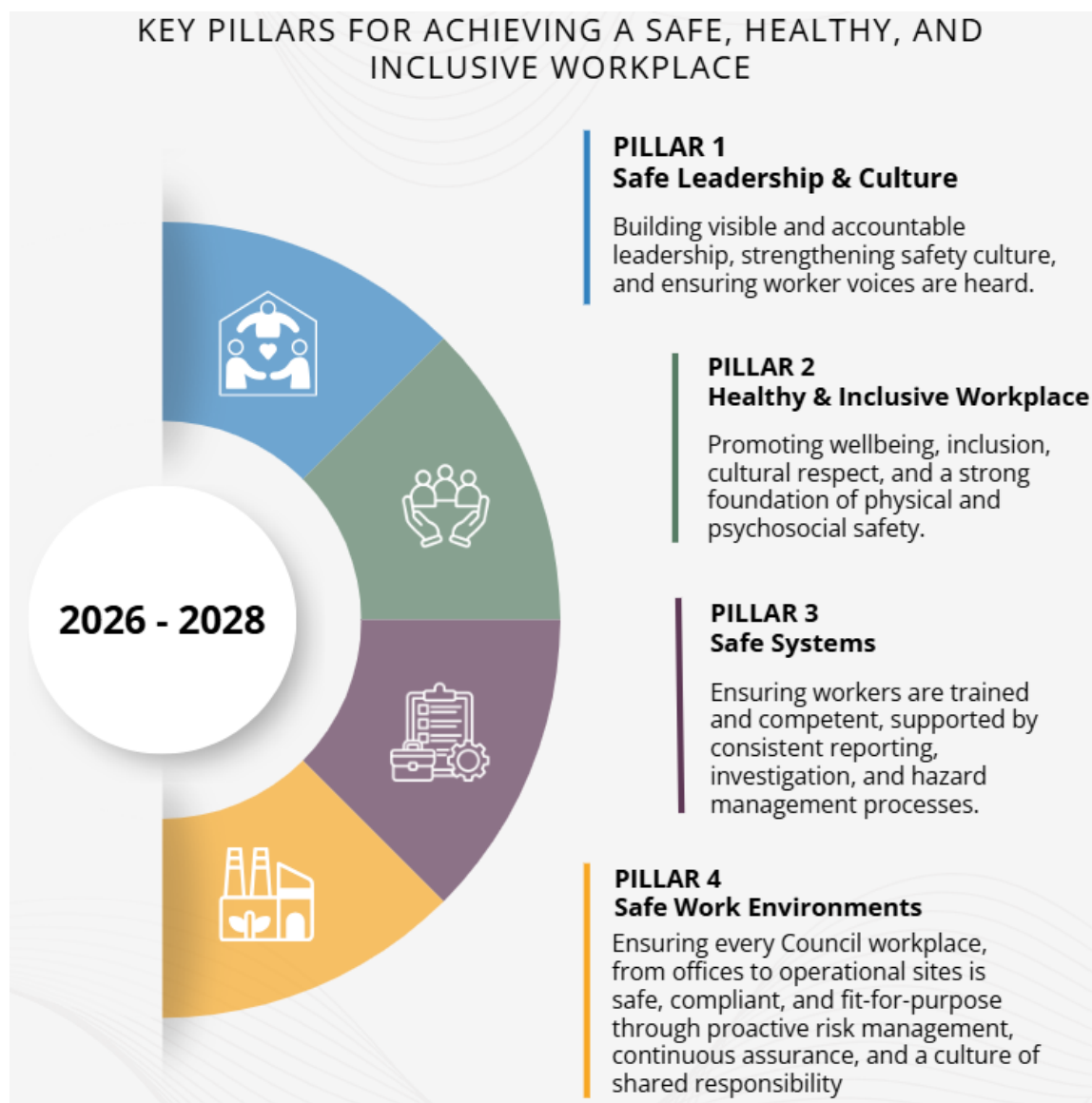
The WHS Strategy builds on Council's core principles by setting clear priorities for strengthening leadership, improving systems, fostering wellbeing, and managing high-risk environments. It defines the high-level objectives, targets, and indicators that will guide Council's approach to Work Health and Safety over the next three years, outlining both the direction and the outcomes we aim to achieve. The operational detail required to deliver these objectives, including specific actions, responsibilities, and quarterly milestones is captured separately in the annual WHS Improvement Plan.

This Strategy has been developed based on insights from;

- Findings from the WHS High-Risk Task Review.
- Review of the strategic and operational risk registers.
- Analysis of incident and hazard reporting trends.
- Consultation with Health and Safety Representatives, the WHS Committee, managers, and workers.
- Guidance from SafeWork Australia and SafeWork SA and the Local Government Risk Scheme (LGRS), with emphasis on psychosocial hazards.
- Alignment with the annual LGRS WHS Improvement Plan.

The Barossa Council's Key Safety Pillars

This Strategy is built around four key pillars that provide the structural foundation for achieving a safe, healthy, and inclusive workplace. While the Guiding Principles set out the values and commitments that underpin our approach to Work Health and Safety, the pillars define the focus areas where Council will direct its effort over the three-year period. Each pillar is supported by objectives, targets, and indicators to ensure measurable progress and accountability and are reasonably practical to achieve.



Responsibilities

Council (Elected Members)

Council's primary role in Work Health and Safety (WHS) is to act as a Person Conducting a Business or Undertaking (PCBU), with a primary duty of care to ensure the health and safety of its workers, contractors, and visitors so far as is reasonably practicable. This means the Council itself, as a body corporate, is responsible for managing workplace risks and compliance.

Audit and Risk Committee

The Audit and Risk Committee provide independent oversight and assurance in relation to Council's risk management, governance, and compliance frameworks, which includes workplace health and safety. The Committee reviews WHS performance reporting, risk registers, and audit outcomes to ensure Council is effectively identifying and managing WHS risks in line with legislative requirements and Council's risk appetite. Through this function, the Committee supports Council and the Executive Leadership Team in fulfilling their due diligence obligations under the *Work Health and Safety Act 2012 (SA)*.

Executive Leadership Team (ELT)

The ELT is accountable for driving a culture of safety across Council. ELT members are expected to demonstrate visible leadership through regular site walk-throughs, of operational areas under their remit, active participation in safety discussions, and the integration of WHS into strategic decision-making. They are responsible for ensuring that appropriate resources; financial, people and systems are allocated to support the achievement of WHS objectives. The ELT will review performance through quarterly reporting, set expectations for managers, and foster a culture of accountability, inclusion and continuous improvement.

WHS Committee

The WHS Committee provides a structured forum for consultation and collaboration between workers and management. Meeting quarterly, the Committee reviews WHS performance, monitors progress against the WHS Strategy and makes recommendations to improve Council's systems and practices. The Committee also supports the promotion of wellbeing and cultural safety initiatives across Council and will escalate unresolved issues to the Executive Leadership Team.

Health and Safety Representatives (HSRs)

HSRs play a critical role in representing workers on health and safety matters within their work programs. They consult directly with workers to identify hazards, risks, and improvement opportunities, and provide a conduit for worker concerns to be raised formally. HSRs are responsible for monitoring WHS measures in practice, participating in workplace inspections and incident investigations, and advocating for timely action where risks are not controlled. They also help promote a culture of early hazard reporting and contribute to initiatives that enhance work health safety.

Managers and Supervisors

Managers and supervisors are responsible for implementing WHS policies and processes within their teams. They must ensure workers and contractors understand and comply with safe work practices, and that training and competency requirements are in place before high-risk tasks are undertaken. Managers are accountable for promptly investigating hazards, incidents, and near misses, implementing corrective actions, and engaging workers in consultation through toolbox talks and risk assessments. By modelling safe behaviours and reinforcing accountability, they set the standard for WHS at the operational level.

Risk and Safety Team

The Risk and Safety Team provides professional expertise and coordination to support Council's WHS framework. This includes developing and reviewing policies and processes, maintaining risk registers, coordinating incident investigations, audits, and compliance monitoring. The team is also responsible for tracking progress against the WHS Strategy, preparing quarterly performance reports for the WHS Committee, Audit & Risk Committee and ELT, and advising on emerging risks and legislative changes.

Workers

All workers have a personal responsibility to take reasonable care for their own health and safety and to avoid actions that could harm others. They are expected to follow Council's WHS policies, processes, and safe work instructions, and to actively participate in hazard and incident reporting, risk assessments, and training. Workers play an essential role in consultation by engaging with their HSRs, attending toolbox meetings, and contributing to surveys or other feedback mechanisms. Just as importantly, workers are expected to support a respectful, inclusive, and culturally safe environment where everyone can thrive.

Monitoring and Reporting

Progress will be tracked and reported as follows:

- **Monthly:** Progress reviewed in alignment with the WHS Improvement Plan which is monitored by the LGA Risk Advisor via report to the CEO.
- **Quarterly:** WHS performance reports provided to the ELT, WHS Committee and the Audit & Risk Committee.
- **Mid-Term (2027):** Formal review and adaptation of the WHS Strategy to reflect emerging risks and lessons learned.
- **End of Term (2028):** Evaluation of outcomes to inform the development of the next WHS Strategy

Objectives, Targets and Outcomes

Progress Key		
	Not Started	0%
	In Progress	1-99%
	Complete	100%

Objectives	Targets	Performance Outcomes	Performance Indicators	Progress Status		
				2026	2027	2028
Focus - Leadership and Culture, Governance and Consultation						
1. Safe Leadership and Culture Continue building a positive WHS culture through informed leadership, commitment, accountable decision-making, and role-modelling of safe work practices.	1.1 WHS accountability is formally embedded in leadership performance expectations. Timeframe: Performance Plan Competency relating to WHS leadership accountability included in Management Level Performance Plans by October 2026 and measured annually thereafter.	Increased accountability and visibility of safety leadership in Council's management team.	All Managers have a secondary mandatory item in their annual performance plan competencies (in addition to the global WHS item) that sets an expectation for Leadership level accountability			
	1.2 WHS considerations are consistently integrated into governance and decision-making at all levels of the organisation. Timeframe: Governance templates, including Council, ELT and Committee reports and agendas are audited by June 2026 and WHS considerations included by June 2027.	Leaders are equipped with the knowledge, skills, and tools to integrate WHS into everyday decision-making, fostering consistent and accountable safety leadership.	Governance reports show WHS considerations in decisions, actions, and resourcing.			
	1.3 Council demonstrates a visible and sustained leadership commitment to safety culture. Timeframe: Annually (2026, 2027, 2028)	Demonstrated leadership engagement in frontline safety, greater visibility of WHS priorities, and stronger connection between leaders and workers on safety matters.	Annual assurance reports demonstrate alignment between leadership actions and WHS outcomes.			

