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Yorke Peninsula Council

NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council's
AUDIT COMMITTEE

will be held on Wednesday 7th June 2017
in the Minlaton Council Chamber,
57 Main Street, Minlaton commencing at 3.00pm

David Harding
DIRECTOR CORPORATE AND
COMMUNITY SERVICES

A G E N D A

ITEM 1 YORKE PENINSULA COUNCIL – AUDIT COMMITTEE

- 1.1 Welcome by Chairperson
- 1.2 Present
- 1.3 Apologies/Leave of Absence
- 1.4 Minutes of previous meeting – for confirmation:
Audit Committee meeting held on 8th March 2017.
- 1.5 Questions without Notice

1.6 Conflict of Interest

CONFLICT OF INTEREST

Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefit or detriment and non-pecuniary benefit or detriment in relation to a material conflict of interest in accordance with Section 73, or an actual or perceived conflict of interest in accordance with Section 75 of the Local Government Act in items listed for consideration on the Agenda. Section 74 and 75A of the Local Government Act 1999 requires that Members declare any interest and provide full and accurate details of the relevant interest to the Council. In relation to actual or perceived conflicts of interest a member has an obligation to outline how they propose to deal with the actual or perceived conflict of interest prior to consideration of that item on the Agenda.

This requirement does not apply to Ordinary Business Matters prescribed by regulation 8AAA Local Government Act (General) (Accountability and Governance) Variation Regulations 2016.

Each Member of a Committee has a duty to vote at all meetings unless excepted by legislation.

The major exception being where a Member has a material conflict of interest.

ITEM 2 REPORTS

- | | |
|---|-----------------|
| 1. Audit Committee Work Plan 2017 (Revised) | pages 3 - 7 |
| 2. 2016/17 March Quarterly Budget Review | pages 8 - 21 |
| 3. Draft 2017/2018 Annual Business Plan, Budget, Fees & Charges | pages 22 - 89 |
| 4. Asset Management Update | pages 90 - 91 |
| 5. Risk Management Update | pages 92 - 103 |
| 6. Internal Audit Activity Report to May 2017 | pages 104 - 128 |
| 7. Procurement Action Plan | pages 129 - 134 |

ITEM 3 GENERAL BUSINESS

ITEM 4 NEXT MEETING

Wednesday, 23rd August 2017, 3.00pm
Minlaton Council Chamber

ITEM 5 CLOSURE

DIRECTOR CORPORATE AND COMMUNITY SERVICES

1. AUDIT COMMITTEE 2017 WORK PLAN

INTRODUCTION

To consider the revised 2017 Audit Committee Work Plan.

RECOMMENDATION

That the Audit Committee endorse the revised 2017 Audit Committee Work Plan.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance

Strategy: 5.1 Openness and transparency of reporting Council's performance
5.2 Effective leadership and informed decision making
5.3 Meet all legislative requirements and compliance with Council's internal controls
5.5 Undertake effective risk management
5.8 Continuous improvement of Council processes

BACKGROUND

As stated in clause 2 of the Audit Committee Terms of Reference, 26 October 2016, the objective of the Audit Committee is to assist the Council in the conduct of its responsibilities for the management of risk, corporate and financial governance and legal compliance, related to financial reporting and audit initiatives, the internal control system and the audit functions. The committee acts as a source of advice to Council and the Chief Executive Officer in relation to these matters.

DISCUSSION

The Committee will:

- enhance the communication between the external auditor and the Council;
- assist the management of business risks to ensure the protection of Council assets;
- monitor the effectiveness of audit and corporate and financial governance functions;
- enhance the integrity of the financial reporting of the Council; and
- review the effectiveness of the Council's internal controls and risk management systems.

The Terms of Reference are to be read in conjunction with Chapter 8 of the Local Government Act 1999.

The adoption, and constant review, of an Audit Committee Work Plan assists in ensuring the objectives of the Audit Committee are achieved.

Changes made to content for this meeting to be endorsed:

- Meeting scheduled for May 2017 rescheduled to June 2017.
- Items 2.6 and 2.7 deferred to future meetings in 2017.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

- Chief Executive Officer
- Manager Financial Services
- Business Improvement Officer
- Asset Manager
- Risk Manager

In preparing this report, the following External Parties were consulted:

- Independent Members of Audit Committee

POLICY IMPLICATIONS

Audit Committee Terms of Reference

Local Government Act 1999, Chapter 8

BUDGET AND RESOURCE IMPLICATIONS

The orderly and timely review of Council's major financial timetable and reports, internal audit activities and financial reports by the Audit Committee strengthens the credibility of the completed work and reduces risk to Council.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

A sound control environment will assist in the management of Council's financial risks.

ATTACHMENTS

Attachment 1: 2017 Work Plan (Revised)

Yorke Peninsula Council Audit Committee Work Program 2017

Activity	Timeframe					Notes
	Completed Current Deferred					
	Mar-17	Jun-17	Aug-17	Oct-17	Dec-17	
1. Financial Reporting						
1.1 Review General Purpose Financial Statements				X		Following external audit but prior to Council endorsement
1.2 Review asset revaluations				X		Ensure up to date and soundly based, including having particular regard to local conditions:- > whether land values reflect current local market; > whether infrastructure asset values reflect local replacement costs and the condition of existing assets; > whether an infrastructure asset condition audit has been undertaken recently to assist in making this judgement.
1.3 Review methodology and approach to Depreciation				X		
1.4 Quarterly Budget Reviews - information only	X	X			X	For information only after adoption by Council
2. Internal controls and risk management systems						
2.1 Review progress on Council's Internal Financial controls		X	X	X	X	Status report provided on progress made against matters raised by Council's external auditor. Additional update report on internal controls project provided by Internal Auditor.
2.2 Review Council's internal control policies and procedures		X	X	X	X	Presented as part of the regular Internal Audit activity report
2.3 Review Council's annual Risk Management Action Plan (incorporating Risk Profile Review actions)	X	X	X	X	X	Presented as part of the regular Risk Management update report
2.4 Review Council's annual Risk Profile Review (Audit)				X		Presented as part of the regular Risk Management update report
2.5 Review Council's Strategic Risk Management Plan			X			Presented as part of the regular Risk Management update report
2.6 Review Council's Risk Maturity Assessment		X				Presented as part of the regular Risk Management update report
2.7 Review Council's Business Continuity Plan (BCP)		X				Presented as part of the regular Risk Management update report
2.8 Review Council's Risk Management Framework					X	Presented as part of the regular Risk Management update report
3. Whistle blowing						
Identify whether the Council has in place simple, readily accessible arrangements for employees to confidentially raise concerns of alleged malpractice in accordance with legislative provisions. Examine whether Council's whistleblower arrangements are well known to employees and effective having regard to local circumstances.						
3.1 Review Council's whistleblowers protection policy						Next review due 2019
3.2 Examine the method of informing staff of these policies						Next review due 2019
4. Internal Audit						

Yorke Peninsula Council Audit Committee Work Program 2017

Activity	Timeframe					Notes
	Completed Current Deferred					
	Mar-17	Jun-17	Aug-17	Oct-17	Dec-17	
4.1 Review annual work program and outcomes of past work	X					Presented as part of the regular Internal Audit activity report
4.2 Consider any internal audits conducted	X	X	X	X	X	Presented as part of the regular Internal Audit activity report
5. External Audit						
5.1 Meet with Council's external auditor to:- > invite presentation of their audit methodology and risk assessments within the audit plan; > discuss any qualifications raised in the most recent audit or comments made in the accompanying audit management letter; > assess the appropriateness of the proposed Council response to matters so raised; and > invite comment on the financial systems and affairs of the Council having regard to comparable benchmarks.				X		
5.2 Review effectiveness of external audit				X		
5.3 Review management representation letters before they are signed by management				X		
5.4 Assess the appropriateness of the Council's response to the auditor's findings and recommendations				X		
5.5 Oversee action to follow up on matters raised by the external auditor	X					
5.6 Consider appointment/reappointment of auditor in accordance with legislation				X		Contract expires November 2017
6. Reporting						
6.1 Report annually to Council:- > activities of the Committee's work program and the results of a self-assessment of performance for the preceding calendar year including whether it believes any changes to its Terms of Reference are needed; > outlining any training needs; > advising future work program proposals; and > inviting comment from Council on all of the above.					X	

Yorke Peninsula Council Audit Committee Work Program 2017

Activity	Timeframe					Notes
	Completed Current Deferred					
	Mar-17	Jun-17	Aug-17	Oct-17	Dec-17	
7. Strategic, Financial and Management Planning						
7.1 Review Strategic Management Plan						Adopted by Council in July 2016. Next review not due until November 2019.
7.2 Review Long Term Financial Plan	X				X	Updated annually following adoption of Annual Business Plan and Budget
7.3 Review Asset Management Plans/ Strategy						Ongoing as developed and reviewed. Presented through the regular Asset Management update report.
7.4 Review appropriateness of the range and content of Council policies and strategies						As per renewal timeframes and legislative requirements
7.5 Review Annual business plan, budget and fees and charges		X				In conjunction with public consultation period
8. Other matters						
8.1 Adopt/review Audit Committee annual workplan	X	X	X	X	X	Updated for each meeting
8.2 Reports on other relevant matters						Ongoing as the need arises
8.3 Appoint Audit Committee Chairperson						Next appointment will be in December 2020

DIRECTOR CORPORATE AND COMMUNITY SERVICES

2. 2016/2017 MARCH QUARTERLY BUDGET REVIEW

PURPOSE

To receive Council's endorsed third quarter review of the 2016/2017 Budget and associated financial statements and ratios.

RECOMMENDATION

That the Audit Committee receive the Council endorsed March 2017 Budget Review changes as presented in the attached Summary of Changes, Uniform Presentation of Finances and Statement of Comprehensive Income and receive the updated Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Equity and Financial Indicators (Ratios) reports.

LINK TO STRATEGIC PLAN

Goal:	5 Responsible Governance
Strategy:	5.1 Openness and transparency of reporting Council's Performance 5.2 Effective leadership and informed decision making 5.3 Meet all legislative requirements and compliance with Council's internal controls 5.5 Undertake effective risk management

BACKGROUND

Regulation 9(1) (b) of the Local Government (Financial Management) Regulations 2011 requires that Council undertake one comprehensive budget review each financial year. This review must include preparation of four principal financial statements (excluding notes) and show a revised full year forecast of each item in the budgeted financial statements compared to estimates set out in the original budget.

Council's policy PO142 Budget Reporting and Amendment requires quarterly budget reviews i.e. September, December and March. This means Council undertakes two (2) additional budget reviews than required by the Regulations. This is the third (final) of the three (3) quarterly budget reviews for the 2016/2017 financial year.

DISCUSSION

The March 2017 Budget Review was endorsed by Council at its meeting held on 10th May 2017.

Budget managers in all directorates completed a review of their 2016/2017 budgets as at 31st March 2017 and all adjustments allowed in accordance with policy PO142 were included in the attached Statements (refer attachments 1 - 7).

Budgets were reviewed taking the following into consideration:-

- Additional income likely to be generated or received
- New grants and contributions
- Changes to user and statutory fee income forecasts
- Review of staffing levels to those originally budgeted
- Changes due to amendments in legislation
- Changes to Government fees and charges
- Council decisions made between adoption of the original budget and 31st March 2017
- Status of capital projects taking into account projects carried forward from 2015/2016 for completion in the current financial year (refer previous Council decision in August 2016)
- Income and expenditure to date and forecasts for the remainder of the year

A list of adjustments with reasons for the changes is attached to this report (refer Attachment 1).

Budgeted Operating Surplus/ (Deficit)

As a result of the 3rd quarterly budget review (QBR 3) and subsequent adjustments, Council's forecast Operating Deficit for the 2016/2017 financial year is \$1.46m, which is a net increase of \$64k to the forecast in the 2nd Quarterly Budget Review (December QBR 2) and a net decrease of \$1.23m to the forecast in the 2016/2017 adopted budget. While the net increase of \$64k to the Operating bottom line (and subsequently Council's forecast Operating Surplus Ratio) is due to various adjustments (refer Attachment 1), major adjustments are highlighted as follows:-

- **Building and planning income – unfavourable impact** - \$50k reduction to December QBR forecast due to drop in applications.
- **Bush camping income – favourable impact** - \$20k increase to budget based on YTD income received and forecast income for the remainder of the year.
- **Foreshore grants income – unfavourable impact** – three (3) grants worth \$20k each not being received, hence they have been removed from the budget.
- **Yorke town Aerodrome grant – favourable impact** - \$20k of a total grant of \$81k received in 2016/2017, hence it has been brought into the budget. Remainder of the grant will be received in 2017/2018. Capital project has been budgeted in 2017/2018.
- **Insurance reimbursement income – favourable impact** - \$63k insurance claim for damage as a result of May 2016 storms settled in April 2017.
- **Program Property Services contract expenditure – favourable impact** – contractual maintenance for halls commencing in 2017/2018, hence \$38k removed from budget to fund unfavourable impacts on budget.
- **Jetties maintenance expenditure – unfavourable impact** - \$32k increase to budget to fund additional maintenance and works on Jetties.
- **Depreciation expenditure – unfavourable impact** - \$70k increase to forecast depreciation to correct reduction of the same amount due to projects carried forward from 2015/2016. This adjustment was not made previously resulting in forecast depreciation to be inaccurate.

More detailed information on the changes to Council's proposed Operating Deficit (and income and expenditure budgets) is available in the Updated Statements in particular the Budgeted Statement of Comprehensive Income (refer Attachment 3) and also in Attachment 1.

Budgeted Capital Expenditure

Council's forecast capital expenditure after the endorsed third quarterly (final) budget review adjustments is \$13.97m. This includes the initially adopted budget of \$10.62m to which carry forward projects adopted by Council worth \$4.06m were added in August 2016 and adjustments of \$49k and \$766k were made at QBR 1 and QBR 2, respectively. A net increase of \$3k was endorsed in QBR 3, details of which can be found in the Updated Statements in particular the Budgeted Statement of Cash Flows (refer Attachment 5) and also in Attachment 1.

Of the endorsed revised budget of \$13.97m, \$8.69m is budgeted to be spent on renewal and replacement of existing assets, which is an increase of \$2.39m to Council's adopted budget due mainly to carry forward projects.

Budgeted Cash Flow & Net Lending/ (Borrowing)

Following the endorsed adjustments in QBR 3, Council's forecast closing cash and cash equivalents as at 30th June 2017 is \$3.54m which is a decrease of \$113k to the forecast at QBR 2. It should be noted that Council's cash flow has been adjusted for the \$209k being the loan approved by Council for the Chinaman Seawall project and the subsequent payment of the same amount to the shack owners group.

The forecast end of year Net Lending/ (Borrowing) is a net borrowing amount of \$3.54m, slightly less than QBR 2.

More detail on the movements in net lending/ (borrowing) for the financial year can be found in the Budgeted Uniform Presentation of Finances (refer Attachment 2).

Budgeted Financial Indicators (Ratios)

Operating Surplus Ratio – forecast is (4.8%), an increase of 0.2% compared to QBR 2 and a 4.8% reduction compared to the adopted budget ratio of (9.6)%. This ratio continues to be below the industry minimum target of breakeven or 0%.

Net Financial Liabilities Ratio - as a result of endorsed changes in this budget review, this ratio is forecast to decrease to 21.6% when compared to Council's adopted forecast of 24.5%. This decrease is due to the various adjustments in previous budget reviews and endorsed adjustments in this budget review and its impact on forecast cash and cash equivalents and total operating income.

This ratio remains well below the industry ceiling of 100% and gives Council the ability to consider future borrowings for capital renewal expenditure provided Operating Income levels are sufficient to cover borrowing costs.

Asset Sustainability Ratio – forecast to be 88% for 2016/2017 if all capital renewal projects are completed as budgeted and depreciation is not significantly different to that forecast. Originally this was forecast to be 62%, however, carry forward projects from 2015/2016

resulted in an increase to 99% before changes in QBR 1 and 2 and endorsed changes in QBR 3 have reduced this forecast to 88%.

The forecast ratio remains just below the industry minimum target of 90%, however, it should be noted that approximately 37% of this ratio is a result of capital renewal projects budgeted in 2015/2016 but not completed in that year. As a result those projects were carried forward for completion to 2016/2017 reducing the ratio for 2015/2016 and increasing the forecast ratio in the current financial year. This is likely to be a one-off occurrence which has extraordinarily inflated the ratio in 2016/2017.

More information on Council's Financial Indicators can be found in Attachment 7.

COMMUNITY ENGAGEMENT PLAN

Level 1 Inform – Included in Council meeting agenda and minutes which are published on Council's website

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

- Corporate Management Team
- Manager Financial Services
- Budget Managers
- Accountant – Financial Management
- Accountant – Financial Operations

In preparing this report, the following External Parties were consulted:

- Nil

POLICY IMPLICATIONS

PO142 Budget Reporting and Amendment Policy

BUDGET AND RESOURCE IMPLICATIONS

Budget and resource implications are as detailed in this report and as presented in the attached financial statements and indicators.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Council's budget is a fundamental instrument of accountability and an essential pre-requisite to deciding the annual rate impost on the community. As such it is important that material variations compared with the original budget be disclosed and explained.

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

Attachment 1: Summary of Changes – 3rd Quarter (March) Budget Review 2016/2017

Attachment 2: Budgeted Uniform Presentation of Finances 2016/2017

Attachment 3: Budgeted Statement of Comprehensive Income 2016/2017

Attachment 4: Budgeted Statement of Financial Position 2016/2017

Attachment 5: Budgeted Statement of Cash Flows 2016/2017

Attachment 6: Budgeted Statement of Changes in Equity 2016/2017

Attachment 7: Budgeted Financial Indicators (Ratios) 2016/2017

YORKE PENINSULA COUNCIL
2016/17 BUDGET
SUMMARY OF CHANGES - 3RD QUARTER (MARCH) BUDGET REVIEW



Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
OPERATING INCOME			
Rates	1	-\$ 9,000	Legal and other charges reimbursement not expected as all debt recovery undertaken in house
Statutory Charges	2	-\$ 20,800	Building and Planning income forecast reduced based on YTD income and drop in applications
Statutory Charges	3	-\$ 7,500	Septic tank application and inspection income reduced based on YTD income and drop in applications
Statutory Charges	4	-\$ 15,000	Open space developer contributions budgeted but not expected to be received
Statutory Charges	5	-\$ 7,818	Minor adjustments (individually less than \$5k) across several budget lines to reflect income to date & forecast for remainder of the year
User Charges	6	\$ 20,000	Bush camping income increased based on YTD income and forecast for remainder of the year
User Charges	7	\$ 4,000	Minor adjustments (individually less than \$5k) across several budget lines to reflect income to date & forecast for remainder of the year
Grants, Subsidies and Contributions	8	-\$ 60,000	Foreshore grants (3 x \$20k) initially budgeted, not being received
Grants, Subsidies and Contributions	9	\$ 14,863	Additional income for traineeships received. Not budgeted previously
Grants, Subsidies and Contributions	10	\$ 20,000	Yorke town Aerodrome airstrip renewal project portion of grant income received in 2016/17. Project budgeted for completion in 2017/18.
Grants, Subsidies and Contributions	11	-\$ 863	Minor adjustments (individually less than \$5k) across several budget lines to reflect income to date & forecast for remainder of the year
Reimbursements	12	\$ 62,973	Insurance claim settled in April 2017 for damage due to May 2016 storms
Reimbursements	13	\$ 15,250	Traineeship funding reimbursements not originally budgeted
Reimbursements	14	\$ 1,777	Minor adjustments (individually less than \$5k) across several budget lines to reflect income to date & forecast for remainder of the year
Other Income	15	-\$ 1,000	Minor adjustments (individually less than \$5k) across several budget lines to reflect income to date & forecast for remainder of the year
OPERATING EXPENDITURE			
Employee costs	16	-\$ 10,000	LSL provision reduced in line with 2015/16 year end result
Employee costs	17	-\$ 12,000	Transferred to contracts budget line to fund temp staff costs used to fill vacancy
Employee costs	18	\$ 4,000	Minor adjustments (individually less than \$5k) across several budget lines to reflect expenditure to date & forecast for remainder of the year
Materials, contracts & other expenses	19	\$ 12,000	Budget allocation for temp staff costs used to fill vacancy. Also refer to note 17.
Materials, contracts & other expenses	20	\$ 32,000	Budget increased to fund additional maintenance and works on Jetties
Materials, contracts & other expenses	21	\$ 30,000	Allocation of budget for works undertaken as a result of May 2016 storms. Funded by insurance claim. Also refer to note 12.
Materials, contracts & other expenses	22	-\$ 38,000	Program property services contract for halls not commencing this year. Budget reduced to fund other budget lines.
Materials, contracts & other expenses	23	-\$ 10,665	Funds transferred to capital budget for emergency safety lighting upgrade at Ardrossan hall
Materials, contracts & other expenses	24	\$ 9,665	Minor adjustments (individually less than \$5k) across several budget lines to reflect expenditure to date & forecast for remainder of the year
Depreciation	25	\$ 70,000	Increase to correct adjustment made as a result of carry forward projects from 2015/16. This adjustment was not made previously resulting in forecast depreciation to be inaccurate.

YORKE PENINSULA COUNCIL
2016/17 BUDGET
SUMMARY OF CHANGES - 3RD QUARTER (MARCH) BUDGET REVIEW



Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
Finance Costs	26	-\$ 6,300	Bank charges and fees forecast to be lower than budgeted
CAPITAL EXPENDITURE - RENEWAL			
Buildings & Other Structures	27	\$ 10,665	Emergency safety lighting upgrade at Ardrossan Hall not initially budgeted. Funded from budget in operating. Also refer to note 23.
Buildings & Other Structures	28	\$ 3,430	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
CWMS Infrastructure	29	\$ 13,500	Maitland CWMS budget increased to cover over expenditure due to additional work. Funded from savings in Port Vincent CWMS capital budgets.
CWMS Infrastructure	30	-\$ 7,068	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
Minor Plant	31	-\$ 9,630	Reallocated to new/ upgrade capital expenditure to fund purchases
Minor Plant	32	\$ 2,870	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
Other Assets	33	\$ 15,000	Yorke town Aerodrome airstrip renewal project plans/design undertaken in 2016/17. Project budgeted for completion in 2017/18.
Other Assets	34	-\$ 10,000	Budget for Cemeteries database project transferred from capital to operating to reflect costs incurred
Other Assets	35	\$ 7,750	Landfill rehabilitation not originally budgeted
Other Assets	36	\$ 4,528	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
Plant & Equipment	37	\$ 55,000	Replacement of 2 x depot ute not originally budgeted. Savings found in 2016/17 budget to bring forward replacement that was budgeted for in 2017/18 proposed budget.
Plant & Equipment	38	-\$ 60,187	Savings in budget for purchase of 2 x graders, tractor and forklift. Used to fund 2 x depot ute replacements. Also refer to note 36.
Plant & Equipment	39	\$ 787	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
Road Infrastructure	40	-\$ 15,906	Minlaton school car park project completed below allocated budget.
Road Infrastructure	41	\$ 10,000	South coast road contractual budget increased to reflect cost of completion
Road Infrastructure	42	\$ 6,263	Daly head road wages budget increased to reflect cost of completion. Funded from reduction in other capital budget lines.
Road Infrastructure	43	-\$ 8,696	Part of Nalyappa road wages budget transferred to other capital budget lines to fund overruns
Road Infrastructure	44	-\$ 12,870	Osprey Road Port Julie contractual budget reduced to reflect actual cost of completion
Road Infrastructure	45	\$ 9,996	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
CAPITAL EXPENDITURE - NEW/UPGRADE			
Buildings & Other Structures	46	\$ 8,000	Minlaton depot office extension additional works (kitchen replacement & office furniture) not originally budgeted. Funded from savings on another capital project.
Buildings & Other Structures	47	\$ 24,000	Port Vincent caravan park budget for new cabins increased in line with tender price and Council decision. Savings in other caravan park capital projects allocated to fund this.
Buildings & Other Structures	48	-\$ 912	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.

YORKE PENINSULA COUNCIL
2016/17 BUDGET
SUMMARY OF CHANGES - 3RD QUARTER (MARCH) BUDGET REVIEW



Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
CWMS Infrastructure	49	-\$ 5,000	Port Vincent CWMS capital project budget adjusted to reflect actual cost of completion. Savings transferred to other CWMS capital projects to fund overruns.
CWMS Infrastructure	50	-\$ 1,432	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
Minor Plant	51	\$ 9,630	Transferred from renewal capital budget line to fund purchases. Entire original budget allocated against renewal budget line.
Other Assets	52	-\$ 15,000	Finance capital project no longer required. Budget removed and allocated to general revenue.
Other Assets	53	\$ 6,000	Purchase of data collection equipment for Asset Management. Not initially budgeted, funding provided from Asset Management budget lines.
Other Assets	54	-\$ 9,000	Blackpoint caravan and camping ground capital project not going ahead. Funds allocated to Port Vincent new cabins project.
Other Assets	55	-\$ 15,000	Point Turton caravan park capital projects not going ahead. Funds allocated to Port Vincent new cabins project.
Other Assets	56	-\$ 1,144	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
Plant & Equipment	57	-\$ 787	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.
Road Infrastructure	58	-\$ 7,839	Minor adjustments (individually less than \$5k) to reflect expenditure to date, forecast expenditure and completion of projects.

YORKE PENINSULA COUNCIL
2016/17 BUDGET
BUDGETED UNIFORM PRESENTATION OF FINANCES



	2016/17 Adopted Budget \$('000)	2016/17 Carry Forward Projects Adjustments \$('000)	2016/17 September Budget Adjustments \$('000)	2016/17 December Budget Adjustments \$('000)	2016/17 March Budget Adjustments \$('000)	2016/17 Revised Budget \$('000)	2016/17 <i>Notes</i>
Operating Revenues	28,087	65	122	1,845	17	30,136	1 - 15
<i>less Operating Expenses</i>	30,778	213	(20)	544	81	31,596	16 - 26
Operating Surplus/(Deficit) before Capital Amounts	(2,691)	(148)	142	1,301	(64)	(1,460)	
Less: Net Outlays on Existing Assets							
Capital Expenditure on Renewal/Replacement of Existing Assets	6,027	3,266	30	(652)	19	8,690	27 - 45
<i>less Depreciation, Amortisation & Impairment</i>	9,075	(70)		386	70	9,461	25
<i>less Proceeds from Sale of Replaced Assets</i>	363				4	367	
	(3,411)	3,336	30	(1,038)	(55)	(1,138)	
Less: Net Outlays on New and Upgraded Assets							
Capital Expenditure on New/Upgraded Assets	4,592	791	19	(114)	(12)	5,276	46 - 58
<i>less Amounts Specifically for New/Upgraded Assets</i>	3,914			(1,852)		2,062	
<i>less Proceeds from Sale of Surplus Assets</i>	0					0	
	678	791	19	1,738	(12)	3,214	
Net Lending / (Borrowing) for Financial Year	42	(4,275)	93	601	3	(3,536)	

YORKE PENINSULA COUNCIL
2016/17 BUDGET
BUDGETED STATEMENT OF COMPREHENSIVE INCOME



	2016/17 Adopted Budget \$('000)	2016/17 Carry Forward Projects Adjustments \$('000)	2016/17 September Budget Adjustments \$('000)	2016/17 December Budget Adjustments \$('000)	2016/17 March Budget Adjustments \$('000)	2016/17 Revised Budget \$('000)	2016/17 <i>Notes</i>
INCOME							
Rates	21,209			(2)	(9)	21,198	1
Statutory Charges	415		10	(25)	(51)	349	2 - 5
User Charges	3,115			(18)	24	3,121	6, 7
Grants, subsidies, contributions	2,671	50	12	1,905	(26)	4,612	8 - 11
Investment Income	193					193	
Reimbursements	414		100	(32)	80	562	12 - 14
Other Income	70	15		17	(1)	101	15
Total Income	28,087	65	122	1,845	17	30,136	
EXPENSES							
Employee costs	8,500		(68)	(17)	(18)	8,397	16 - 18
Materials, contracts & other expenses	12,726	283	37	175	35	13,256	19 - 24
Depreciation	9,075	(70)		386	70	9,461	25
Finance Costs	477		11		(6)	482	26
Total Expenses	30,778	213	(20)	544	81	31,596	
OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	(2,691)	(148)	142	1,301	(64)	(1,460)	
Net gain/(loss) on disposal or revaluations	10					10	
Amounts specifically for new assets	3,914			(1,852)		2,062	
NET SURPLUS/(DEFICIT)	1,233	(148)	142	(551)	(64)	612	
TOTAL COMPREHENSIVE INCOME	1,233	(148)	142	(551)	(64)	612	

YORKE PENINSULA COUNCIL
2016/17 BUDGET
BUDGETED STATEMENT OF FINANCIAL POSITION



	2016/17 Adopted Budget \$('000)	2016/17 Carry Forward Projects Adjustments \$('000)	2016/17 September Budget Adjustments \$('000)	2016/17 December Budget Adjustments \$('000)	2016/17 March Budget Adjustments \$('000)	2016/17 Revised Budget \$('000)	2016/17 <i>Notes</i>
ASSETS							
Current Assets							
Cash & Equivalent Assets	3,496	(38)	(984)	1,182	(112)	3,544	
Trade & Other Receivables	1,346		(116)			1,230	
Inventories	777					980	
Total Current Assets	5,619	(38)	(1,100)	1,182	(112)	5,754	
Non-Current Assets							
Financial Assets	910		223			1,133	
Infrastructure, Property, Plant & Equipment	339,833	174	(40,195)	(2,055)	905	298,662	
Total Non-Current Assets	340,743	174	(39,972)	(2,055)	905	299,795	
Total Assets	346,362	136	(41,072)	(873)	793	305,549	
LIABILITIES							
Current Liabilities							
Trade & Other Payables	2,379	(38)	(441)			1,900	
Borrowings	629		48		66	743	
Provisions	1,699		8		(7)	1,700	
Total Current Liabilities	4,707	(38)	(385)	0	59	4,343	
Non-Current Liabilities							
Borrowings	7,317		(14)		143	7,446	
Provisions	606		10		(2)	614	
Total Non-Current Liabilities	7,923	0	(4)	0	141	8,060	
Total Liabilities	12,630	(38)	(389)	0	200	12,403	
NET ASSETS	333,732	174	(40,683)	(873)	593	293,146	
EQUITY							
Accumulated Surplus	(2,480)	(148)	(5,296)	(551)	593	(7,882)	
Asset Revaluation Reserve	335,455		(35,118)			300,337	
Other Reserves	757		(66)			691	
TOTAL EQUITY	333,732	(148)	(40,480)	(551)	593	293,146	

**YORKE PENINSULA COUNCIL
2016/17 BUDGET
BUDGETED STATEMENT OF CASH FLOWS**



	2016/17 Adopted Budget \$('000)	2016/17 Carry Forward Projects Adjustments \$('000)	2016/17 September Budget Adjustments \$('000)	2016/17 December Budget Adjustments \$('000)	2016/17 March Budget Adjustments \$('000)	2016/17 Revised Budget \$('000)	2016/17 <i>Notes</i>
CASH FLOWS FROM OPERATING ACTIVITIES							
<u>Receipts</u>							
Operating Receipts	27,894	65	122	1,845	17	29,943	
Investment Receipts	162		(11)			151	
<u>Payments</u>							
Operating Payments to Suppliers and Employees	(21,028)	(321)	336	(17)	(167)	(21,197)	
Materials, contracts & other expenses	0			175	(175)	0	
Finance Costs	(477)		(11)		6	(482)	
Net Cash provided by (or used in) Operating Activities	6,551	(256)	436	2,003	(319)	8,415	
CASH FLOWS FROM INVESTING ACTIVITIES							
<u>Receipts</u>							
Amounts Specifically for New/Upgraded Assets	3,914			(1,852)		2,062	
Sale of Renewed/Replaced Assets	363				4	367	
Repayments of Loans by Community Groups	107		34			141	
<u>Payments</u>							
Expenditure on Renewal/Replacement of Assets	(6,027)	(3,266)	(30)	652	(19)	(8,690)	27 - 45
Expenditure on New/Upgraded Assets	(4,592)	(791)	(19)	114	12	(5,276)	46 - 58
Net Cash Provided by (or used in) Investing Activities	(6,235)	(4,057)	(15)	(1,086)	(3)	(11,396)	
CASH FLOWS FROM FINANCING ACTIVITIES							
<u>Receipts</u>							
Proceeds from Borrowings	0				209	209	
<u>Payments</u>							
Repayments of Borrowings	(648)		6			(642)	
Repayment of Finance Lease Liabilities	0					0	
Repayment of Aged Care Facility Deposits	0					0	
Net Cash provided by (or used in) Financing Activities	(648)	0	6	0	209	(433)	
						0	
Net Increase/(Decrease) in cash held	(332)	(4,313)	427	917	(113)	(3,414)	
Opening cash, cash equivalents or (bank overdraft)	3,828	4,275	(1,146)	0		6,957	
Closing cash, cash equivalents or (bank overdraft)	3,496	(38)	(719)	917	(113)	3,543	

YORKE PENINSULA COUNCIL
2016/17 BUDGET
BUDGETED STATEMENT OF CHANGES IN EQUITY



	2016/17 Adopted Budget \$('000)	2016/17 Carry Forward Projects Adjustments \$('000)	2016/17 September Budget Adjustments \$('000)	2016/17 December Budget Adjustments \$('000)	2016/17 March Budget Adjustments \$('000)	2016/17 Revised Budget \$('000)	2016/17 <i>Notes</i>
ACCUMULATED SURPLUS							
Balance at end of previous reporting period	(3,713)	(70)	(5,368)		657	(8,494)	
Net Result for Year	1,233	(148)	142	(551)	(64)	612	
Transfers to Other Reserves	0					0	
Transfers from Other Reserves	0					0	
Balance at end of period	(2,480)	(218)	(5,226)	(551)	593	(7,882)	
ASSET REVALUATION RESERVE							
Land	73,286					73,286	
Buildings and Other Structures	48,995					48,995	
Transportation Infrastructure	186,712		(35,817)			150,895	
Plant & Equipment	0					0	
Furniture & Fittings	0					0	
CWMS Infrastructure	14,481					14,481	
Water Scheme Infrastructure	1,374		699			2,073	
Other Assets	0					0	
Office Building	0					0	
Stormwater Drainage	10,607					10,607	
Balance at end of period	335,455	0	(35,118)	0	0	300,337	
OTHER RESERVES							
Balance at end of previous reporting period	757	70	(66)		(70)	691	
Transfers from Accumulated Surplus	0					0	
Transfers to Accumulated Surplus	0					0	
Balance at end of period	757	70	(66)	0	(70)	691	
TOTAL EQUITY AT END OF REPORTING PERIOD	333,732	(148)	(40,410)	(551)	523	293,146	

**YORKE PENINSULA COUNCIL
2016/17 BUDGET
BUDGETED FINANCIAL INDICATORS (RATIOS)**



	2016/17 Adopted Budget	2016/17 Carry Forward Projects Adjustments	2016/17 September Budget Adjustments	2016/17 December Budget Adjustments	2016/17 March Budget Adjustments	2016/17 Revised Budget	2016/17 <i>Notes</i>
Operating Surplus Ratio - %	(9.6)%	(0.5)%	0.5%	4.9%	(0.2)%	(4.8)%	1 - 26
Net Financial Liabilities Ratio - %	24.5%	-0.1%	1.6%	-5.5%	1.0%	21.6%	
Asset Sustainability Ratio - %	62%	37%	0%	-11%	(0.5)%	88.0%	27 - 45

DIRECTOR CORPORATE AND COMMUNITY SERVICES

3. DRAFT 2017/18 ANNUAL BUSINESS PLAN, BUDGET AND FEES AND CHARGES

PURPOSE

To seek endorsement of Council's draft 2017/18 Annual Business Plan, Budget and Fees and Charges and present any public submissions received.

