

ELECTED MEMBERS' BRIEFING SESSION

Date of Workshop:	Monday, 15 June 2026
Time Start (approx.):	6:30 PM
Subject (1):	Draft Behavioural Management Policy and Draft Caretaker Policy
Department:	Office of the CEO
Presenter(s):	Natasha Jones, Executive Manager Strategy, Risk & Governance Danielle Edwards, Principal Governance & Policy Officer
Session:	Open to the public.

PURPOSE

The purpose of this briefing is to provide Elected Members the following draft Governance Policies for input and feedback prior to being presented to the Council meeting for adoption:

- Draft Behavioural Management Policy
- Draft Caretaker Policy

Time Start (approx.):	7:30 PM
Subject (2):	Draft Community Engagement Policy
Department:	Community & Organisational Development
Presenter(s):	Ellie Chamberlain Manager, Customer Experience and Communications Vicky Antoniou Strategic Communications, Marketing & Engagement Lead
Session:	Open to the public.

PURPOSE

To brief Elected Members on the legislative requirements introduced through the Community Engagement Charter, outline how these requirements have been incorporated into the Draft Community Engagement Policy and Community Engagement Requirements Table, and seek feedback ahead of Council considering the draft policy for community consultation at its meeting on 22 June 2026.

ELECTED MEMBERS' BRIEFING SESSION COVER SHEET

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Department:	Office of the CEO
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Session:	Open to the public.
Attachments:	<i>Attachment 1 (Draft Behavioural Management Policy)</i> <i>Attachment 2 (Draft Caretaker Policy)</i>

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DISCUSSION

Behavioural Management Policy

There has been an expressed desire to undertake an interim review the Council Member Behavioural Management Policy to clarify a number of sections and improve the overall readability of the document. The review has been undertaken to ensure the policy provides clear guidance and supports a consistent and transparent approach to behavioural management matters.

Caretaker Policy

The Caretaker Policy is required to be adopted prior to the caretaker period for the 2026 (or 2027) general election, as the case might be. The draft policy has been prepared in line with the LGA model policy and incorporates the relevant legislative requirements under section 91A of the *Local Government (Elections) Act 1999*, including provisions relating to the conduct of Elected Members and staff during the election period.

Key Considerations

A primary consideration, arising from legislative change, is whether the Council holds a public meeting between the close of nominations and polling day for candidates to present in a public forum their views on policy and key community issues.

Preparation for Members

It is desirable if Members consider the draft policies together with the proposed changes prior to the briefing and come ready to provide feedback and contribute to discussion.

SPEAKERS

- *Natasha Jones, Executive Manager Strategy, Risk & Governance*
- *Danielle Edwards, Principal Governance & Policy Officer*

THE BRIEFING IS OPEN TO THE PUBLIC

- The cover sheet is a public document.

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Session:	Open to the public.
Attachments:	<i>Attachment 1 (Community Engagement Charter)</i> <i>Attachment 2 (Draft Community Engagement Policy)</i> <i>Attachment 3 (Draft Community Engagement Requirements Table)</i> <i>Attachment 4 (LGA Model Policy)</i>

PURPOSE

To brief Elected Members on the legislative requirements introduced through the Community Engagement Charter, outline how these requirements have been incorporated into the Draft Community Engagement Policy and Community Engagement Requirements Table, and seek feedback ahead of Council considering the draft policy for community consultation at its meeting on 22 June 2026.

DISCUSSION

Key Considerations

Community Engagement Charter

The Community Engagement Charter (Attachment 1) was introduced through amendments to the *Local Government Act 1999* and published in the South Australian Government Gazette on 11 December 2025.

The Charter aims to strengthen how councils engage with their communities on decisions, activities and processes that may impact them and outlines the principles councils must apply when undertaking consultation activities.

The Charter replaces the previous consultation requirements set out in the *Local Government Act 1999*, establishing a new statewide framework for community engagement across local government.

It introduces minimum mandatory engagement requirements across five distinct categories of consultation matters under the *Local Government Act 1999*.

These requirements vary depending on the significance and type of decision being consulted on, with the intention of ensuring councils undertake an appropriate level of engagement and provide meaningful opportunities for community participation.

LGA SA Model Policy

The Local Government Association of South Australia (LGA SA) engaged Norman Waterhouse Lawyers to develop a Model Community Engagement Policy that meets the legislative requirements of the new Community Engagement Charter.

Councils across the state have been encouraged by the LGA to adopt the Model Policy to support consistency and compliance across the sector.

The Draft Community Engagement Policy and accompanying Community Engagement Requirements Table (Attachments 2 and 3 respectively) have been developed in line with the LGA's Model Policy (Attachment 4).

Although there may be interest in incorporating additional detail regarding engagement actions, particularly for discretionary engagement activities, both the City of Unley's Governance team and the LGA SA have advised that including highly prescriptive policy content may create additional compliance and administrative difficulties for the organisation.

Accordingly, the focus of this policy has been on legislative compliance with the Community Engagement Charter. More detailed operational guidance can be more appropriately addressed through the City of Unley's Community Engagement Toolkit and staff training programs, rather than within the policy itself.

Legislative Requirements & Next Steps

Section 50A of the *Local Government Act 1999* requires all councils to prepare and adopt a Community Engagement Policy that aligns with the Charter by 11 September 2026.

Public consultation on the draft policy is mandatory prior to adoption and the compliant policy must be in use within three months of adoption, or by 10 December 2026, whichever comes first.

To meet these legislative requirements, the following timelines are proposed:

- Elected Member Briefing – 15 June 2026
- Draft Community Engagement Policy Council Report – 22 June 2026
- Community Engagement Period – 25 June to 16 July 2026
- Commence Transition Planning – July 2026
- Community Engagement Policy Adoption Council Report – 24 August 2026
- New Community Consultation in use – 24 November 2026 (i.e. 3 months after adoption or 10 December 2026, whichever comes first.)

Key Policy Changes

Key changes to the updated draft policy compared to Council's existing Community Engagement and Public Consultation Policy include:

- Alignment with the legislated Community Engagement Charter and associated consultation categories.
- Introduction of the Community Engagement Requirements Table which sets out mandatory minimum actions to achieve Charter requirements.
- Updated definitions, terminology and roles and responsibilities.
- A clearer distinction between legislated consultation requirements and discretionary engagement activities.

Preparation for Members

Please familiarise yourself with the Draft Community Engagement Policy and Community Engagement Requirements Table and consider any feedback or questions you may have.

To note, the draft policy has been prepared to closely reflect the LGA Model Policy, in line with advice from the LGA and the City of Unley's Governance team.

To assist in the discussion, Members have been provided with the:

- Community Engagement Charter (Attachment 1)
- Draft Community Engagement Policy (Attachment 2)
- Draft Community Engagement Requirements Table (Attachment 3)
- LGA Model Policy (Attachment 4)

SPEAKERS

Ellie Chamberlain Manager, *Customer Experience and Communications*
Vicky Antoniou *Strategic Communications, Marketing & Engagement Lead*

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