Progress Key		
	Not Started	0%
	In Progress	1-99%
	Complete	100%

Objectives	Targets	Performance Outcomes	Performance Indicators	Progress Status		
				2026	2027	2028
Focus - Holistic Health and Cultural Safety						
2. Healthy and Inclusive Workplace Strengthen Council's approach to a holistic risk and hazard management and cultural safety to support a resilient workforce.	2.1 Continue to provide PQ factor as a mechanism for staff to share insight into cultural health, wellbeing, psychological safety and broader leadership experiences and to confidentially offer feedback on areas for improvement, to identify solutions and shape opportunities to improve engagement and employee health and wellbeing. Timeframe: Ongoing	- Workers are afforded an opportunity to share feedback and shape solutions to create and maintain an engaged and healthy workplace. - Inclusion and cultural safety are reinforced through awareness, feedback and leadership role-modelling.	PQ aggregate score shows incremental improvement			
	2.2 Engage in Psychosocial Wellbeing Program Timeframe: 2026 Q1-Q4: Identify preferred training provider and program for leaders and workers on managing psychosocial hazards; Implement introductory awareness training for Executive Leadership Team and Managers; Develop general awareness training for workers and commence rolling implementation; and Undertake psychosocial hazards assessment to develop a risk profiled and inform the development of an improvement plan 2027 Q1–Q4: Ongoing leadership training program rolled out across Council; and policy and improvement plan adopted. 2028 Q1-Q4: Program reviewed for effectiveness; outcomes reported to ELT and WHS Committee.	Leaders and workers have increased awareness and confidence in identifying, reporting, and managing psychosocial risks.	% of leaders trained % of workers completing the program. Results from the evaluation survey at the end of the program.			

Progress Key		
	Not Started	0%
	In Progress	1-99%
	Complete	100%

Objectives	Targets	Performance Outcomes	Performance Indicators	Progress Status		
				2026	2027	2028
Focus - Training and Competency, Hazard and Incident Management						
3. Safe Systems and Competence Maintain clear, effective WHS systems that ensure accountability, capability, and continuous improvement.	3.1 WHS systems and processes are subject to assurance reviews on a prioritised rolling basis (risk assessments, SOPs, SWIs, JSAs) Timeframe: audit completed by Q2 2026; priority updates in 2026–2027; full review cycle complete and evaluated by Q4 2028.	Council maintains reliable systems for hazard reporting, training compliance, and safe work documentation, ensuring workers are competent and supported to carry out tasks safely.	% of safe work documents reviewed/updated in accordance with prescribed review periods. Audit results demonstrating current and compliant documentation.			
	3.2 Competency training, assessment, validation, recording and monitoring for high-risk tasks outside of legislative competency licensing or ticketing systems are governed by a consistent framework in line with relevant policy and process.	Workers performing high-risk tasks are formally assessed, verified, and supported through a structured competency framework.	Audit results confirming staff assigned to high-risk tasks meet competency requirements.			

Attachment 1

Progress Key		
	Not Started	0%
	In Progress	1-99%
	Complete	100%

[illegible]

DEBATE REPORT

7.4 Development and Community Services

7.4.1 EXPRESSIONS OF INTEREST SOUGHT - NOMINATION FOR APPOINTMENT TO GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY AUDIT AND RISK COMMITTEE

**Author: Executive and Project Support Officer
26/38215**

PURPOSE

Correspondence has been received from The Executive Officer, Gawler River Floodplain Management Authority (GRFMA), seeking registrations of interest from constituent council members for nomination for appointment to the GRFMA Audit and Risk Committee (refer [Attachment 1](#).) The term of appointment would commence from 1 July 2026 until the end of the Local Government elections in November 2026. Members may be eligible for reappointment after their terms conclude.

RECOMMENDATION

That Council receives this report, notes its contents and does not provide a nomination on this occasion.

REPORT

Background

The GRFMA Audit and Risk Committee was established in accordance with Section 30 Schedule 2, Part 2, of the Local Government Act 1999. The Committee has key responsibilities in overseeing and monitoring the GRFMA's financial reporting processes, corporate and financial governance and risk responsibilities and legal compliance. The Committee provides an important role between the Authority, its management and its constituent councils.

Introduction

Members of the Audit and Risk Committee must as far as practicable have recent and relevant financial, risk management or internal audit experience relevant to the functions of the Audit and Risk Committee as determined by the Authority.

Discussion

The functions of the Audit and Risk Committee include:

- Reviewing annual Financial Statements of the Authority to ensure they provide a timely and fair view of the state of affairs of the Board;
- Liaising with the external auditors of the Authority;
- Reviewing the adequacy of the accounting, internal auditing, reporting, internal control
- Other financial management systems and practices of the Authority on a regular basis; Considering and advising the Authority on risk management

Meetings are held at least four (4) times per year, or at other times as determined by the Committee, and are subject to the Gawler River Floodplain Management Authority Audit and Risk Committee Terms of Reference ([Attachment 2](#)).

The majority of the meetings are conducted electronically.

Summary and Conclusion

Staff with relevant financial experience, either from the GRFMA Board or constituent council, are invited to nominate for appointment to the GRFMA Audit and Risk Committee.

Nominations are to be forwarded to GRFMA by 5:00pm, Monday 15 June 2026, using the Nomination Form as included as [Attachment 3](#).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1	Letter to Councils GRFMA Audit and Risk Committee Staff Nominations TBC 20260504 ↓ 
Attachment 2	Gawler River Floodplain Management Authority Audit and Risk Committee Terms of Reference ↓ 
Attachment 3	Gawler River Floodplain Management Authority Audit Committee Registrations of Interest ↓ 

Supporting references

Nil.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Supporting a sustainable Barossa.

Strategic Outcome

- We support actions that manage our environment for future generations.

Corporate Plan

CS7 Community Emergency, Hazard Planning and Management - Response to emergency management situations, from prevention through to emergency response and recovery, as well as building the resilience of communities to respond to emergencies.

Legislative Requirements

Local Government Act 1999

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Nil

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

Current memberships costs are included within Council's budget.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Nil

COMMUNITY ENGAGEMENT

There is no requirement to consult with the community.

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

PO Box 366 Seacliff Park, SA 5049

P: 0407 717 368

E: eo@grfma.comW: www.gawler.sa.gov.au/grfma

Martin Mc Carthy
Chief Executive Officer
The Barossa Council
43-51 Tanunda Road
NURIOOTPA SA 5355
By email barossa@barossa.sa.gov.au
4/5/2026

Dear Martin

GRFMA Audit and Risk Committee, Member

I am writing to seek registrations of interest from constituent council staff members for nomination for appointment to the GRFMA Audit and Risk Committee.

A position is now available on the committee, following resignation of the previous Staff Member representative. The vacancy covers the period from 1 July 2026 until the end of the Local Government elections in November 2026. Members may be eligible for reappointment after their terms conclude.

Staff with relevant financial experience, either from the GRFMA Board or constituent councils, are invited to nominate

Section 13 of Schedule 2 Part 1 of the Local Government Act requires that the functions of an audit committee (for a regional subsidiary) include

- Reviewing annual financial statements to ensure that they provide a timely and fair view of the state of affairs of the subsidiary; and
- Liaising with external auditors; and
- Reviewing the adequacy of the accounting, internal auditing, reporting and other financial management systems and practices of the subsidiary on a regular basis.

It is expected that the committee will meet not less than four times per year.

Current members of the committee are Mr Peter Brass, Independent Member and Chairman and Cr Malcolm Herrmann, Adelaide Hills Council.

See attached for the Nomination Form (to be completed as appropriate) and the GRFMA Audit and Risk Committee Terms of Reference.

I would be pleased to receive nominations by 5 pm on Monday 15 June 2026.

Yours Sincerely



David Hitchcock, Executive Officer



The Barossa Council

Gawler



GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY**AUDIT and RISK COMMITTEE- TERMS OF REFERENCE**

Strategic Reference	
File reference	GRFMA, Audit and Risk Committee Terms of Reference
Responsibility	Executive Officer
Revision Number	5
Effective date	June 2024
Last revised date	June 2020
Minutes reference	
Next review date	June 2028
Applicable Legislation	Local Government Act 1999 Section 30 Schedule 2, Part 2,
Related Policies	
Related Procedures	

1. Introduction and Context

The GRFMA Audit and Risk Committee provides an important role between the Authority, its management and its constituent Councils. One of the primary roles of the committee is to provide suggestions and recommendations to the GRFMA Board about actions to be taken to enhance financial and operational governance, considered to be in the best interests of the subsidiary and its constituent Councils.

2. Terms of Reference

The principle functions and extent of authority for the GRFMA Audit and Risk Committee are consistent with the minimum statutory functions as set out in Section 30 Schedule 2, Part 2, of the Local Government Act 1999. The committee has key responsibilities in overseeing and monitoring the GRFMA's financial reporting process, the approaches to business risks, corporate and financial governance responsibilities and legal compliance.

GRFMA Charter 2020

The Authority may establish committees. A member of a committee holds office at the pleasure of the Board.

Without limiting the Board's power to establish additional committees, the GRFMA Audit and Risk Committee has been established.

The Audit and Risk Committee shall be composed of no more than three members of whom at least one shall be a person who is not a member of the Board ('Independent Member').

Members of the Audit and Risk Committee will be appointed by the Board biennially and at the expiry of a term of appointment are eligible for reappointment.

The Independent Member (or one of the Independent Members if there is more than one) shall be appointed by the Authority as the Chair of the Audit Committee.

The Chair of the Audit and Risk Committee shall be paid such honorarium as the Authority determines.

Members of the Audit and Risk Committee must as far as practicable have recent and relevant financial, risk management or internal audit experience relevant to the functions of the Audit and Risk Committee as determined by the Authority.

The functions of the Audit and Risk Committee include:

- Reviewing annual Financial Statements of the Authority to ensure they provide a timely and fair view of the state of affairs of the Board;
- Liaising with the external auditors of the Authority;
- Reviewing the adequacy of the accounting, internal auditing, reporting, internal control
- Other financial management systems and practices of the Authority on a regular basis; Considering and advising the Authority on risk management

Specifically, the committee shall take a lead role in:

2.1 Financial reporting

2.1.1 The committee shall monitor the integrity of the financial statements of the

GRFMA, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

2.1.2 The committee shall review and challenge where necessary:

- 2.1.2.1 The consistency of, and /or any changes to, accounting policies;
- 2.1.2.2 The methods used to account for significant or unusual transactions where different approaches are possible;
- 2.1.2.3 Whether the GRFMA has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor;
- 2.1.2.4 The clarity of disclosure in the GRFMA's financial reports and the context in which statements are made; and
- 2.1.2.5 All material information presented with the financial statements, such as the operating and financial review and any corporate governance statements (insofar as it relates to the audit and risk management).

2.2 Internal controls and risk management systems

The committee shall:

- 2.2.1 Keep under review the effectiveness of the GRFMA's internal controls and risk management systems; and
- 2.2.2 Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management. management plans to manage and mitigate this business risk.

2.3 Whistle blowing

- 2.3.1 The committee shall review the GRFMA's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters. The committee shall ensure these arrangements allow independent investigation of such matters and appropriate follow-up action.