RECOMMENDATION

That the Audit Committee receive and note the contents of this report.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance

Strategy:

- 5.1 Openness and transparency of reporting Council's performance
- 5.2 Effective leadership and informed decision making
- 5.3 Meet all legislative requirements and compliance with Council's internal controls
- 5.4 Seek alternate income streams and ensure financial sustainability
- 5.5 Undertake effective risk management

BACKGROUND

Each year an Annual Business Plan (ABP) is produced as required by legislation. The ABP explains the context in which the budget has been developed, provides information on what Council plans to achieve in the coming financial year, and describes how this will be funded.

The draft 2017/18 ABP, Budget and Fees and Charges, were released for public consultation on Thursday, 11th May 2017 following endorsement of that action by Council at its meeting held on Wednesday, 10th May 2017. The public consultation period was advertised in the Yorke Peninsula Country Times, on Council's web site and Facebook page, with copies available at all Council offices. Public comments closed on Monday, 5th June 2017 at 5.00pm. At the time of writing this report no written public submissions had been received.

At its meeting on Wednesday, 14th June 2017, Council will consider any written submissions received along with any presented on the night. As legislatively required a minimum of one (1) hour has been allocated at the June Council meeting for the public to provide submissions on the draft 2017/18 ABP, Budget and Fees and Charges. All submissions will be considered by Council before adoption of the draft 2017/18 ABP, Budget and Fees and Charges is considered at a Special Council meeting to be held on Wednesday, 28th June 2017.

DISCUSSION

The draft ABP, Budget and Fees and Charges have been developed taking into account legislative requirements, the 2016/20 Strategic Management Plan, the 2016/17 – 2025/26 Long Term Financial Plan (LTFP) and various Asset Management Plans.

The draft ABP sets out all capital projects and the budgeted statutory financial statements for the 2017/18 financial year. In addition, the ABP details actions from the Strategic Plan which will be achieved during the coming financial year.

The key assumptions made in the development of the draft Budget were:

- Inflation (CPI) assumed to be 1.3%
- No change in service levels and appropriate spending on asset renewal in line with existing Asset Management Plans to maintain and upgrade ageing infrastructure
- Emphasis on achieving industry targets for financial sustainability indicators, within the ten (10) years of the LTFP.

The draft 2017/18 Budget as advertised has been prepared taking in to account reductions in discretionary grants available, cost pressures and challenges and 'one off' projects such as Minlaton Undergrounding of Power. The total draft 2017/18 Capital Budget is also in line with total spending proposed in the LTFP, with additional spending of \$1.5m on the footpath replacement project. The draft Budget proposes a total of \$7.8m to be invested in renewal of assets and \$1.4m for upgrade to existing assets and purchase and creation of new assets.

While all efforts have been made to ensure the draft 2017/18 Budget is in line with the LTFP, cost pressures and challenges outside Council's control and one off projects not included in the original LTFP have impacted the draft 2017/18 Budget bottom line. These are detailed in the attached 2017/18 ABP.

The key components of the publicly advertised draft ABP, Budget and Fees and Charges can be summarised as follows. More details can be found in the attached draft ABP and in particular the budgeted financial statements on pages 31 – 38 of the draft ABP.

Operating Surplus/ (Deficit)

Council's budgeted operating deficit for 2017/18 is \$2.76m compared to the 2016/17 adopted deficit of \$2.69m and the 2017/18 LTFP deficit of \$1.99m.

The majority of the difference of \$770k between the 2017/18 proposed budget and the LTFP can be attributed to the one-off inclusion of expenditure for Undergrounding of Power in Minlaton (\$500k). This extraordinary item is Council's 1/3rd contribution to the project with the remainder funded by the State Government. Council's contribution has been funded by reducing the capital amount available for upgraded and new assets in the LTFP for 2017/18. Other differences are listed on page 11 of the attached draft ABP and include a mixture of increases in non-discretionary and discretionary costs, savings and efficiencies in operations resulting in costs savings, changes in depreciation due to revaluations, difference in CPI, increases in discretionary income, reductions to grant funding and other income, reclassification of R2R grant income, reallocation of costs from capital to operating due to conclusion of one-off grant funded projects and impacts of Council decisions. As previously advised these factors were not known when the current LTFP was adopted and will be included in the revision of the LTFP that is currently being undertaken.

The revised LTFP will look at strategies to reduce the operating deficit and return Council to a breakeven position over the life of the ten (10) year plan.

Capital Expenditure

Council has budgeted to spend \$9.27m on capital projects in 2017/18 of which \$7.84m is on the renewal and replacement of existing assets. The remainder of \$1.43m will be spent on upgrade of existing assets and construction/purchase of new assets.

It should be noted that included in the \$9.27m budget is a \$1.5m project for the replacement and upgrade of footpaths in main townships in the Council area. \$300k of this project is funded through a grant from the State Government (State Local Government Infrastructure Programme) with the remainder to be funded by a loan of \$1.2m to be taken by Council from the LGFA at a reduced interest rate.

The total 2017/18 capital expenditure budget excluding the footpath replacement project is in line with that proposed in the LTFP less \$500k for the Minlaton Undergrounding of Power project.

A full list of all capital projects can be found on pages 27 – 30 of the attached draft ABP.

Cash Flow

The proposed 2017/18 budget will result in a closing cash and cash equivalents position of \$1.80m, which is a reduction of \$1.17m when compared to the LTFP. The main reasons for this difference is the return to normal levels of Roads to Recovery funding and Special Local Roads funding not being received. Also contributing to this is the increase in operating expenditure as mentioned earlier in this report.

The full impact on Council's cash flow can be seen in the Budgeted Cash Flow Statement on page 35 of the attached draft ABP.

Uniform Presentation of Finances (UPF)

The UPF shows a net borrowing position of \$2.02m compared to a net lending position of \$39k in the LTFP. The main reasons for this difference are the additional loan borrowings of \$1.2m, increase in capital renewal expenditure, reduction in grant funding and increase in operating expenditure.

The budgeted UPF can be found on page 36 of the attached draft ABP and shows that Council's proposed ratios for 2017/18 are comparable to the LTFP.

Financial Indicators (Ratios)

Page 19 and 20 of the attached draft ABP provide more detail on the budgeted 2017/18 financial indicators (ratios).

The Operating Surplus Ratio is proposed to be -9.4% compared to -9% in the LTFP. It should be noted that since the LTFP was adopted the formula for calculating this ratio and the classification of Roads to Recovery grant funding has changed. The 2017/18 proposed ratio reflects these changes and also takes into account the variations to income and expenditure as mentioned in the attached draft ABP. Council's aim is to achieve a breakeven position over the term of its LTFP and the revision of the LTFP will look at strategies to achieve this.

The Net Financial Liabilities Ratio in 2017/18 is proposed to be 30.3% compared to 24.2% in the LTFP. The difference is due to the new loan borrowing of \$1.2m and variations to cash and cash equivalents as a result of variations to income and expenditure, as mentioned earlier

in this report and the attached draft ABP. This ratio remains well below the industry ceiling of 100% of total operating income and gives Council the ability to borrow in future for asset renewal as long as it continues to reduce its operating deficit.

The proposed 2017/18 Asset Sustainability Ratio (ASR) is 79% but this includes the one-off grant and loan funded main township footpath replacement project. Without including this project the ASR is 67% compared to 69% in the current LTFP. Council's aim is to achieve and maintain the industry minimum target of 90% over the term of its revised LTFP. The annual 3% financial sustainability levy included in the annual rate increase as modelled in Council's LTFP, will provide the ongoing additional funding to increase expenditure on renewal and replacement of existing assets.

Changes to advertised draft ABP and Budget

Following discussion with Elected Members, who have engaged with the community during the period of public consultation, and advice from the LGA the following adjustments will be made to the draft Budget for 2017/18 prior to it being considered for adoption by Council:

- Financial Assistance Grants Supplementary Funding and Indexation - through the recently released Federal Budget and as confirmed by the LGA, an extra \$450k will now be provided to Council in 2017/18. This amount will be included in the draft 2017/18 budget prior to it being considered for adoption by Council on 28th June 2017.
- Road Renewal expenditure – additional road renewal capital expenditure of \$450k on 3kms of Pine Point road will be included following discussion at the last Council workshop. Approximately \$350k will be budgeted for materials and contractual services funded from the extra grant funds mentioned above. The balance is made up of wages and plant, which has been taken from operating and moved to capital expenditure.
- 2017 Revised budget in the financial statements will be updated to reflect the March Quarterly Budget Review (QBR). It previously reflected the September QBR.

The financial impacts of the proposed adjustments listed above will be:

- Improvement in operating deficit by \$552k with revised operating deficit being \$2.21m (\$450k additional operating grants, \$102k wages and plant moved from operating to capital)
- Increase in budgeted capital renewal and overall capital expenditure of \$450k, resulting in increased net assets
- Forecast closing cash and cash equivalents increasing by \$289k to \$2.02m
- An improvement of \$102k in net borrowing on the Uniform Presentation of Finances
- A reduction of 2% in the operating surplus ratio due to a reduction in the operating deficit
- 1.4% reduction in the Net Financial Liabilities ratio from 30.3% to 28.9%
- Increase of 5% in the Asset Sustainability ratio due to the additional Pine Point road renewal project

It should be noted that Council has also been advised by the LGFA that the Federal Government intends to pay to Council in advance (on or prior to 30th June 2017), 50% of the 2017/18 Financial Assistance Grants entitlement. As the exact amount or timing of the grant

are not known, the draft 2017/18 budget will not be adjusted at this stage. Any adjustments will be made as part of quarterly budget reviews after the budget has been adopted, when more details come to hand. The advance payment will need to be recognised as operating revenue in 2016/17 and forecast income in the 2017/18 budget will need to be reduced, impacting the operating bottom line in both years. The only impact on forecast cash flow will be the timing of recognition of the cash received.

Fees and Charges

As part of the annual business planning process Council's proposed 2017/18 Fees and Charges have been reviewed and updated to reflect current CPI increases, competitor pricing (where applicable), affordability, cost recovery vs. community service, possible loss of income and reduced use of Council facilities. This document was also subject to full community consultation prior to adoption in June 2017 and is included with the ABP.

The final document that will be considered for adoption by Council will be more user friendly, easier to understand and simpler than previous versions.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

- Manager Financial Services
- Accountant – Financial Management

POLICY IMPLICATIONS

PO 142 Budget Reporting and Amendment Policy

BUDGET AND RESOURCE IMPLICATIONS

The draft 2017/18 Budget is consistent with the principals of Council's current Long Term Financial Plan and Council's key financial direction of progressively reducing the operating deficit and dedicating funds to the renewal of assets consistent with Council's Infrastructure and Asset Management Plans.

While all efforts have been made to ensure the draft 2017/18 Budget is in line with the LTFP, cost pressures and challenges outside Council's control and one off projects not included in the original LTFP have impacted the draft 2017/18 Budget bottom line and associated financial indicators (ratios).

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

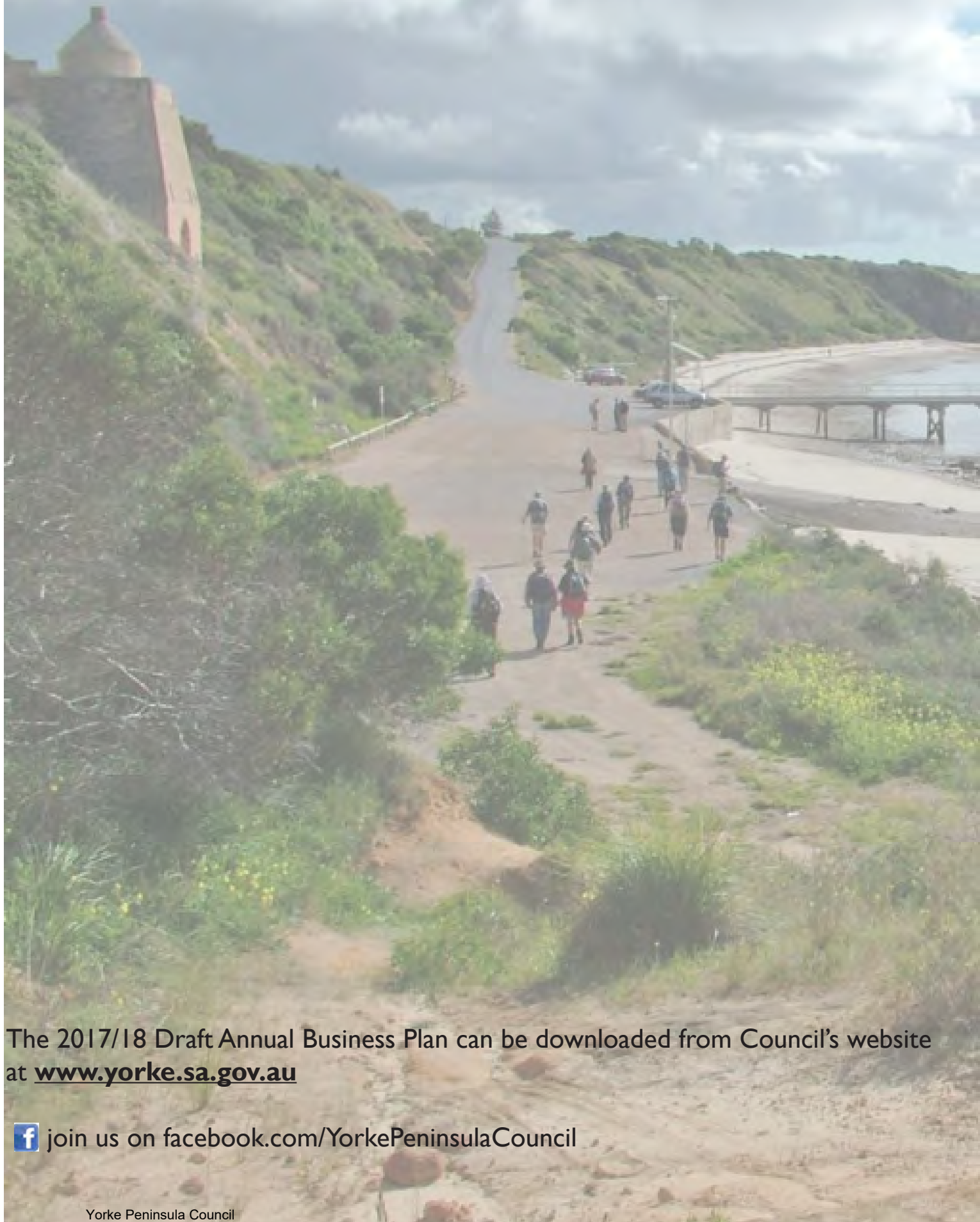
Attachment 1: Draft 2017/18 Annual Business Plan, Budget and Fees and Charges

2017/18 Annual Business Plan



Natural beauty...rich agriculture...spectacular coastline

2017/18 Yorke Peninsula Council Draft Annual Business Plan



The 2017/18 Draft Annual Business Plan can be downloaded from Council's website at [**www.yorke.sa.gov.au**](http://www.yorke.sa.gov.au)



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MAYOR'S FOREWORD



Welcome to Yorke Peninsula Council's Draft 2017/18 Annual Business Plan, including the proposed Budget and Fees and Charges.

Yorke Peninsula Council remains committed to sound financial governance and long term sustainability and the Draft Annual Business Plan has been developed with a clear intention to contain costs balanced with the need to deliver core services whilst continuing to maintain our considerable community assets.

The Draft Plan has been prepared to provide the community with a picture of the proposed projects that the Council plans to deliver in 2017/18. The planning process provides an opportunity for the community to provide input in regards to Council projects and services for the forthcoming year.

In conjunction with the community, the Elected Members have been instrumental in proposing projects on behalf of their local areas.

The Plan for 2017/18 has been prepared using the Long Term Financial Plan (LTFP) as a guide and Council's key focus is to continue with renewal of existing assets especially road infrastructure and improving Council's financial sustainability.

Some of the key projects planned for 2017/18 are:-

- \$6.6m in transport infrastructure which includes:
 - \$1.5m on South Coast Rd, Wild Dog Hill to Waterloo Bay Road
 - \$0.5m for Nalyappa Road, Spencer Highway to Ferguson Road
 - \$1.1m on patch sheeting
 - \$1.5m for footpath replacements
 - \$0.1m for resealing various roads
- \$500k Underground power project - Minlaton Stage 2 completion
- \$50k for the Yorketown Oval Grandstand
- \$250k for continued upgrade and development of the community wastewater management schemes
- \$187k for the Ardrossan Storm Water Reuse/Harvest Stage 3 project
- \$1.3m plant replacement, including fleet vehicles and minor and major plant replacements.

The complete list of capital projects planned can be found on page 27.

The Annual Business Plan is based on a balanced and responsible budget that ensures financial sustainability and compliance with the adopted goals of the LTFP whilst still delivering on community expectations.

I encourage your participation in the Annual Business Planning process and look forward to receiving your feedback. I hereby commend the Draft 2017/18 Annual Business Plan to you.

Mayor Ray Agnew OAM

EXECUTIVE SUMMARY

The Yorke Peninsula Council is committed to meeting our community's expectation in its operational functions and in delivering services and projects that respond to economic, social, environmental and asset management considerations.

The Draft Annual Business Plan and Budget sets out the Council's proposed services, programs and projects for 2017/18. It aims to maintain efficient services for the community and continue progress towards the longer term objectives for the Yorke Peninsula. Specific objectives for the year are proposed consistent with the Council's Long Term Financial Plan (LTFP) and Asset Management Plans to ensure the long term sustainability of the Council's financial performance and position.



Our planning is based on a sustainable financial strategy aligned with Council's adopted LTFP. The development of Council's Annual Business Plan is an important element of our planning process as it links Council's Strategic Management Plan (long term goals and strategies) with the annual budgeting cycle. This assists Council to achieve its long term goals whilst ensuring the best mix of services, infrastructure and facilities for our community.

To meet the rising financial pressures continuously placed on Council and continue our focus on renewal and upgrade of essential infrastructure in a sustainable manner, an overall increase of 4.7% to general rate income is proposed in 2017/18. This required increase includes a 1.3% growth in CPI, some growth to the number of assessments and a 3% increase to achieve financial sustainability in the medium to long term.

Other external pressures include funding levels from both State and Federal Governments continuing to decrease in relative terms. The decision by the Federal Government to cease Supplementary Local Road funding to local government in South Australia and the continued freeze on Financial Assistance Grants has impacted Council considerably as well as increases above CPI for fuel, construction materials, waste management, electricity and cleaning of facilities. The actual impact of the rate increase on individuals will be variable based upon the specific land use category (i.e. residential, industrial, commercial, vacant land or primary production) and the valuations of property provided by the State Valuer-General's office.

Further information on Council's rating strategy can be found on page 13.

To counteract many of the external pressures on this year's budget, Council undertook a 'zero based budgeting' approach for 2017/18 to determine the true cost of services delivered. All budgets started at zero and were then built up based on actual historical costs and known increases. All Council staff were required to justify every budget line. All Council staff were tasked with providing 1.5% minimum savings to balance these external rises.

Andrew Cameron
Chief Executive Officer

PUBLIC CONSULTATION AND REVIEW



The Draft 2017/18 Yorke Peninsula Council Annual Business Plan and Budget is being exhibited for public consultation as prescribed by the Local Government Act 1999. During this time the public are invited to comment on the Draft Plan. The consultation period opens on Thursday 11th May 2017 and concludes at 5pm Monday 5th June 2017.

Interested persons are invited to make written submissions on the Annual Business Plan including any of the key strategic outlines in the Plan.

Additionally, Council is also consulting on the Draft 2017/18 Fees and Charges. A major review of all legislated and Council set fees was undertaken resulting in a number of changes proposed. The community are therefore also able to comment on the proposed changes detailed within this document.

Written submissions should be addressed to:

Annual Business Plan Consultation 2017/18
Yorke Peninsula Council
PO Box 57, Maitland SA 5573

or

via email at admin@yorke.sa.gov.au

or

via Council's website at www.yorke.sa.gov.au

All feedback received will be presented at the Council meeting on 14th June 2017.

The Community is advised that the opportunity to speak before Council at the 14th June 2017 Council Meeting on the Draft Annual Business Plan is available. Please indicate in any submission if you wish to appear before Council on this matter.



COUNCIL SUMMARY

District Statistics

10,966 is the estimated residential population per the latest ABS figures

1:1.9 is the current population density based on the estimated residential population

5,899.6km² Total area within the Council district

485km is the total length of coast within the Council area

Council Statistics

12 Elected Members (including the Mayor)

9,194 electors enrolled as at February 2017

13,887 is the current number of rateable properties

117.69 is the number of Council's full time equivalent staff

Other Council Activities

4 joint use libraries plus
8 depot libraries

5 swimming pools plus
2 toddler wading pools

Major Capital Expenditure

Roads

3,890km of roads

\$8.25m to improve the road network. Includes road maintenance, road renewals and sealing of formed roads.

Footpaths & Stormwater

25km of constructed footpaths and 28km length of stormwater

\$2.19m to upgrade and maintain these assets to a standard that seeks to meet the needs of the community

CWMS & Water Schemes

18 CWMS sites, 4 potable water sites (inc. the Marion Bay desal plant) and 3 stormwater reuse sites

\$1.27m to maintain these critical assets on behalf of the community

Caravan Parks

5 Council owned and managed parks

\$1.77m expenditure in caravan park operations including capital upgrades

Operating Revenue

Council's Operating Revenue is made up of the following components:

- Rates and Charges **\$21.9m**
- Statutory Charges **\$0.4m**
- User Pay Charges **\$3.0m**
- Grants and Subsidies **\$3.4m**
- Investment, Reimbursements and Other Income **\$0.6m**

Operating Expenditure

Council's Operating Expenditure is made up of the following components:

- Employee Costs **\$9.2m**
- Materials, Contracts and Other **\$13.1m**
- Depreciation **\$9.4m**
- Finance Costs **\$0.4m**



Songvaar Wreck, Wardang Island

BUDGET HIGHLIGHTS



\$8.25m
Roads



\$1.77m
Caravan Parks



\$0.48m
Community Support



\$4.29m
Community Assets



\$0.52m
Foreshore Maintenance



\$0.34m
Street Lighting



\$1.58m
Parks & Gardens



\$0.11m
Youth Services



\$1.27m
CWMS & Water Schemes



\$2.70m
Waste Operations



\$0.50m
Minlaton Underground
Power Project - Stage 2
Completion



\$2.19m
Footpaths & Stormwater

YORKE PENINSULA COUNCIL

Council is made up of 12 Elected Members, including the Mayor, and all are elected by eligible voters.

In accordance with the Local Government (Elections) Act 1999, elections are held every four years, with the current Council being elected in November 2014. The next election is due November 2018.

Kalkabury Ward



Cr. Trevor Davey



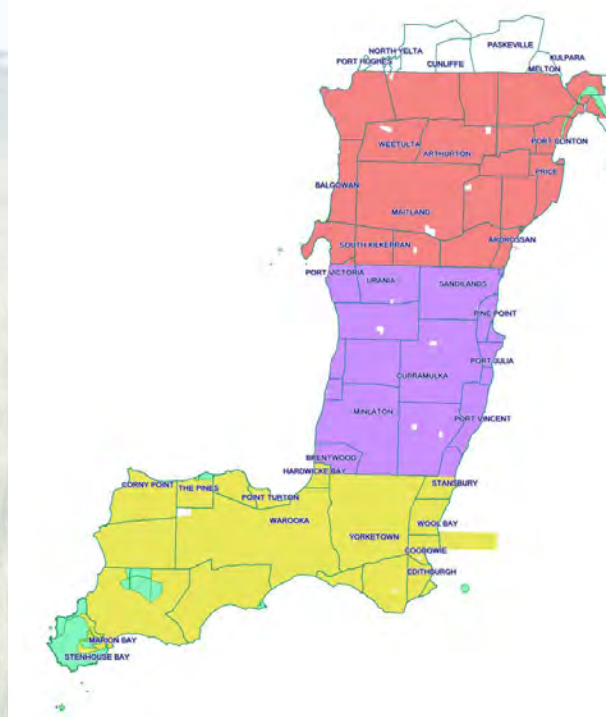
Cr. Alan Headon



Cr. David Langford



Cr. Tania Stock



Innes Pentonvale Ward



Cr. Adam Meyer



Cr. Darren Braund



**Mayor
Ray Agnew
OAM**



Cr. Veronica Brundell



Cr. John Rich

Gum Flat Ward



Cr. Jeff Cook



Cr. Naomi Bittner



Deputy Mayor Scott Hoyle

STRATEGIC DIRECTION

The 2017/18 Draft Annual Business Plan sets out the specific projects that the Yorke Peninsula Council proposes to deliver for its community. The Annual Business Plan, as required by Section 123 (2) (a) of the Local Government Act 1999, shows the alignment to Council's Strategic Management Plan.

The Strategic Management Plan sets out Council's vision for the future of the Peninsula and outlines what Council will do to contribute to the achievement of the vision and strategic directions sought for the Yorke Peninsula community.

Our Vision

We will foster opportunities to support and enhance Yorke Peninsula which is valued for its natural beauty, rich agriculture, spectacular coastline and unique blend of seaside and rural lifestyles.

Our Strategic Plan

Goal 1 – Economically Prosperous Peninsula

Create an environment that encourages and supports a strong, diverse economy that attracts more businesses, residents and visitors. Success will mean revitalisation of our towns and retaining young, active and working future generations.

Goal 2 – Community Connected through Infrastructure

Maintain and expand the connectivity of our community through a sustainable road network and planning for the necessary infrastructure for every age group in the district.

Goal 3 – Valued and Restored Environment

Council will be an investor, activator and custodian of our spectacular coastline and pristine environment. We will promote sustainable development and encourage the conservation of water, energy, the natural environment and buildings of local heritage significance and minimise waste.