2.4 External audit

The committee shall:

- 2.4.1 Develop and implement a policy on the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 2.4.2 Consider and make recommendations to the GRFMA, in relation to the appointment, re-appointment and removal of the GRFMA'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;
- 2.4.3 Oversee the GRFMA's relationship with the external auditor including, but not limited to:
 - 2.4.3.1 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;

- 2.4.3.2 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;
- 2.4.3.3 Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of GRFMA's relationship with the auditor, including the provision of any non-audit services;
- 2.4.3.4 Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the GRFMA (other than in the ordinary course of business);
- 2.4.3.5 Monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners; and
- 2.4.3.6 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);
- 2.4.4 Meet as needed with the external auditor. The committee shall meet the external auditor at least once a year, without the Executive Officer being present; to discuss the external auditor's report and any issues arising from the audit;
- 2.4.5 Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following;
 - 2.4.5.1 A discussion of any major issues which arose during the external audit;
 - 2.4.5.2 Any accounting and audit judgments; and
 - 2.4.5.3 Levels of errors identified during the external audit. The committee shall also review the effectiveness of the external audit.
- 2.4.6 Review any representation letter(s) requested by the external auditor before they are signed by management; (Note that these representation letters are a standard practice of any audit and provide the auditor confirmation from management, in particular the Chief Financial Officer) that, amongst other matters, accounting standards have been consistently applied, that all matters that need to be disclosed have been so disclosed and that the valuation of assets has been consistently applied.
- 2.4.7 Review the management letter and management's response to the external auditor's findings and recommendations.

The GRFMA Board may also refer to the committee issues of a strategic nature, or other issues as deemed relevant, from time to time.

3. Appointment to Committee

The process for appointment of Officers to the committee and filling of casual vacancies will be through a call for written nominations from suitable individuals with skills, interest and experience relevant to the committee.

The Board will assess all nominations against the membership criteria.

The Board will recommend persons who meet the membership criteria for approval to form, and fill casual vacancies, to membership of the Committee.

The Board will submit recommendations to the constituent councils for approval pursuant to Section 30(3) Section 2 Part 2 of the Local Government Act 1999.

The Board may remove a member from the Committee on the grounds that he or she has been absent without leave from three or more consecutive meetings, or is not performing duties as required within the purpose of this Committee.

4. Term of Office

Members shall be appointed for a two-year term and may be reappointed.

5. Committee Support

The GRFMA Executive Officer shall provide executive support to the committee.

The committee may seek representation or advice from other specialists on an adhoc basis as required.

6. Meeting Conduct and Procedures

In accordance with the principles of open, transparent and informed decision making, committee meetings shall be conducted in a place open to the public. The agenda and minutes of the committee meetings, subject to any items that are discussed in confidence under the Local Government Act 1999 and subsequently retained as confidential under the Act, are also required to be made available to the public.

- 6.1 The meetings of the Committee shall be held in accordance with the Local Government (Procedures at Meetings) Regulations 2000.
- 6.2 Meetings shall be held at least four (4) times per year, or at other times as determined by the Committee. Meetings should be held a minimum of two weeks prior to a GRFMA Board meeting. All minutes and recommendations of the committee shall be presented to the next available meeting of the GRFMA Board.
- 6.3 The GRFMA's external auditors may be invited to attend meetings of the Committee (but not as voting members)
- 6.4 Ordinary meetings of the Committee shall be held at the discretion of the GRFMA Board, or subject to a decision of the GRFMA Board, or the Committee. A special meeting of the committee may be called in accordance with the Act.
- 6.5 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and observers, no later than 3 clear days before the date of the meeting. Supporting papers shall be sent to committee members (and to other attendees as appropriate) at the same time.
- 6.6 No Committee Member shall vote or take part in debate who has an interest in any matters before the Committee that would contravene Sections 73, 74 and 75 of the Local Government Act, 1999.
- 6.7 The Committee shall keep or cause to be kept minutes of all meetings, which shall include a record of the names of members present at each meeting. Minutes of meetings shall be circulated within five (5) days after a meeting to all members of the committee. Draft (or confirmed) minutes will be placed on the subsequent GRFMA Board agenda for information of both GRFMA Board Members and public.
- 6.8 The Minute Book of the Committee shall be produced for inspection to the GRFMA Board.
- 6.9 The Committee shall furnish to the GRFMA Board such information concerning the

Committee's proceedings and activities as may be required.

- 6.10 Only members of the committee are entitled to vote in committee meetings.
- 6.11 The quorum necessary for the transaction of business shall be 50% of the number of members of the committee plus one.

7. General

- 7.1 The activities of the Committee shall be regulated by such directions as may be made from time to time by the Constituent Councils and by such Terms of Reference as may be made by the Committee, and ratified by the GRFMA Board.
- 7.2 The Committee will have no delegated authority, acting in an advisory capacity only under direction from the GRFMA Board.
- 7.3 The Presiding Member shall be responsible to the GRFMA Board for the proper observance of these Terms of Reference. However, no member shall be personally liable in respect of any transaction, act or omission of the Committee entered into, done or made in good faith. However, Committee members do not enjoy the protection against defamation actions afforded to State and Commonwealth Parliaments and must be careful not to make remarks that could result in an aggrieved person seeking to take action against them.
- 7.4 The GRFMA Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions
- 7.5 In the event of there being any dispute, which cannot be resolved by the Committee, the matter in question is to be referred to the GRFMA Board for resolution.
- 7.6 The Terms of Reference may be amended by the GRFMA Board.
- 7.7 Notwithstanding anything in these Terms of Reference, all rights under the Local Government Act 1999, shall be observed.
- 7.8 Members of the committee who are not elected Council members are not required to complete a Register of Interest Return pursuant to Section 64 of the Local Government Act 1999.
- 7.9 Members are expected to:
- act honestly and within the law at all times;
 - act in good faith and not for improper or ulterior motives;
 - act in a reasonable, just and non discriminatory manner;
 - undertake their role with reasonable care and diligence;
 - conduct their ongoing relationship with fellow GRFMA Board Members, GRFMA contractors and or employees, Council Members, Council employees and the public with respect, courtesy and sensitivity;
 - use information in a careful and prudent manner.

Gawler River Floodplain Management Authority**Audit and Risk Committee Registrations of Interest- Staff member**

A vacancy has arisen on the GRFMA Audit and Risk Committee for the committee Staff Member representative.

Staff with relevant financial experience, either from the GRFMA Board or constituent councils, are invited to nominate via completion of the form below and then email to eo@grfma.com

Section 13 of Schedule 2 Part 1 of the Local Government Act requires that the functions of an audit committee (for a regional subsidiary) include—

- Reviewing annual financial statements to ensure that they provide a timely and fair view of the state of affairs of the subsidiary; and
- Liaising with external auditors; and
- Reviewing the adequacy of the accounting, internal auditing, reporting and other financial management systems and practices of the subsidiary on a regular basis.

The committee is expected to convene at least four times annually, with the majority of meetings conducted electronically. See attached for the GRFMA Audit and Risk Committee Terms of Reference.

Please complete.

Full Name	
Council	
Telephone	
Email	
Council Role/Experience	
Financial experience relevant to the functions of an audit and risk committee	
Skills that you would bring to the committee	
Any other comments you would like considered	

For any inquiries, contact David Hitchcock, Executive Officer GRFMA, at 0407 717 368 or via email at eo@grfma.com.

Audit and Risk Committee Registrations of Interest 20260504

DEBATE REPORT

7.4 Development and Community Services

7.4.2 DEVELOPMENT APPLICATION FEES POLICY

**Author: Senior Manager Development Services
26/23883**

PURPOSE

To endorse the updated Development Applications Fees Policy.

RECOMMENDATION

That Council:

- (1) Endorse the updated Development Application Fees Policy contained at Attachment 1 and authorise the Chief Executive Officer to approve and implement the final Policy.

REPORT

Background

The Development Application Fees Policy was approved by Council on 19th April 2022. The 2002 update authorised changes to the Development Fee Exemptions for Community Organisations endorsed by Council on 15 June 2010.

The 2022 update included the following changes:

- Waiver of hard copy lodgement fee (then \$81.50) for ratepayers who lodge development applications directly with Council.
- Provide a transparent process for the refunding of development application fees in prescribed circumstances as follows:
 - o Where an error has been made in the calculation of fees or an overpayment has been made;
 - o Where the application has been withdrawn and the fees paid have not been expended during the course of assessment;
 - o In all other instances, requests for refund shall be determined by the CEO or Director – Development and Community Services, subject to financial delegation limits.

The 2022 Policy also retained Council financial assistance to Community Organisations undertaking development on Council land by waiving application fees, other than fees which Council does not retain (lodgement and referral fees).

Introduction

The Development Application Fees Policy is now due for review.

The Development Application Fees Policy seeks:

- 2.1 To provide financial assistance to Community Service Organisations by waiving development application fees for development on Council owned land.
- 2.2 To waive the hard copy lodgement fee for residents who submit development applications directly with Council.
- 2.3 To document a transparent process for the refunding of development application fees in prescribed circumstances.

It is proposed to retain the substantive contents of the Policy within the new update as presented in Attachment 1, subject to inclusion of a new definition of 'community services organisation' to provide clarity what organisations are eligible for the fee waiver.

Discussion

A key component of the Development Application Fees Policy is that it provides for the waiver of development application fees where development is proposed by a community organisation on land owned by Council. The policy recognises that Council derives benefit from investment in its land while at the same time reduces costs for community organisations in undertaking development.

The Policy exempts payment of development application fees for community organisations except in relation to fees that are not retained by Council including:

- Lodgement Fee;
- Agency referral fees;
- Construction Industry Training Fund Act 1993 Levy.

Since start of 2025, there have been three development applications by community organisations subject to development application fee waiver and the total value of such waiver has totalled \$2,534.00.

It is recommended the fee waiver continue under the updated Policy.

A limitation of the Policy is that it does not provide an equivalent waiver for community organisations undertaking development on land not owned by Council. While some Councils provide a waiver for community organisations, it is not proposed to open up the Policy further.

Observations are that the current waiver settings are appropriate and evidence from development activity in 2025 suggests only two community organisations may have been eligible for a waiver if the policy were applied more broadly.

It is proposed to include a new definition of community services organisation within the Policy to provide clarity what organisations are eligible for the fee waiver.

Summary and Conclusion

The Development Application Fees Policy is presented to Council for endorsement in a largely unchanged format to that which was authorised in 2022, subject to a new definition of 'community services organisation' to provide clarity what organisations are eligible for the fee waiver.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1 Development Application Fees Policy - 2026 Draft - May 2026 Council [!\[\]\(912a96489d68b271bb308a5ca9d3189e_img.jpg\) !\[\]\(2edfd0d5a83bd0d9a0080a88a884e1c8_img.jpg\)](#)

Supporting references

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**Corporate Plan**

CS15 Land Use and Development - Assessment of development applications for construction, alteration or demolition of buildings, and the division of land and changes in land use.

Legislative Requirements

Planning, Development and Infrastructure Act 2016

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. SERVICE DELIVERY

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

Nil

2. SUSTAINABILITY & ENVIRONMENT

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

Nil

3. FINANCIAL

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

The budget impact of the Policy is limited (three development applications were eligible for fee waiver in 2025 totalling \$2,534.00) and accommodated within the approved budget.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

The policy supports sound management of fee refunds associated with development applications that builds credibility with customers and the community.

COMMUNITY ENGAGEMENT

The Policy does not require public consultation as the amendments are minor in nature and do not alter the original intent of the Policy.

Development Application Fees Policy



1. Document control

Policy Number:	10/23728	Council Resolution Number:	
Document Owner:	Director Development and Community Services	Document Author:	Senior Manager Development Services
Approval Date		Next Review Date:	

2. Statement of Intent

- 2.1. To provide financial assistance to Community Service Organisations by waiving development application fees for development on Council owned land.
- 2.2. To waive the hard copy lodgement fee for residents who submit development applications directly with Council.
- 2.3. To document a transparent process for the refunding of development application fees in prescribed circumstances.