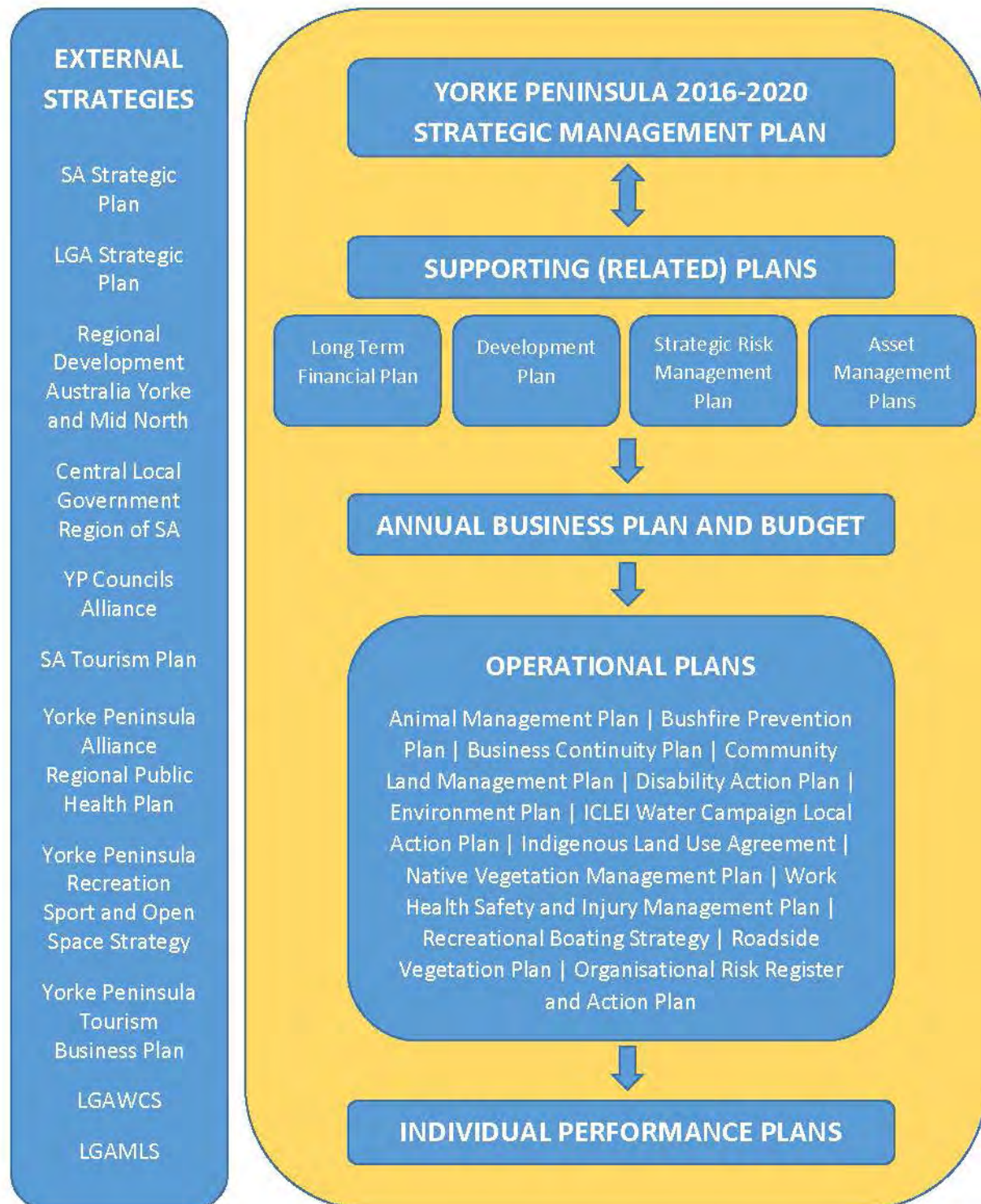
Goal 4 – Community Engaged and Supported

Council will continually seek innovative ways to engage and support our community and improve the quality of life on the Peninsula, Council will continue to work in partnership with Progress Associations and other key stakeholders to achieve this goal.

Goal 5 – Responsible Governance

Council will demonstrate leadership, improve service delivery and ensure its business is conducted in a compliant, transparent, accountable, sustainable and efficient way using technology as an enabler.

STRATEGIC PLANNING FRAMEWORK



How we monitor and report:

Annual Report | Internal and External Audits | Monthly and Quarterly Reviews | Financial Ratios | Individual Performance Reviews

LEGISLATIVE COMPLIANCE



Section 123 of the Local Government Act 1999 states that each Council must have a plan for each financial year. The Annual Business Plan must be adopted by Council between 31 May and 31 August for the ensuing year and must undergo a minimum of 21 days public consultation.

In addition, Council must at least provide for:

- a public notice in a local newspaper informing the public of the preparation of the draft annual business plan and inviting interested persons to:
 - attend a Council meeting in relation to the plan at which members of the public may ask questions, and make in submissions in relation to the matter for a period of at least 1 hour; and
 - to make written submissions in relation to the matter within the 21 days as stated in the public notice.

The Council must also ensure that copies of the draft annual business plan are available:-

- for inspection of the principal office of the Council;
- for purchase at a fee fixed by Council from the Council's principal office; and
- on the council's website.

Section 123 requires that the Yorke Peninsula Council Annual Business Plan includes the following:

- an outline of Council's objectives for the year;
- the activities that the council intends to undertake to achieve those objectives;
- the measures (financial and non-financial) that the council intend to use to assess its performance;
- an assessment of the financial requirements of the council for the financial year;
- a summary of its proposed operating expenditure, capital expenditure and sources of revenue;
- the rates structure and policies for the financial year; and
- the impact of the rates structure on the community based on the modelling used.

The Annual Business Plan must also take into account the council's long term financial plan and relevant issues relating to the management and development of infrastructure and major assets by the council.

Edithburgh Jetty

INFLUENCES, PRIORITIES AND CHALLENGES

Current Economic Climate

Many factors have influenced the development of the Draft 2017/18 Annual Business Plan and Budget. Council identified pressures and potential impacts on its short and long term financial performance and budgeting.

As much as practicable, Council strives to ensure the Annual Business Plan delivers financial sustainability in accordance with the adopted targets within the Long Term Financial Plan and Council's Asset Management Plans. Therefore, this Plan delivers an increased spend in capital renewal to preserve and enhance deteriorating assets.

Funding levels from both State and Federal Governments have continued to decrease in relative terms. The decision by the Federal Government to cease Supplementary Local Road funding to local government in South Australia and the continued freeze on Financial Assistance Grants has impacted Council considerably.

The most challenging external factor for Council is the rising cost of electricity. Across all services, Council has been required to fund an additional \$140k for electricity alone.

Council has also had to accommodate increases well above CPI for fuel, construction materials, waste management and cleaning of facilities.

Cost pressures for requirements relating to legislation, industry and accounting standards and costs also continue to increase. These include:

- Road infrastructure condition assessments;
- Rubble royalties;
- Internal controls; and
- Anticipated increases in employee costs via EBA negotiations.

Included in this Annual Business Plan and Budget is an extraordinary item (one-off cost) of \$500k for the Minlaton Underground Project. This project is not in Council's adopted LTFP and is funded by reducing funds available for the construction and acquisition of new assets.



INFLUENCES, PRIORITIES AND CHALLENGES- Cont.

Budget Strategy

Council's Long Term Financial Plan (LTFP) guides the development of the Annual Business Plan and Budget. The key goal of the LTFP is to ensure that Council achieves and maintains financial sustainability over the life of the plan in order to continue providing services at a satisfactory level of service, without any dramatic increases in the cost of delivering those services to the community.

It assumes:-

- Expected CPI movement of 1.3% per annum (down from 1.95% assumed within Council's LTFP);
- Appropriate spending on asset renewal in line with existing Asset Management Plans to maintain and upgrade ageing infrastructure; and
- Spending on new assets in line with current trends.

Council's current LTFP has had to be adjusted for the following (not previously included) when setting the Draft 2017/18 Budget:-

- One off expenditure for Minlaton Undergrounding of Power: \$500k
- Increase to employee costs (net impact): \$76k (total increase of \$156k offset by reduction in contractual budget)
- Additional funding for roadside tree trimming: \$243k
- Increase to cleaning costs: \$120k
- Electricity cost increases: \$140k
- Reduction in Financial Assistance Grants: \$53k
- One off increase to Roads to Recovery grants and accounting treatment of the grant: \$1.4m
- Grants received for capital projects: \$381k
- New borrowing for footpath replacement programme: \$1.2m

The various cost pressures mentioned above and throughout this plan have been funded from savings and reductions in Council's operating expenditure.

Setting the Rates

Consistent with 2017/18, rates of all types continue to be the major source of operating income for Council making up approximately 75% of operating income.

Each year the impact of rate increases is reviewed in line with Council's Strategic Management Plan and LTFP. In 2017/18 the total income from general rates is proposed to increase by 4.7% or \$763,159 (which is 0.65% less than 2016/17 and that proposed in the LTFP in 2017/18). The lower than forecast increase in the LTFP is due to the CPI being lower than expected and also a concentrated effort to reduce Council's operating expenditure.

The structure of the rating system will also remain consistent with previous financial years:

- Continued use of a fixed charge which will increase from \$400 to \$410;
- Differential rates for various land use categories which have been set based on modelling, to raise the budgeted total general rates income of \$16.997m to provide the various Council services and infrastructure spend detailed in this plan. This has resulted in Residential ratepayers paying 55.1% (\$9.36m) of the total general rates income, with Primary Production ratepayers paying 34.2% (\$5.8m). This is a reduction of 1.8% to the Residential category compared to 2016/17 and an increase of 2.1% to Primary Production. All other rating categories retain a similar percentage of total revenue whilst allowing for marginal growth;
- A comprehensive set of rebates.

A detailed explanation of the rates structure is described on page 13.

CONTINUING SERVICES

All Councils have basic responsibilities under the *Local Government Act* and other relevant legislation. These include:

- Regulatory activities, such as maintaining voters' rolls and supporting the elected members of Council
- Setting rates, preparing an annual budget and determining longer term strategic management plans for the area
- Management of basic infrastructure including roads, footpaths, parks, public open space, street lighting and storm water drainage
- Street cleaning and rubbish collection
- Development planning and control, including building safety assessment
- Various environmental health services
- Protection of natural resources
- Animal management

The Yorke Peninsula Council also provides further important services and programs to support the needs of the community, including:

- Library services
- Leisure Options
- Recreational reserves
- Community events
- Camping reserves
- Boat ramps
- Beach access facilities
- Walking trails
- Cemeteries
- Civic and community halls
- Recycling facilities
- Tourist facilities
- Sporting facilities
- Fire prevention
- Support for youth services

Yorke Peninsula Council also owns and manages five caravan parks on a fee for service basis. Further information on Council's services can be found on the website www.yorke.sa.gov.au.

RATING STRATEGIES

Property rates are Council's main source of income. They are used to provide the funds to deliver services and maintain infrastructure required by the community.

Property value is the major determinant of how much each individual ratepayer contributes to general rates. Rates paid do not directly relate to the services used by each ratepayer. In general, the higher the value of the property the higher the rates paid.

Like most other Councils, Yorke Peninsula Council uses capital value provided by the State Valuer-General (VG) to value all properties. In 2017/18 indicative capital values received from the VG indicate that Residential values will decrease by 3.98% overall, while Primary Production will increase by 9.2% overall. Commercial values will remain same, Industrial values will decrease by 0.38%, Vacant land values will decrease by 8.75% and other values will decrease by 4.6%. These changes in capital values are indicative at this stage and have been used for modelling of rates income and determination of differential rates for the purposes of this Plan and the Draft Budget. Once final valuations are received from the VG in late June 2017, they will be used to undertake updated modelling and to raise rates for 2017/18. Accordingly some of the rates data provided in this Plan and Draft Budget may change, although the change is expected to be minimal.

In applying the principles of taxation, it is important that the five principles of taxation (equity, benefit, ability to pay, efficiency and simplicity) are balanced against the policy objectives of taxation - that is the need to raise revenue and the effects of the tax upon the community.

In determining how rates are applied, Council uses a differential rating system with a fixed charge. Differential rates are applied depending on the use to which the land is put - whether it be residential, commercial, primary production, etc. The fixed charge is a declared amount all ratepayers contribute in addition to differential rates which are applied directly against property capital value.



Marion Bay

The rate-in-the-dollar to be applied each year is determined during the annual budget process. Put simply, the differential rate is calculated by dividing the required rates income by the total rateable capital value for the Council area, after accounting for the total fixed charge contribution from all properties.

During this process the impact on all sections of the community is carefully considered and adjustments are made to correct obvious inequities.

Based on the principal use of each property, Council rates properties in six different categories.

For the financial year 2017/18 the rates determination looks like this:

- The target is to raise \$16,997,605 (before rebates and remissions) in general rate revenue, excluding the waste management service charges.
- The amount represents an overall increase to total general rates income of \$763,159 or 4.7% from the previous year
- This rate revenue will provide the desired level of funding to enable Council to meet its projected operating expenses and to fund its capital works program.
- While rate increases for individual ratepayers will vary due to differing capital values, residential properties can expect to pay on average an extra \$16 (31 cents/ week) more than last year and primary production properties can expect to pay on average an extra \$216 (\$4.15/ week) more than last year. Commercial can expect a \$47 (90 cents/ week) average increase, industrial a \$44 (85 cents/week) average increase, vacant land a \$1 (1.9 cents/ week) average increase and other a \$12 (23 cents/ week) average increase.
- The proposed differential rates used for current rates modelling to generate rate income and subject to change dependent on final valuations received from the VG in June 2017 are as follows:-
 - Primary Production: 0.1850 cents in the dollar; and
 - Residential and all other categories: 0.2578 cents in the dollar.

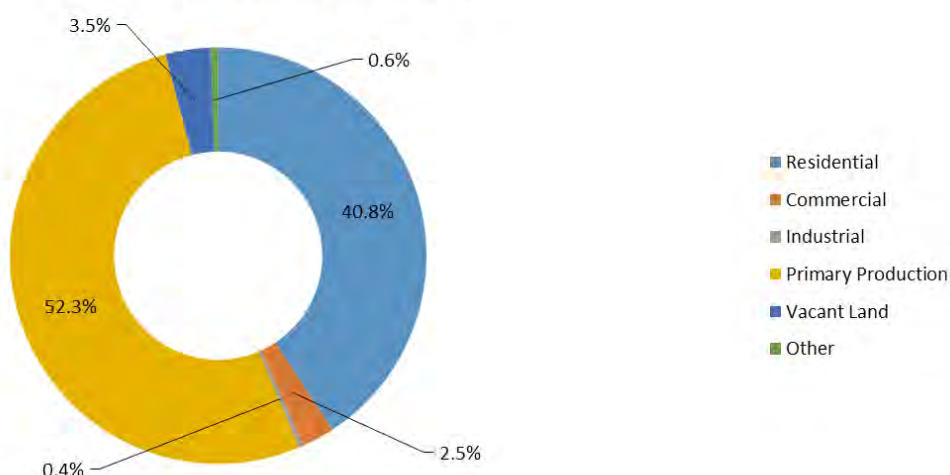


RATING STRATEGIES- Cont.

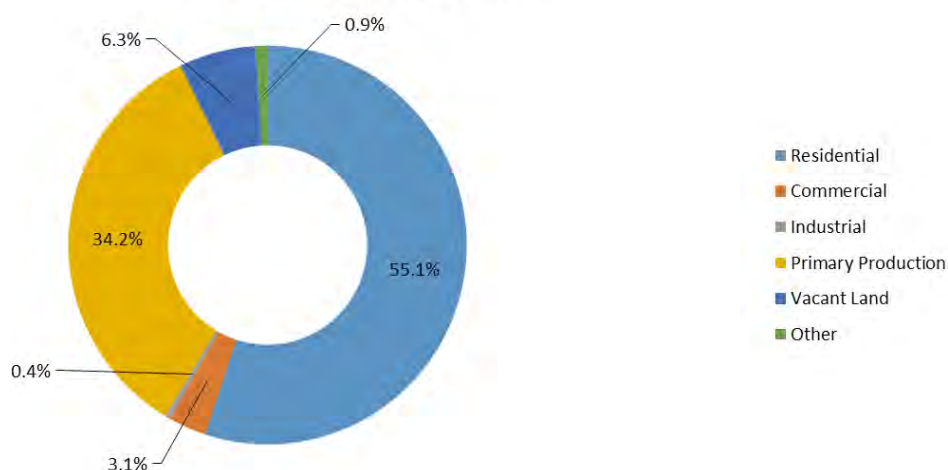
Valuation vs Rate Burden

Based on total rateable capital value per rateable category against the rate burden per rating category (rate burden is the amount (or %) of the total general rate income that is raised from ratepayers in each rating category), this year's differential rates have been modelled to ensure an equitable spread across the rating categories. The following graphs and table represent the outcome of the 2017/18 proposed rate structures.

Valuations 2017/2018



Rate Burden 2017/2018



Category	Assessments	Valuations	Valuations (% of total)	Rate Burden	Variance
Residential	8,741	\$2.25B	40.8%	55.1%	14.3%
Commercial	456	\$139.4M	2.5%	3.1%	0.6%
Industrial	63	\$19.6M	0.4%	0.4%	0%
Primary Production	2,790	\$2.9B	52.3%	34.2%	-18.1%
Vacant Land	1,619	\$194M	3.5%	6.3%	2.8%
Other	218	\$31.2M	0.6%	0.9%	0.3%
TOTAL	13,887	\$5.54B	100%	100%	

Fixed Charge

Council will set a fixed charge for the 2017/18 year. The fixed charge will be set at \$410 (compared to \$400 in 2016/17) and will be levied uniformly on all non-contiguous assessments. The fixed charge is levied against the whole of an allotment (including land under a separate lease or licence) and only one fixed charge is levied against two or more pieces of adjoining land (whether intercepted by a road or not) if these are owned and occupied by the same owner. The reasons for imposing a fixed charge are:

- It is appropriate that all rateable properties make a base contribution to the cost of administering the Council's activities;
- It is appropriate that all rateable properties make a contribution to the cost of creating and maintaining the physical infrastructure that supports each property; and
- A fixed charge system generally creates a lesser burden on lower valued properties than a minimum rate system would.

Waste Collection and Recycling

In May 2012 the State Government introduced regulations that determine how Council charges for its Waste Collection service based on distance from collection points. These regulations impact only on the rural 2 bin service offered by Council.

The regulations state that:

- A property which has a collection point within 500m of their primary access point will be charged the full service charge;
- Properties whose collection point is between 500m and 2km from their primary access point will pay 75% of the full service charge;
- Properties whose collection point is between 2km and 5km from their primary access point will pay 50% of their full service charge;
- Properties whose collection point is more than 5km to their primary access point will not pay a service charge unless a service is requested, and an appropriate service charge has been negotiated with Council.

For the purpose of the regulations a collection point is defined as the point on a waste collection route closest to the property's primary access point. The primary access point is defined as the same point as the rural property address for a property.

The service charge is set to recover the full cost of providing the Waste and Recycling Service.

The 3 Bin service is not offered to rural ratepayers.

The annual charges for 2017/18 will be:

Service	Distance from rural collection point	2017/18 Charges \$	2016/17 Charges \$
3 Bins	(not offered to rural properties)	\$251	\$265
2 Bins	Within 500m	\$204	\$244
2 Bins	500m – 2km	\$153	\$183
2 Bins	2km – 5km	\$102	\$122

These reductions are driven by more detailed modelling undertaken by Council based on contract terms including assumptions for price increases based on rise and fall variation in labour, fuel, materials etc. and an increase in the SA Government Solid Waste Levy offset by a significant decrease in recycling charges per tonne.

RATING STRATEGIES- Cont.

Natural Resource Management Levy

The Yorke Peninsula Council falls within the Northern & Yorke Natural Resources Management Board area and as such Council is required, pursuant to the Natural Resources Management Act 2004, to raise funds by way of a levy to assist in funding the operations of the Board. The levy is imposed as a separate rate upon all properties within the area of the Board.

Council remits all revenue collected under this Act to the Board. The amount to be raised in 2017/18 is \$995,371 increasing from \$954,366 in 2016/17.

Council effectively operates as a revenue collector for the board as the revenue from the levy is not retained by Council and Council does not determine how the revenue is spent.

Any queries regarding the NRM Levy should be directed to:

Northern & Yorke NRM Board
Board Offices 41-49 Eyre Road
PO Box 175 CRYSTAL BROOK SA 5523
Phone: (08) 8636 2361 Fax: (08) 8636 2371
Email: board@nynrm.sa.gov.au
Website: www.nynrm.sa.gov.au

Community Wastewater Management Schemes

Council operates 18 Community Wastewater Management Schemes (CWMS) that are situated in townships and holiday settlements throughout the district.

Income received via the CWMS annual service charges are a cost recovery fee to ensure that the costs of operating systems such as this are recovered through user charges such as this.

The CWMS annual service charges for 2017/18 are \$484 (compared to \$470 in 2016/17) for occupied properties and \$360 (2016/17: \$350) for unoccupied properties.

The annual service charges are set in line with full cost recovery requirements as regulated by the Essential Services Commission of SA (ESCOSA) and using the LGA SA pricing model to determine full cost recovery of all schemes over a twenty (20) year period.



Water Charges

To enable communities to have access to a secondary water supply, Council maintains water supply schemes to three communities.

The annual service charges are set in line with full cost recovery requirements as regulated by the Essential Services Commission of SA (ESCOSA) and using the LGA SA pricing model to determine full cost recovery of all schemes over a twenty (20) year period. In addition, charges for water usage are recovered from users.

Fees for the Water Schemes operated by Council for 2017/18 are:

Location	2017/18
Black Point	\$195
Hardwicke Bay	\$195
Balgowan	\$195
Marion Bay Desal	User Charge Only

The fees in 2016/17 were \$180 per scheme.

Postponement of Rates

In accordance with provisions of the *Local Government Act 1999* (the Act), persons who hold a current Seniors Card could be eligible to postpone any amount in excess of \$500 (\$125 per quarter), less any concession entitlement. Interest will accrue on postponed balances as per Section 182A (12) of the Act (i.e. with a premium of 1% over the cash advance debenture rate).

Hardship

Any ratepayer experiencing difficulties in meeting rates payments, or experiencing financial hardship, may be able to access payment plans tailored to meet the particular circumstances. All arrangements are strictly confidential.

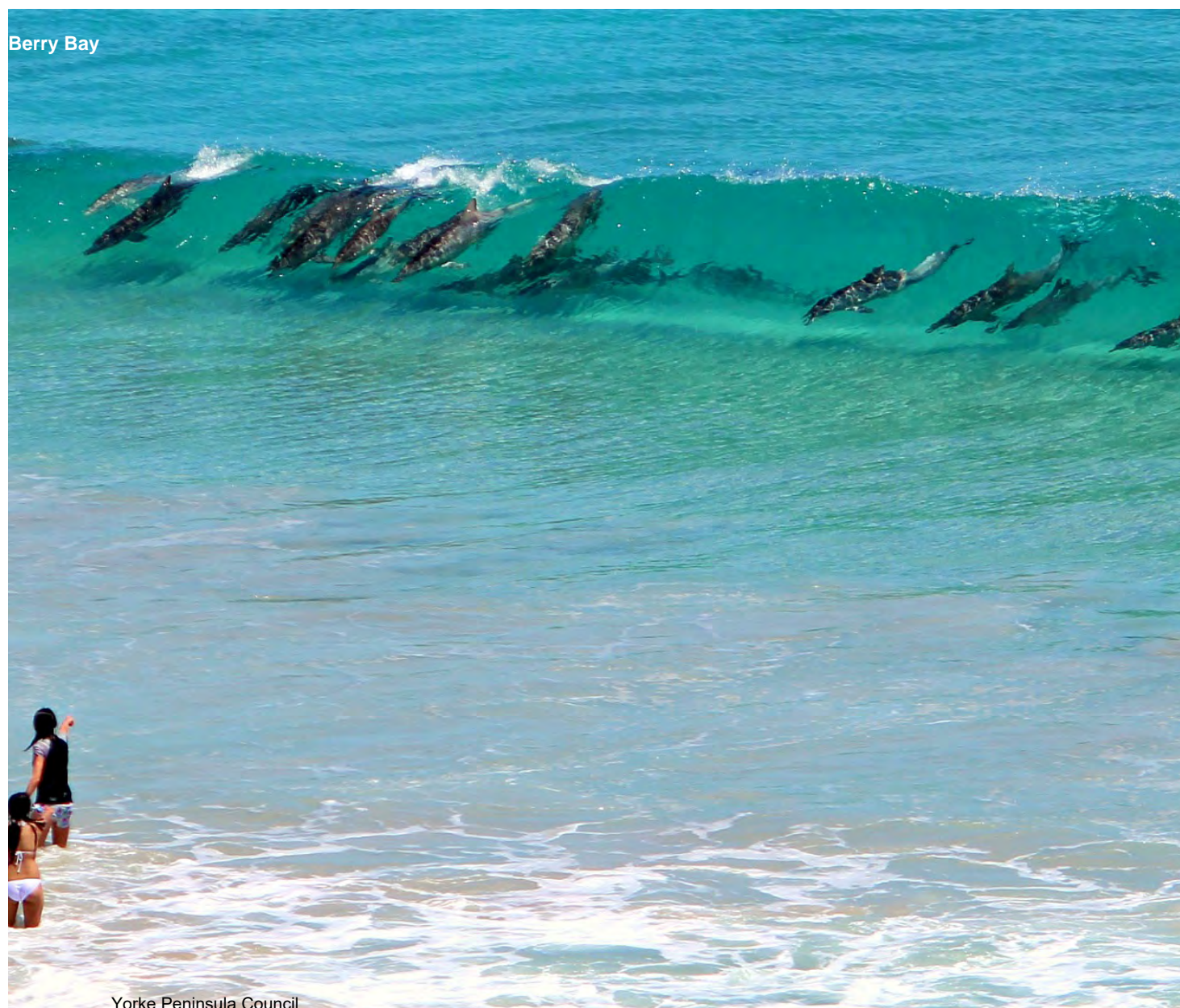
KEY FINANCIAL MEASURES

Council has adopted a set of key financial ratios in line with the targets set in its Long Term Financial Plan.

These financial ratios have been calculated in accordance with Information Paper 9 – Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

These financial ratios are a key measure in assessing Council's performance.

	Draft Budget	Revised Budget	Adopted Budget
Year Ended 30 June :	2018	2017	2017
Operating Surplus Ratio - %	(9.4)%	(5.6)%	(9.6)%
Net Financial Liabilities Ratio - %	30.3%	20.5%	24.5%
Asset Sustainability Ratio	79%	88%	63%



Operating Surplus Ratio

This is the operating surplus (deficit) expressed as a percentage of operating income.

A positive ratio indicates the percentage of operating income available to help fund proposed capital expenditure. A negative ratio indicates the percentage increase in operating income or the approximate decrease in operating expenses required to achieve a break-even operating result.

In 2017/18 this ratio is forecast to increase when compared to 2016/17 due to an increase in Council's operating deficit. One off impacts listed below have contributed to this increase:-

- Additional Roads to Recovery grants amount: \$1.4m
- Minlaton Undergrounding of Power (one – off project): \$500k

The minimum Industry target for Operating Surplus is \$0 (breakeven). Council's LTFP looks to achieve this in the medium (5 years) to long (10 years) term.

Net Financial Liabilities Ratio

The net financial liabilities ratio is calculated by expressing net financial liabilities at the end of a financial year as a percentage of operating income for the year. If the ratio falls, over time, this indicates that the Council's capacity to meet its financial obligations from operating income is strengthening.

Council's forecast for this ratio in 2017/18 is 30.3% which is well below the Industry ceiling of 100% of total operating income. The forecast increase in 2017/18 can be attributed primarily to new loan borrowings of \$1.2m for the footpath replacement programme, increase to liabilities and change in cash and cash equivalents at year end.

Asset Sustainability Ratio

This ratio indicates the extent to which existing assets are being renewed and replaced, compared with the asset renewal and replacement expenditure identified as warranted in a Council's infrastructure and asset management plans. It is calculated by measuring capital expenditure on renewal or replacement of assets for a period, divided by the optimal level of such expenditure proposed in Council's Asset Management Plans.

The minimum Industry target is 90% which is 11% more than forecast for Council in 2017/18. Council's LTFP looks to achieve this in the medium (5 years) to long (10 years) term. The annual 3% financial sustainability levy included in the annual rate increase as modelled in Council's LTFP, will provide the ongoing additional funding to increase expenditure on renewal and replacement of existing assets. Increased funding will result in an increase to this ratio to achieve and then exceed the minimum Industry target.

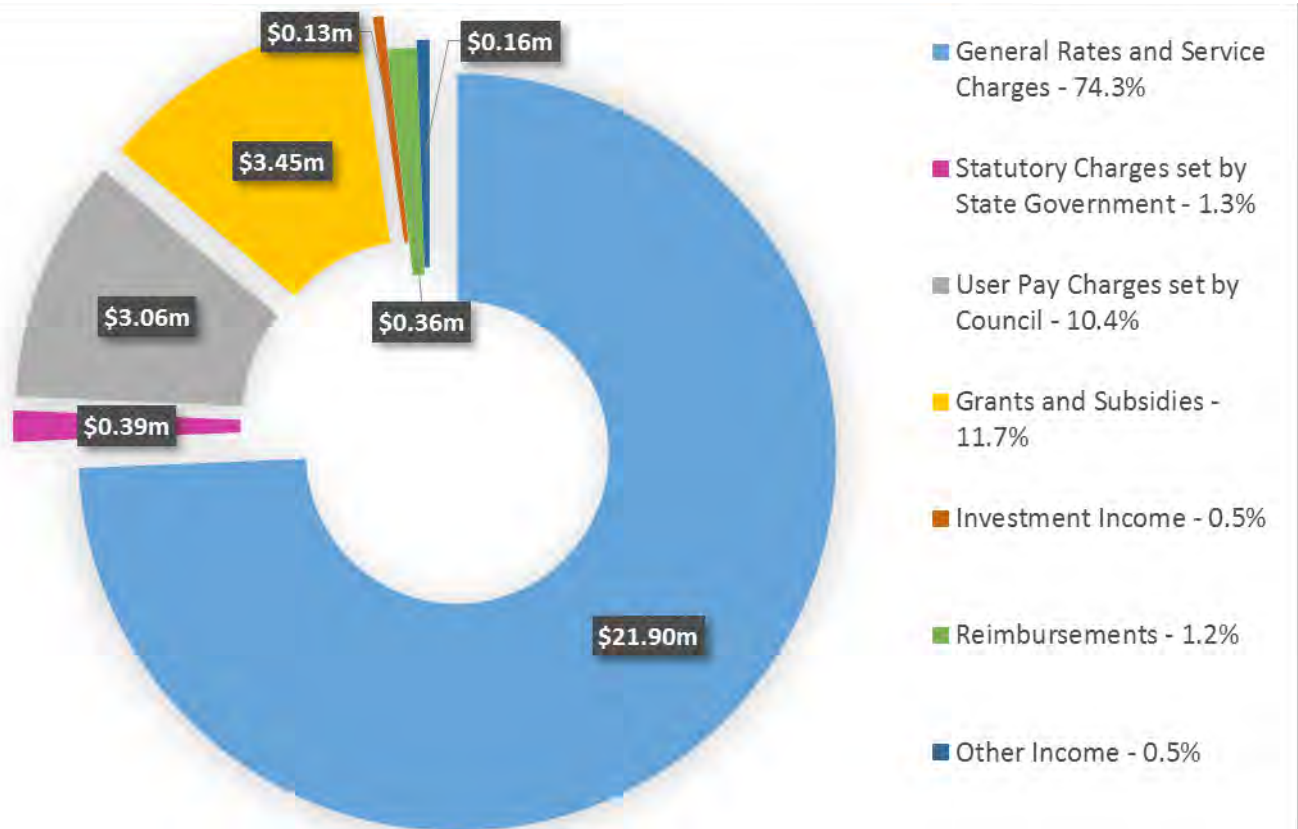


ANALYSIS OF OPERATING BUDGET

This section of the Draft Annual Business Plan provides an analysis of the planned Council expenditure for the 2017/18 financial year and the sources of funding for the budget.

Operating Income

Council has budgeted for a total of \$29.4 million in operating income. A breakdown is summarised below by major category.

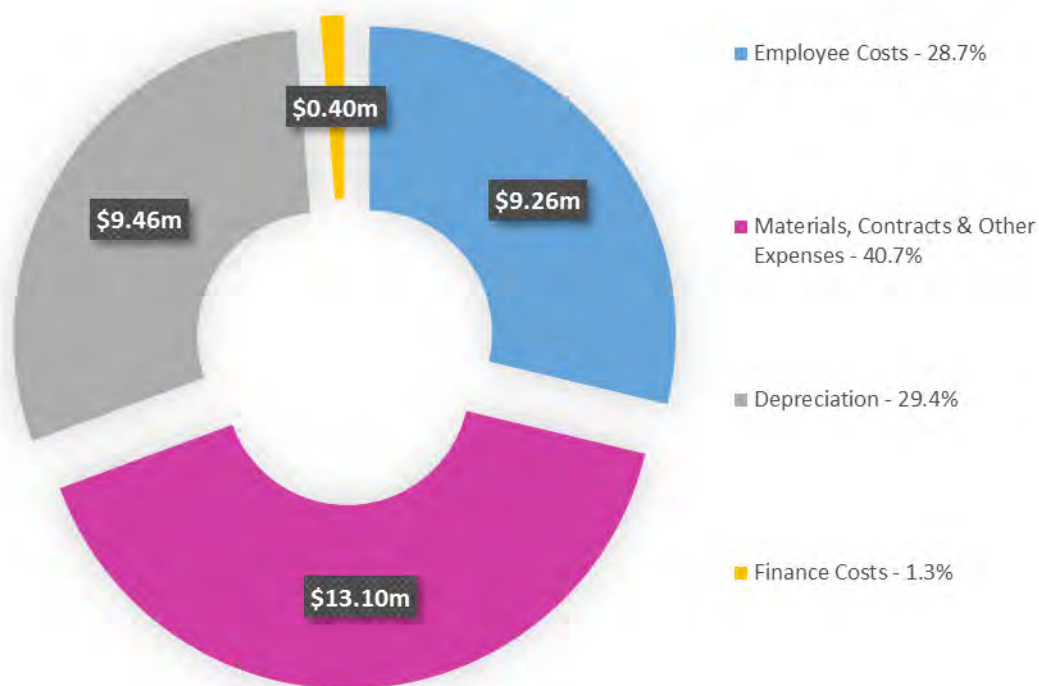


Descriptor

General Rates and Service Charges	General rates on properties as well as service charges (i.e. sewerage, water and refuse/recycling charges).
Statutory charges set by State Government	Fees and charges set by State Government regulation and received by the Council for regulatory functions undertaken such as assessment of development and building applications and dog control management.
User Pay Charges set by Council	Charges for the Council's fee based facilities and services such as caravan parks, community halls, cemeteries.
Grants and Subsidies	Council seeks to attract as much grant funding from other tiers of government as possible, thereby reducing the reliance on other revenue streams.
Investment, Reimbursements & Other Income	Interest received on Council's internal cash reserves and deposits. Reimbursements for work undertaken and Other Income.

Operating Expenses

Operating expenses of \$32.2m budgeted for in 2017/18 is summarised below by major category.



Descriptor

Employee Costs	All labour related expenses such as wages and salaries, and on-costs such as allowances, leave entitlements, employer superannuation, workers compensation and income protection insurance.
Contractual Services	Payments for external provision of services. (incl. waste).
Materials & Others	Payments for physical goods such as water, fuel, energy, road materials, office consumables, stationery, insurances, postage, telephone, government levies, contributions and donations.
Depreciation	Annual consumption of Council's fixed assets (e.g. infrastructure, equipment, buildings etc.) over their useful lives.
Finance Costs	Costs of financing Council's activities through borrowings or other types of financial accommodation and merchant fees.

ANALYSIS OF OPERATING BUDGET- Cont.

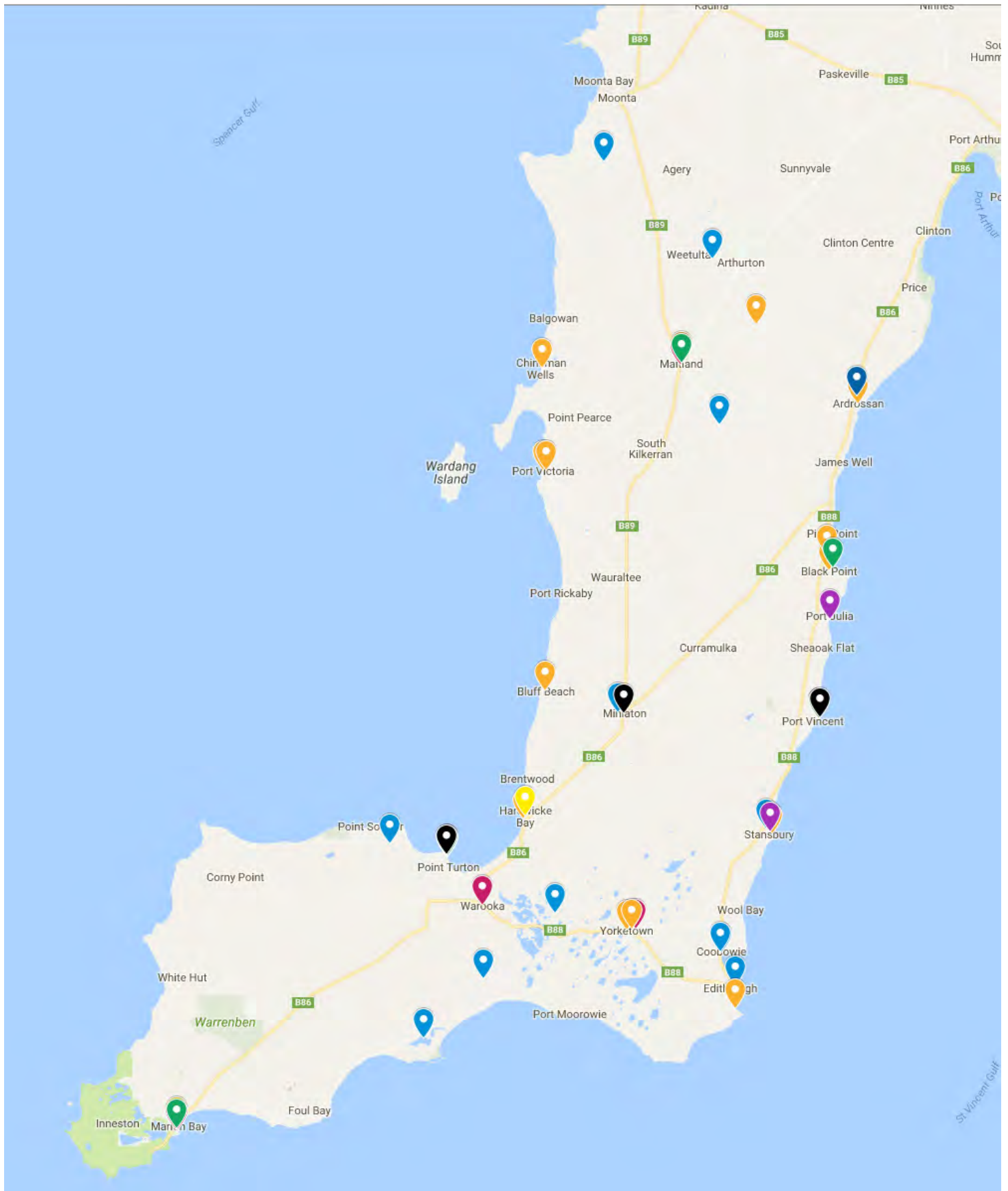
The following table provides a breakdown of total expenditure (operating and capital) by function (excluding depreciation).

%	Function	Description
25.7%	Road Maintenance	Expenses relating to the cost of maintaining and renewing Council's road network, including materials, labour related expenses, patrol grading and vegetation management.
8.4%	Refuse Collection & Disposal	Contractual and local expenses, including materials and labour related expenses.
6.8%	Footpaths and Stormwater	Capital expenses relating to maintenance of existing footpaths and stormwater systems, including materials and labour related expenses
6.7%	Finance, Business, Corporate and Community Relations	Expenses relating to finance administration, business and community relations and corporate services, including labour related expenses.
5.7%	Community Asset Maintenance	General maintenance costs, including materials and labour related expenses.
5.5%	Caravan Park Operation	Expenses relating to the cost of running Council owned caravan parks, including capital expenditure and labour related expenses.
4.9%	Parks and Gardens	Expenses relating to the maintenance of all open space parks and gardens, including materials and labour related expenses.
4.3%	Development Services	Expenses relating to the cost of planning and development, including labour related expenses.
4.2%	People and Culture	Expenses relating to Human Resources, Payroll, Staff Training, Work Health & Safety and Risk Management.
3.9%	CWMS and Water Schemes	Expenses relating to the cost of running water and waste-water management schemes, including materials and labour related expenses.

%	Function	Description
3.8%	Governance	Expenses relating to governing the organisation, including organisational compliance and Elected Member related expenses and cost of office furniture.
3.1%	NRM Levy	A compulsory levy payable to the Northern and Yorke Natural Resources Management Board. Refer page 17.
3.0%	Information Services	Expenses incurred in providing information technology, including projects and labour related expenses.
2.5%	Cleaning Council Buildings and Public Conveniences	Contractual and local expenses to clean Council buildings and all public conveniences across the district.
2.2%	Environmental Management	Expenses relating all foreshore maintenance plus maintenance of walking trails, contribution to NRM projects, protection of crown lands and land rehabilitation.
2.1%	Community Support	Expenses relating to youth services, libraries, Leisure Options and other community support programs (e.g. YP Community Transport, grants and donations), including materials and labour related expenses.
1.7%	Plant and Equipment	Includes all expenses related to purchase/replacement of all plant and equipment, including fleet vehicles – offset by all trade-in income.
1.5%	Underground Power	Council's contribution to the Minlaton Underground Power Stage 2 Completion Project.
1.0%	Street Lighting	Expenses relating to maintenance of street lighting, including materials and labour related expenses.
1.0%	Tourism and Economic Development	Expenses relating to tourism including the Visitor Information Centre and other economic development expenses (e.g. Regional Development Australia, Art Exhibition etc.).
1.3%	Regulatory, animal and Fire Control Services	Includes expenses relating to fire safety and prevention, health inspections, dog control and impounding and other regulatory functions, including labour related expenses.
0.6%	Asset Management	Asset Management Systems, Asset Management Plans and Asset Condition Assessments, including labour related expenses.

ANALYSIS OF CAPITAL WORKS BUDGET

The following provides an approximate geographical view of where the key 2017/18 capital works projects will be delivered.



Transport Infrastructure

- Brutus Road
- Coobowie
- Edithburgh Tidal Pool Carpark
- Elliot Street
- Fuller Road
- Grain Stack Road
- Marion Bay Caravan Park - Park Roads
- Minlaton Airport
- Nalyappa Road
- Pine Point Road
- South Coast Road (Wild Dog Hill to Waterloo Bay Rd)
- Sturt Bay Road
- Weetulla Road

CWMS

- Ardrossan - Collection Scheme
- Black Point
- Black Point
- Bluff Beach - Alarm Upgrade
- Chinaman Wells - Pump Station 2
- Clinton Road - Pump Station
- Hardwicke Bay - Connections
- Maitland - Collection Scheme
- Port Victoria - Pump Station 2
- Port Victoria - Pump Station 3
- Stansbury
- Sultana Point
- Yorketown - Flowmeter

Other

- Port Julia Solar Lighting
- Stansbury Foreshore Power

Buildings & Structures

- Maitland Hall Public Toilet
- MBCP - Cabin Painting
- MBCP - Fencing
- PTCP - Perimeter Fencing
- PVFCP - Cabin Solar Lighting
- PVFCP - Upgrade to Spa Cabins
- Warooka Town Triangle Shade Sails
- Yorketown Oval Grandstand

Water Infrastructure

- Hardwicke Bay - Water Pumps
- Marion Bay Desal Plant

Furniture & Fittings

- Minlaton Council Chamber
- PTCP - Cabin Mattresses
- PVFCP - Cabin Mattresses

Stormwater Drainage

- Ardrossan Stormwater Reuse/Harvest Stage 3

Plant & Equipment

- BPCCG - Lockable Power Heads
- Council Projects - Fleet Vehicles, Minor Plant, IT Hardware, Software & Projects, Aerial Photography, Prime Mover (x2), Side Tipper (x2) and Sweeper
- MBCP - Office Computer
- PTCP - Ride On Mower
- PTCP - Solar Lighting
- PTCP - TV Reception
- PTCP - Whitegoods
- PVFCP - Office computer
- PVFCP - Power Heads

The above excludes 'Patch Sheeting' (\$1.1m), 'Disabled Access Townships' (\$25k), 'Resealing' (\$100k), 'Footpath Replacement' (\$1.5m), 'Bush Camping Infrastructure' (\$50k), 'Signs Renewal Programme' (\$20k) and 'Landfill Rehabilitation' (\$15k) which will be delivered across the Peninsula as determined by Council throughout the year based on priority needs.

Complete Capital Works Program

Over the past few years Council has been developing Asset Management Plans. These plans identify costs required to ensure that assets will be able to be maintained in a sustainable condition over the long term. There will always be a community desire for the provision of new and upgraded assets, however it is important that priority is given to the replacement and sustainable renewal of existing assets.

The following table provides a complete list of all projects funded in the 2017/18 budget.

Capital Works Program 2017/18	New/Upgrade	Renewal/Replacement
Transport Infrastructure		
Disabled Access (Townships) - annual allocation	\$25,000	
Yorke town Aerodrome		\$202,000
Marion Bay Caravan Park - Upgrade of Park Roads		\$100,000
Edithburgh Tidal Pool car park	\$52,676	
South Coast Rd		\$1,531,685
Pine Point Rd - Segment 1		\$620,859
Weetulla Rd		\$321,396
Nalyappa Rd - Segment 1		\$554,311
Grainstack Rd East, Stansbury	\$121,040	
Daniell St, Coobowie	\$57,184	
Elliott St, Coobowie	\$28,746	
Sturt Bay Rd		\$197,862
Brutus Rd		\$102,687
Patch Sheeting		\$1,156,687
Fuller Rd, Minlaton	\$37,544	
Resealing		\$100,000
Footpath replacement	\$375,000	\$1,125,000
Water Infrastructure		
Hardwicke Bay		\$2,000
Marion Bay Desalination Plant	\$10,000	
Marion Bay Desalination Plant		\$20,000
Stormwater Drainage		
Ardrossan Storm Water Reuse/Harvest Stage 3	\$187,500	

Capital Works Program 2017/18	New/Upgrade	Renewal/Replacement
Buildings and Structures		
Bushcamping Infrastructure - annual allocation	\$25,000	\$25,000
Port Vincent Foreshore Caravan Park - Cabin Solar Lighting	\$2,500	
Port Vincent Foreshore Caravan Park - Upgrade to Spa Cabins		\$10,742
Marion Bay Caravan Park - Fencing (Perimeter & Internal)		\$25,000
Marion Bay Caravan Park - Cabin Painting		\$3,000
Point Turton Caravan Park - Perimeter Fencing		\$50,000
Signs Renewal Programme		\$20,000
Warooka Town Triangle Shade Sails	\$30,000	
Public toilet - Maitland Hall	\$45,000	\$45,000
Yorke town Oval Grandstand		\$50,000
Community Wastewater Management Systems		
Ardrossan - Collection Scheme		\$25,000
Maitland - Clinton Rd Pump Station	\$1,500	
Maitland - collection scheme		\$40,000
Black Point		\$5,000
Black Point - Pump Station 3	\$1,500	
Stansbury	\$13,000	\$13,000
Sultana Point	\$20,000	
Yorke town		\$10,000
Yorke town - Minlaton Road		\$60,000
Hardwicke Bay	\$50,000	
Bluff Beach	\$1,500	
Port Victoria - Pump Station 2		\$4,000
Port Victoria - Pump Station 3		\$4,000
Chinaman Wells - Pump Station 2	\$1,500	

Capital Works Program 2017/18	New/Upgrade	Renewal/Replacement
Plant and Equipment		
Fleet Vehicles		\$437,000
Minor Plant	\$5,000	\$15,000
IT Hardware - computers	\$1,500	\$13,500
IT Hardware - monitors	\$500	\$4,500
IT Hardware - servers & switches	\$18,000	\$102,000
IT Hardware - telecommunications		\$10,000
Customer Service Request System renewal		\$20,000
SQL Server replacement	\$1,250	\$3,750
Intranet stage 2	\$25,000	
Aerial photography		\$40,000
Migration from server 2012		\$20,000
Port Vincent Foreshore Caravan Park - Upgrade of Power Heads		\$10,900
Black Point Caravan and Camping Ground - Lockable Power Heads	\$1,500	
Point Turton Caravan Park - Ride on Mower		\$10,000
Point Turton Caravan Park - Whitegoods		\$5,000
Point Turton Caravan Park - Solar Lighting	\$5,000	
Point Turton Caravan Park - Television Reception	\$8,000	
Marion Bay Caravan Park - Desktop Computer	\$750	\$750
Port Vincent Foreshore Caravan Park - Desktop Computer	\$750	\$750
Prime Mover x 2		\$360,000
Side Tipper x 2	\$200,000	
Sweeper		\$340,000
Furniture and Fittings		
Office Furniture - annual allocation	\$1,250	\$3,750
Port Vincent Foreshore Caravan Park - Cabin Mattresses		\$2,000
Point Turton Caravan Park - Cabin Mattresses		\$1,670
Minlaton Council Chamber	\$3,750	\$11,250

Capital Works Program 2017/18	New/Upgrade	Renewal/Replacement
Other		
Grant funded project opportunities	\$25,000	
Port Julia Solar Lighting	\$16,725	
Stansbury foreshore power	\$15,000	
Landfill rehabilitation	\$15,000	
TOTAL CAPITAL EXPENDITURE	\$1,430,165	\$7,836,049

Council's performance will be assessed by the timely completion of these projects within the stated budget.



2017/18 BUDGETED FINANCIAL STATEMENTS

Budgeted financial statement for 2017/18 on the following pages are:

A. Budgeted Statement of Comprehensive Income

This statement outlines:

- All sources of Council's income (revenue)
- All operating expenses. These expenses relate to operations and do not include capital expenditure although depreciation of assets is included.

The Net Operating Surplus / (Deficit) for the year is a measure of Council's financial performance. This figure is determined by deducting total operating expenses from total operating revenue.

B. Budgeted Statement of Financial Position

The Statement of Financial Position outlines what Council owns (assets) and what it owes (liabilities) at a point in time.

Council's net worth is determined by deducting total liabilities from total assets – the larger the net equity, the stronger the financial position.

C. Budgeted Statement of Changes in Equity

A statement of changes in equity shows the movements of equity in addition to accumulated earnings and losses for a reporting period. This statement summarises the change in Council's real worth throughout the financial year. Council's net worth can change as a result of:

- The net result as recorded in the Statement of Comprehensive Income; or
- An increase or decrease in the net value of non-current assets resulting from a revaluation of those assets.

D. Budgeted Cash Flow Statement

This summarises the actual flows of cash for a period and explains the change in the cash balance held from the start of the period through to the end of the reporting period. This shows where Council received its cash from and then what it was spent on.

E. Budgeted Uniform Presentation of Finances

This is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.

All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis. The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

Budgeted Statement of Comprehensive Income

	DRAFT	REVISED	ADOPTED
Year Ended 30 June:	2018	2017	2017
	\$('000)	\$('000)	\$('000)
INCOME			
Rates	21,906	21,207	21,209
Statutory Charges	393	400	415
User Charges	3,061	3,097	3,115
Grants, subsidies, contributions	3,452	4,638	2,686
Investment Income	133	193	193
Reimbursements	362	482	414
Other Income	162	102	55
Total Income	29,469	30,119	28,087
EXPENSES			
Employee costs	9,261	8,415	8,500
Materials, contracts & other expenses	13,108	13,430	12,726
Depreciation	9,461	9,461	9,075
Finance Costs	403	488	477
Total Expenses	32,233	31,794	30,778
OPERATING SURPLUS/ (DEFICIT)	(2,764)	(1,675)	(2,691)
Net gain/(loss) on disposal or revaluations	(21)	10	10
Amounts received specifically for new or upgraded assets	177	2,062	3,914
NET SURPLUS/ (DEFICIT)	(2,608)	397	1,233
TOTAL COMPREHENSIVE INCOME	(2,608)	397	1,233

Budgeted Statement of Financial Position

	DRAFT	REVISED	ADOPTED
Year Ended 30 June:	2018	2017	2017
	\$(‘000)	\$(‘000)	\$(‘000)
ASSETS			
Current Assets			
Cash & Equivalent Assets	1,796	3,336	3,496
Trade & Other Receivables	1,221	1,230	1,346
Inventories	869	980	777
Total Current Assets	3,886	5,546	5,619
Non-Current Assets			
Receivables	530	612	0
Financial Assets	541	521	910
Infrastructure, Property, Plant & Equipment	298,067	298,659	339,833
Total Non-Current Assets	299,138	299,792	340,743
Total Assets	303,024	305,338	346,362
LIABILITIES			
Current Liabilities			
Trade & Other Payables	1,789	1,900	2,379
Borrowings	816	743	629
Provisions	1,870	1,703	1,699
Total Current Liabilities	4,475	4,346	4,707
Non-Current Liabilities			
Borrowings	7,830	7,446	7,317
Provisions	715	615	606
Total Non-Current Liabilities	8,545	8,061	7,923
Total Liabilities	13,020	12,407	12,630
NET ASSETS	290,004	292,931	333,732
EQUITY			
Accumulated Surplus	(11,024)	(8,097)	(2,480)
Asset Revaluation Reserve	300,337	300,337	335,455
Other Reserves	691	691	757
TOTAL EQUITY	290,004	292,931	333,732

Budgeted Statement of Changes in Equity

	DRAFT	REVISED	ADOPTED
Year Ended 30 June:	2018	2017	2017
	\$(‘000)	\$(‘000)	\$(‘000)
ACCUMULATED SURPLUS			
Balance at end of previous reporting period	(8,416)	(8,494)	(3,713)
Net Result for Year	(2,608)	397	1,233
Balance at end of period	(11,024)	(8,097)	(2,480)
ASSET REVALUATION RESERVE			
Land	73,286	73,286	73,286
Buildings and Other Structures	48,995	48,995	48,995
Transportation Infrastructure	150,895	150,895	186,712
CWMS Infrastructure	14,481	14,481	14,481
Water Scheme Infrastructure	2,073	2,073	1,374
Stormwater Drainage	10,607	10,607	10,607
Balance at end of period	300,337	300,337	335,455
OTHER RESERVES			
Balance at end of previous reporting period	691	691	757
Balance at end of period	691	691	757
TOTAL EQUITY AT END OF REPORTING PERIOD	290,004	292,931	333,732

Budgeted Cash Flow Statement

	DRAFT	REVISED	ADOPTED
Year Ended 30 June:	2018	2017	2017
	\$('000)	\$('000)	\$('000)
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Receipts</u>			
Rates	21,687	21,207	21,209
Statutory Charges	393	400	415
User Charges	3,030	3,097	3,115
Grants, subsidies, contributions	3,452	4,638	2,686
Investment Income	132	151	162
Reimbursements	362	482	414
Other Income	162	102	55
<u>Payments</u>			
Employee costs	(9,095)	(8,361)	(8,385)
Materials, contracts & other expenses	(13,137)	(13,024)	(12,643)
Finance Costs	(403)	(488)	(477)
Net Cash provided by (or used in) Operating Activities	6,583	8,204	6,551
CASH FLOWS FROM INVESTING ACTIVITIES			
<u>Receipts</u>			
Amounts Specifically for New/Upgraded Assets	177	2,062	3,914
Sale of Renewed/Replaced Assets	376	363	363
Repayments of Loans by Community Groups	133	141	107
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets	(7,836)	(8,671)	(6,027)
Expenditure on New/Upgraded Assets	(1,430)	(5,288)	(4,592)
Net Cash Provided by (or used in) Investing Activities	(8,580)	(11,393)	(6,235)
CASH FLOWS FROM FINANCING ACTIVITIES			
<u>Receipts</u>			
Proceeds from Borrowings	1,200	209	0
<u>Payments</u>			
Repayments of Borrowings	(743)	(642)	(648)
Net Cash provided by (or used in) Financing Activities	457	(433)	(648)
Net Increase/(Decrease) in cash held	(1,540)	(3,622)	(332)
Opening cash, cash equivalents or (bank overdraft)	3,336	6,958	3,828
Closing cash, cash equivalents or (bank overdraft)	1,796	3,336	3,496

Budgeted Uniform Presentation of Finances

	DRAFT	REVISED	ADOPTED
Year Ended 30 June:	2018	2017	2017
	\$('000)	\$('000)	\$('000)
Operating Revenues	29,469	30,119	28,087
<i>less</i> Operating Expenses	32,233	31,794	30,778
Operating Surplus/(Deficit) before Capital Amounts	(2,764)	(1,675)	(2,691)
Less: Net Outlays on Existing Assets			
Capital Expenditure on Renewal/Replacement of Existing Assets	7,836	8,671	6,027
<i>less</i> Depreciation, Amortisation & Impairment	9,461	9,461	9,075
<i>less</i> Proceeds from Sale of Replaced Assets	376	363	363
	(2,001)	(1,153)	(3,411)
Less: Net Outlays on New and Upgraded Assets			
Capital Expenditure on New/Upgraded Assets	1,430	5,288	4,592
<i>less</i> Amounts Specifically for New/Upgraded Assets	177	2,062	3,914
<i>less</i> Proceeds from Sale of Surplus Assets	0	0	0
	1,253	3,226	678
Net Lending / (Borrowing) for Financial Year	(2,016)	(3,748)	42

2017/18 FEES AND CHARGES

In addition to the Draft 2017/18 Annual Business Plan, Council has undertaken a full review of its Fees and Charges.

All fees and charges have been assessed against:-

- Competitor pricing (where applicable);
- Affordability;
- Cost recovery vs. community service;
- Loss of business and use of facilities; and
- CPI increase (1.3%).

As a result, 29 new fees have been added and 162 deleted where fee rationalisation was possible. There is now a total of 542 fees and charges for 2017/18.

Of these 542 fees and charges, 70.5% are set by Council, 18.8% are legislated fees and the remaining 10.7% are contractor fees not directly set by Council (e.g. waste collection).

The following fees and charges are also subject to community consultation. Based on submissions received, the final 2017/18 Fees and Charges document will be endorsed by Council in June 2017.



2017/18 Fees and Charges



Natural beauty...rich agriculture...spectacular coastline

YORKE PENINSULA COUNCIL

FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
Cemetery										
1	Burial plot - 50 year lease		per lease	\$ 500	\$ 500	\$ -	0.0%	No	No	Previously "Cemetery Lease : 50 year Lease - burial plot"
2	Burial plot - 99 year lease		per lease	\$ 950	\$ 950	\$ -	0.0%	No	No	Previously "Cemetery Lease : 99 year Lease - burial plot"
3	Niche Wall - 50 year lease		per lease	\$ 380	\$ 380	\$ -	0.0%	No	No	Previously "Cemetery Lease : 50 year Lease - Niche wall"
4	Niche Wall - 99 year lease		per lease	\$ 720	\$ 720	\$ -	0.0%	No	No	Previously "Cemetery Lease : 99 year Lease - Niche wall"
5	Memorial Seat		per seat	\$ 800	Price on application	N/A	N/A	Yes	No	Previously "Cemetery Memorials: Memorial Seats"
6	Memorial plaque (Niche Wall)		per plaque	\$ 250	Price on application	N/A	N/A	Yes	No	Variable cost on plaques and seat location required flexibiliy in fee setting. Previously "Cemetery Memorials: Niche Wall memorial plaque". Variable cost on plaques required flexibiliy in fee setting.
		(refund amount is determined by formula as set out in section 34(2) of the Burial and Cremation Act 2013 and schedule 1 of Burial and Cremation Regulations 2014								
7	Burial, cremation, interment, exhumation, administration and development fees, maintenance and grave digging services, burial enquiries and searches, etc.	Memorials		Not applicable	\$	N/A	N/A	No	No	Fee no longer required
8	Cemetery Memorials: application to erect monument	Memorials	per lease	\$ 75	\$ 75	\$ -	100.0%	Yes	No	Fee no longer required
9	Cemetery Memorials: Memorial Bolder	Memorials	per lease	Price on application	\$	N/A	N/A	Yes	No	Fee no longer required
10	Cemetery Memorials: Memorial Trees (native)	Memorials	per tree	\$ 450	\$ 450	\$ -	100.0%	Yes	No	Fee no longer required
11	Cemetery Memorials: surcharge for Non residents	Memorials	per application	\$ 1,000	\$ 1,000	\$ -	100.0%	Yes	No	Fee no longer required
12	Licence, permit and search fees associated with the Enfield and West Terrace cemeteries	Licence, permit and search fees associated with the Enfield and West Terrace cemeteries		Not applicable	\$	N/A	N/A	No	No	Fee no longer required
13	Supply of electricity including connection, disconnection and meter readings charged by Council as Power Distribution Authority under the Roxby Downs Indenture			Not applicable	\$	N/A	N/A	No	No	Fee no longer required
Community										
14	Activity and social programs conducted for aged, young and disabled persons			Price on application	Price on application	N/A	N/A	Yes	No	Previously "Aged / Youth / Disabled Programmes"
15	Loan - admin Fee for late payment	Deferred loan repayments by community organisations : Grace period of one week be given. If greater than one week a \$50.00 admin cost plus interest calculated at the 24 hour call investment rate with the LGFA from the first day following the scheduled date for repayment until repayment is		\$ 50	\$ 50	\$ -	0.0%	Yes	No	
16	Portable Toliets Hire	Rental of Portable Toilets	Per day	\$ 50	\$ 50	\$ -	0.0%	Yes	No	
17	Portable Toliets Hire Bond		Per booking	\$ 100	\$ 100	\$ -	0.0%	No (unless forfeit)	No	
18	Hire Bonds	Refundable cleaning and security bonds in relation to lease, hire and rental arrangements		Refer to Halls section	\$	N/A	0.0%	No	No	Fee no longer required (refer Halls section)
19	Hire Buildings	Lease, hire or rental (including long term rental) of chambers, halls, rooms and other buildings including call out fees		Refer to Halls section	\$	N/A	0.0%	No	No	Fee no longer required (refer Halls section)
20	Hire Deposits & Cancellation Fees	Deposits refunded / absorbed on full payment or forfeited on		Refer to Halls section	\$	N/A	0.0%	No	No	Fee no longer required (refer Halls section)
21	Hire Insurance	Provision of insurance for use of Council property (may be by way of increased hire fee)		Available on request	\$	N/A	0.0%	No	No	Fee no longer required
22	Hire Key Deposits	Refundable key deposits		Refer to Halls section	\$	N/A	0.0%	No	No	Fee no longer required (refer Halls section)
23	Hire Parks & Reserves	Hire and site fees for occupation of parks, gardens and reserves		Available on request	Price on application	N/A	0.0%	No	No	Fee no longer required
24	Hire Plant	Hire / rental of plant, equipment and facilities (such as bbq equipment, sound systems)		Refer to Private Works rates	Price on application	N/A	0.0%	No	No	Fee no longer required
25	Hire Recreation	Lease, hire or rental (including long term rental) of sports grounds and equipment		As per lease agreement	\$	N/A	0.0%	No	No	Fee no longer required
26	Loans	Council taking out loans on behalf of clubs and associations		As per loan repayment	\$	#VALUE!	0.0%	No	No	Fee no longer required