3. Policy Principles

Community Organisations

- 3.1. That Council exempt development application fees under the Planning, Development and Infrastructure Act 2016 for community service organisations that are proposing submitting development applications on Council owned land, subject to exclusion of:
 - 3.1.1. Lodgement Fee
 - 3.1.2. Agency referral fees (if applicable)
 - 3.1.3. Construction Industry Training Fund Act 1993 Levy (if applicable)

Hard Copy Lodgement Fee

- 3.2. That Council waive the hard copy lodgement fee for residents that lodge development applications directly with Council.

Refund of Development Application Fees

- 3.3. Consideration will be given to refund of fees for a development application where:
 - 3.3.1. A request has been made by the applicant in writing; and
 - 3.3.2. The application has been withdrawn before a decision has been made on the development application.
- 3.4. Fees will not be refunded for a development application for which a consent or an approval has been determined.
- 3.5. Fees will be refunded where an error has been made in the calculation of the fees or an overpayment has been made, to the extent of the error or overpayment.

- 3.6. fee may be refunded where the fee has not been expended in the course of assessment (ie. public notification or referral where not commenced).
- 3.7. In any other circumstance, requests for refund shall be determined by the CEO or Director – Development and Community Services, subject to financial delegation limits.

4. Scope

- 4.1. All buildings on Council owned land must be built to a standard acceptable to Council and in accordance with the requirements of the *Planning, Development and Infrastructure Act 2016*.
- 4.2. To provide a consistent and equitable process for refunding fees for development applications.

5. Responsibilities *(Describe the compliance and responsibilities).*

- 5.1.

6. Legislation and References

- Part 4 of the *Construction Industry Training Fund Act 1993*
- Schedule 5 of the *Planning, Development and Infrastructure Act 2016*
- *Planning, Development and Infrastructure (fees, Charges and Contributions) Regulations 2019*

7. Definitions

Community Services Organisation	Means a body that: 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.
Construction Industry Training Fund (CITF) Levy	Established under the South Australian Construction Industry Fund Act 1993 to implement training programs across all three sectors of the building and construction industry (housing, Commercial and Civil). The CITF Levy is payable by the Project Owner on any building or construction work over \$100,000 (excluding GST), prior to obtaining building approval

8. Version History

This Policy will be reviewed by the Policy Author in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council's need changes.

Version No.	Date.	Summary of Changes
1	June 2009	
2	19/04/2022	Policy review due to legislative changes under the <i>Planning, Development and Infrastructure Act 2016</i>

3		Transferred into new corporate template Director title updated following work force planning changes New definition inserted – Community Services Organisation
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9. Further Information

This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa during ordinary business hours. A printed copy of this Policy can be obtained upon payment of a fixed fee.

Feedback regarding this Policy or its application can be made to the Customer Service Team on 8563 8444 or barossa@barossa.sa.gov.au in first instance, who will refer you to the most appropriate officer.

DEBATE REPORT

7.4 Development and Community Services

7.4.3 ENGINEERING REQUIREMENTS FOR LAND DIVISION - STAGE 2 CONSULTATION

**Author: Senior Manager Development Services
26/24152**

PURPOSE

To endorse the draft submission to the State Planning Commission in respect to the draft Design Standard 1 – Engineering Requirements for Land Division.

RECOMMENDATION

That Council endorses the draft submission to the State Planning Commission as contained at [Attachment 1](#).

REPORT

Background

The State Government released an earlier version of the Design Standard for consultation in mid 2025. A draft submission was presented to Council at the meeting of 15 July 2025 and the endorsed submission highlighted a number of concerns including proposed removal of right to refuse the vesting of land and infrastructure.

More than 90 submissions were received during the 2025 consultation period from Councils, state government agencies, planning professionals and the community. As a result of the substantive feedback received, the Design Standard was reviewed, and a number of major changes are now proposed in Stage 2 consultation as follows:

- Streamlining the draft engineering design standard to only specify requirements for matters assessed during land division consent and removing references to the Technical Manual;
- Updating Practice Direction 12 – Conditions to introduce mandatory conditions to land division consents;
- Introduce draft *PDI (General)(Land Division Design Standard) Amendment Regulations* to make the design standard's role in land division assessment clearer;
- Revising the draft Technical Manual and Standard Drawings, limiting their role in the assessment process to that of providing one of the ways to satisfy the mandatory conditions.

Due to the extent of changes proposed, new consultation has been initiated seeking feedback on the revised proposal.

Introduction

The State Planning Commission has released draft Design Standard 1 – Engineering Requirements for Land Division for a second round of consultation which closes 21 May 2026. A copy of the draft Design Standard is contained at [Attachment 2](#).

Discussion

The *Engineering Requirements for Land Division* set out the technical requirements / specifications for the construction of infrastructure such as roads, stormwater systems, street trees etc. for land division in Master Planned Zones. The engineering requirements are comprised of three main parts:

- **Design Standard** – this is the statutory mechanism under the Act that prescribes the standard requirements for land division;
- **Technical Manual** – establishes baseline standards that reflect best practice engineering infrastructure for growth areas;
- **Standard Drawings** – provides detailed specifications for the construction of infrastructure class and includes dimensions, materials and construction methods.

In addition, to support the proposed draft Design Standard, there will be:

- **Changes to Practice Direction 12** – Conditions to establish mandatory engineering-related conditions that must be applied to land division consents where the engineering design standard applies, thus making the state's technical design requirements legally enforceable;
- **Amendments to the *Planning, Development and Infrastructure (General) Regulations 2017*** to clarify how the Design Standard will apply to land division and introduce new requirements for open space and street lighting.

The Design Standard will replace Council's Engineering Guidelines as it relates to Concordia. Currently, councils have adopted their own guidelines for infrastructure for land division development. Council's requirements are based on generally accepted engineering requirements with changes to reflect local conditions.

The intent of the Design Standard is that there will be improved consistency for civil infrastructure design, assessment and construction across councils. At this time, engineering requirements will be applied to the identified growth areas in the Greater Adelaide Regional Plan. In Barossa, this includes the Concordia Growth Area.

Infrastructure such as roads and stormwater systems created by land division become a Council asset for ongoing maintenance. This impacts Council's asset management and long-term financial plan. Council therefore has a strong interest in the type and condition of infrastructure that is gifted in the land division process.

A preliminary review of respective standards across growth councils has identified common requirements that could be adopted. In principle, there is opportunity to better align engineering requirements, however, important local considerations should be included and it is not clear the extent to which this is provided for.

The technical requirements have been scrutinised in detail by Council's Engineering Services Department and technical comments are provided for within the draft submission, contained at Attachment 1.

Broadly, the draft Design Standard is considered to be an improvement on the earlier Design Standard and in principle could work. However, there are a number of questions highlighted in the submission in relation to areas that need to be clarified or are unclear. The key areas for consideration are highlighted under headings below:

Mandatory conditions

Practice Direction 12 is proposed to be amended to establish mandatory engineering-related conditions that must be applied to land division consents where the engineering design standard applies, thus making the state's technical design requirements legally enforceable.

It is unclear to what extent the conditions can be modified to provide flexibility according to the specific circumstances. The implication of having standard mandatory conditions imposed is that there may be inadequate flexibility available to facilitate solutions that differ to the mandatory conditions.

Vesting decision on open space

The proposed amendment of Regulation 3A will remove Council's right to consent to vesting of land in circumstances in which a design standard prepared for the purposes of Section 102(1)(c)(ii) of the Act applies. This change presents a significant risk for all councils in that substandard infrastructure or assets that councils have not approved could be vested to councils without their consent.

It is noted that existing Regulation 84(1)-(5) inclusive will remain and such provides assurance that Council must authorise and consent to all constructed infrastructure before clearing a land division.

It is understood that the proposed Regulation 3A is not intended to apply to open space, in which case this should be clarified. It is also noted however, that proposed Regulation 84A will introduce a new Regulation that requires the development of any land held as open space to be approved by, and developed to, the satisfaction of the Council for the area. This new regulation is supported.

Structures on Open Space

A key issue for Council not contemplated in the Design Standard or the Technical Manual is the lack of detail regarding assets that may be proposed on road reserves or reserves that Council may not wish to inherit as future assets. For example, entry statements, pad mount transformers and retaining walls are common infrastructure assets requested by developers for their developments which are pushed into open space or roads. Retaining walls are a common asset needed on reserves to facilitate reduced sizes of detention basins and they represent a substantive asset of value that councils end up having to maintain. Councils should maintain discretion to refuse consent to such assets.

Merit based assessment

The Design Standard provides a standard list of engineering design requirements for land division. While this is noted, many critical elements of the engineering design for a land division are not contemplated for within the Design Standard. Greater detail is provided for within the Technical Manual and the Standard Drawings, although these are not part of the Design Standard and do not form part of the statutory requirements applicable to the land division consent process.

It is considered the proposed Design Standard should be able to provide an 'opt in' set of standards that can be applied as an 'off the shelf' solution should a developer

wish to use these standards, similar in respects to that of a 'Deemed to Satisfy' solution. To extent that alternate solutions are proposed, a merit based assessment should be undertaken which supports negotiation between the proponent and council. While the Technical Manual and Standard Drawings provide a sound basis for what is appropriate, Councils should have ability to apply their own infrastructure standards where there is a void of guidance within the Technical Manual or Standard Drawings.

In this way, councils can continue to apply their own standards, where it is appropriate to do so, provided that its own standard or guidelines does not conflict with the Design Standard or the Technical Manual/Standard Drawings. This will also enable local engineering requirements to be applied that are specific to the individual council area/circumstance.

Scalability and density

The Design Standard as well as the Technical Manual and the Standard Drawings do provide some level of hierarchy in terms of road types but they do not appear to be easily scalable for different urban environments. For example, in town centres and main streets, the road sections are not easily applied. A greater number of road sections/transects should be contemplated to support the broader number of urban environments contemplated in the Master Planned Neighbourhood Zone such as the Emerging Main Street Subzone.

New regulation for street lighting and installation

A new regulation 84B is proposed to require the installation and design of street lighting and any landscaping on or within a road reserve to be approved by, and developed to, the satisfaction of the council for the area. This new regulation is supported. It is suggested that the draft Regulation be amended to:

- Reference landscaping within the title of the Regulation 84B – currently it only refers to street lighting and installation.
- Include irrigation within the meaning of landscaping.

Schedule 8, PDI (General) Regulations 2017 - requirements

It is noted that work is underway to prepare additional regulations regarding mandatory information requirements for the Design Standard, which are to be consulted on as part of a broader package of proposed planning regulation changes relating to mandatory information requirements mid year. We look forward to taking opportunity to provide input into the proposed information requirements.

Summary and Conclusion

The draft Design Standard is proposed to be applied to new growth areas in the Greater Adelaide Region.

Following substantive consultation in relation to the first draft in 2025, a second version of the draft Design Standard has been released for consultation. The revised draft is an improvement on the earlier draft. While Council does not object to the draft Design Standard, a number of areas of the proposal need to be clarified. Technical comments are also provided within the draft submission.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

- Attachment 1 Draft Submission to State Planning Commission - Engineering Requirements for Land Division [!\[\]\(8af905a0516abf40ff46dae78b9bb273_img.jpg\)](#) [!\[\]\(fa8ba8a331667f9fa55b612da8f27c7a_img.jpg\)](#)
- Attachment 2 Design Standard 1 - Engineering requirements for land divisions [!\[\]\(403a3c042226b8460aa97d545ff40fc7_img.jpg\)](#) [!\[\]\(d3f63a2e3832229827817c53a41f6004_img.jpg\)](#)

Supporting references

<https://yoursay.sa.gov.au/engineering-design-standard-stage-2>

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan

- CS15 Land Use and Development - Assessment of development applications for construction, alteration or demolition of buildings, and the division of land and changes in land use.

Legislative Requirements

Planning, Development and Infrastructure Act 2016

RISK MANAGEMENT CONSIDERATIONS

These statements are qualitative in nature and designed to provide an indication of Council's general position when deciding to take or retain risk in pursuit of its objectives.

1. **SERVICE DELIVERY**

Refers to the delivery of services to the community, which includes the systems and physical assets that enable provision of these services, including structures (such as roads, buildings and facilities) as well as IT infrastructure, plant, vehicles & other equipment.

There are common requirements between councils that can be adopted within the draft Design Standard, Technical Manual and Standard Drawings. In principle, it is agreed with the direction to better align engineering requirements. However, flexibility and local considerations should be accommodated for within the framework.

2. **SUSTAINABILITY & ENVIRONMENT**

Relates to measures to preserve, protect and minimise impact on the natural environment, including sacred and indigenous lands, flora, fauna, heritage, water, waste, hazardous materials and pollution.

The draft Technical Manual incorporates sustainability principles which are applied to water quality, tree canopy and construction techniques.

3. **FINANCIAL**

Refers to planning and control of Council's budget to align with the sustainable achievement of the desired outcomes articulated in its Community Plan.

The proposal to remove the right of councils to consent to vesting of land is a significant risk for all councils. It is noted that existing and proposed

regulations will provide that councils must authorise and consent to all infrastructure construction before a land division can be approved. This provides some protection for councils from risk of inheriting substandard infrastructure.

4. PEOPLE

Relates to recruitment, retention, wellbeing and safety of employees and volunteers and engagement and management of contractors as well as the wellbeing and safety of the community.

Nil

5. REPUTATION

Relates to policy, decisions, actions and circumstances that may cause Council to lose credibility with the community, ratepayers, key stakeholders, other levels of government and its own employees and contractors.

Councils will be afforded ability under the proposed framework to undertake quality control checks in relation to construction of infrastructure prior to acceptance/clearance of the land division, thus maintaining integrity in the asset handover process.

COMMUNITY ENGAGEMENT

The draft Design Standard is open for consultation until 21 May 2026.

Reference:

8 May 2026

State Planning Commission
GPO Box 1815
ADELAIDE SA 5001

By email: plansasubmissions@sa.gov.au

Dear Sir/Madam,

Engineering Requirements for Land Division

Thank you for opportunity to make a submission in respect to the Design Standard 1 – Engineering Requirements for Land Division.

Broadly, the draft Design Standard is considered to be an improvement on the earlier draft Design Standard released in 2025 and in principle could work. However, there are a number of questions highlighted in this submission in relation to areas that need to be clarified or are unclear.

The key areas for consideration are highlighted under headings below:

Mandatory Conditions – Practice Direction 12

Practice Direction 12 is proposed to be amended to establish mandatory engineering-related conditions that must be applied to land division consents where the engineering design standard applies, thus making the state's technical design requirements legally enforceable.

It is unclear to what extent the conditions can be modified to provide flexibility according to the specific circumstances. The implication of having standard mandatory conditions imposed is that there may be inadequate flexibility available to facilitate solutions that differ to the mandatory conditions.

Vesting decision on open space

The proposed amendment of Regulation 3A will remove Council's right to consent to vesting of land in circumstances in which a design standard prepared for the purposes of Section 102(1)(c)(ii) of the Act applies. This change presents a significant risk for all councils in that substandard infrastructure or assets that councils have not approved could be vested to councils without their consent.

It is noted that existing Regulation 84(1)-(5) inclusive will remain and such provides assurance that Council must authorise and consent to all constructed infrastructure before clearing a land division.

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It is understood that the proposed Regulation 3A is not intended to apply to open space, in which case this should be clarified. It is also noted however, that proposed Regulation 84A will introduce a new Regulation that requires the development of any land held as open space to be approved by, and developed to, the satisfaction of the Council for the area. This new regulation is supported.

Structures on Open Space and Roads

A key issue for Council not contemplated in the Design Standard or the Technical Manual is the lack of detail regarding assets that may be proposed on road reserves or reserves that Council may not wish to inherit as future assets. For example, entry statements, pad mount transformers and retaining walls are all common infrastructure assets often requested by developers for their developments which are pushed into open space or roads. Retaining walls are a common asset needed on reserves to facilitate reduced sizes of detention basins and they represent a substantive asset of value that councils end up having to maintain. Councils should maintain discretion to refuse consent to such assets.

Merit based assessment

The Design Standard provides a standard list of engineering design requirements for land division. While this is noted, many critical elements of the engineering design for a land division are not contemplated for within the Design Standard. Greater detail is provided for within the Technical Manual and the Standard Drawings, although these are not part of the Design Standard and do not therefore form part of the statutory requirements applicable to the land division consent process.

It is considered the proposed Design Standard should be able to provide an 'opt in' set of standards that can be applied as an 'off the shelf' solution should a developer/proponent wish to use these standards, similar in respects to that of a 'Deemed to Satisfy' solution. To extent that alternate solutions are proposed, a merit based assessment should be undertaken which supports negotiation between the proponent and Council. While the Technical Manual and Standard Drawings provide a sound basis for what is generally appropriate, Councils should have ability to apply their own infrastructure standards where there is a void of guidance within the Technical Manual or Standard Drawings.

In this way, Council's can continue to apply their own standards, where it is appropriate to do so, provided that its own standard or guidelines does not conflict with the Design Standard or the Technical Manual/Standard Drawings. This would also enable local engineering requirements to be applied that are specific to the individual Council area / circumstance.

Scalability and density

The Design Standard as well as the Technical Manual and the Standard Drawings do provide some level of hierarchy in terms of road types but they do not appear to be easily scalable for different urban environments. For example, in town centres and main streets, the road sections are not easily applied. A greater number of road sections/transects should be completed to support the broader number of urban environments and typologies contemplated in the Master Planned Neighbourhood Zone such as the Emerging Main Street Subzone.

New regulation for street lighting and installation

A new regulation 84B is proposed to require the installation and design of street lighting and any landscaping on or within a road reserve to be approved by, and developed to, the satisfaction of the Council for the area. This new regulation is supported. It is suggested that the draft Regulation be amended to:

- Reference landscaping within the title of the Regulation 84B – currently it only refers to street

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lighting and installation.

- Include irrigation within the meaning of landscaping.

Schedule 8, PDI (General) Regulations 2017 - requirements

It is noted that work is underway to prepare additional regulations regarding mandatory information requirements for the Design Standard, which are to be consulted on as part of a broader package of proposed planning regulation changes relating to mandatory information requirements mid year. We look forward to taking opportunity to provide input into the proposed information requirements.

Technical Feedback – Technical Manual and Standard Drawings

Council has also taken opportunity to review the technical detail contained within the draft Technical Manual and Standard Drawings. Feedback is contained within Appendix 1 to this letter.

Thank you again for opportunity to make submission in relation to the draft Design Standard. We welcome opportunity to discuss the contents of this submission. Should you wish to discuss this matter further, please contact Aaron Curtis, Senior Manager – Development Services, acurtis@barossa.sa.gov.au or 8563 8492.

Yours faithfully

Martin McCarthy
Chief Executive Officer

Appendix 1 – Technical Feedback

Technical Manual

- 3.3 – Scales – the preferred plan scales for clarity and definition of complex detail and information is as follows:
 - Lot Layout – 1:1000
 - Roads Plan – 1:500
 - Intersection Plans – 1:200
 - Stormwater Drainage Plans – 1:500
- 4.9.2.1 – Gutters flows 2.5m – 1.5m is preferred.
- 4.9.2.2 – Single side entry pit – double side entry pit is preferred standard.
- 4.13 & 4.15.1 – Stormwater flood ways and detention basin 1:5 max batters where accessible to the public. More appropriate is maximum 1:6 batters for safety reasons, the absolute maximum 1:5
- 4.14 – Drainage reserve minimum width of 3m – more desirable that this is 5m
- 4.15.1 – Access tracks should be accommodated around the detention facility for maintenance reasons
- 4.8.5 – Refers pipes greater than 750mm and culverts may be flush jointed with the installation of rubber ring joints, with additional external bands installed in accordance with the manufacturer's recommendations. This statement is confusing RRJ with EB joints. All concrete pipes shall be RRJ. EB joints are cheap and not as effective against soil movement and tree root ingress. We have plenty of examples of failure across our region.
- 6.7.1 – Kerb returns 6m – 8m is the standard in The Barossa Council
- 6.9 – Proposed corner cut-offs 3m x 3m where design speed < 50km/h. The Barossa Council requires 4.5m x 4.5m regardless of speed environment in order to accommodate safe footpath, pram ramp, stormwater and ancillary infrastructure requirements.

In addition, the following stormwater considerations should be noted:

- When open natural land is developed and runoff may impact on natural streams, development or properties downstream. In addition to the requirement for stormwater drainage measures to limit the 1% AEP (100 year) post-development peak rate of runoff from the site to not more than the pre-development peak rate of runoff from the site, stormwater drainage infrastructure should also closely mirror pre-development runoff characteristics to the downstream catchment:
 - The impervious areas may impact on flood risk in severe storms. This can be mitigated by detention systems to reduce storm peak flows post development to no more than pre-development, for major storms;
 - With high frequently rainfall events (say up to 50% AEP / 2 year ARI):
 - Natural catchments usually absorb these rainfall events with little or no runoff;
 - With impervious areas runoff occurs from these events;
 - The impact on the downstream water course will be a significant unnatural increase in the frequency and duration of flows downstream;
 - Detention systems alone will not work on reducing these frequent flows;
 - These increases impact particularly on natural stream by being unnaturally frequently wet, affecting grasses, scouring etc;
 - It should be considered to provide a retention/re-use/soakage system (for say a 1 or 2 year storm) to withhold these frequently flows to closely mirror natural runoff characteristics. A more reliable management method is installation of underground stormwater base flow pipe system to convey the regular stormwater flows to the most appropriate formed watercourse with capacity to accept the regular flows.
 - Both detention and retention/base flow infrastructure are necessary to closely mirror pre-development runoff characteristics downstream.

Standard Drawings

- DH-RD-1000 – When is semi-mountable kerb used, if not for property access?
- DH-RD-2025 – Shows driveway crossover dowelled to kerb and footpath – this is not appropriate in highly reactive soils where crossover pavement is not as deep as the road pavement.
- DH-RD-2045 – Barrier 250mm above water table where property is on the low side of the road. The Barossa Council standard is 300mm.
- DH-RD-2060 – Cul-de-sac head shows minimum 9m radius (consistent with The Barossa Council standard), however the Technical Manual shows 12.5m radius T-head configuration, including carriageway widths and kerb radii which are considered inadequate.
- DH-RD-3015 – The Barossa Council require CWMS to be bedded, haunched covered in 5mm screenings, not sand or 10mm screenings.
- DH-SW-5020 – Shows gutter depressed additional 40mm across front of the side entry pit. The Barossa Council require 50mm.