YORKE PENINSULA COUNCIL

FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
27	Publications	Sale of books, trail and road maps		Refer to Council Documents section	Refer to Council Documents section	#VALUE!	0.0%	No	No	Fee no longer required (refer Visitor Information Centre website for individual items)
Art Exhibition										
28	Artist Entry Fees	(Non-Refundable) No charge for the NYP Art Group, Maitland Show Society & Stansbury Institute Committee	per work entered	\$ 15	\$ 15	\$ -	0.0%	Yes	No	Previously "Art Exhibition Fee"
29	Art Screen - Hire Fee		per screen hired	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
30	Commission on sale of art works		per work sold	20%	20%	\$ -	0.0%	Yes	No	Previously "Sale of art"
31	Art Exhibition Fee	Artist Entry Fees (Non-Refundable)	Under 1 square meter display	\$ 8	\$ 8	\$ 8	-100.0%	Yes	No	Fee no longer required - now single fee
Visitor Information Centre (Online Bookings)										
32	Booking Fee		Per booking	\$ 3	\$ 3	\$ -	0.0%	Yes	No	Previously "Visitor Information Centre Online Booking- Booking Fee"
33	Cancellation / Alteration of Booking Fee		Per cancellation / alteration	\$ 22	\$ 22	\$ -	0.0%	Yes	No	Previously "Visitor Information Centre Online Booking- Cancellation/ Alteration Fee"
YP Leisure Options Programs										
34	Art and Craft Session		Per session	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
35	Cooking Group Members Fee		Per session	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
36	Cooking Group Volunteers Fee		Per session	\$ -	\$ 5	\$ 5	100.0%	Yes	No	
37	Fun and Games Session		Per session	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
38	Living Skills Program Session		Per session	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
39	Mature Aged Gentlemen Session		Per session	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
40	Tree Propagation Session		Per session	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
41	Wood Shed Session		Per session	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
Council Documents										
42	Agenda - Posted	Postage costs to be added where applicable	Per item collected/posted	\$ 8.50	\$ 8.50	\$ -	0.0%	No	No	
43	Agenda / Minutes for Progress Association	Postage costs to be added where applicable	Per item collected/posted	Discounted	\$ 4.25	N/A	N/A	No	No	
44	Annual Financial Statements	Postage costs to be added where applicable	Per item collected/posted	\$ 25	\$ 25	\$ -	0.0%	No	No	
45	Annual Report	Postage costs to be added where applicable	Per item collected/posted	\$ 21	\$ 25	\$ 4.00	19.0%	No	No	
46	Any other Publicly available Policy Documents	Postage costs to be added where applicable	\$5 flat fee plus per sheet fee of	\$ 1	\$ 1	\$ -	0.0%	No	No	
47	Assessment Book (Single Property Extract)	Postage costs to be added where applicable	Per item collected/posted	\$ 5	\$ 5	\$ -	0.0%	No	No	
48	Assessment Book (Township Extract) - Progress Associations	Postage costs to be added where applicable	Per item collected/posted	No charge	No charge	N/A	N/A	No	No	
49	Better Development Plan (BDP)	Postage costs to be added where applicable	Per item collected/posted	\$ 200	\$ 200	\$ -	0.0%	No	No	
50	Better Development Plan (BDP) - CD Version	Postage costs to be added where applicable	Per item collected/posted	\$ 30	\$ 30	\$ -	0.0%	No	No	
51	Better Development Plan (BDP) - Paper Version	Postage costs to be added where applicable	Per item collected/posted	\$ 100	\$ 100	\$ -	0.0%	No	No	
52	Community Groups approved by Council	University of the Third Age	Per item collected/posted	No charge	No charge	N/A	N/A	No	No	
53	Copy of Certificate of Title	Postage costs to be added where applicable	Per item collected	\$ 31	\$ 31	\$ -	0.0%	No	No	
54	Development Plan	Postage costs to be added where applicable	Per item collected/posted	\$ 31	\$ 31	\$ -	0.0%	No	No	
55	Employees Code of Conduct	Postage costs to be added where applicable	Per item collected	No charge	No charge	N/A	N/A	No	Yes	Now legislated so not applicable
56	Fees and Charges Register	Postage costs to be added where applicable	Per item collected/posted	\$ 25	\$ 25	\$ -	0.0%	No	No	
57	Members Code of Conduct	Postage costs to be added where applicable	Per item collected/posted	No charge	No charge	N/A	N/A	No	Yes	Now legislated so not applicable
58	Members Register of Allowances and Benefits	Postage costs to be added where applicable	Per item collected/posted	\$ 10	\$ 10	\$ -	0.0%	No	No	
59	Members Register of Interests	Postage costs to be added where applicable	Per item collected/posted	\$ 10	\$ 10	\$ -	0.0%	No	No	
60	Minutes - Posted	Postage costs to be added where applicable	Per item collected/posted	\$ 5	\$ 5	\$ -	0.0%	No	No	
61	Monthly Building Approval List (per annum)			\$ 36.50	\$ 36.50	\$ -	0.0%	No	No	

YORKE PENINSULA COUNCIL

FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
62	Officers Register of Remuneration	Postage costs to be added where applicable	Per item collected/posted	\$ 10	\$ 10	\$ -	0.0%	No	No	
63	Policy Manual	Postage costs to be added where applicable	Per item collected/posted	\$ 35	\$ 50	\$ 15	42.9%	No	No	
64	Policy on Order Making	Postage costs to be added where applicable	Per item collected/posted	No charge	No charge	N/A	N/A	No	Yes	
65	Public Consultation Policy	Postage costs to be added where applicable	Per item collected/posted	No charge	No charge	N/A	N/A	No	Yes	
66	Register of By Laws	Postage costs to be added where applicable	Per item collected/posted	\$ 10	\$ 10	\$ -	0.0%	No	No	
67	Register of Community Land	Postage costs to be added where applicable	Per item collected/posted	No charge	No charge	N/A	N/A	No	Yes	
68	Register of Public Roads	Postage costs to be added where applicable	Per item collected/posted	\$ 10	\$ 10	\$ -	0.0%	No	No	
69	Review of Elector Representation - Options Paper	Postage costs to be added where applicable	Per item collected/posted	\$ 10	\$ 10	\$ -	0.0%	No	No	
70	Request for copy of rates notice	Postage costs to be added where applicable	Per item collected/posted	\$ -	\$ 5	\$ 5	N/A	No	Yes	New fee
71	Section 41 Committees / Libraries / Media	Postage costs to be added where applicable	Per item collected/posted	No charge	No charge	N/A	N/A	No	No	
72	Strategic Management Plan	Postage costs to be added where applicable	Per item collected/posted	\$ 25	\$ 25	\$ -	0.0%	No	No	
73	Request of previous year's rates transactions	Postage costs to be added where applicable	Per item collected/posted	\$ -	\$ 10	\$ 10	N/A	No	Yes	New fee
74	Agenda - Collected from Council office		Per item collected	\$ 8.50	\$ 8.50	\$ -	0.0%	No	No	Fee no longer required
75	Four Make One	(Yorketown & Maitland Office)		\$ 11	\$ -	\$ 11	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
76	Governor Ferguson's Legacy	(Maitland Office)		\$ 13.20	\$ -	\$ 13.20	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
77	Harry Butler Books	(Minlaton Office)		\$ 2.20	\$ -	\$ 2.20	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
78	Maitland Office Photocopying fees	Facilities not available for public use		N/A	N/A	N/A	N/A	Yes	No	Photocopying services available at Warooka Office only
79	Minlaton Office Photocopying fees	Facilities not available for public use		Not applicable	Not applicable	N/A	N/A	Yes	No	Photocopying services available at Warooka Office only
80	Minutes - Collected from Council office			\$ 5	\$ 5	\$ -	0.0%	No	No	Fee no longer required
81	Native Plants of YP			\$ 10	\$ -	\$ 10	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
82	PHOTOCOPYING FEES			\$ -	\$ -	\$ -	N/A	Yes	No	Fee no longer required
83	Port Vincent - Shipping Port to Pleasure Resort (Minlaton Office)			\$ 33	\$ -	\$ 33	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
84	Salt Winds Across Barley Plains	(Maitland Office)		\$ 19.80	\$ -	\$ 19.80	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
85	The Striding Years	(Minlaton Office)		\$ 7.70	\$ -	\$ 7.70	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
86	Wide Sails & Wheatstacks	(Maitland Office)		\$ 33	\$ -	\$ 33	-100.0%	Yes	No	Refer to Visitor Information Centre website for individual item prices
87	Yorketown Office Photocopying fees	Facilities not available for public use		Not applicable	Not applicable	N/A	N/A	Yes	No	Photocopying services available at Warooka Office only
Photocopying (Warooka Office Only)										
88	A3 double sided (must supply own paper)		per page double sided	\$ 0.20	\$ 0.20	\$ -	0.0%	Yes	No	
89	A4 single side (must supply own paper)		per page single sided	\$ 0.05	\$ 0.05	\$ -	0.0%	Yes	No	
90	A3 single side (must supply own paper)		per page single sided	\$ 0.10	\$ 0.10	\$ -	0.0%	Yes	No	
91	A4 double sided (must supply own paper)		per page double sided	\$ 0.10	\$ 0.10	\$ -	0.0%	Yes	No	

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FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
Health Services										
92	Application and licence fees for supported residence	Application and licence fees including renewals and transfers for supported residence		Available on request	Price on application	N/A	N/A	No	Yes	Statutory Fee
93	Fines - Food Safety	Fines and expiations under the Food Act		Refer to Food Act for full listing	Refer to Food Act for full listing	N/A	N/A	No	Yes	Statutory Fee
94	Fines - Public and Environmental Health Act	Fines and expiations under the Public and Environmental Health Act		Refer to Public and Enviromental Health Act for full listing	Refer to Public and Enviromental Health Act for full listing	N/A	N/A	No	Yes	Statutory Fee
95	Inspection of Food Premises : Any other Case	Inspection and reporting on food safety in business premises (Exemption for community and sporting clubs)	per inspection	\$ 214	\$ 214	\$ -	0.0%	No	Yes	Statutory Fee
96	Inspection of Food Premises : high Risk	Inspection and reporting on food safety in business premises (Exemption for community and sporting clubs)	per inspection	\$ 85.50	\$ 85.50	\$ -	0.0%	No	Yes	Statutory Fee
97	Inspection of Food Premises : Nominal Risk	Inspection and reporting on food safety in business premises (Exemption for community and sporting clubs)	per inspection	\$ 45	\$ 45	\$ -	0.0%	No	Yes	Statutory Fee
98	Registration of warm water system		per year	\$ 18.20	\$ 18.20	\$ -	0.0%	No	Yes	Statutory Fee
Information Services										
99	Searches - Certificate of Liabilities	Rate only searches (section 7 and 187), certificates of liability and extracts from assessment book. Urgent searches are not available	per search	\$ 31.75	\$ 31.75	\$ -	0.0%	No	Yes	Statutory Fee
100	Searches - Complete Search	Rate searches (section 7 and 187), certificates of liability and extracts from assessment book. Urgent searches are not available	per search	\$ 54.55	\$ 54.55	\$ -	0.0%	No	Yes	Statutory Fee
101	Searches - Transfer underlease for Marina		per search	\$ 125	\$ 125	\$ -	0.0%	No	No	
Water Supply										
102	Excess water	Excess water : Port Rickaby / Black Point / Balgowan / Hardwicke Bay @ price set by SA Water.	per kilolitre	\$ 3.24	\$ 3.24	\$ -	0.0%	No	No	Based on curent SA Water residential Tier 2 rate
103	Final Water Meter Reading		per reading	\$ 44	\$ 44	\$ -	0.0%	Yes	No	
104	Marion Bay Desalination plant - Moneca system	per kilolitre from the Moneca	per kilolitre	\$ 12.00	\$ 12.50	\$ 0.50	4.2%	No	No	
105	Marion Bay Desalination plant - Standpipe	Per kilolitre from the standpipe	per kilolitre	\$ 10.00	\$ 12.50	\$ 2.50	25.0%	No	No	
106	Marion Bay Desalination plant - supply for commercial owners	For commercial property owners for reticulated, non guaranteed supply.	per kilolitre	\$ 12.00	\$ 12.50	\$ 0.50	4.2%	No	No	
107	Service Fees for Water Supply	All service fees charged to Developer		As per SA Water Invoice	As per SA Water Invoice	N/A	N/A	No	No	
108	Swipe card purchase for use at marion Bay Desalination Plant		per card	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
109	Testing of water meter		per test where test shows no fault	\$ 236	\$ 236	\$ -	0.0%	Yes	No	Based on current SA Water fee for similar service
110	Water supply scheme charge - Balgowan		per annum	\$ 180	\$ 195	\$ 15	8.3%	No	No	Change to name to align with rates notice, staged fee increase in service charge to move towards full-cost recovery
111	Water supply scheme charge - Black Point		per annum	\$ 180	\$ 195	\$ 15	8.3%	No	No	Change to name to align with rates notice, staged fee increase in service charge to move towards full-cost recovery
112	Water supply scheme charge - Hardwicke Bay		per annum	\$ 180	\$ 195	\$ 15	8.3%	No	No	Change to name to align with rates notice, staged fee increase in service charge to move towards full-cost recovery

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
Development										
113	Advertising	Advertising in newspaper as required under the Development Act (category 3)		\$ 235	\$ 240	\$ 5	2.1%	Yes	No	
114	Application for assignment of classification of a building	Application for assignment of, or change in, classification of a building under the Development Act		Calculated on floor area or \$65 which ever is greater	Calculated on floor area or \$65 which ever is greater	N/A	N/A	Yes	Yes	Statutory Fee
115	Application for issue of Schedule of Essential Safety Provisions	Application for issue of Schedule of Essential Safety Provisions under the Development Act		\$ 94	\$ 94	\$ -	0.0%	Yes	Yes	Statutory Fee
116	Bond Documents	Preparation and administration of bond documents		Available on request	Price on application	N/A	N/A	Yes	No	
117	Certificate of Occupancy Fee	Certificate of Occupancy Fee under the Development Act		\$ 43.75	\$ 43.75	\$ -	0.0%	Yes	Yes	Statutory Fee
118	Consent to Development at Variance with Building Rules	Consent to Development at Variance with Building Rules under the Development Act		\$ 153	\$ 153	\$ -	0.0%	Yes	Yes	Statutory Fee
119	Copy of LMA	person entitled to a copy of an LMA on payment of fee		\$ 15	\$ 25	\$ 10	66.7%	No	No	
120	Enterprise Roads : Sale of Land	Based upon independent valuation of area of road to be sold		Based upon independent valuation of area of road to be sold	Based upon independent valuation of area of road to be sold	N/A	N/A	Yes	No	
121	Extension of Consent / Approval	Application to extend any Consent / Approval		\$ 98	\$ 98	\$ -	0.0%	No	Yes	Statutory Fee
122	Inspection Fee	Inspection Fee of Second Hand Dwellings (Fee based on an inspection to Adelaide (or similar distance). If the distance for the Development Officer is more, then the fee will be increased.). Based on a Yorketown to Adelaide Trip		Price on application	Price on application	N/A	N/A	Yes	No	
123	Installation of Street Signs	Installation of additional street signs at ratepayers request		Available on request	Price on application	N/A	N/A	Yes	No	
124	Land Management / Water Agreements	Private Water Services Agreements and Land Management Agreements including inspection, preparation and administration		Available on request	Price on application	N/A	N/A	Yes	No	
125	Public Notification Fee (category 2 & 3)	Public Notification Fee (category 2 & 3) under the Development Act		\$ 105	\$ 105	\$ -	0.0%	No	Yes	Statutory Fee
126	Registration of private certifiers	Application for registration of private certifiers & annual registration fee under the Development Act		Available on request	Price on application	N/A	N/A	No	Yes	Statutory Fee
127	Schedule 1 a development	development exempt within ambit of schedule 1a other than brush		\$ 51	\$ 51	\$ -	0.0%	No	Yes	Statutory Fee
128	Staged Consents Fee	Note: \$16.20 to be forwarded to Development Assessment Commission		\$ 61	\$ 61	\$ -	0.0%	No	Yes	Statutory Fee
129	Statement of Requirements Fee : Boundry Adjustment	Statement of Requirements Fee under the Development Act		\$ 289	\$ 289	\$ -	0.0%	No	Yes	Statutory Fee
130	Statement of Requirements Fee : Boundry Adjustment , additional allotments	Statement of Requirements Fee under the Development Act		\$ 408	\$ 408	\$ -	0.0%	No	Yes	Statutory Fee
131	Swimming Pool development application fee	Fee for the lodgement of development application of a swimming pool, spa and or safety fence under the Development Act.		\$ 182	\$ 182	\$ -	0.0%	No	Yes	Statutory Fee

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
Building Rules Fees (Development Act)										
132	Class 1, 2, 4		Floor area x class fee	\$ 2.95	\$ 2.95	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees: Class 1,2, 4"
133	Class 10a		Floor area x class fee	\$ 0.88	\$ 0.88	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees: Class 10a"
134	Class 10b		Floor area x class fee	\$ 0.88	\$ 0.88	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees: Class 10b"
135	Class 3, 5, 6		Floor area x class fee	\$ 3.92	\$ 3.92	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees: Class 3, 5, 6"
136	Class 7, 8		Floor area x class fee	\$ 2.60	\$ 2.60	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees: Class 7, 8"
137	Class 9a, 9c		Floor area x class fee	\$ 4.45	\$ 4.45	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees: Class 9a, 9c"
138	Class 9b		Floor area x class fee	\$ 3.91	\$ 3.91	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees: Class 9b"
139	Demolition		Floor area x class fee	area x Class fee x 20%	20% loading to class calculation	N/A	N/A	Yes	Yes	Statutory Fee, previously "Building rules fees : demolition"
140	Minimum Fee		If floor area calculation below minimum fee	\$ 66.50	\$ 66.50	\$ -	0.0%	Yes	Yes	Statutory Fee, previously "Building rules fees :Minimum Fee"
Certificate of Approval (Development Act)										
141	Certificate of Approval Fee : Additional allotments	Certificate of Approval Fee under the Development Act		\$ 340	\$ 340	\$ -	0.0%	No	Yes	Statutory Fee
142	Certificate of Approval Fee : Boundary realignment	Certificate of Approval Fee under the Development Act		\$ 102	\$ 102	\$ -	0.0%	No	Yes	Statutory Fee
Developer Fees										
143	Developers' "In-Kind" Contributions	Non-cash contributions made by developers when creating land divisions		Available on request	Price on application	N/A	N/A	No	No	
144	Developers' Cash Contributions	Levies imposed on or made by developers when creating land divisions		Available on request	Price on application	N/A	N/A	No	No	
145	Developers' Contributions toward Street Signs	Contributions by developers towards installation and kerbside etching of street signs		Minimum fee \$60, where cost exceeds minimum fee actual cost is used	Minimum fee \$60, where cost exceeds minimum fee actual cost is used	N/A	N/A	No	No	
Development Plan Assessment Fees										
146	Development plan assessment fee	Development between \$10,000 and \$100,000		\$ 105	\$ 105	\$ -	0.0%	No	Yes	Statutory Fee
147	Development plan assessment fee	Development under \$10,000		\$ 38.25	\$ 38.28	\$ 0.03	0.1%	No	Yes	Statutory Fee
148	Development plan assessment fee	Development over \$100,000		0.125% to maximum of 200,000	0.125% to maximum of \$200,000	N/A	N/A	No	Yes	Statutory Fee
Land Divisions										
149	Land division fee	Additional allotment created		\$ 155	\$ 155	\$ -	0.0%	No	Yes	Statutory Fee
150	Land division fee : per additional allotment fee	per new allotment created (max \$6,937)		\$ 14.60	\$ 14.60	\$ -	0.0%	No	Yes	Statutory Fee
151	Land division fee : no additional allotment number	Land division fee under the Development Act		\$ 71	\$ 71	\$ -	0.0%	No	Yes	Statutory Fee
152	Land division lodgement fee : base amount	Lodgement fees under the Development Act		\$ 61	\$ 61	\$ -	0.0%	No	Yes	Statutory Fee
153	Land division lodgement fee : no additional allotments	Land division - no Additional allotments - \$49 + Base amount \$61		\$ 110	\$ 110	\$ -	0.0%	No	Yes	Statutory Fee
154	Land division lodgement fee : with additional allotments	Land Division with Additional allotments \$144.00 + Base amount \$61		\$ 205	\$ 205	\$ -	0.0%	No	Yes	Statutory Fee
Lodgement Fees										
155	Lodgement Fees - > \$5,000 & includes BRC	These lodgement fees will also have the Base amount of \$61 applicable		\$ 69	\$ 69	\$ -	0.0%	No	Yes	Statutory Fee
156	Lodgement Fees - Base amount	Lodgement fees under the Development Act		\$ 61	\$ 61	\$ -	0.0%	No	Yes	Statutory Fee
157	Lodgement Fees - Non-complying	These lodgement fees will also have the Base amount of \$61 applicable		\$ 98	\$ 98	\$ -	0.0%	No	Yes	Statutory Fee

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
Non-Complying Developments										
158	Non-Complying Development Fee	Development under \$10,000		\$ 52.50	\$ 52.50	\$ -	0.0%	No	Yes	Statutory Fee
159	Non-Complying Development Fee	Development between \$10,000 & \$100,000		\$ 124	\$ 124	\$ -	0.0%	No	Yes	Statutory Fee
160	Non-Complying Development Fee	Development between \$100,000 & 200,000		0.125% of value to a maximum of 200,000	0.125% of value to a maximum of \$200,000	N/A	N/A	No	Yes	Statutory Fee
161	Non-Complying Development Administration Fee	Development under \$5,000		\$ 61	\$ 61	\$ -	0.0%	No	Yes	Statutory Fee, previously "Admin fee".
162	Non-Complying Development Administration Fee	Development over \$5,000		\$ 130	\$ 130	\$ -	0.0%	No	Yes	Statutory Fee, previously "Admin fee".
Referrals										
163	Referral fees	Referral fees under the Development Act		\$ 213	\$ 213	\$ -	0.0%	No	Yes	Statutory Fee
164	Referral to Building Rules Assessment Commission : Class 1 & 10	Referral to Building Rules Assessment Commission under the Development Act		\$ 480	\$ 480	\$ -	0.0%	No	Yes	Statutory Fee
165	Referral to Building Rules Assessment Commission : Class 2-9	Referral to Building Rules Assessment Commission under the Development Act		\$ 1,054	\$ 1,054	\$ -	0.0%	No	Yes	Statutory Fee
166	Parking	Making car parking spaces to accomodate new development in business centre		Available on request	Available on request	N/A	N/A	No	No	Fee not required
Environment										
167	Block Clearing	On site rubbish removable and block clearing		Contrators fee plus \$110 admin fee	Contractor fee plus \$120 admin fee	N/A	N/A	Yes	No	
168	Pest Control	Supply of mosquito blocks		Available on request	Price on application	N/A	N/A	Yes	No	
169	Removal of Property	Removal and storage of property (i.e. Abandoned cars, shopping trolleys, sign boards etc.)		Price on request determined by Council quotation	Price on application	N/A	N/A	No	No	
170	Removal of Vegetation	Slash / burning and other removal of vegetation for fire prevention or pest control purposes		Contractors fee plus \$110 admin fee		N/A	N/A	No	No	Not required - remove fee
Bush Camping Permits										
171	Monthly non-ratepayer		per site per month	\$ 150	\$ 150	\$ -	0.0%	Yes	No	List of camping sites available to be listed with bush camping fees as per below: Fees applicable to the following camping grounds : Burners Beach, Goldsmith Beach, Gleasons Landing, Foul Bay, Kemp Bay, Gravel Bay, Swincers Rocks, Sturt Bay, Mozzie Flat, Troubridge Hill, The Gap, The Bamboos, Tiparra Rocks, Wauraltee Beach, Barkers Rocks, Daly Head, Len Barker Reserve, Port Minlacowie, Parara and Foul Bay Boat Ramp.
172	Monthly ratepayer fee		per site per month	\$ 75	\$ 75	\$ -	0.0%	Yes	No	
173	One night		per site per night	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
174	Weekly fee non-ratepayer		per site per week	\$ 50	\$ 50	\$ -	0.0%	Yes	No	
175	Weekly ratepayer fee		per site per week	\$ 25	\$ 25	\$ -	0.0%	Yes	No	
176	Yearly non-ratepayer		per site per annum	\$ 500	\$ 500	\$ -	0.0%	Yes	No	
177	Yearly ratepayer fee		per site per annum	\$ 250	\$ 250	\$ -	0.0%	Yes	No	
Animal Control										
178	Animal Collars - Hire	Hire of cat & dog collars (including citronella & anti barking collars)		\$ 25	\$ 25	\$ -	0.0%	Yes	No	
179	Animal Collars - Citronella can refill			\$ 15	\$ 15	\$ -	0.0%	Yes	No	
180	Animal Kennelling	Boarding of animals		Available on request	Price on application	N/A	N/A	Yes	No	
181	Additional impound fees		For every 24 hrs or part thereafter that animal is impounded	\$ 20	\$ 20	\$ -	0.0%	Yes	Yes	Statutory Fee
182	Initial impound fee - during working hours			\$ 60	\$ 60	\$ -	0.0%	No	Yes	Statutory Fee
183	Initial impound fee - out of working hours			\$ 100	\$ 100	\$ -	0.0%	No	Yes	Statutory Fee
184	Animal destruction fee			\$ 100	\$ 100	\$ -	0.0%	No	Yes	Statutory Fee, previously "dog control - dog destruction fee"
185	Hire of cat traps and bird boxes	Hire of cat traps & bird boxes- fee is a Bond and is returned if the cage is returned within 7 days		\$ 25	\$ 50	\$ 25	100.0%	No (unless forfeit)	No	Increase in line with increased cost of cage replacement/maintenance

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
Dog Expiations										
186	A dog deemed to be wandering at large			\$ 80	\$ 80	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
187	A dog in any public place without a collar and current registration disc			\$ 80	\$ 80	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
188	A dog in school premises or shop			\$ 80	\$ 80	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
189	A dog that attacks, rushes, or chases a person, animal or			\$ 210	\$ 210	\$ -	0.0%	Yes	Yes	Previously "Dog Expiation", Statutory Fee
190	A dog that causes injury to person or property			\$ 210	\$ 210	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
191	Failing to remove dog faeces			\$ 55	\$ 55	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
192	Further offence, unregistered dog			\$ 80	\$ 80	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
193	If the dog(s) create a noise by barking or otherwise			\$ 105	\$ 105	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
194	Owning or keeping an unregistered dog			\$ 80	\$ 80	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
195	Transporting unrestrained dogs in vehicle			\$ 105	\$ 105	\$ -	0.0%	No	Yes	Previously "Dog Expiation", Statutory Fee
Dog Registrations										
196	Dog Registrations	Business Registration (per dog)	per financial year	\$ 70	\$ -	-\$ 70	-100.0%	No	No	For formal consideration by Council at May meeting
197	Dog Registrations	Change of location registration	per financial year	\$ 5	\$ -	-\$ 5	-100.0%	No	No	For formal consideration by Council at May meeting
198	Dog Registrations	Change of ownership Registration	per financial year	\$ 5	\$ -	-\$ 5	-100.0%	No	No	For formal consideration by Council at May meeting
199	Dog Registrations	Concession and Desexed dog registration	per financial year	\$ 17.50	\$ -	-\$ 17.50	-100.0%	No	No	For formal consideration by Council at May meeting
200	Dog Registrations	Concession and Desexed dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 8.75	\$ -	-\$ 8.75	-100.0%	No	No	For formal consideration by Council at May meeting
201	Dog Registrations	Consession Dog Registration	per financial year	\$ 35	\$ -	-\$ 35	-100.0%	No	No	For formal consideration by Council at May meeting
202	Dog Registrations	Consession Dog Registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 17.50	\$ -	-\$ 17.50	-100.0%	No	No	For formal consideration by Council at May meeting
203	Dog Registrations	Desexed and microchipped	per financial year	\$ 28	\$ -	-\$ 28	-100.0%	No	No	For formal consideration by Council at May meeting
204	Dog Registrations	Desexed and microchipped -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 14	\$ -	-\$ 14	-100.0%	No	No	For formal consideration by Council at May meeting
205	Dog Registrations	Desexed and Trained	per financial year	\$ 28	\$ -	-\$ 28	-100.0%	No	No	For formal consideration by Council at May meeting
206	Dog Registrations	Desexed and Trained -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 14	\$ -	-\$ 14	-100.0%	No	No	For formal consideration by Council at May meeting
207	Dog Registrations	Desexed, Microchipped and Concession dog registration	per financial year	\$ 14	\$ -	-\$ 14	-100.0%	No	No	For formal consideration by Council at May meeting
208	Dog Registrations	Desexed, Microchipped and Concession dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 7	\$ -	-\$ 7	-100.0%	No	No	For formal consideration by Council at May meeting
209	Dog Registrations	Desexed, trained and concession	per financial year	\$ 14	\$ -	-\$ 14	-100.0%	No	No	For formal consideration by Council at May meeting
210	Dog Registrations	Desexed, trained and concession -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 7	\$ -	-\$ 7	-100.0%	No	No	For formal consideration by Council at May meeting
211	Dog Registrations	Desexed, trained and microchipped	per financial year	\$ 21	\$ -	-\$ 21	-100.0%	No	No	For formal consideration by Council at May meeting
212	Dog Registrations	Desexed, trained and microchipped -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 10.50	\$ -	-\$ 10.50	-100.0%	No	No	For formal consideration by Council at May meeting
213	Dog Registrations	Desexed, trained, mircochipped and concession dog registration	per financial year	\$ 10.50	\$ -	-\$ 10.50	-100.0%	No	No	For formal consideration by Council at May meeting
214	Dog Registrations	Desexed, trained, mircochipped and concession dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 5.25	\$ -	-\$ 5.25	-100.0%	No	No	For formal consideration by Council at May meeting
215	Dog Registrations	Guide Dog registration	per financial year	\$ -	\$ -	\$ -	N/A	No	No	For formal consideration by Council at May meeting
216	Dog Registrations	microchipped and concession dog registration	per financial year	\$ 31.50	\$ -	-\$ 31.50	-100.0%	No	No	For formal consideration by Council at May meeting
217	Dog Registrations	microchipped and concession dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 15.75	\$ -	-\$ 15.75	-100.0%	No	No	For formal consideration by Council at May meeting
218	Dog Registrations	Microchipped dog registration	per financial year	\$ 63	\$ -	-\$ 63	-100.0%	No	No	For formal consideration by Council at May meeting
219	Dog Registrations	Microchipped dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 31.50	\$ -	-\$ 31.50	-100.0%	No	No	For formal consideration by Council at May meeting