DESIGN STANDARD 1

Engineering requirements for land divisions



DRAFT FOR CONSULTATION

This design standard was adopted by the Minister for Planning under section 73(10) of the *Planning, Development and Infrastructure Act 2016* on [day] [month] [20XX]

Introduction

Section 69 of the *Planning, Development, and Infrastructure Act 2016* (the Act) allows the State Planning Commission to prepare design standards that relate to the public realm or infrastructure. Design standards form part of the Planning Rules and may supplement the Planning and Design Code by:

- (a) specifying design principles; and
- (b) specifying design standards for the public realm or infrastructure; and
- (c) providing design guidance with respect to any relevant matter.

A design standard may:

- (a) be linked to any spatial layer in the Planning and Design Code; and
- (b) apply to any location specified in the Planning and Design Code, an infrastructure delivery scheme under Part 13 Division 1, or a scheme established under Part 15 Division 2.

Where relevant to the particular development, design standards must be considered in relation to any application:

- (a) for planning consent under s 102(1)(a); and
- (b) for land division consent under s 102(1)(c)(ii) and s 102(1)(d)(ii) and (iii); and
- (c) involving encroachments under s 102(1)(d)(iii) and s 102(1)(e);
- (d) involving an alteration to a public road for vehicular access as part of a development authorisation under s 221(3)(b) and s 234AA of the *Local Government Act 1999*.

In accordance with the above, this design standard specifies design principles and design requirements for infrastructure associated with land divisions within areas and circumstances identified in the scope of this standard.

Design Standard 1 – Engineering Requirements for Land Divisions

Part 1 – Preliminary

1. Citation

This design standard may be cited as *Design Standard 1 – Engineering Requirements for Land Divisions*.

2. Commencement of the Design Standard

This design standard will come into operation on dd mm yyyy

3. Object of the Design Standard

- (1) The object of this design standard is to prescribe the standard requirements in relation to land division with respect to:
- (a) Pavement design
 - (b) Stormwater design
 - (c) Road design
 - (d) Road corridor design
 - (e) Service infrastructure
 - (f) Water Sensitive Urban Design
 - (g) Street landscaping including trees

4. Interpretation

In this design standard, unless the contrary intention appears –

Act means the *Planning, Development and Infrastructure Act 2016*.

Activity Centre has the same meaning as in the Code.

Code means the Planning and Design Code.

Council means a council constituted under the *Local Government Act 1999*.

Design Principle provides the objectives that are sought to be achieved through the design requirements.

Design Requirement (DR) is the assessment criteria that must be met to satisfy the design standard.

Design Requirement Table (DRT) is supplementary quantitative information to a design requirement that must be met to satisfy the design standard.

Regulations means the *Planning, Development and Infrastructure (General) Regulations 2017*.

Standard Drawing (SD) means detailed specifications for construction including dimensions, materials and construction methods.

Technical Manual means the *South Australian Growth Areas Technical Manual* and associated standard drawings. Provides technical detail and context for the design and construction relating to the corresponding section of the design standard.

In addition to the above, any definition contained within Chapter 2 of the *Growth Area and Greenfield Development Technical Manual* will also be included as a definition in this design standard.

Note: Section 12 of the *Legislation Interpretation Act 2021* provides that an expression used in an instrument made under an Act has, unless the contrary intention appears, the same meaning as in the Act under which the instrument was made.

Part 2 – Compliance

5. Compliance

- (1) A person is taken to have complied with this design standard if they have satisfied the relevant design requirements and standard drawings.
- (2) For the avoidance of doubt, the relevant authority may determine that one or more of the design requirements are not relevant to a proposed land division.

Part 3 – Design Standard

6. Scope of this design standard

- (1) Subject to this clause, this design standard applies to all applications for consent under section 102(1)(c) of the Act involving:
 - (a) Division of land for residential purposes, or as part of a master planned development which is primarily for residential purposes; and
 - (b) The construction of a public road or infrastructure which is to be vested in a council; and
 - (c) Where the land the subject of the application for consent is located within the following zones in the Code:
 - i. Master Planned Neighbourhood Zone
 - ii. Master Planned Renewal Zone
 - iii. Master Planned Township Zone
- (2) Design Requirements DR7.1 to DR7.8 (inclusive) relating to Water Sensitive Urban Design only apply in relation to land division applications involving the creation of more than 5 allotments.

7. Assessment Provisions

1. STORMWATER DESIGN
Design Principle
Design of stormwater systems and stormwater management will be undertaken with consideration towards the technical detail provided within Chapter 4 - Stormwater Design of the Technical Manual. Stormwater drainage design in new developments is to be undertaken to achieve the following objectives: • collect, control and manage all stormwater generated from the development or project. • collect stormwater from a catchment and convey it to its receiving waters with minimal nuisance, danger, flooding, or damage to the environment. • prevent flooding of public and private property both within the catchment, upstream and downstream through adequate design of the development. • provide an effective outlet for all collected stormwater to a natural watercourse or approved outfall with outlet erosion control. • facilitate optimal water quality, as well as opportunities for stormwater harvesting and reuse; and • achieve these objectives without detrimentally affecting the environment, surface and subsurface water quality, the adjoining landowners in the vicinity of the stormwater drainage outlet and watercourses either upstream or downstream of the development.
Design Requirements
DR 1.1- Design of Stormwater The design of roads will be undertaken in accordance with the specifications of Chapter 4 – Stormwater Design of the Technical Manual.
DR 1.2 - Existing constraints Stormwater drainage design and the design and management of stormwater runoff must be in accordance with any current stormwater management strategies or catchment management plans in place under a deed of agreement, infrastructure scheme or regional stormwater management plan.

DR 1.3 – Stormwater Management Plan

A Stormwater Management Plan (SMP) will be provided with the application for land division consent. The SMP will provide the following details (as applicable):

- (a) catchment and sub-catchment plans
- (b) conceptual stormwater drainage systems including treatment, detention, and retention
- (c) detail of proposed stormwater discharge to the existing system
- (d) water quality detail
- (e) erosion management
- (f) flood management
- (g) electronic drainage model (DRAINS or approved equivalent)

The SMP will adopt the 'major / minor' approach to stormwater drainage systems as outlined in section 4.4 of **Chapter 4 - Stormwater Design** of the **Technical Manual** and will adopt the largest flow for the design of the stormwater system downstream of the connection point.

DR 1.4 – Major Stormwater drainage system

The stormwater drainage for the proposed division will be designed in accordance with the technical requirements for stormwater systems as detailed in **Chapter 4 - Stormwater Drainage** of the **Technical Manual**.

DR 1.5 – Stormwater Drainage Reserves

Where stormwater drainage reserves are proposed, the following provisions will be met:

- (a) reserve widths must be able to accommodate a drain with sufficient capacity to cater for a major storm event.
- (b) reserve design provides for an access or maintenance track along the top bank of the drain.
- (c) stormwater drainage reserves are to be shown in the plan of division.
- (d) any infrastructure such as pump stations, electrical equipment, water-quality treatment infrastructure or any other service must be sited with sufficient clearance for construction and maintenance.

DR 1.6 – Stormwater Drainage easements

Stormwater easements are not to be used, except in circumstances where discharge to the road reserve or existing drainage reserve cannot be achieved.

All easements will be shown on the plan of division and (unless otherwise required by the asset owner) such easements will be:

- (a) 2 metres wide when the easement contains only a single drain or pipe less than 900mm in diameter: or
- (b) 4 metres wide when the easement contains more than one drain or pipe, where they will be separated by a minimum of 1 metre.

DR 1.7 – Retention & Detention Basins

Any stormwater retention and detention basins proposed will be clearly shown on the plan of division within a stormwater reserve and will:

- (a) demonstrate they are required as part of a proposed drainage system.
- (b) demonstrate any required stormwater retention or detention systems can be integrated into the existing stormwater drainage system.
- (c) be free draining, except where it is demonstrated that a retention basin is required as part of a stormwater treatment system, for open space purposes or to mitigate existing stormwater system constraints.
- (d) retention / detention basins should not be sited in areas identified as being affected by overland flooding.
- (e) incorporate stormwater treatment, sedimentation traps and litter traps into the retention / detention basin design where required as part of a proposed stormwater system.
- (f) where possible, look to join or expand existing basins.
- (g) provide for a spill path in major storm and blockage events which does not cross residential properties.
- (h) show stormwater inlets and outlets.
- (i) provide for maintenance track access around the bank of basin.

DR 1.8 – Stormwater Basin Design

Where on-site detention is required prior to discharge into an existing stormwater drainage network, evidence will be provided to demonstrate that the rate of discharge and volume of on-site detention have been designed so that the existing stormwater drainage system will not be adversely impacted by the application.

DR 1.9 – Basin Access Requirements

Basin design will provide for appropriate access for their intended use including:

- (a) where public access is to be provided the maximum batter slope for basins is 1:5.
- (b) provision of all-weather access to basin and any associated structures, outlets, or pumps to enable maintenance to be carried out.
- (c) where a basin is not intended for public use, it will be fenced to prevent general access.

DR 1.10 – Landscaping

Landscaping for stormwater basins and drainage systems will be provided where required as part of a stormwater treatment system, to prevent erosion or disturbance to banks, and to provide stabilization to battered slopes.

2. ROAD DESIGN
Design Principle
Design of roads will be undertaken with consideration towards the technical detail provided within Chapter 5- Road Design of the Technical Manual Aspects of road design not specifically referred to in this chapter, or the corresponding Chapter 5 – Road Design of the Technical Manual should be generally in accordance with the following documents: • Austroads Guides • Australian Standards • Standard Drawings contained within Appendix A of the Technical Manual
Design Requirements
DR 2.1- Design of Roads The design of roads will be undertaken in accordance with the specifications of Chapter 5 - Road Designs of the Technical Manual.
DR 2.2 – Design Vehicle The design vehicle(s) to be adopted for roads within a land division will be selected in accordance with the current <i>Austroads Design Vehicles and Turning Path Templates</i>, except for instances in which a larger design vehicle is identified as being required to meet the specification of the refuse collection or emergency service provider for the land, in which case the larger design vehicle will be adopted as required.
DR 2.3 – Vehicle Turning Movements Vehicle turning movements are to be examined for design vehicles and check vehicles using the current <i>Austroads Design Vehicle and Turning Path Templates</i> and roads are to be designed to meet the following requirements: - the design vehicle can negotiate a left turn from the left lane without crossing opposite direction lanes or medians and without the need to reverse to complete the turning movement. - the identified checking vehicle may impinge upon opposite lanes except where a median is present. Where a checking vehicle impinges on an opposite lane, adequate sight distances will be provided to allow the manoeuvre to occur. - all intersection designs must be such that additional clearance from above ground structures is applied to the total swept path of the design vehicle of 600mm, unless otherwise specified. - vehicle accesses and driveways are not to be used for turning movements - all roadways, rights-of-way and vehicle crossings are to be designed to accommodate a standard vehicle (car).