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
220	Dog Registrations	microchipped, trained and concession dog registration	per financial year	\$ 28	\$ -	-\$ 28	-100.0%	No	No	For formal consideration by Council at May meeting
221	Dog Registrations	microchipped, trained and concession dog registration -Puppy under 3 months at 1 Jan in financial	per financial year	\$ 14	\$ -	-\$ 14	-100.0%	No	No	For formal consideration by Council at May meeting
222	Dog Registrations	ordinary desexed dog registration	per financial year	\$ 35	\$ -	-\$ 35	-100.0%	No	No	For formal consideration by Council at May meeting
223	Dog Registrations	ordinary desexed dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 17.50	\$ -	-\$ 17.50	-100.0%	No	No	For formal consideration by Council at May meeting
224	Dog Registrations	Ordinary Dog registration	per financial year	\$ 70	\$ -	-\$ 70	-100.0%	No	No	For formal consideration by Council at May meeting
225	Dog Registrations	Ordinary Dog registration- Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 35	\$ -	-\$ 35	-100.0%	No	No	For formal consideration by Council at May meeting
226	Dog Registrations	penalty fee for late registration	per financial year	\$ 20	\$ -	-\$ 20	-100.0%	No	No	For formal consideration by Council at May meeting
227	Dog Registrations	Registered Greyhound Dog registration	per financial year	\$ 20	\$ -	-\$ 20	-100.0%	No	No	For formal consideration by Council at May meeting
228	Dog Registrations	Registered Greyhound Dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 10	\$ -	-\$ 10	-100.0%	No	No	For formal consideration by Council at May meeting
229	Dog Registrations	Replacement of registration disc at 1 Jan in financial year	per financial year	\$ 2	\$ -	-\$ 2	-100.0%	No	No	For formal consideration by Council at May meeting
230	Dog Registrations	Trained and Concession dog registration	per financial year	\$ 31.50	\$ -	-\$ 31.50	-100.0%	No	No	For formal consideration by Council at May meeting
231	Dog Registrations	Trained and Concession dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 15.75	\$ -	-\$ 15.75	-100.0%	No	No	For formal consideration by Council at May meeting
232	Dog Registrations	Trained and microchipped dog registration	per financial year	\$ 56	\$ -	-\$ 56	-100.0%	No	No	For formal consideration by Council at May meeting
233	Dog Registrations	Trained and microchipped dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 28	\$ -	-\$ 28	-100.0%	No	No	For formal consideration by Council at May meeting
234	Dog Registrations	Trained Dog registration	per financial year	\$ 63	\$ -	-\$ 63	-100.0%	No	No	For formal consideration by Council at May meeting
235	Dog Registrations	Trained Dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 31.50	\$ -	-\$ 31.50	-100.0%	No	No	For formal consideration by Council at May meeting
236	Dog Registrations	Working dog registration	per financial year	\$ 20	\$ -	-\$ 20	-100.0%	No	No	For formal consideration by Council at May meeting
237	Dog Registrations	Working dog registration -Puppy under 3 months at 1 Jan in financial year	per financial year	\$ 10	\$ -	-\$ 10	-100.0%	No	No	For formal consideration by Council at May meeting
Expiations										
238	Expiations - By-Laws	Fines and expiations in relation to Council by-laws 2-5 and 7	per offence	\$ 100	\$ 100	\$ -	0.0%	No	Yes	Statutory Fee
239	Expiations - By-Laws	Fines and expiations in relation to Council by-law 6		\$ 187.50	\$ 187.50	\$ -	0.0%	No	Yes	Statutory Fee
240	Expiations - Littering	Fines and expiations in relation to littering	per offence	\$ 315	\$ 315	\$ -	0.0%	No	Yes	Statutory Fee
241	Impounding of Vehicles	Impounding of vehicles (including towing and storage)	per offence	Cost Recovery	Full Cost Recovery	N/A	N/A	No	No	
242	Impounding of Vehicles : Admin Fee	Impounding of vehicles (including towing and storage)	per offence	\$ 100	\$ 100	\$ -	0.0%	No	No	
Vehicle Parking Expiations										
243	Parking on a footpath		per offence	\$ 91	\$ 91	\$ -	0.0%	No	Yes	Statutory Fee
244	Parking resulting in obstructing access to and from a driveway		per offence	\$ 75	\$ 75	\$ -	0.0%	No	Yes	Statutory Fee
245	Parking within 10 meters of an interesction without traffic lights		per offence	\$ 93	\$ 93	\$ -	0.0%	No	Yes	Statutory Fee
246	Double ranking parking		per offence	\$ 91	\$ 91	\$ -	0.0%	No	Yes	Statutory Fee
247	Exceeding a time limit whilst parking		per offence	\$ 50	\$ 50	\$ -	0.0%	No	Yes	Statutory Fee
248	Not paralled parked, not facing a lawful direction		per offence	\$ 64	\$ 64	\$ -	0.0%	No	Yes	Statutory Fee
249	Parking for longer than an hour if the vehicle exceeds 6 meters in length		per offence	\$ 112	\$ 112	\$ -	0.0%	No	Yes	Statutory Fee
250	Parking in a bus Zone		per offence	\$ 124	\$ 124	\$ -	0.0%	No	Yes	Statutory Fee
251	Parking in a disabled zone		per offence	\$ 355	\$ 355	\$ -	0.0%	No	Yes	Statutory Fee
252	Parking in a loading zone		per offence	\$ 66	\$ 66	\$ -	0.0%	No	Yes	Statutory Fee

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
253	Parking in a no standing zone		per offence	\$ 91	\$ 91	\$ -	0.0%	No	Yes	Statutory Fee
254	Expiations - Burning	Fines and expiations in relation to burning, burning out of hours and burning particular material		\$ -	\$ -	\$ -	N/A		Yes	Fee no longer reequired
Freedom of Information Requests										
255	1. On application for Access to an agencies document (section 13c)			\$ -	\$ 33.50	\$ -	0.0%	No	Yes	Statutory Fee
256	2. For dealing with an application for access to an agency's document and in respect of access to the document(s)	b) In any other case for each 15 minutes so spent by the agency		\$ -	\$ 12.50	\$ -	0.0%	No	Yes	Statutory Fee
257	2. For dealing with an application for access to an agency's document and in respect of access to the document(s)	a) In the case of a document that contains information concerning personal affairs of the applicant - i) for up to the first 2 hours spent by the agency		\$ -	No charge	N/A	N/A	No	Yes	Statutory Fee
258	2. For dealing with an application for access to an agency's document and in respect of access to the document(s)	a) In the case of a document that contains information concerning personal affairs of the applicant ii) for each subsequent 15 minutes spent by the agency after the first 2 hours spent by the agency in dealing with the application and giving acces		\$ -	\$ 12.50	\$ -	0.0%	No	Yes	Statutory Fee
259	2. In additon to fees specified in subclause (1) of the Freedom of Information (Fees and Charges) Regulations 2003, the following fees are payable in respect of the given of access to an agency's document:	b) Where access is to be given in the form of a written transcript of words recorded or contained in the document.		\$ -	\$7.55 plus actual cost of postage/delivery	N/A	N/A	No	Yes	Statutory Fee
260	2. In additon to fees specified in subclause (1) of the Freedom of Information (Fees and Charges) Regulations 2003, the following fees are payable in respect of the given of access to an agency's document:	c) Where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape or computer disk - the actual cost incurred by the agency in producing the copy		\$ -	Actual cost	N/A	N/A	No	Yes	Statutory Fee
261	2. In additon to fees specified in subclause (1) of the Freedom of Information (Fees and Charges) Regulations 2003, the following fees are payable in respect of the given of access to an agency's document:	a) Where access is to be given in the form of a photocopy of the document.	per page	\$ -	\$0.20 plus actual cost of postage/delivery	\$ -	0.0%	No	Yes	Statutory Fee
262	3. On application for review by an agency of a determination made by the agency under part III of the act			\$ -	\$ 33.50	\$ -	0.0%	No	Yes	Statutory Fee
263	For dealing with an application for access to an agency's document and			No charge	No charge	N/A	N/A	No	Yes	Fee no longer required - reclassified above
264	For dealing with an application for access to an agency's document and in respect of access to the document(s).	In the case of a document that contains information concerning personal affairs of the applicant for each subsequent 15 minutes spent by the agency after the first 2 hours spent by the agency in dealing with the application and giving acces.		12.5	\$ 12.50	\$ -	0.0%	No	Yes	Fee no longer required - reclassified above
265	In any other case for each 15 minutes so spent by the agency	In any other case for each 15 minutes so spent by the agency		12.5	\$ 12.50	\$ -	0.0%	No	Yes	Fee no longer required - reclassified above
266	In the case of a document that contains information concerning personal affairs of the applicant - for up to the first 2 hours spent by the agency	Where a document is to be given to the applicant by post or delivery - the actual cost incurred by the agency in posting or delivering the		Actual cost	Actual cost	N/A	N/A	No	Yes	Fee no longer required - reclassified above
267	In the case of a document that contains information concerning personal affairs of the applicant for each subsequent 15 minutes spent by the agency after the first 2 hours spent by the agency in dealing with the application and giving acces.	In the case of a document that contains information concerning personal affairs of the applicant - for up to the first 2 hours spent by the agency		No charge	No charge	N/A	N/A	No	Yes	Fee no longer required - reclassified above
268	On application for Access to an agencies document			33.5	\$ 33.50	\$ -	0.0%	No	Yes	Fee no longer required - reclassified above
269	On application for review by an agency of a determination made by the agency under part III of the act			33.5	\$ 33.50	\$ -	0.0%	No	Yes	Fee no longer required - reclassified above

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
270	Where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape or computer disk - the actual cost incurred by the agency in producing the copy	Where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape or computer disk - the actual cost incurred by the agency in producing the copy		Actual cost	Actual cost	N/A	N/A	No	Yes	Fee no longer required - reclassified above
271	Where access is to be given in the form of a photocopy of the document (per page)	Where access is to be given in the form of a photocopy of the document (per page)	per page	\$ 0.20	\$ 0.20	\$	0.0%	No	Yes	Fee no longer required - reclassified above
272	Where access is to be given in the form of a written transcript of words recorded or contained in the document (per page)	Where access is to be given in the form of a written transcript of words recorded or contained in the document (per page)	per page	\$ 7.55	\$ 7.55	\$	0.0%	No	Yes	Fee no longer required - reclassified above
Licences and Permits										
273	Burning	Consent to carry out burning		Available on request	Price on application	N/A	N/A	No	Yes	Statutory Fee
274	Filming	Fee for filming commercials & feature films in Council area		Available on request	Price on application	N/A	N/A	Yes	No	
275	Firewood	Authority to collect roadside firewood		\$ 25	\$ 30	\$ 5	20.0%	No	No	
276	Mobile Vendors	Permit for mobile ice cream and other food vendors	per usage	\$ 365	\$ 365	\$ -	0.0%	No	No	
277	Mobile Vendors - Stansbury Markets	Fee for Stansbury Progress to run markets	per annum	\$ 365	\$ 365	\$ -	0.0%	No	No	
278	Outdoor Dining	Permit for outdoor cafes and dining including applications and transfers	annual fee	\$ 30	\$ 30	\$ -	0.0%	No	No	
279	Petrol Pumps	Kerbside petrol pump permit	per annum	\$ 50	\$ 50	\$ -	0.0%	No	No	
280	Road Closures	All applications and consents (including advertising fees charged) in relation to temporary road closures		Available on request	Price on application	N/A	N/A	No	No	
281	Road Rents	Commercial and agricultural road rents including fees for agistment, cropping and de pasturing. Invoiced on a five (5) yearly basis.	per year	\$ 11	\$ 12	\$ 1	9.1%	Yes	No	
282	Seed Collection	Authorisation for the collection of seeds for tree planting purposes		Available on request	Price on application	N/A	N/A	No	No	
283	Trading	Permit for trading or displaying goods (i.e. on street or in shopping complex)	per annum	\$ 30	\$ 30	\$ -	0.0%	No	No	
284	Under Road Pipelines	All application and licence fees in relation to under road pipe laying. Refer to Private Works for reinstatement charges & Development for bonds		\$ 15	\$ 50	\$ 35	233.3%	No	No	Increase to better reflect cost.
285	Fireworks	Authority to discharge fireworks (Schedule 9 or 10 permit)		Available on request	Price on application	N/A	N/A	No	No	Permits now issued by CFS
286	Permit to occupy Shacks - Foul Bay - Lot 1	Permit allowing shack to be retained and occupied on council land (in addition to rates)	per year	\$ 900	\$ 900	\$	0.0%	No	No	Fee no longer required
287	Permit to occupy Shacks - Foul Bay - Lot 11	Permit allowing shack to be retained and occupied on council land (in addition to rates)	per year	\$ 540	\$ 540	\$	0.0%	No	No	Fee no longer required
288	Permit to occupy Shacks - Foul Bay - Lot 2	Permit allowing shack to be retained and occupied on council land (in addition to rates)	per year	\$ 900	\$ 900	\$	0.0%	No	No	Fee no longer required
289	Permit to occupy Shacks - Foul Bay - Lot 3	Permit allowing shack to be retained and occupied on council land (in addition to rates)	per year	\$ 520	\$ 520	\$	0.0%	No	No	Fee no longer required
290	Permit to occupy Shacks - Foul Bay - Lot 4	Permit allowing shack to be retained and occupied on council land (in addition to rates)	per year	\$ 1,460	\$ 1,460	\$	0.0%	No	No	Fee no longer required

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
291	Permit to occupy Shacks – Foul Bay – Lot 5	Permit allowing shack to be retained and occupied on council land (in addition to rates)	per year	\$ 1,360	\$ 1,360	\$	0.0%	No	No	Fee no longer required
292	Permit to occupy Shacks – Foul Bay – Lot 9	Permit allowing shack to be retained and occupied on council land (in addition to rates)	per year	\$ 700	\$ 700	\$	0.0%	No	No	Fee no longer required
Private Works										
293	Private Works	Contracting out use of Council Labour, Infrastructure, Property, Plant and Equipment for Private Works		\$ -	Price on application	N/A	N/A	Yes	No	New fee due to consolidate multiple private works fees
294	Rural Property Address Sign	Replacement of Rural Property address sign		\$ 110						No longer required due to consolidation of fees
295	Backhoes	use of Council Plant for Private work	per hour	\$ 85	\$ 85	\$ 85	-100.0%	Yes	No	No longer required due to consolidation of fees
296	Crawler Loader / Dozer	use of Council Plant for Private work	per hour	\$ 150	\$ 150	\$ 150	-100.0%	Yes	No	No longer required due to consolidation of fees
297	Direct Seeder	use of Council Plant for Private work	per day	\$ 150	\$ 150	\$ 150	-100.0%	Yes	No	No longer required due to consolidation of fees
298	Direct Seeder – deposit	use of Council Plant for Private work	one off per use	\$ 150	\$ 150	\$ 150	-100.0%	Yes	No	No longer required due to consolidation of fees
299	Footpaths, Stormwater Pipes, Culverts, Inverts & Crossovers	Works on footpaths, stormwater pipes and culverts and driveway inverts, kerbing and crossovers		Price on request as determined by Council quotation						No longer required due to consolidation of fees
300	Footpaths, Stormwater Pipes, Culverts, Inverts & Crossovers	Works on footpaths, stormwater pipes and culverts and driveway inverts, kerbing and crossovers		Price on request as determined by Council quote	\$	N/A	N/A	Yes	No	No longer required due to consolidation of fees
301	Forklifts	use of Council Plant for Private work	per hour	\$ 50	\$ 50	\$ 50	-100.0%	Yes	No	No longer required due to consolidation of fees
302	Front End Loaders	use of Council Plant for Private work	per hour	\$ 85	\$ 85	\$ 85	-100.0%	Yes	No	No longer required due to consolidation of fees
303	Graders	use of Council Plant for Private work	per hour	\$ 115	\$ 115	\$ 115	-100.0%	Yes	No	No longer required due to consolidation of fees
304	Graffiti Removal	Graffiti removal		Available on request						No longer required due to consolidation of fees
305	Graffiti Removal	Graffiti removal		Available on request	\$	N/A	N/A	Yes	No	No longer required due to consolidation of fees
306	Labour Rate	use of Council Plant for Private work	per hour	\$ 65	\$ 65	\$ 65	-100.0%	Yes	No	No longer required due to consolidation of fees
307	Large Tractors	use of Council Plant for Private work	per hour	\$ 55	\$ 55	\$ 55	-100.0%	Yes	No	No longer required due to consolidation of fees
308	Large Trucks	use of Council Plant for Private work	Per Kilometer	\$ 4	\$ 4	\$ 4	-100.0%	Yes	No	No longer required due to consolidation of fees
309	Low Loaders	use of Council Plant for Private work	Per Kilometer	\$ 4.50	\$ 4.50	\$ 4.50	-100.0%	Yes	No	No longer required due to consolidation of fees
310	Nature Strips	Lawn and nature strips on footpaths		Available on request						No longer required due to consolidation of fees
311	Nature Strips	Lawn and nature strips on footpaths		Available on request	\$	N/A	N/A	Yes	No	No longer required due to consolidation of fees
312	Other	Supply of labour, plant and materials		Refer to Machinery Operating Private Works section						No longer required due to consolidation of fees
313	Other	Supply of labour, plant and materials		Refer to Machinery Operating Private Works section	\$	N/A	N/A	Yes	No	No longer required due to consolidation of fees
314	Prime Mover	use of Council Plant for Private work	Per Kilometer	\$ 4	\$ 4	\$ 4	-100.0%	Yes	No	No longer required due to consolidation of fees
315	Re-instatement	Re-instatement of roads, footpaths, paved areas and kerbing after work carried out by residents		Price on request as determined by Council quotation						No longer required due to consolidation of fees
316	Re-instatement	Re-instatement of roads, footpaths, paved areas and kerbing after work carried out by residents		Price on request as determined by Council quote	\$	N/A	N/A	Yes	No	No longer required due to consolidation of fees
317	Rollers	use of Council Plant for Private work	per hour	\$ 25	\$ 25	\$ 25	-100.0%	Yes	No	No longer required due to consolidation of fees
318	Rural Property Address Sign	Replacement of Rural Property address sign		\$ 110	\$ 110	\$ 110	-100.0%	Yes	No	No longer required due to consolidation of fees
319	Sedans	use of Council Plant for Private work	Per Kilometer	\$ 0.75	\$ 0.75	\$ 0.75	-100.0%	Yes	No	No longer required due to consolidation of fees
320	Skid Steer	use of Council Plant for Private work	per hour	\$ 80	\$ 80	\$ 80	-100.0%	Yes	No	No longer required due to consolidation of fees
321	Slasher	use of Council Plant for Private work	per hour	\$ 20	\$ 20	\$ 20	-100.0%	Yes	No	No longer required due to consolidation of fees
322	Small Tractors	use of Council Plant for Private work	per hour	\$ 35	\$ 35	\$ 35	-100.0%	Yes	No	No longer required due to consolidation of fees
323	Small Trucks	use of Council Plant for Private work	Per Kilometer	\$ 3	\$ 3	\$ 3	-100.0%	Yes	No	No longer required due to consolidation of fees
324	Street Sweeper	use of Council Plant for Private work	per hour	\$ 100	\$ 100	\$ 100	-100.0%	Yes	No	No longer required due to consolidation of fees
325	Street Tree Removal	Removal of street trees for driveway construction		Price on request as determined by Council quotation						No longer required due to consolidation of fees

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
326	Street Tree Removal	Removal of street trees for driveway construction		Price on request as determined by Council quote	\$	N/A	N/A	Yes	No	No longer required due to consolidation of fees
327	Truck Wash Facilities	Use of truck wash facilities and wash down bays		Available on request						No longer required due to consolidation of fees
328	Truck Wash Facilities	Use of truck wash facilities and wash down bays		Available on request	\$	N/A	N/A	Yes	No	No longer required due to consolidation of fees
329	Utilities	use of Council Plant for Private work	Per Kilometer	\$ 0.75	\$	\$ 0.75	-100.0%	Yes	No	No longer required due to consolidation of fees
330	Vibration Rollers	use of Council Plant for Private work	per hour	\$ 80	\$	\$ 80	-100.0%	Yes	No	No longer required due to consolidation of fees
331	Wood chipper (per day)	use of Council Plant for Private work	per hour	\$ 550	\$	\$ 550	-100.0%	Yes	No	No longer required due to consolidation of fees
332	Wood chipper (per hour)	use of Council Plant for Private work	per hour	\$ 50	\$	\$ 50	-100.0%	Yes	No	No longer required due to consolidation of fees
333	Wood chipper (per week)	use of Council Plant for Private work	per hour	\$ 1,500	\$	\$ 1,500	-100.0%	Yes	No	No longer required due to consolidation of fees
Community Wastewater Management Schemes										
CWMS Connection Fee										
334	Maitland	Vacant Allotment Connection		\$ 685.22	\$ 694.00	\$ 8.78	1.3%	No	No	
335	Tiddy Widdy	Vacant Allotment Connection		\$ 685.22	\$ 694.00	\$ 8.78	1.3%	No	No	
CWMS Service Charge										
336	Ardrossan	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
337	Ardrossan	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
338	Balgowan	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
339	Balgowan	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
340	Black Point	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
341	Black Point	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
342	Bluff Beach	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
343	Bluff Beach	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
344	Chinaman Wells	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
345	Chinaman Wells	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
346	Foul Bay	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
347	Foul Bay	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
348	Hardwicke Bay	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
349	Hardwicke Bay	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
350	Maitland	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
351	Maitland	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
352	Point Turton	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
353	Point Turton	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
354	Port Julia	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
355	Port Julia	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
356	Port Victoria	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
357	Port Victoria	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
358	Port Vincent	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
359	Port Vincent	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
360	Rogues Point	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
361	Rogues Point	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
362	Stansbury	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
363	Stansbury	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
364	Sultana Point	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
365	Sultana Point	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
366	Tiddy Widdy	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
367	Tiddy Widdy	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
368	Yorke town	Occupied Property	Per unit, per annum	\$ 470	\$ 484	\$ 14	3.0%	No	No	Per CWMS budget model presented at Council workshop
369	Yorke town	Vacant Property	Per unit, per annum	\$ 350	\$ 360	\$ 10	2.9%	No	No	Per CWMS budget model presented at Council workshop
Effluent Augmentation Fees										
370	Ardrossan			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
371	Balgowan			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
372	Bluff Beach			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
373	Chinaman Wells			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
374	Foul Bay			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
375	Hardwicke Bay			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
376	Maitland			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
377	Point Turton			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
378	Port Julia			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
379	Port Victoria			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
380	Port Vincent			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	

YORKE PENINSULA COUNCIL

FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
381	Rogues Point			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
382	Stansbury	STEDS Augmentation Fee		\$ 6,000.00	\$ 6,000.00	\$ -	0%	No	No	
		In addition to STEDS Augmentation Fee								
383	Stansbury			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
384	Sultana Point			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
385	Tiddy Widdy			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
386	Yorketown			\$ 4,761.13	\$ 4,823.00	\$ 61.87	1.3%	No	No	
		Community Title applications will require each individual dwelling to be charged an effluent augmentation fee.		Price on application	Price on application	N/A	N/A	No	No	
387	Community Title applications - effluent augmentation fees.									
		New developments resulting in extensions to existing effluent / water infrastructure be thoroughly researched and costed to ensure financial contributions required meet additional infrastructure costs and that this be carried out prior to completion of a Statement of Requirements.		Price on application	Price on application	N/A	N/A	No	No	
388	New developments - effluent augmentation fee							No	No	
Land Management Agreements										
389	Hardwicke Bay	Allotments 310 - 336 inclusive - STED Contribution		\$ 12,000	\$ 12,000	\$ -	0.0%	No	No	
		Included in LMA - 10% in first year then on pro-rata basis for following 10 years - STED Contribution								
390	Point Souttar			\$ 17,500	\$ 17,500	\$ -	0.0%	No	No	
391	Point Turton	STED Contribution		\$ 4,800	\$ 4,800	\$ -	0.0%	No	No	
		Allotment 3 & 4 DP 6341 (per allotment) - STED Contribution								
392	Port Vincent			\$ 7,500	\$ 7,500	\$ -	0.0%	No	No	
Waste Management										
393	Applications for septic tank - inspection fee	For an application to be approved there needs to be at minimum 3 inspections.	per inspection	\$ 114	\$ 114	\$ -	0.0%	No	Yes	Statutory Fee
		Applications for septic tank installations and upgrades (including referrals to SA Health Commission) and inspection of septic tanks	per annum	annual renewal	Price on application	N/A	N/A	No	Yes	Statutory Fee
394	Applications for septic tank installations									
395	Applications for warm water systems - Annual renewal		per annum	\$ 18.20	\$ 18.20	\$ -	0.0%	No	Yes	Statutory Fee
396	Applications for warm water systems - for one system		first system	\$ 36.50	\$ 36.50	\$ -	0.0%	No	Yes	Statutory Fee
397	Applications for warm water systems- for additional		per additional system	\$ 24.30	\$ 24.30	\$ -	0.0%	No	Yes	Statutory Fee
			per notice (up to \$500 by Court)							
398	Rubbish Collection	Litter Fines and Expiations		\$ 20	\$ 20	\$ -	0.0%	No	Yes	Statutory Fee
399	Rubbish Collection - additional Green organic waste bin		per month , per bin	\$ 4.40	\$ 3.91	-\$ 0.49	-11.1%	No	No	Per waste management budget model
400	Rubbish Collection - additional Yellow and Waste bins		per week , per bin	\$ 2.35	\$ 2.61	\$ 0.26	11.1%	No	No	Per waste management budget model
401	Rubbish Collection - additional Yellow bins		per week , per bin	\$ 2.35	\$ 1.30	-\$ 1.05	-44.7%	No	No	Per waste management budget model
402	Sale of green waste bin	240L Bin	per bin	\$ 75	\$ 75	\$ -	0.0%	Yes	No	
403	Sale of recycling bin	240 L rubbish bin	per bin	\$ 75	\$ 75	\$ -	0.0%	Yes	No	
404	Sale of rubbish & recycling bins spare parts - Lids		per bin lid	\$ 20	\$ 20	\$ -	0.0%	No	No	
	Sale of rubbish & recycling bins spare parts - Wheels and Axles	Sale of rubbish and recycling bins spare parts	per wheel & axle	\$ 15	\$ 15	\$ -	0.0%	Yes	No	
406	Sale of Second Hand recycling bins	Sale of Second Hand rubbish and recycling bins and receptacles	per bin	\$ 40	\$ 40	\$ -	0.0%	Yes	No	
		Sale of Second Hand rubbish and recycling bins and receptacles	per bin	\$ 20	\$ 20	\$ -	0.0%	Yes	No	
407	Sale of Second Hand Waste bin									
408	Sale of waste bin	140L rubbish bin	per bin	\$ 60	\$ 60	\$ -	0.0%	Yes	No	
		Provision of downstream stormwater drainage to a developer in lieu of Developer providing infill drainage as part of development		Available on request	Price on application	N/A	N/A		No	
409	Stormwater Drainage									
		CEDS service and connection fees for effluent		\$ -	\$ -	\$ -	N/A		No	Fee no longer required
411	Sale of compost bins & worm farms	Sale of compost bins and worm	for compost bin	\$ 85.00	\$ -	\$ 85.00	-100%		No	Fee no longer required
412	Sale of recycling bins & receptacles bins	140 L bin	per bin	\$ 60.00	\$ -	\$ 60.00	-100%		No	Duplicate fee

YORKE PENINSULA COUNCIL
FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
413	Transfer Station	Regular Dump Fees		Refer to Waste and Recycling section of register	\$	N/A	N/A		Contractor	Fee no longer required
Caravan Parks - All Parks*										
414	Cabin - extra adult (16+)	per person	per night	\$ -	\$ 15	\$ 15	100.0%	Yes	No	
415	Deoderisation of cabins		per cabin	\$ -	\$ 200	\$ 200	100.0%	Yes	No	
416	Extra child (3 to 15 years)	per person	per night	\$ -	\$ 7	\$ 7	100.0%	Yes	No	
417	Laundry: dryer	Not available at all sites	per cycle	\$ -	\$ 2	\$ 2	100.0%	Yes	No	
418	Laundry: soap pack		per wash	\$ -	\$ 2	\$ 2	100.0%	Yes	No	
419	Laundry: washing machine		per cycle	\$ -	\$ 5	\$ 5	100.0%	Yes	No	
420	Linen hire (pack)		per bed	\$ -	\$ 15	\$ 15	100.0%	Yes	No	
421	Non guest use of dump point	Not available at all sites	per dump	\$ -	\$ 5	\$ 5	100.0%	Yes	No	
422	Non guest use of shower		per person	\$ -	\$ 5	\$ 5	100.0%	Yes	No	
423	One night surcharge		per stay	\$ -	\$ 30	\$ 30	100.0%	Yes	No	
424	Pedal cart hire	Not available at all sites	per half hour	\$ -	\$ 5	\$ 5	100.0%	Yes	No	
425	Replacement compendiums		per compendium	\$ -	\$ 50	\$ 50	100.0%	Yes	No	
426	Sites - extra adult (16+)	per person	per night	\$ -	\$ 10	\$ 10	100.0%	Yes	No	
Caravan Parks - Black Point Caravan and Camping Ground										
427	Extra Person	per person	per night	\$ 5	\$ 5	\$ -	0.0%	Yes	No	
428	Powered Site	(2 persons)	per night	\$ 20	\$ 20	\$ -	0.0%	Yes	No	Fee previously known as: "Powered site (Sites 1-8)"
429	Powered Site (Foreshore)	(2 persons)	per night	\$ 25	\$ 25	\$ -	0.0%	Yes	No	Fee previously known as: "Powered site (Sites 9-13)"
430	Laundry: Washing Machine		Per cycle	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
Caravan Parks - Marion Bay Caravan Park										
431	Annual Site Licence	(2 persons) Includes 120 free days	per annum	\$ 2,000	\$ 3,672	\$ 1,672	83.6%	Yes	No	Free days have increased from 90 to 120 per annum
432	Deluxe Cabin - Peak	(2 persons) 2 Bedroom with ensuite	per night	\$ 170	\$ 180	\$ 10	5.9%	Yes	No	Fee previously known as: "Cabin 4 - Peak - includes all bedding and towels"
433	Deluxe cabin - Off-Peak	(2 persons) 2 Bedroom with ensuite	per night	\$ 150	\$ 160	\$ 10	6.7%	Yes	No	Fee previously known as: "Cabin 4 includes all bedding and towels - Off Peak"
434	Standard Cabin - Peak	(2 persons) 1 Bedroom with ensuite	per night	\$ 110	\$ 110	\$ -	0.0%	Yes	No	Fee previously known as: "Cabins 1-3 & 5-10 - double bedding and 2 towels - Peak"
435	Standard Cabin - Off-Peak	(2 persons) 1 Bedroom with ensuite	per night	\$ 90	\$ 90	\$ -	0.0%	Yes	No	Fee previously known as: "Cabins 1-3 & 5-10 - double bedding and 2 towels - Off Peak"
436	Standard Patio - Peak	(2 persons) 1 Bedroom with ensuite	per night	\$ 150	\$ 150	\$ -	0.0%	Yes	No	Fee previously known as: "Cabins Numbered 12 - 14 (includes linen for d/b and towels) - Peak"
437	Standard Patio - Off-Peak	(2 persons) 1 Bedroom with ensuite	per night	\$ 130	\$ 130	\$ -	0.0%	Yes	No	Fee previously known as: "Cabins Numbered 12 - 14 (includes linen for d/b and towels) - Off Peak"
438	Caravan Storage (annual)	Must use 21 days per annum	per van	\$ 500	\$ 500	\$ -	0.0%	Yes	No	
439	Caravan Storage (Monthly)		per van	\$ 42	\$ 42	\$ -	0.0%	Yes	No	
440	Executive Cabin - Peak	(2 persons) 2 Bedroom with ensuite and spa	per night	\$ 220	\$ 220	\$ -	0.0%	Yes	No	
441	Executive Cabin - Off Peak	(2 persons) 2 Bedroom with ensuite and spa	per night	\$ 200	\$ 200	\$ -	0.0%	Yes	No	
442	Unpowered Site - Peak	(2 persons)	per night	\$ 30	\$ 25	\$ 5	-16.7%	Yes	No	
443	Unpowered Site - Off Peak	(2 persons)	per night	\$ 20	\$ 20	\$ -	0.0%	Yes	No	
444	Powered site - peak	(2 persons)	per night	\$ 35	\$ 35	\$ -	0.0%	Yes	No	
450	Powered Site - Off Peak	(2 persons)	per night	\$ 30	\$ 30	\$ -	0.0%	Yes	No	
445	Cabin - Extra Adult		per night	\$ 15	\$ -	\$ 15	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
446	Cabins Numbered 11 & 15 (includes linen for d/b and towels) - Peak	(2 persons)	per night	\$ 170	\$ -	\$ 170	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
447	Cabins Numbered 11 & 15 (includes linen for d/b and towels) - Off Peak	(2 persons)	per night	\$ 150	\$ -	\$ 150	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
448	Dryers		per cycle	\$ 2	\$ -	\$ 2	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
449	Marion Bay Caravan Park - Deoderisation of Cabins			\$ 200	\$ -	\$ 200	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
451	Sites - Extra Adult		per night	\$ 10	\$ -	\$ 10	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
452	Extra Children (3 to 15 years)		per night	\$ 7	\$ -	\$ 7	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
453	Washing Machines		per cycle	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
454	Linen Hire		per set	\$ 15	\$ -	\$ 15	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
455	Non-guest shower		per person	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
456	Non-guest use of dump point		per use	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
457	Hire of pedal cart		per half hour	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
458	Cabin deoderisation			\$ 200	\$ -	\$ 200	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
459	Replace compendium			\$ 50	\$ -	\$ 50	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
460	One night surcharge			\$ 30	\$ -	\$ 30	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
Caravan Parks - Point Turton Caravan Park										
461	Annual Site Licence	(2 persons) Includes 120 free days	per annum	\$ 3,672	\$ 3,672	\$ -	0.0%	Yes	No	Fee previously known as: "Annual Site Licence (120 Days)"
462	Basic Cabin	(2 persons)	per night	\$ 80	\$ 80	\$ -	0.0%	Yes	No	Fee previously known as: "Cabins (with ensuite)"
463	Cabin (no ensuite)	(2 persons)	per night	\$ 65	\$ 65	\$ -	0.0%	Yes	No	Fee previously known as: "Cabins (no ensuite)"
464	Caravan Storage (annual)	Must use 21 days per annum	per van	\$ 440	\$ 480	\$ 40	9.1%	Yes	No	Fee previously known as: "Annual Site Licence (must use 21 days per Annum)"