DR 2.4 - Kerb and Channel Kerb and channel will be provided on both sides of all residential roads. Edge strips are to be used for application within laneways.
DR 2.5 – Kerb Ramps Kerb ramps will be provided at every corner radius where footpaths are proposed, with the location to provide connection to existing or future footpath networks.
DR 2.6 Footpaths A footpath and pedestrian movement plan will be submitted which provides for the following minimum footpath widths: (a) 3 metres for shared paths, adjacent bus stop areas and in front of commercial buildings and activity centres (b) 1.8 metres when a footpath is proposed on one side of a road, 1.5 metres if located on both sides of a road In instances where a footpath is to connect to an existing footpath network, or a division adjoins an existing land division approval, an alternate width which aligns with the adjoining network may be approved to achieve consistency in the pedestrian network.
DR 2.7 – Access to allotments Vehicular access to all allotments within a land subdivision application must be provided for on the proposed plan of division.
DR 2.8 – Residential Crossovers Vehicle crossings will be provided in accordance with detail contained within the Standard Drawings of Appendix A of the Technical Manual, unless site parameters do not allow for this design. In instances where the Standard Drawings cannot be achieved, vehicle crossing design will best align with the provisions of Chapter 5- Road Design of the Technical Manual.
DR 2.9 – Vehicle Crossings Driveway crossovers to residential properties will be shown to achieve the following: (a) maximum number of vehicle crossings to not exceed 2 crossings (b) where 2 crossings are proposed, neither will exceeds 4 metres in width. (c) where 2 crossings are provided, the minimum separation will be 9 metres or more. (d) minimum width of a single crossing to not be less than 3 metres. (e) maximum width of a single crossing will not exceed 6 metres. (f) crossings to adjacent properties will either be fully combined, with a maximum width of 6 metres, or have a minimum separation to allow an on-street park between driveways. (g) vehicle crossings to corner allotments are to be located a minimum of 6 metres from the tangent point of the kerb return at intersection of roads and 1 metre clear of pedestrian kerb crossings, street trees, signs, bollards and other street furniture in accordance with AS 2890.1.

DR 2.10 – Roundabouts

Roundabouts are to be designed to comply with the following requirements:

- (a) meet the requirements of the relevant Austroads publication.
- (b) designed in accordance with detail provided within the **Standard Drawings of Appendix A of the Technical Manual**
- (c) vehicular access to individual lots is not provided to or from the circulating roadway of a roundabout.
- (d) landscaping of the central roundabout island will not be of such nature and height as to compromise the sight distance requirements for vehicles set out in the above standards and will not extend past a mature growth height of 200mm.

DR 2.11 – Intersection Design

Intersections are to be designed to function in a safe, convenient and appropriate manner for the type of road and will be in accordance with **Chapter 5- Road Design** of the **Technical Manual**.

Corner cut offs or truncations of suitable dimensions to allow adequate sight distance, are to be provided at all corners of new and upgraded intersections in accordance with the following:

- (a) Vehicle design speeds of less than 50km/h – 3 x 3 metre truncation; or
- (b) Vehicle design speeds greater than 50km/h – 5 x 5 metre truncation.

DR 2.12 – Culs-de-sac

Where a residential street proposes a cul de sac or a court, provision must be made for a standard 12.5 metre service vehicle (fire truck) to undertake a three-point turn manoeuvre on the pavement area.

Such turn around area and swept path detail must account for any potential on street parking or identify where parking restrictions would be required to facilitate the turning.

3. ROAD CORRIDOR**Design Principle**

Design of road corridors will be undertaken with consideration towards the technical detail provided within **Chapter 6- Road Corridor Design** of the **Technical Manual**. The design and construction of roads and allotment accesses should meet or exceed the requirements of the Austroads, the Act and relevant Australian Standards

The application and consideration of this design standard is not intended to apply to pre-existing road hierarchies or established network management plans, except for where the volume of traffic generated from a development would be sufficient to change the classification or hierarchy of an existing road, which would require assessment by the Relevant Authority.

The road classification referred to within this Design Principle relates specifically to the design and construction of new or upgraded roads associated with a development.

Design Requirements
DR 3.1 – Design of Road Corridors The design of roads will be undertaken in accordance with the specifications of Chapter 6 - Road Corridor Designs of the Technical Manual.
DR 3.2 – Road Classification The classification of residential streets within any development should be in accordance with the 'DRT 6.1 Metropolitan Road / Street Characteristics Table' of Chapter 6 – Road Corridor Design of the Technical Manual. Road classifications will be consistent with future traffic requirements and generation movements envisaged for the subject land or area following completion of the development or (where applicable) under a deed of agreement, infrastructure deed or Infrastructure Scheme as may apply to the land.
DR 3.3 – Road Design and Street characteristics The design of roads, road reserve widths and road carriageway widths are to be designed in accordance with the requirements of Chapter 6 – Road Corridor Design of the Technical Manual. The road function will provide the following: (a) ultimate traffic volume and the type and volume of commercial vehicles (b) where identified in a road hierarchy plan, road carriageway width should include allowance for on street parking, cycle lanes/paths, footpaths and underground services (c) road verges should include allowance for footpaths and shared paths landscaping, WSUD (where required), street trees and street lighting (d) minimum verge width (see DRT 6-1 of Chapter 6 – Road Corridor Design of the Technical Manual) to provide for the mature growth of a street tree with significant canopy (e) street trees should have a minimum 2.4 metres tree zone to allow for growth and pruning to provide vertical height clearances (f) shared paths where identified are to be 3 metres wide (g) footpaths, where provided on only one side of the street are to be a minimum of 1.8 metres and in all other circumstances 1.5 metres and to be suitable for pedestrians and cyclists; and (h) location for waste bins.

4. PAVEMENT DESIGN
Design Principle
Design of pavement will be undertaken with consideration towards the technical detail provided within Chapter 7- Pavement Design of the Technical Manual. Pavement design will be undertaken with regard to the intended function of the proposed road or roads, nature and frequency of movement and the topography and soil characteristics of the subject site.
Design Requirements
DR 4.1- Design of Pavement The design of pavement will be undertaken in accordance with the specifications of Chapter 7 - Pavement Design of the Technical Manual.
DR 4.2- Minimum Design Traffic The minimum design traffic to be used for the design of a road classification will be in accordance with <u>DRT 7.1 Design Traffic</u>.
DR 4.3 – Flexible Sealed Road Pavements Road pavement designs will be identified as providing for a minimum 30-year design life.
DR 4.4 – Concrete Street Pavements Concrete Street Pavement designs will be identified as providing for a minimum 30-year design life.
DR 4.5- Interlocking Pavers Interlocking block street pavements are not to be used unless: (a) required for traffic calming purposes. (b) required for stormwater design and treatment purposes; and/or (c) required for retention of regulated or significant trees.
DR 4.6- Interlocking Pavers Design Where approved pursuant to DR 4.5, Interlocking pavers will be designed in accordance with the following: (a) minimum 30-year design life (b) have a road slope not exceeding 10% (c) provide for suitable drainage on slopes of 5% or more; and (d) be in shape 'type A' in a herringbone pattern

DR 4.7 Permeable Pavers

Permeable Pavers are not to be used unless required for:

- (a) stormwater design and treatment purposes; and/or
- (b) retention of regulated or significant trees

5. EARTHWORKS DESIGN**Design Principle**

Design of earthworks in land divisions will be undertaken with consideration towards the technical detail provided within **Chapter 8 - Earthworks Design** of the **Technical Manual**

Earthworks associated with a land division involving activities such as lot filling, constructing basins, stormwater drainage systems (including open channels), levee banks, access tracks, excavation, flood protection devices, overland flow paths or other associated activities should look to minimise unnecessary fill or excavation and have regard to the surrounding site levels to inform design.

Design Requirements**DR 5.1 Design of Earthworks**

The design of earthworks will be undertaken in accordance with the specifications of **Chapter 8 – Earthworks Design** of the **Technical Manual**.

DR 5.2- Site Levels

Site levels will ensure that the finished surface of any lot filling is equal to or above the 1% annual exceedance probability (AEP) flood level and that a future dwelling or structure is able to achieve a finished floor level of buildings at a minimum of 300mm above the 1% AEP flood level.

Where this cannot be achieved, plans must demonstrate that the development is otherwise protected from a 1% AEP flood event.

DR 5.3 – Bulk Earthworks Plans

Bulk earthworks plan for a division must demonstrate:

- (a) that existing stormwater runoff storage areas or flow paths are not obstructed
- (b) the anticipated extent of all cut and fill which will allow the site to drain; and
- (c) earthworks grading away from the location of future dwellings and structures.

DR 5.4 – Sloping Sites

All new allotments on sloping sites will be graded, cut, or filled, such that a minimum grade of 1 in 200 is achieved along the low side of the allotment towards the stormwater drainage outlet.

DR 5.5 - Flow Paths

No water is to be directed to flow into adjoining properties unless one or more of the following are met:

- (a) the water flow is part of an existing watercourse and pre-existing stormwater conditions are maintained; and/or
- (b) an easement for stormwater purposes is in place on the adjoining land and pre-existing stormwater conditions are maintained; and/or
- (c) connection into existing infrastructure is provided and pre-existing stormwater conditions are maintained

6. SERVICE INFRASTRUCTURE**Design Principle**

Design of service infrastructure will be undertaken with consideration towards the technical detail provided within **Chapter 9 - Service Infrastructure** of the **Technical Manual**

Service infrastructure will be provided to all new allotments in a manner and form as would be expected to ensure that services are provided in an appropriate and accessible manner for all new owners.

Design Requirements**DR 6.1 – Design of Service Infrastructure**

The design of service infrastructure will be undertaken in accordance with the specifications of **Chapter 9 – Service Infrastructure** of the **Technical Manual**.

DR 6.2 - Undergrounding of services

All services, including communications and electricity, are to be placed underground to the requirements of the relevant service providers.

DR 6.3 – Tree Protections

New land divisions will ensure that existing and proposed trees are protected and will provide for the following:

- (a) tree root barriers are to be installed a minimum 750mm radius of newly planted trees (measured from the trunk of the tree) from new services or to the extents of the established tree canopies.
- (b) new services to not be installed within a minimum 750mm radius of newly planted trees.
- (c) new services to not be installed in the root protection zone of regulated and significant trees.

DR 6.4 – Street Lighting

Street lighting is to be provided throughout any land division in accordance with Australian Standard AS/NZS 1158

DR 6.5 - Location of Services

Pad-mounted transformers, switching cabinets and pump stations which are to be located within a proposed reserve should be situated:

- (a) in an area with reduced visibility.
- (b) away from locations near play equipment, BBQ or picnic areas or active recreation furniture and located in corners of reserves.
- (c) not adjacent to collector roads or shared paths; and
- (d) with landscape screening to obscure structures associated with the services and infrastructure.

DR 6.6 - Accessibility

Electrical cabinets and similar associated infrastructure will be located in accessible locations, accessible from a public road and with appropriate easements shown on the relevant plan of division.

DR 6.7 - Plan of Division

Transformers, pumping stations and electrical cabinets are to be shown on a plan of division and are to be excluded from any open space calculations as shown on the relevant plan of division.

DR 6.8 - Potable water and wastewater provision

All new allotments are to be provided with potable water and wastewater connections.

7. WATER SENSITIVE URBAN DESIGN**Design Principle**

Design of urban environments will be undertaken with consideration towards the technical detail provided within **Chapter 11- Water Sensitive Urban Design** of the **Technical Manual**.

Water Sensitive Urban Design (WSUD) principles may be used within urban environments to achieve water management outcomes for pollutant load reductions and green infrastructure. WSUD outcomes will look to mitigate adverse water quality impacts such as such as sediments, nutrients, and hydrocarbons into receiving waterways, degrading water quality and aquatic ecosystems.

The use and application of WSUD in stormwater treatment for land division will be undertaken against the following considerations that systems should:

- preserve natural features and support ecological features
- preserve the natural hydrological behaviour of sites
- safeguard the quality of surface water and groundwater.
- incorporate water into the urban landscape to enrich the aesthetic, social, cultural, and ecological features.

Design Requirements
DR 7.1 – Design of Water Sensitive Urban Design The design of urban environments will be undertaken in accordance with the specifications of Chapter 11 – Water Sensitive Urban Design of the Technical Manual.
DR 7.2 – Pollutant Load Reductions Stormwater systems will achieve the following mean annual pollutant loads, when compared to the unmitigated stormwater runoff. (a) 80% for Total Suspended Solids (TSS) (b) 60% for Total Phosphorus (TP) (c) 45% for Total Nitrogen (TN) (d) 90% for Gross Pollutants (GP)
DR 7.3 – Water Treatment In designing a system to meet the water quality requirements identified in DR 7.2, the applicant must confirm if WSUD devices and management techniques are proposed for stormwater quality, or what other method may be proposed.
DR 7.4 - design of WSUD systems and devices Where WSUD devices or stormwater management systems are proposed under DR 7.3, they will be designed in accordance with the requirements of Chapter 11- Water Sensitive Urban Design of the Technical Manual.
DR 7.5 - Vegetation Vegetation species identified for use within bioretention systems will be consistent with DRT 11-1 of Chapter 11 – Water Sensitive Urban Design of the Technical Manual.
DR 7.6 - Access A dedicated access into an end-of-line bioretention basin, swale and any Gross Pollutant Trap for maintenance of inlet and outlet structures is required, either via adjacent road or driveways or by provision of a maintenance path.
DR 7.7 - WSUD and Proprietary devices Where a WSUD system or device is proposed which meets the requirements of Chapter 11 – Water Sensitive Urban Design of the Technical Manual, but is not a device or system preferred by the council, the Relevant Authority may specify an alternate device which is to be used in place of the proposed, provided that such device meets the following requirements: (a) the device has comparable performance relating to water quality; and (b) the device is of a comparable cost and is readily obtainable.

DR 7.8 - Vegetated Swales

Where vegetated swales are proposed to provide water quality treatment they are not to be used for urban development where the swale is required to cross residential driveways.

8. STREET LANDSCAPING INCLUDING TREES**Design Principle**

Design of street landscaping will be undertaken with consideration towards the technical detail provided within **Chapter 10 - Street Trees** of the **Technical Manual**

The design and planting of street trees in new divisions will have regard to the following provisions:

- street trees are a legacy for the community. Maximise planting of trees in all streets and retain existing trees wherever possible.
- street trees should contribute to the overall unity of the streetscape, through their layout, scale and character. Careful selection of the tree species will provide scale and visual cohesion to the street. Beyond this generic design intent for the street trees, trees can also form landmarks, contribute to both contextual character and the general amenity of a place.
- select the most appropriate tree species to satisfy the design intent and the physical conditions of the site both natural and manmade. Respond to other functional requirements such as solar access, vehicle clearances etc.
- optimise soil conditions for trees. Locate trees to maximise available soil volume. Ensure there is a sufficient quantity and quality of soil within the anticipated root zone to support the intended mature tree and that adequate moisture is provided to that zone.
- street trees need adequate water to flourish. Street tree location and design should optimise passive watering of all street trees.
- minimise infrastructure and functional conflicts. Locate trees and utility services to minimise potential conflicts between street elements and functions, such as streetlights being blocked by the tree canopy, or car doors being opened into tree trunks.
- where appropriate integrate water sensitive urban design (WSUD) initiatives with the provision of street trees

Planting of new and protection of existing trees will occur with a view to contributing towards the Greater Adelaide Regional Plan target of achieving 30% tree canopy cover across Greater Adelaide by 2051.

Design Requirements**DR 8.1 – Design of Street Landscaping**

The design of street landscaping will be undertaken in accordance with the specifications of **Chapter 10 – Street Trees** of the **Technical Manual**.

DR 8.2 - Tree Planting Street trees will be provided within the road reserve at the following rates: (a) 1 tree will be planted per single frontage allotment with a frontage of 10 metres or less. (b) 1 tree will be planted every 8 metres on allotments with a frontage greater than 16 metres. (c) 3 street trees to be provided to corner allotments. (d) 1 tree will be planted every 8 metres where not located adjacent a dwelling.
DR 8.3 – Quality of Stock All tree stock supplied for installation will meet the requirements of Australian Standard AS 2303.
DR 8.4 – Tree Stock Dimensions All trees to be a minimum height at time of planting of 2 metres, have a minimum pot size of 45 litres, and a minimum calliper of 30mm.
DR 8.5 - Planting Detail Street trees will be planted and established in accordance with the detail provided within the Standard Drawings in Chapter 10 - Street Trees of the Technical Manual.
DR 8.6 - Tree Species Street trees will be selected from the endorsed species list contained within Chapter 10 - Street Trees of the Technical Manual. Alternatively, street trees will be selected from the approved species list of the Relevant Authority in which the site is located. Where a species is proposed, a Relevant Authority may nominate a substitute species in place of the proposed species provided that: (a) the species is readily available; and (b) the cost for the planting and establishment of the species is comparable.
DR 8.7 - Tree Locations The precise location of all street trees is to be shown on the landscaping plan. Trees are to be located such that the centre of the tree is a minimum distance of (a) 2 metres from nearest property boundary, and (b) 1 metre from the face of kerb or edge of road (c) centrally located in the verge where possible or as specified by the Relevant Authority.
DR 8.8 - Corner Cut Offs No street trees are to be planted on road corners where corner cut-offs apply.

DR 8.9 - Tree Identification

All street trees will be shown on a landscaping plan detailing location, species and indicative location of services and driveways.

DR 8.10 - Infrastructure Separation

Street trees are to be setback from infrastructure in accordance with **Chapter 10 - Street Trees** of the **Technical Manual**.

DR 8.11 - Existing Trees

All existing regulated or significant trees (including trees located outside the site boundary but with a canopy overhanging the development land) will be shown on an 'Existing Tree Survey Plan' which provides the following detail:

- the Tree Protection Zone (TPZ) and Critical Root Zone (CRZ); and
- the location of any roads, structures, services or infrastructure associated with the proposed division.

Versions

Version 1 xx xx xxxx

COVER SHEET

CONFIDENTIAL REPORT

19 May 2026

Council Meeting

8.1 Office of the Mayor and CEO

8.1.1 CEO PERFORMANCE REVIEW 2026

There is strong public interest in enabling members of the public to observe Council's transparent and informed decision-making. This helps to ensure accountability, maintain transparency of public expenditure, facilitate public participation, assist public awareness and allow for the scrutiny of information. Attendance at a Council meeting is one means of satisfying this interest. The public will only be excluded from a Council meeting when the need for confidentiality pursuant to Section 90(2) of the Act outweighs the public interest of open decision-making.

In this matter, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest are that it contains information relating to the performance and employment contract of the CEO

On balance, the above reason which supports the need for confidentiality pursuant to Section 90(2) of the Act outweighs the factors in favour of the public interest of open decision-making.

RECOMMENDATION

That Council:

- (1) Under the provisions of Section 90(2) of the *Local Government Act 1999*, make an order that the public be excluded from the meeting with the exception of the Committee Members and the Minute Secretary, in order to consider in

confidence a report relating to being information that must be considered in confidence pursuant to:

Section 90(3)(a) of the Local Government Act 1999:

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

- (2) Accordingly, on this basis, Council is satisfied that public interest in conducting meetings in a place open to the public has been outweighed by the need to keep the information and discussion confidential in order that it contains information relating to the performance and employment contract of the CEO.

COVER SHEET

CONFIDENTIAL REPORT

19 May 2026

Council Meeting

8.2 Corporate Services, Strategy and Innovation

8.2.1 TOUR DOWN UNDER - 2027

There is strong public interest in enabling members of the public to observe Council's transparent and informed decision-making. This helps to ensure accountability, maintain transparency of public expenditure, facilitate public participation, assist public awareness and allow for the scrutiny of information. Attendance at a Council meeting is one means of satisfying this interest. The public will only be excluded from a Council meeting when the need for confidentiality pursuant to Section 90(2) of the Act outweighs the public interest of open decision-making.

In this matter, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest are that Council have signed a Confidentiality Agreement with the Tour Down Under Event organisers in relation to this matter.

On balance, the above reason which supports the need for confidentiality pursuant to Section 90(2) of the Act outweighs the factors in favour of the public interest of open decision-making.

RECOMMENDATION

That Council:

- (1) Under the provisions of Section 90(2) of the *Local Government Act 1999*, make an order that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director Corporate Services, Strategy and Innovation, Director Development and Community Services, Director

Infrastructure and Environmental Services and the Minute Secretary, in order to consider in confidence a report relating to being information that must be considered in confidence pursuant to:

Section 90(3)(j) of the *Local Government Act 1999*:

information the disclosure of which-

- (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
 - (ii) would, on balance, be contrary to the public interest;
- (2) Accordingly, on this basis, Council is satisfied that public interest in conducting meetings in a place open to the public has been outweighed by the need to keep the information and discussion confidential in order that Council have signed a Confidentiality Agreement with the Tour Down Under Event organisers in relation to this matter.

COVER SHEET

CONFIDENTIAL REPORT

19 May 2026

Council Meeting

8.3 Infrastructure and Environmental Services

8.3.1 SEPTIC TANK - REMOVAL AND DISPOSAL OF SLUDGE - TENDER

There is strong public interest in enabling members of the public to observe Council's transparent and informed decision-making. This helps to ensure accountability, maintain transparency of public expenditure, facilitate public participation, assist public awareness and allow for the scrutiny of information. Attendance at a Council meeting is one means of satisfying this interest. The public will only be excluded from a Council meeting when the need for confidentiality pursuant to Section 90(2) of the Act outweighs the public interest of open decision-making.

In this matter, the reasons that receipt, consideration or discussion of the information or matter in a meeting open to the public would be contrary to the public interest are that involves a business contract and tender assessment is being considered.

On balance, the above reason which supports the need for confidentiality pursuant to Section 90(2) of the Act outweighs the factors in favour of the public interest of open decision-making.

RECOMMENDATION

That Council:

- (1) Under the provisions of Section 90(2) of the *Local Government Act 1999*, make an order that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director Corporate Services, Strategy and Innovation, Director Development and Community Services, Director Infrastructure and Environmental Services and the Minute Secretary, in order to

consider in confidence a report relating to being information that must be considered in confidence pursuant to:

Section 90(3)(k) of the Local Government Act 1999:

tenders for the supply of goods, the provision of services or the carrying out of works;

- (2) Accordingly, on this basis, Council is satisfied that public interest in conducting meetings in a place open to the public has been outweighed by the need to keep the information and discussion confidential in order that involves a business contract and tender assessment is being considered.