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
465	Caravan Storage (Monthly)		per van	\$ -	\$ 40	\$ 40	100.0%	Yes	No	New fee
466	Cliff Top Cabin	(2 persons)	per night	\$ 150	\$ 150	\$ -	0.0%	Yes	No	Fee previously known as: "New cliff-top cabins"
467	Deluxe Cabin (no linen)	(2 persons)	per night	\$ 140	\$ 140	\$ -	0.0%	Yes	No	Fee previously known as: "Deluxe Cabin (no linen)"
468	Family Cabin	(2 persons)	per night	\$ 160	\$ 160	\$ -	0.0%	Yes	No	Fee previously known as: "Family Deluxe Cabins"
469	Powered site	(2 persons)	per night	\$ 35	\$ 35	\$ -	0.0%	Yes	No	Fee previously known as: "Powered site - peak"
470	Superior Cabin	(2 persons) Queen bed with spa	per night	\$ 170	\$ 170	\$ -	0.0%	Yes	No	Fee previously known as: "Ensuite Cabin with Spa (linen on Queen bed)"
471	Unpowered Site	(2 persons)	per night	\$ 30	\$ 30	\$ -	0.0%	Yes	No	Fee previously known as: "Unpowered Site - Peak"
472	Cabin Deoderisation			\$ 200	\$ -	\$ 200	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
473	Dryer use		Per cycle	\$ 2	\$ -	\$ 2	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
474	Extra adult (16+) - cabin		Per night	\$ 15	\$ -	\$ 15	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
475	Extra adult (16+) - site		Per night	\$ 10	\$ -	\$ 10	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
476	Extra Child (3 to 15 years)		per night	\$ 7	\$ -	\$ 7	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
477	Hire of linen during stay		Per set	\$ 15	\$ -	\$ 15	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
478	Hire of pedal cart		Per half hour	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
479	Non guest shower		Per person	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
480	Non guest use of dump point		Per use	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
481	Non Guest use of Dump point		per usage	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
482	One night surcharge			\$ 30	\$ -	\$ 30	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
483	Powered Site - off peak	(2 persons)	per night	\$ 30	\$ -	\$ 30	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
484	Replace compendium			\$ 50	\$ -	\$ 50	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
485	Unpowered Site - off peak	(2 persons)	per night	\$ 30	\$ -	\$ 30	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
486	Washing machine use		Per cycle	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
Caravan Parks - Port Vincent Caravan Park										
487	Annual Site Licence	(2 person) includes 150 free days	per annum	\$ 4,200	\$ 4,200	\$ -	0.0%	Yes	No	Fee previously known as: "Annual Site Licence (150 days per annum)"
488	Caravan Storage (annual)		per van	\$ -	\$ 480	\$ 480	N/A	Yes	No	New fee
489	Caravan Storage (per month)		per van	\$ 40	\$ 40	\$ -	0.0%	Yes	No	
490	Deluxe Cabins - Off-peak	(2 persons)	per night	\$ 128	\$ 130	\$ 2	1.6%	Yes	No	
491	Deluxe Cabins - Peak	(2 persons)	per night	\$ 159	\$ 160	\$ 1	0.6%	Yes	No	
492	Executive Cabin - Off-Peak	(2 persons) 2 Bedroom - includes spa	per night	\$ 155	\$ 155	\$ -	0.0%	Yes	No	Fee previously known as: "Cabins (2 bedroom with spa) - Off-peak"
493	Executive Cabin - Peak	(2 persons) 2 Bedroom - includes spa	per night	\$ 170	\$ 170	\$ -	0.0%	Yes	No	Fee previous known as: "Cabins (2 bedroom with spa) - Peak"
494	Luxury Cabin - Off-Peak	(2 Persons) 3 Bedroom - includes spa	per night	\$ -	\$ 275	\$ 275	N/A	Yes	No	New fee
495	Luxury Cabin - Peak	(2 Persons) 3 Bedroom - includes spa	per night	\$ -	\$ 350	\$ 350	N/A	Yes	No	New fee
496	Oz Shacks and Oz pods - Off-peak	(2 persons) 1 room, no ensuite	per night	\$ 60	\$ 60	\$ -	0.0%	Yes	No	
497	Oz Shacks and Oz pods - Peak	(2 persons) 1 room, no ensuite	per night	\$ 70	\$ 70	\$ -	0.0%	Yes	No	
498	Powered Site - Off-peak	(2 persons)	per night	\$ 31	\$ 31	\$ -	0.0%	Yes	No	
499	Powered site - peak	(2 Persons)	per night	\$ 36	\$ 36	\$ -	0.0%	Yes	No	
500	Powered Site (Foreshore) - Off-Peak	(2 persons)	per night	\$ 36	\$ 36	\$ -	0.0%	Yes	No	Fee previously known as: "Powered Site on Foreshore - Off-peak"
501	Powered Site (Foreshore) - Peak	(2 persons)	per night	\$ 39	\$ 39	\$ -	0.0%	Yes	No	Fee previously known as: "Powered Site on Foreshore - Peak"
502	Standard Cabin - Off-Peak	(2 persons)	per night	\$ 110	\$ 112	\$ 2	1.8%	Yes	No	Fee previously known as: "Ensuite Cabins - Off-peak"
503	Standard Cabin - Peak	(2 persons)	per night	\$ 140	\$ 142	\$ 2	1.4%	Yes	No	Fee previous known as: "Ensuite Cabins - Peak"
504	Cabin Deoderisation	Effective as of 12/11/15		\$ 1,400	\$ -	\$ 1,400	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
505	Extra Child (3-15 years)		per night	\$ 7	\$ -	\$ 7	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
506	Extra Linen		per stay	\$ 15	\$ -	\$ 15	N/A	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
507	Extra Person (Sites)		per night	\$ 10	\$ -	\$ 10	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
508	Laundry: dryer		Per cycle	\$ 2	\$ -	\$ 2	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
509	Laundry: washing machine		per cycle	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
510	Non guest shower			\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
511	Non Guest use of Dump point			\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
512	One night surcharge			\$ 30	\$ -	\$ 30	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
513	Pedal cart hire		per half hour	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
514	Replacement of compendiums			\$ 50	\$ -	\$ 50	-100.0%	Yes	No	Fee consolidated (refer Caravan Parks - All Parks above)
Caravan Parks - Yorketown Caravan Park										
515	Annual Site Licence	(2 persons) No free nights	per annum	\$ 1,300	\$ 1,500	\$ 200	15.4%	Yes	No	Previously paid on a weekly basis (old rate \$25 x 52 weeks = \$1300 per annum)
516	Powered site	(2 Persons)	per night	\$ 30	\$ 30	\$ -	0.0%	Yes	No	
			per week (includes electricity)							
517	Residential Site Licence	(2 persons)		\$ 120	\$ 140	\$ 20	16.7%	Yes	No	Fee previously known as: "Annual Site Licence Residents (includes electricity)"
518	Standard Cabin	(2 persons) 2 Bedroom with ensuite	per night	\$ 110	\$ 110	\$ -	0.0%	Yes	No	Fee previously known as: "Ensuite Cabins"
519	Unpowered Site	(2 persons)	per night	\$ 25	\$ 25	\$ -	0.0%	Yes	No	
520	Cabin deoderisation			\$ 200	\$ -	\$ 200	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
521	Extra adult (16+) - cabin		per night	\$ 15	\$ -	\$ 15	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
522	Extra adult (16+) - site		per night	\$ 10	\$ -	\$ 10	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
523	Extra child (3-15)		per night	\$ 7	\$ -	\$ 7	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
524	Hire of pedal cart		per half hour	\$ 5	\$ -	\$ 5	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section

YORKE PENINSULA COUNCIL

FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
525	Laundry: Dryer		per cycle	\$ 2	\$ 2	\$ 0	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
526	Laundry: Washing machine		Per cycle	\$ 5	\$ 5	\$ 0	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
527	Linen Hire		per set	\$ 15	\$ 15	\$ 0	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
528	Non-guest shower		per person	\$ 5	\$ 5	\$ 0	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
529	Non-guest use of dump point		per use	\$ 5	\$ 5	\$ 0	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
530	One night surcharge			\$ 30	\$ 30	\$ 0	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
531	Replace compendium			\$ 50	\$ 50	\$ 0	-100.0%	Yes	No	Now included in Caravan Parks - All Parks section
Miscellaneous										
532	Electricity Supply	Rental in relation to private residences of Council employees		Available on request	Price on application	N/A	N/A	Yes	No	Fee no longer required
533	Rental - Port Vincent House	Rental in relation to Council residences	per fortnight	\$ 356.40	\$ 356.40	\$ 0	0.0%	No	No	Covered by lease agreement
534	Rental - Yorketown House	Rental in relation to Council residences	per week	\$ 209.75	\$ 209.75	\$ 0	0.0%	No	No	Covered by lease agreement
535	Sale proceeds of plant and equipment	Sale of plant & equipment		Based on market expectations and reserve price (if applicable). Unless sold by tender.	\$	N/A	N/A	Yes	No	Fee no longer required
536	Sale Proceeds of plants and mulch	Sale of plants and mulch		Available on request	\$	N/A	N/A	Yes	No	Fee no longer required
537	Sale Proceeds of residential allotments	Sale of residential allotments		Based on independent valuation and market expectation	Based on independent valuation and market expectation	N/A	N/A	Yes	No	Fee no longer required
538	Weighbridge	Use of registered Weighbridge		Available on request	Price on application	N/A	N/A	Yes	No	Fee no longer required
Boat Ramps										
539	Boat Ramp Launching Fees - Full year (July purchase) : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 88	\$ 89	\$ 1	1.1%	Yes	No	
540	Boat Ramp Launching Fees - Full year (July purchase) : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 220	\$ 223	\$ 3	1.4%	Yes	No	
541	Boat Ramp Launching Fees - Pro Rata August Fee : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 81	\$ 82	\$ 1	1.2%	Yes	No	
542	Boat Ramp Launching Fees - Pro Rata August Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 202	\$ 205	\$ 3	1.5%	Yes	No	
543	Boat Ramp Launching Fees - Pro Rata August Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 101	\$ 102	\$ 1	1.0%	Yes	No	
544	Boat Ramp Launching Fees - Pro Rata December Fee : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 52	\$ 53	\$ 1	1.9%	Yes	No	
545	Boat Ramp Launching Fees - Pro Rata December Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 130	\$ 132	\$ 2	1.5%	Yes	No	
546	Boat Ramp Launching Fees - Pro Rata December Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 65	\$ 66	\$ 1	1.5%	Yes	No	
547	Boat Ramp Launching Fees - Pro Rata February Fee : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 37	\$ 38	\$ 1	2.7%	Yes	No	

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548	Boat Ramp Launching Fees - Pro Rata February Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 92	\$ 93	\$ 1	1.1%	Yes	No	
549	Boat Ramp Launching Fees - Pro Rata February Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 46	\$ 47	\$ 1	2.2%	Yes	No	
550	Boat Ramp Launching Fees - Pro Rata January Fee : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 45	\$ 46	\$ 1	2.2%	Yes	No	
551	Boat Ramp Launching Fees - Pro Rata January Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 110	\$ 111	\$ 1	0.9%	Yes	No	
552	Boat Ramp Launching Fees - Pro Rata January Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 55	\$ 56	\$ 1	1.8%	Yes	No	
553	Boat Ramp Launching Fees - Pro Rata March to June Fee : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 35	\$ 36	\$ 1	2.9%	Yes	No	
554	Boat Ramp Launching Fees - Pro Rata March to June Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 75	\$ 76	\$ 1	1.3%	Yes	No	
555	Boat Ramp Launching Fees - Pro Rata March to June Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 40	\$ 41	\$ 1	2.5%	Yes	No	
556	Boat Ramp Launching Fees - Pro Rata November Fee : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 59	\$ 60	\$ 1	1.7%	Yes	No	
557	Boat Ramp Launching Fees - Pro Rata November Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 148	\$ 150	\$ 2	1.4%	Yes	No	
558	Boat Ramp Launching Fees - Pro Rata November Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 74	\$ 75	\$ 1	1.4%	Yes	No	
559	Boat Ramp Launching Fees - Pro Rata October Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 166	\$ 168	\$ 2	1.2%	Yes	No	
560	Boat Ramp Launching Fees - Pro Rata October Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 83	\$ 84	\$ 1	1.2%	Yes	No	
561	Boat Ramp Launching Fees - Pro Rata October Fee :Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 67	\$ 68	\$ 1	1.5%	Yes	No	
562	Boat Ramp Launching Fees - Pro Rata September Fee : Concession	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 74	\$ 75	\$ 1	1.4%	Yes	No	
563	Boat Ramp Launching Fees - Pro Rata September Fee : Professional	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 184	\$ 186	\$ 2	1.1%	Yes	No	

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#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
564	Boat Ramp Launching Fees - Pro Rata September Fee : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 92	\$ 93	\$ 1	1.1%	Yes	No	
565	Boat Ramp Launching Fees -Daily Fee	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 5	\$ 6	\$ 1	20.0%	Yes	No	
566	Boat Ramp Launching Fees -Full year (July purchase) : Standard	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 110	\$ 111	\$ 1	0.9%	Yes	No	
567	Boat Ramp Launching Fees -Monthly	Use of boat ramps to the public for launching purposes Ardrossan, Port Vincent, Stansbury, Edithburgh, Point Turton, Port Victoria	per permit	\$ 30	\$ 31	\$ 1	3.3%	Yes	No	
568	Boat Ramp Launching Fees - Full year (Community Group Port Vincent Sailing Club & Port Vincent Aquatics Centre)		per permit	\$ 220	\$ 223	\$ 3	1.4%	Yes	No	
Halls - Fees applying to all Council Halls										
569	Hall Hire - Calisthenics Groups		per hour	\$ 5	\$ 5	\$ -	0.0%	Yes	No	Fee previously known as: "All Council operated Halls : Calisthenics"
570	Hall Hire - Cinema Shows		per hiring	\$ 25	\$ 25	\$ -	0.0%	Yes	No	Fee previously known as: "All Council operated Halls : Cinema Shows (per hiring)"
571	Hall Hire - Commercial hire	**Commercial Hire - Community Benefit - defined as regular commercial hiring's where there is a clearly demonstrated link to the fulfilment of a strategic objective of Council. (i.e. cultural and social benefits to the Peninsula, and especially the youth of the area.)	per day	\$ 150	\$ 150	\$ -	0.0%	Yes	No	Fee previously known as: "All Council operated Halls : Commercial hire"
572	Hall Hire - Fitness and Wellbeing	Applies to for profit businesses	per hour	\$ 15	\$ 15	\$ -	100.0%	Yes	No	New fee
573	Hall Hire - Dance Classes		per hour	\$ 10	\$ 10	\$ -	0.0%	Yes	No	Fee previously known as: "All Council operated Halls : Dance Classes"
574	Hall Hire - SYP Combined Schools Music Festival - rehearsals & performances			No charge	No charge	N/A	N/A	Yes	No	Fee previously known as: "All Council operated Halls : SYP Combined Schools Music Festival - rehearsals & performances"
575	Hall Hire - YP Spoke Group (Quarterly Meetings)			No charge	No charge	N/A	N/A	Yes	No	Fee previously known as: "All Council operated Halls : YP Spoke Group - Quarterly Meetings"
Ardrossan Hall										
576	Ardrossan Town Hall Hire: After Hours Opening Fee			\$ 100	\$ 100	\$ -	0.0%	Yes	No	
577	Ardrossan Town Hall Hire: Bar		per day	No charge	No charge	N/A	N/A	Yes	No	
578	Ardrossan Town Hall Hire: Bond		per booking	\$ 200	\$ 200	\$ -	0.0%	No (unless forfeit)	No	
579	Ardrossan Town Hall Hire: Elections	Refer commercial hire		Price on application	Price on application	N/A	N/A	Yes	No	
580	Ardrossan Town Hall Hire: Hall - 3 phase power outlet		per booking	\$ 35	\$ 35	\$ -	0.0%	Yes	No	
581	Ardrossan Town Hall Hire: Key Bond		per booking	\$ 50	\$ 50	\$ -	0.0%	No (unless forfeit)	No	
582	Ardrossan Town Hall Hire: Kitchen (including crockery)		per booking	\$ 70	\$ 70	\$ -	0.0%	Yes	No	
583	Ardrossan Town Hall Hire: Laundry	Not supplied	Not supplied	Not supplied	Not supplied	N/A	N/A	N/A	No	
584	Ardrossan Town Hall Hire: Main Hall		per day	\$ 80	\$ 80	\$ -	0.0%	Yes	No	
585	Ardrossan Town Hall Hire: Preparation/Rehearsals		per hour	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
586	Ardrossan Town Hall Hire: Supper Room		per day	\$ 30	\$ 30	\$ -	0.0%	Yes	No	
587	Ardrossan Town Hall Hire :Liquor Surcharge		per booking	\$ 22	\$ 22	\$ -	0.0%	Yes	No	
Maitland Hall										
588	Maitland Town Hall Hire: After Hours Opening Fee		per request	\$ 100	\$ 100	\$ -	0.0%	Yes	No	Removed comment: "Effective as at 10/7/14"
589	Maitland Town Hall Hire: Ball Room		per day	\$ 60	\$ 60	\$ -	0.0%	Yes	No	
590	Maitland Town Hall Hire: Bond		per booking	\$ 200	\$ 200	\$ -	0.0%	No (unless forfeit)	No	
591	Maitland Town Hall Hire: Elections	Refer to commercial hire		Price on application	Price on application	N/A	N/A	Yes	No	
592	Maitland Town Hall Hire: Hall - 3 phase power outlet		per booking	\$ 35	\$ 35	\$ -	0.0%	Yes	No	
593	Maitland Town Hall Hire: Hall - amplifier		per booking	\$ 20	\$ 20	\$ -	0.0%	Yes	No	
594	Maitland Town Hall Hire: Key Bond		per booking	\$ 50	\$ 50	\$ -	0.0%	No (unless forfeit)	No	
595	Maitland Town Hall Hire: Kitchen (including crockery)		per booking	\$ 70	\$ 70	\$ -	0.0%	Yes	No	
596	Maitland Town Hall Hire: Laundry		as required	Costs to be recovered	Full Cost Recovery	N/A	N/A	Yes	No	
597	Maitland Town Hall Hire: Liquor Surcharge		per booking	\$ 22	\$ 22	\$ -	0.0%	Yes	No	
598	Maitland Town Hall Hire: Main Hall (Auditorium)		per day	\$ 80	\$ 80	\$ -	0.0%	Yes	No	
599	Maitland Town Hall Hire: Mayor's Parlour		per day	\$ 30	\$ 30	\$ -	0.0%	Yes	No	

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600	Maitland Town Hall Hire: Preparation/Rehearsals		per hour	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
601	Maitland Town Hall Hire: Supper Room		per day	\$ 30	\$ 30	\$ -	0.0%	Yes	No	
602	Maitland Town Hall Hire: YP Rural Counselling Service - provision of meeting room at Maitland Hall			No charge	No charge	N/A	N/A	Yes	No	
603	Maitland Town Hall Hire: YP Spoke			No charge	No charge	N/A	N/A	Yes	No	
Minlaton Hall										
604	Minlaton Town Hall Hire Preparation/Rehearsals		per hour	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
605	Minlaton Town Hall Hire: After Hours Opening Fee		per request	\$ 100	\$ 100	\$ -	0.0%	Yes	No	
606	Minlaton Town Hall Hire: Bond		per booking	\$ 200	\$ 200	\$ -	0.0%	No (unless forfeit)	No	
607	Minlaton Town Hall Hire: Chamber		per day	\$ 50	\$ 50	\$ -	0.0%	Yes	No	
608	Minlaton Town Hall Hire: Community meeting room		per day	\$ 15	\$ 15	\$ -	0.0%	Yes	No	
609	Minlaton Town Hall Hire: Elections	Refer to commercial hire		Price on application	Price on application	N/A	N/A	Yes	No	
610	Minlaton Town Hall Hire: Key Bond		per booking	\$ 50	\$ 50	\$ -	0.0%	No (unless forfeit)	No	
611	Minlaton Town Hall Hire: Kitchen (including crockery)		per booking	\$ 70	\$ 70	\$ -	0.0%	Yes	No	
612	Minlaton Town Hall Hire: Liquor Surcharge		per booking	\$ 22	\$ 22	\$ -	0.0%	Yes	No	
613	Minlaton Town Hall Hire: Main Hall		per day	\$ 80	\$ 80	\$ -	0.0%	Yes	No	
Warooka Hall										
614	Warooka Town Hall Hire - Main Hall		per day	\$ 80	\$ 80	\$ -	0.0%	Yes	No	
615	Warooka Town Hall Hire- Bond		per booking	\$ 200	\$ 200	\$ -	0.0%	No (unless forfeit)	No	
616	Warooka Town Hall Hire- Key Bond		per booking	\$ 50	\$ 50	\$ -	0.0%	No (unless forfeit)	No	
617	Warooka Town Hall Hire- Kitchen (including crockery)		per day	\$ 70	\$ 70	\$ -	0.0%	Yes	No	
618	Warooka Town Hall Hire- Liquor Surcharge (deposit)		per booking	\$ 22	\$ 22	\$ -	0.0%	Yes	No	
619	Warooka Town Hall Hire- Preparation/Rehearsals (per hour)		Per hour	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
620	Warooka Town Hall Hire- RSL Room		per day	\$ 15	\$ 15	\$ -	0.0%	Yes	No	
621	Warooka Town Hall Hire- Supper Room		per day	\$ 20	\$ 20	\$ -	0.0%	Yes	No	
622	Warooka Town Hall Hire- Trestles (Black tables not to be removed from Hall)		per table	\$ 21	\$ 21	\$ -	0.0%	Yes	No	
623	WarookaTown Hall Hire - Elections	Refer commercial hire		Price on application	Price on application	N/A	N/A	Yes	No	
Yorketown Hall										
624	Yorketown Town Hall Hire : After Hours Opening Fee		per request	\$ 100	\$ 100	\$ -	0.0%	Yes	No	
625	Yorketown Town Hall Hire : Bond		per booking	\$ 200	\$ 200	\$ -	0.0%	No (unless forfeit)	No	
626	Yorketown Town Hall Hire : Elections	Refer to commercial hire		Price on application	Price on application	N/A	N/A	Yes	No	
627	Yorketown Town Hall Hire : Hall – 3 phase power		per day	\$ 35	\$ 35	\$ -	0.0%	Yes	No	
628	Yorketown Town Hall Hire : Hire of fitted tablecloths for all trestles (20) (all)		per booking	\$ 50	\$ 50	\$ -	0.0%	Yes	No	
629	Yorketown Town Hall Hire : Hire of fitted tablecloths for individual trestle hire (each)		per booking	\$ 5	\$ 5	\$ -	0.0%	Yes	No	
630	Yorketown Town Hall Hire : Hire of glassware (per doz)		per booking	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
631	Yorketown Town Hall Hire : Hire of glassware (wine glasses (13 doz) champagne glasses (9 doz) water glasses (lge – 2 doz) water glasses (med – 2 doz)		per booking	\$ 100	\$ 100	\$ -	0.0%	Yes	No	
632	Yorketown Town Hall Hire : Hire of trestles and chairs (10 trestles, 100 chairs)		per booking	\$ 150	\$ 150	\$ -	0.0%	Yes	No	
633	Yorketown Town Hall Hire : Hire of trestles and chairs (20 trestles, 200 chairs)		per booking	\$ 250	\$ 250	\$ -	0.0%	Yes	No	
634	Yorketown Town Hall Hire : Individual hire of chairs (each)		per booking	\$ 5	\$ 5	\$ -	0.0%	Yes	No	
635	Yorketown Town Hall Hire : Individual hire of trestles (each)		per booking	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
636	Yorketown Town Hall Hire : Key Bond		per booking	\$ 50	\$ 50	\$ -	0.0%	No (unless forfeit)	No	
637	Yorketown Town Hall Hire : Kitchen (including crockery)		per booking	\$ 70	\$ 70	\$ -	0.0%	Yes	No	
638	Yorketown Town Hall Hire : Laundry	Costs to be recovered		Variable	Price on application	N/A	N/A	Yes	No	
639	Yorketown Town Hall Hire : Liquor Surcharge			\$ 22	\$ 22	\$ -	0.0%	Yes	No	
640	Yorketown Town Hall Hire : Main Hall			\$ 80	\$ 80	\$ -	0.0%	Yes	No	
641	Yorketown Town Hall Hire : Office Kitchen / Servery			\$ 20	\$ 20	\$ -	0.0%	Yes	No	
642	Yorketown Town Hall Hire : Preparation/Rehearsals		per hour	\$ 10	\$ 10	\$ -	0.0%	Yes	No	
643	Yorketown Town Hall Hire : Supper Room			\$ 30	\$ 30	\$ -	0.0%	Yes	No	
Waste and Recycling - Transfer Stations - Additional Charges Per Item										
644	Car Tyre		additional charge per item	\$ 25	\$ 17	-\$ 8	-32.0%	Yes	No	As set by contractor subject to Council approval.

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645	Mattresses & Gas Cylinders		additional charge per item	\$ 20	\$ 29	\$ 9	45.0%	Yes	No	As set by contractor subject to Council approval.
646	Light Truck / 4WD Tyre		additional charge per item	\$ 25	\$ 29	\$ 4	16.0%	Yes	No	As set by contractor subject to Council approval.
647	Truck Tyre		each	\$ 45	\$ 52	\$ 7	15.6%	Yes	No	As set by contractor subject to Council approval.
Waste and Recycling - Transfer Stations - E-Waste										
648	Batteries and Calculators	E-Waste		Free	Free	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
649	Computers, Keyboards, Mice and Televisions	E-Waste		Free	Free	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
650	Small Items - Keyboards, Ipods, Blenders, etc.	E-Waste	additional charge per item	\$ 5	\$ 6	\$ 1	20.0%	Yes	No	As set by contractor subject to Council approval.
651	Medium Items - Vacuum cleaners, Scanners, etc.	E-Waste	additional charge per item	\$ 12	\$ 14	\$ 2	16.7%	Yes	No	As set by contractor subject to Council approval.
652	Extra Large Items - Photocopiers, Large Printers, etc.	E-Waste	additional charge per item	\$ 50	\$ 58	\$ 8	16.0%	Yes	No	As set by contractor subject to Council approval.
Waste and Recycling - Transfer Stations - Recycling										
653	Metals and Batteries	Recycling		Free	Free	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
Waste and Recycling - Transfer Stations										
654	Car Boot - Asbestos (Ramsay Only)	Minimum Charge	per load	\$ 128	\$ 138	\$ 10	7.8%	Yes	No	As set by contractor subject to Council approval.
655	Car Boot - General Waste	Minimum Charge	per load	\$ 26	\$ 28	\$ 2	7.7%	Yes	No	As set by contractor subject to Council approval.
656	Car Boot - Green Waste	Minimum Charge	per load	\$ 25	\$ 21	-\$ 4	-16.0%	Yes	No	As set by contractor subject to Council approval.
657	Car Boot - Inert Construction and Demolition	Minimum Charge	per load	Not applicable	Not applicable	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
658	Large trailer / Ute (> 8 x 5) - General Waste	Small (water level)	per load	\$ 125	\$ 139	\$ 14	11.2%	Yes	No	As set by contractor subject to Council approval.
659	Large trailer / Ute (> 8 x 5) - General Waste	Medium (heaped)	per load	\$ 166	\$ 183	\$ 17	10.2%	Yes	No	As set by contractor subject to Council approval.
660	Large trailer / Ute (> 8 x 5) - Asbestos (Ramsay Only)	Small (water level)	per load	Price on application	Price on application	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
661	Large trailer / Ute (> 8 x 5) - Asbestos (Ramsay Only)	Medium (heaped)	per load	Price on application	Price on application	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
662	Large trailer / Ute (> 8 x 5) - Green Waste	Small (water level)	per load	\$ 80	\$ 79	-\$ 1	-1.3%	Yes	No	As set by contractor subject to Council approval.
663	Large trailer / Ute (> 8 x 5) - Green Waste	Medium (heaped)	per load	\$ 95	\$ 95	\$ -	0.0%	Yes	No	As set by contractor subject to Council approval.
664	Large trailer / Ute (> 8 x 5) - Inert Construction and demolition	Small (water level)	per load	\$ 101.93	\$ 111.00	\$ 9.07	8.9%	Yes	No	As set by contractor subject to Council approval.
665	Large trailer / Ute (> 8 x 5) - Inert Construction and demolition	Medium (heaped)	per load	\$ 133.47	\$ 145.00	\$ 11.53	8.6%	Yes	No	As set by contractor subject to Council approval.
666	Medium trailer / Ute (> 6 x 4 to 8 x 5) - Inert Construction and demolition	Small (water level)	per load	\$ 58.85	\$ 64.00	\$ 5.15	8.8%	Yes	No	As set by contractor subject to Council approval.
667	Medium trailer / Ute (> 6 x 4 to 8 x 5) - Inert Construction and demolition	Medium (heaped)	per load	\$ 85.78	\$ 93.00	\$ 7.22	8.4%	Yes	No	As set by contractor subject to Council approval.
668	Medium trailer / Ute (> 6 x 4 to 8 x 5) - Asbestos (Ramsay Only)	Small (water level)	per load	\$ 191	\$ 209	\$ 18	9.4%	Yes	No	As set by contractor subject to Council approval.
669	Medium trailer / Ute (> 6 x 4 to 8 x 5) - Asbestos (Ramsay Only)	Medium (heaped)	per load	Price on application	\$ 216	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
670	Medium trailer / Ute (> 6 x 4 to 8 x 5) - General Waste	Small (water level)	per load	\$ 65	\$ 72	\$ 7.0	10.8%	Yes	No	As set by contractor subject to Council approval.
671	Medium trailer / Ute (> 6 x 4 to 8 x 5) - General Waste	Medium (heaped)	per load	\$ 93	\$ 105	\$ 12	12.9%	Yes	No	As set by contractor subject to Council approval.
672	Medium trailer / Ute (> 6 x 4 to 8 x 5) - Green Waste	Small (water level)	per load	\$ 40	\$ 37	-\$ 3	-7.5%	Yes	No	As set by contractor subject to Council approval.
673	Medium trailer / Ute (> 6 x 4 to 8 x 5) - Green Waste	Medium (heaped)	per load	\$ 60	\$ 58	-\$ 2	-3.3%	Yes	No	As set by contractor subject to Council approval.
674	Small trailer / Ute (up to 6 x 4) - Asbestos (Ramsey Only)	Small (water level)	per load	\$ 127	\$ 139	\$ 12	9.4%	Yes	No	As set by contractor subject to Council approval.
675	Small trailer / Ute (up to 6 x 4) - Asbestos (Ramsey Only)	Medium (heaped)	per load	\$ 188	\$ 209	\$ 21	11.2%	Yes	No	As set by contractor subject to Council approval.
676	Small trailer / Ute (up to 6 x 4) - General Waste	Small (water level)	per load	\$ 39	\$ 45	\$ 6	15.4%	Yes	No	As set by contractor subject to Council approval.
677	Small trailer / Ute (up to 6 x 4) - General Waste	Medium (heaped)	per load	\$ 75	\$ 83	\$ 8	10.7%	Yes	No	As set by contractor subject to Council approval.
678	Small trailer / Ute (up to 6 x 4) - Green Waste	Small (water level)	per load	\$ 30	\$ 27	-\$ 3	-10.0%	Yes	No	As set by contractor subject to Council approval.
679	Small trailer / Ute (up to 6 x 4) - Green Waste	Medium (heaped)	per load	\$ 45	\$ 42	-\$ 3	-6.7%	Yes	No	As set by contractor subject to Council approval.
680	Small trailer / Ute (up to 6 x 4) - Inert Construction and Demolition	Small (water level)	per load	\$ 43	\$ 47	\$ 4.30	10.1%	Yes	No	As set by contractor subject to Council approval.
681	Small trailer / Ute (up to 6 x 4) - Inert Construction and Demolition	Medium (heaped)	per load	\$ 64	\$ 70	\$ 5.76	9.0%	Yes	No	As set by contractor subject to Council approval.
682	Trucks (dual rear axle trucks) - General Waste	15m ³ - 22m ³	per load	\$ 1,229	\$ 1,316	\$ 87	7.1%	Yes	No	As set by contractor subject to Council approval.
683	Trucks (dual rear axle trucks) - General Waste	22m ³ - 29m ³	per load	\$ 1,752	\$ 1,876	\$ 124	7.1%	Yes	No	As set by contractor subject to Council approval.
684	Trucks (dual rear axle trucks) - Inert Construction and demolition	15m ³ - 22m ³	per load	\$ 819	\$ 887	\$ 68.10	8.3%	Yes	No	As set by contractor subject to Council approval.
685	Trucks (dual rear axle trucks) - Inert Construction and demolition	22m ³ - 29m ³	per load	\$ 1,177	\$ 1,274	\$ 97	8.2%	Yes	No	As set by contractor subject to Council approval.
686	Trucks (dual rear axle trucks) - Asbestos (Ramsay Only)	15m ³ - 22m ³	per load	Not applicable	Not applicable	N/A	N/A	Yes	No	As set by contractor subject to Council approval.

YORKE PENINSULA COUNCIL
FEES AND CHARGES SCHEDULE - 2017/18

#	DESCRIPTION	ADDITIONAL DETAILS	UNIT	2016/17	2017/18	VARIANCE \$	VARIANCE %	GST TAXABLE	STATUTORY CHARGE	COMMENT ON CHANGE
687	Trucks (dual rear axle trucks) - Asbestos (Ramsay Only)	22m ³ - 29m ³	per load	Not applicable	Not applicable	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
688	Trucks (dual rear axle trucks) - Green Waste	15m ³ - 22m ³	per load	\$ 655	\$ 681	\$ 26	4.0%	Yes	No	As set by contractor subject to Council approval.
689	Trucks (dual rear axle trucks) - Green Waste	22m ³ - 29m ³	per load	\$ 930	\$ 969	\$ 39	4.2%	Yes	No	As set by contractor subject to Council approval.
690	Trucks (semi tipper trucks) - General Waste	29m ³	per load	\$ 2,107	\$ 2,256	\$ 149	7.1%	Yes	No	As set by contractor subject to Council approval.
691	Trucks (semi tipper trucks) - Asbestos (Ramsay Only)	29m ³	per load	Not applicable	Not applicable	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
692	Trucks (semi tipper trucks) - Green Waste	29m ³	per load	\$ 1,115	\$ 1,163	\$ 48	4.3%	Yes	No	As set by contractor subject to Council approval.
693	Trucks (semi tipper trucks) - Inert Construction and demolition	29m ³	per load	\$ 1,407.40	\$ 1,523.00	\$ 115.60	8.2%	Yes	No	As set by contractor subject to Council approval.
694	Trucks (single rear axle trucks) - General Waste	10m ³ - 15m ³	per load	\$ 701	\$ 751	\$ 50	7.1%	Yes	No	As set by contractor subject to Council approval.
695	Trucks (single rear axle trucks) - Asbestos (Ramsay Only)	10m ³ - 15m ³	per load	Not applicable	Not applicable	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
696	Trucks (single rear axle trucks) - Green Waste	10m ³ - 15m ³	per load	\$ 370	\$ 388	\$ 18	4.9%	Yes	No	As set by contractor subject to Council approval.
697	Trucks (single rear axle trucks) - Inert Construction and demolition	10m ³ - 15m ³	per load	\$ 471	\$ 510	\$ 39.20	8.3%	Yes	No	As set by contractor subject to Council approval.
698	Trucks / Skip Bins - Asbestos (Ramsay Only)	Under 10m ³	per load	Price on application	Price on application	N/A	N/A	Yes	No	As set by contractor subject to Council approval.
699	Trucks / Skip Bins - Clean Green	Under 10m ³	per load	\$ 185	\$ 194	\$ 9	4.9%	Yes	No	As set by contractor subject to Council approval.
700	Trucks / Skip Bins - General Waste	Under 10m ³	per load	\$ 350	\$ 375	\$ 25	7.1%	Yes	No	As set by contractor subject to Council approval.
701	Trucks / Skip Bins - Inert Construction and demolition	Under 10m ³	per load	\$ 235	\$ 255	\$ 19.60	8.3%	Yes	No	As set by contractor subject to Council approval.
702	Gas Cylinders - Each	Waste collection transfer station	each	\$ 20	\$ 20	\$ -	0.0%	Yes	No	Fee no longer required - not on contractor list
703	Motorbike Tyre - Each	Waste collection transfer station	each	\$ 15	\$ 15	\$ -	0.0%	Yes	No	Fee no longer required - not on contractor list
704	Large Items		each	\$ 22	\$ 22	\$ -	0.0%	Yes	No	Fee no longer required - not on contractor list
* Caravan Parks - Comments applicable to all Council operated Caravan Parks										
	These are maximum standard charges - individual parks may offer special rates and promotions at certain times subject to approval of the CEO or delegate									
	Peak Rates apply throughout December, January, Easter / April School Holidays, October Long Weekend and September School Holidays									
	Bookings over Easter require a 4 night minimum stay									
	Peak Rates apply to all cabins over all Long Weekends									
	Cabin prices quoted are for two (2) persons only and include linen on main bed only unless specified									
	Maximum of six (6) persons per site									

ASSET MANAGER

4. ASSET MANAGEMENT UPDATE

PURPOSE

To update the Audit Committee members on Asset Management activities.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal:	2 Community Connected through Infrastructure
Strategy:	2.1 Develop and deliver on Asset Management Plans for all asset classes 2.2 Utilise technology to provide easy access to Council information (e.g. planned infrastructure works, location of public facilities, events etc.) 2.5 Explore provision of new infrastructure

BACKGROUND

The report provides the Audit Committee with a summary of the works / activities undertaken within Asset Management.

DISCUSSION

Transport

Staff continue to undertake data collection and inspections on the unsealed road network, including taking core samples and other information. Data captured is assigned to each road segment, as setup in Conquest, and plotted via GPS in a GIS mapping system.

Buildings and Structures

Staff have recently engaged a contractor to provide floor plans for fourteen (14) of Council's town halls, which will be used in the development of condition surveys of each building, as well as for other legislative requirements. Council has subscribed to Buildings.PLUS, through the Institute of Public Works Engineering Australasia (IPWEA). Buildings.PLUS is a web-based condition survey tool and asset planning system designed specifically for buildings, which is being used by several neighbouring councils. Staff are currently in the process of setting up Buildings.PLUS so that condition surveys can be undertaken in the new financial year.

Other Assets

Staff are currently reviewing and validating the Other Assets Register. This register is currently in Excel format and will be populated into Conquest upon completion of the review. As part of this process the register will be digitally mapped.

Plant & Machinery

Staff have commenced a review of the current Plant & Machinery Register. This register is currently in Excel format and will be populated into Conquest upon completion of the review.

The purpose of the review is to ensure all the relevant information required by all departments is identified prior to register being placed in Conquest.

Asset Management Plans

The CWMS Asset Management Plan is currently being reviewed and new Asset Management Plans for Stormwater and Water are being developed by staff. It is the intention of staff to update these plans with the 2017/18 adopted budget figures prior to presenting the draft plans to Council.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

- Director Assets and Infrastructure
- Director Development Services
- Infrastructure Manager
- Operations Manager
- Works Manager
- Manager Development Services
- Manager Financial Services
- Accountant Financial Operations

In preparing this report, the following External Parties were consulted:

- Nil

POLICY IMPLICATIONS

PO128 Asset Management Policy

PO124 Asset Accounting Policy

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act 1999

ATTACHMENTS

Nil

RISK MANAGEMENT OFFICER

5. RISK MANAGEMENT REPORT

PURPOSE

The Risk Management Officer presents an update on the progress of Council's Risk Management Framework.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance
Strategy: 5.5 Undertake effective risk management
5.8 Continuous improvement of Council processes

BACKGROUND

The objective of the Yorke Peninsula Council's (Council) risk management framework is to provide an essential and coherent link between our strategic goals, our risk management policies, procedures, processes and our day to day activities.

DISCUSSION

This report provides a status update on risk management activity performed from February to May 2017, including:

- Strategic Risk Register endorsed by CMT;
- Strategic Risk Registers reviewed at Council Workshop;
- Risk Profile Review progress review by Regional Risk Coordinator (LGAMLS);
- Risk Management LGAMLS Review Action Plan.

This report provides a schedule of activities planned for 2017, including:

- 2016/2017 Risk Review Action Plan

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

- Manager People and Culture; and
- Risk Management Officer.

In preparing this report, the following External Parties were consulted:

- Nil

POLICY IMPLICATIONS

PO091 Risk Management Policy

PR098 Risk Management Procedure

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act (SA) 1999

Work Health and Safety Act (SA) 2012

Work Health and Safety Regulations (SA) 2012

ATTACHMENTS

Attachment 1: Risk Management Activity Report

Attachment 2: 2016/2017 Risk Profile Review Action Plan

Attachment 3: 2016 Risk Profile Update for Yorke Peninsula Council

Attachment 4: Strategic Risk Register

Risk Management Framework

2017

1. Risk Management Activity Report – February 2017 – May 2017

No.	Project	Scope Overview	Project Status
1	Local Government Association Mutual Liability Scheme (LGAMLS) Risk Profile	<p>Monitoring continues of the actions of the 2016/2017 Risk Management Action Plan.</p> <p>A progress review was conducted of Council 2016/2017 Risk Profile Review. Progress and improvements on Councils Risk Management since the profile review were noted and reported to the LGRS for consideration in regards to fund disbursements to Councils (report attached).</p>	In Progress
2	Strategic Risk Management Plan	<p>Strategic Risk Management Plan has been put on hold due to the development of the Strategic Risk Register. The Strategic Risk Register has been endorsed by CMT and was presented to the Council Workshop on 24/05/2017. Once reviewed by the Audit Committee, the Strategic Risk Register will be tabled at the next Council Meeting for endorsement.</p>	In Progress
3	Risk Maturity Assessment (RMA)	<p>The RMA is currently being reviewed and actions to be determined as a result of findings from the assessment. Actions defined from the RMA will be incorporated into the 2016/2017 Risk Review Action Plan.</p> <p>RMA will be submitted for reviewed by the CMT.</p>	In Progress
4	Business Continuity Plan (BCP)	Business Continuity Sub Plans to be developed.	In Progress
5	Risk Management Framework	Councils Risk Management Framework is being developed.	In Progress
6	5-year Risk Maturity Plan	Development of a 5-year risk maturity plan to map Councils approach to all elements of its risk management framework.	On Hold
7	Risk Portfolios	Review Councils Departmental risk portfolios. Findings to be reported back to the Audit Committee.	On Hold

**Risk Profile Review Action Plan
June 2016 - July 2017**

ACTION #	Risk Review	ACTION REQUIRED	RESPONSIBILITY	DUE DATE	COMMENTS / PROGRESS
1	Jul-15	Review Risk Management Procedure to ensure it reflects the process to assess and manage risk.	Risk Management Officer/Risk Officer	30/06/2016 30/09/2016 30/06/2017	Draft 2015-2020 Strategic Risk Management Plan (Plan) was completed but the strategic risk in the Plan will need to be reviewed and aligned with the 2016-2020 Strategic Management Plan (once it has been endorsed and adopted). Endorsement and adoption is scheduled for approximately April 2016. Final draft of the Plan will be reviewed by the Corporate Management Team (CMT). Now, endorsement and adoption is scheduled for approximately July 2016. Strategic Plan adopted June 2016 13/10/2016 - Action changed to reflect the actual Risk Profile Standards Reference. Due Date extended to allow time for Risk Framework to be completed see Action 23 - Roxanne White
3	Jul-15	Review Emergency Response Procedure to ensure Council policy for plant and staff in an emergency is defined.	Risk Management Officer	30/09/2016 30/06/2017 31/12/2017	Emergency Response Procedure is under review. I-Responda framework from the LGA is under review and was tabled at the WHS Committee meeting (09/02/2016). This framework looks at council employees role in the event of an emergency I-Responda framework to be assessed for suitability to Councils Emergency Response Procedure. Procedure to be reviewed. Due Date extended to allow time for Emergency Management System to be defined - Roxanne White
4	Jul-15 May-16	Prudential Management Policy to be developed, review and endorsed and procedure and templates to be developed.	Risk Management Officer Manager Financial Services	30/09/2016 01/12/2016 30/06/2017	Draft document with Director Corporate and Community Services for review. Draft Prudential document with Manager Financial services to manage the process of review, consultation and issuing as current. 29/09/2016 - email received from Sid Jain request due date to be extended (to 01/12/2016) as policy which is draft has to be reviewed by managers and CMT and then endorsed by Council. 23/11/2016 - The policy won't be considered for adoption by Council until January 2017 at the earliest. Due date extended. Manager Financial Services has requested a extension to have the policy endorsed by Council and CMT. 07/04/2017 - Discussion with Manager Financial Services plans to have policy to CMT by May 2017 then to Council for Endorsement.

ACTION #	Risk Review	ACTION REQUIRED	RESPONSIBILITY	DUE DATE	COMMENTS / PROGRESS
17	Jul-15 May-16	Create a Tree Management Policy/Procedure.	Natural Environment & Sustainability Officer	31/12/2016 30/06/2017 31/12/2017	Currently Council staff members are trained in tree care, pruning and maintenance and garden staff undertake the majority of tree pruning requests. Tree Management Policy to be drafted for review and endorsement by Councils Elected Members. Policy will address tree management based on the following principles: Value of trees; Enhancing Biodiversity; Risk Management and Resources Availability; Tree Planting; Tree Maintenance; Tree Removal; Tree Replacement; Tree Vandalism; Tree on Private Land; Seed and Fruit Collection; Roadside Timber; Climate Change 6/02/2017 - Policy in progress, due date extended to 30/06/2017 due to other priorities (authorised Stephen Goldsworthy- Operations Manager). 07/04/2017 - Documents still being developed, due date extended to 30/12/2017 in line with Action 18 as per Manager Operations discussion.
18	Jul-15 May-16	Development of Climate Change Adaptation Plan.	Natural Environment & Sustainability Officer	31/12/2017	Climate change to be included as a Principle of a Tree Management Policy.
21	May-16	Review Strategic Management Plan in line with Risk Management Framework.	Risk Management Officer	30/06/2017	Strategic Risk Management Plan has been developed. Draft Plan to be presented to CMT November 2016
22	May-16	Review training completed by Elected Members and include in the Training Needs Analysis (TNA) Risk Management Framework Awareness session if not previously undertaken.	Risk Management Officer	30/06/2017	*Jess Kirk from LGARS can provide training to Elected Members.
23	May-16	Develop, endorse and implement Risk Management Framework.	Risk Management Officer	31/12/2016 31/08/2017	Action due date extended to 31/12/2017 as Risk Management Framework has not been started due to other priorities (authorised Bobbi Pertini - Manager People and Culture) 07/04/2017 - LGARS have released Risk Framework Template Risk Management Framework still to be developed, request for extension to Due Date to 30/08/2017
24	May-16	Schedule and complete general awareness training on Risk Management Framework to relevant employees.	Risk Management Officer	30/06/2017	Jess Kirk from LGARS may be able to provide training to employees.
25	May-16	Review Vendor Panel Program as part of Councils procurement process and provide a report on the suitability of the program and if it should be adopted by Council.	Risk Management Officer	31/05/2017	Consideration to local business?
26	May-16	Develop Operational Risk Register.	Risk Management Officer	30/06/2017	

ACTION #	Risk Review	ACTION REQUIRED	RESPONSIBILITY	DUE DATE	COMMENTS / PROGRESS
28	May-16	Review iResponda Program and provide report on the suitability of the program and if it should be adopted by Council.	Risk Management Officer	30/04/2017 31/07/2017	24/05/2017 - Extension to due date requested, approved by Manager People and Culture (Bobbi Pertini)
31	May-16	Review legislative requirements and develop guidelines or information sheet on the requirements to manage swimming pools.	Risk Management Officer	31/03/2017 31/08/2017	04/07/2017 - Requested extension to the due date to 31/08/2017 to allow time to develop the Swimming Pool management strategy.
32	May-16	Review and update form SF039 – Applications to Lay Underground Services to include references to indemnity/insurance conditions.	Assets Manager	30/04/2017 30/06/2017	12/04/2017 - Request extension to due date to 30/06/2017 - Form is currently under review by A&IS personnel. (Michael McCauley)

Yorke Peninsula Council		Date: 12/05/2017
Category	2016 element and score	2017 progress update
1. Reputation & Integrity	1.1(3) 1.2(0)	Council is part way through completion of the RM Framework (in draft). This will be followed by information awareness sessions for staff and possibly elected members.
2. Strategic Risk & Governance	2.1(3) 2.2(5)	As indicated above Council's RM Framework is in draft form. Council does have a current Risk Management Policy and Procedure due for review in March 2018. Regular risk management reporting to Audit Committee occurs.
3. Procurement, Contract Management Systems	3.1(6) 3.2(3)	Council uses Vendor Panel to select vendors. Council is currently drafting a Prudential Policy for presentation to elected members in June.
4. Volunteers/Vulnerable Groups/Committees	4.1(7) 4.2(7)	Council has now implemented a Volunteer Training Programme in November 2016. Well done.
5. People	5.1(2) 5.2(1)	Council now has a draft Strategic Risk Register. Council still to develop their Operational Risk Register.
6. Environment/Vegetation/Trees	6.1(5) 6.2(2)	Council has a draft Tree Management Policy. Climate change as a principle will be included in this policy
7. Emergency Management	7.1(3) 7.2(2)	8 th June 2016 Council endorsed their BCP. Council has not progressed in relation to adopting iResponda, but is participating in the LFFSG set up.
8. Community Land Recreation/Leisure Services	8.1(4) 8.2(3)	Council has trained an additional 3 staff in playground inspection. Quarterly playground inspections have been included in Workplace Monitoring Calendar and quarterly reports provided to the CMT. Council has obtained swimming pool checklist from Gawler Council for reference. No further action at this stage.

9. Road & Footpath Management	9.1(7) 9.2(60)	Application to lay underground services permit form has been updated and is awaiting final sign off. Council has not taken any further action in relation to introducing a formal reporting form where issues have been identified. If Council staff identify a hazard they complete the Hazard Repot form
10. Use by other parties - facilities/land	10.1(7) 10.2(7)	Councils Special Events process was reviewed and trialled. Feedback provided and the process implemented in November 2016. The process now stipulates timeframes by when documentation needs to be submitted by community groups.

The risk review action plan was discussed with Roxanne White from Yorke Peninsula Council on 12/05/17. YPC has made some progress towards completion of actions from last year's risk review. Progress can be summarised as follows:

4.1 – Council has now developed a Volunteer training Programme in November 2016 and included in Council's TNA.

7.1 – On 8/6/17 Council endorsed their Business Continuity Plan. iResponda has not been adopted at this stage.

8.1 – Playground inspections have now been included in the Workplace Monitoring Calendar. And Council has trained an additional three staff to undertake playground inspections.

8.2 – Council has obtained a swimming pool checklist from another Council but has not adopted it at this stage

9.1 – The underground services permit has been updated and is awaiting final sign off.

10.1 - Council has reviewed and trialled and updated the Special Events process and implemented it in November 2018.

There are still a number of actions requiring completion and Council are working through these.

Council is aware of the new risk evaluation process and appreciates the new requirement for two yearly evaluations.

Council's general claims performance for 2015-16 and 2017 YTD as indicated in the Member Centre is as follows:

<u>Year</u>	<u>Total Claims</u>	<u>Total Paid</u>
2015	15	\$44,451
2016	11	\$116,756
2017 YTD	5	\$12,321

*2016 figure included \$65,190 for storm damage.

Yorke Peninsula Council Strategic Risk Register

Risk Category	Risk No	Strategic Risk	#	Causes/Triggers	#	Consequences to YPC Council Strategy	Current			#	Impact Reduction Controls	#	Strategies to be Implemented	Residual			Strategic Management Plan Ref.	Risk Owner
							L	C	RR					L	C	RR		
Political	1	Cost shifting, Reduction and/or change in government funding.	1	Political parties, priorities change	1	Less tied or capped grants				1	Detailed strategic and operational planning (i.e. rates modelling and budgeting)	1	Review opportunities for Partnerships/Shared Services with other LGAs and other agencies				Goal 1 - Economically Prosperous Peninsula (1.5)	Director Corporate and Community Services
			2	Demographics and population change	2	Lack of trust entering into new programs with Government				2	Lobby for more funding (politicians)						Goal 2 - Community Connected through Infrastructure (2.4)	
			3	Reduction in funds available for local government due to financial pressure on State and Federal governments	3	Government funding reduced effect Council Services and potential Capital investment				3	Support and Representation on Local Government Association (LGA) and Australian Local Government Association (ALGA)						Goal 5 - Responsible Governance (5.4)	
			4	Changes to grant priorities	4	Effect and pressure on Councils Reputation				4	Plan to find other sources of revenue							
			5	Reprioritisation of their funding	5	Increased cost to ratepayers												
Political	2	Externally imposed organisational changes (including amalgamation)	1	Poor governance	1	Disruption/reduced Councils services				1	Open/transparent/good governance	1	Succession Planning (Executive Management)				Goal 5 - Responsible Governance (5.1, 5.2; 5.3; 5.5; 5.8; 5.10)	Chief Executive Officer
			2	Financial unsustainability	2	Employee unrest and/or stress				2	Open dialogue with State Government	2	Development Organisational Strategic Performance Reporting					
			3	Streamlining Services Local Government/Perceived economy of scale	3	Increase of assets and services to be managed				3	Strategic planning	3	Define Risk Management Framework					
			4	Legislative change	4	Effect and pressure on Councils Reputation				4	Long Term Financial Plan							
			5	Community Lobbying for Change														
Environment	3	Impacts of climate and increased number and/or severity of major disaster/climatic events	1	Severe Weather events	1	Additional costs above budget forecast				1	Asset and Infrastructure Management Plan	1	Street Trees/Shading/Trees/Climate Change Response Strategy				Goal 2 - Community Connected through Infrastructure (2.1; 2.6)	Chief Executive Officer Director Assets and Infrastructure Services
			2	Increased unusual weather events.	2	May have a negative impact on YPCs reputation if overwhelmed by remediation requirements				2	Notifications from External Emergency Management Service providers (BOM, SES, CFS, SAPOL, etc.)	2	Emergency planning/Framework				Goal 3 - Valued and Restored Environment (3.1; 3.2; 3.3; 3.4; 3.5; 3.6; 3.7, 3.9)	
			3	Natural Disasters	3	Difficulty in forward planning				3	State Emergency Management Plan (SEMP)	3	Coastal Management Strategy				Goal 5 - Responsible Governance (5.5)	
			4		4	Public safety may be at risk if severity of events causes unknown/unidentified damage to infrastructure that then fails				4	Insurance	4	Environmental Management Plan					
			5		5	Decrease in revenue (potential population shift and decrease in land value)				5	International Council for local Environmental Initiatives (ICLEI) Water Campaign Local Action Plan							
			6		6	Damage to infrastructure potentially resulting in safety hazards to staff and community				6	Partnership with Environmental local Groups (i.e. Natural Resource Management (NRM))							
			7		7	Non Insurable events and Unbudgeted costs				7	Yorke and Mid North Climate Change Action Plan							
			8		8	Disruption/reduced Councils services				8	Roadside Vegetation Management Plan Review							
Economic	4	Changes in Economic Conditions in the Region	1	Changes in demographics	1	Changes (increase/decrease) to Councils services required and priorities				1	Support/Representation on Business, Regional Development Australia (RDA) YP Tourism and Community Initiatives						Goal 1 - Economically Prosperous Peninsula (1.1; 1.2; 1.3; 1.4; 1.5; 1.6; 1.7; 1.8; 1.9)	Chief Executive Officer
			2	Reduction in funds available for local government due to financial pressure on State and Federal governments	2	Planning and development impacts				2	Strategic Management Plan						Goal 2 - Community Connected through Infrastructure (2.3; 2.4; 2.5; 2.7)	
			3	2. Close down of services (e.g. bus, schools, hospitals, etc.)	3	Socio economic impacts				3	Disability Action Plan (Access Committee) and support for Community Transport						Goal 4 - Community Engaged and Supported (4.1; 4.3; 4.4; 4.6; 4.7; 4.9; 4.10; 4.11; 4.13)	
			4	Skill shortages within Region	4	Increase/Decrease on Councils ability to raise revenue to cover increased/decreased cost to Councils Services				4	Development Plan and Strategy						Goal 5 - Responsible Governance (5.6; 5.9)	
			5	loss or gain of industry and business in region	5	Decrease in community members and the number of volunteers and community groups				5	Youth Engagement							
			6		6	New opportunities not realised				6	Marketing and promotion of Council Areas through Social Media and community engagement							
			7		7	Lots of expense but not necessarily results (recruitment - Lack of trained staff (medical and technical)				7	Appointment of Trainees from local region							
			8		8					8	Advocating/Lobbying with industry groups and government							
			9		9					9	Regional Health Plan							

Yorke Peninsula Council Strategic Risk Register

Risk Category	Risk No	Strategic Risk	#	Causes/Triggers	#	Consequences to YPC Council Strategy	Current			#	Impact Reduction Controls	#	Strategies to be Implemented	Residual			Strategic Management Plan Ref.	Risk Owner
							L	C	RR					L	C	RR		
Legal	5	Changes to regulations and legislation impact Council operations	1	External pressures on Government (i.e. Lobbying by LGA, developers, community, activist groups, royal commissions, ombudsman investigations, ICAC, etc.)	1	Inappropriate land use for our area with potential Impact on development				1	Development Plans		Review of Financial internal controls library				Goal 1 - Economically Prosperous Peninsula (1.1; 1.2; 1.5)	Chief Executive Officer Director Development Services
			2	State government and/or political changes (including policies)	2	Council potentially losing power to make decisions				2	Support and Representation on Local Government Association (LGA) and Australian Local Government Association (ALGA)			L	I	M	Goal 3 - Valued and Restored Environment (3.9)	
			3	Climate/Increased environmental awareness (seawalls, emergency management)	3	Changes to documentation, Management systems and processes	L	MOD	H	3	Liaison/lobbying with Government Agencies						Goal 5 - Responsible Governance (5.3)	
			4		4	Reduction in community understanding				4	Provide training for staff in changes to legislative/regulatory changes							
			5		5	Additional workload/resources required				5	Ensure compliance - systems							
			6		6	Effect on Service Standards/Quality				6	Notification of legislative/regulatory changes from external body (including Local Government Association (LGA) initiatives, updates, etc.).							
Technology	6	Technology advances more rapidly than council is able to adapt	1	Limited infrastructure and/or systems	1	Reduced customer service/reputation				1	Proactive staff	1	IT Strategic Management Plan				Goal 2 - Community Connected through Infrastructure (2.2)	Director Corporate and Community Services
			2	Unskilled/trained staff	2	Community isolation				2	Training and provision of resources						Goal 4 - Community Engaged and Supported (4.3; 4.12)	
			3	Unaware of new technologies	3	Inefficient services (high cost and inflexible)				3	Research and/or investigate current trends						Goal 5 - Responsible Governance (5.2; 5.7)	
			4	Limited funding to buy in	4	Increased costs	L	MOD	H	4	IT Budgeting (infrastructure and asset management)			P	MIN	M		
			5	Limited resources						5	Community accessibility of services							
			6	Limited support/commitment to new emerging IT Solutions						6	Use External expertise							
										7	Networking/participating with IT professionals/organisations							
										8	Mobility of Services							
Social	7	Councillors impose changes to Strategic Objectives	1	New Council/Councillors	1	Disgruntled community / organisation / staff				1	Community Consultation policy and procedure						Goal 5 - Responsible Governance (5.1; 5.2; 5.8)	Chief Executive Officer
			2	Funding changes/rate capping	2	Financial Instability/budgeting changes				2	Alignment to Strategic Management Plan							
			3	Influential senior officers	3	Loss of staff/volunteers	P	MOD	H	3	Marketing and promotion through Social Media and community engagement.			P	MIN	M		
			4	Poorly developed strategic objectives	4	Reputational damage				4	Regular comprehensive review of existing priorities (budgeting capital, etc.)							
			5	Conflict of Interest	5	Change to Council objectives/priorities				5	Elective Members Inductions/training							
Social	8	Changes of community expectations of Council	1	Lack of community engagement/understanding	1	Council/Councillor turnover (also staff)				1	Community Consultation policy and procedure						Goal 1 - Economically Prosperous Peninsula (1.4; 1.5)	Director Corporate and Community Services
			2	Changes in demographic/social make up	2	Reputation, credibility, loss of goodwill, poor morale				2	Marketing and promotion through Social Media and community engagement.						Goal 2 Community Connected through Infrastructure (2.2)	
			3	Benchmarking/comparison with other Councils Services	3	Changes to Councils services				3	Strategic Management Plan						Goal 3 - Valued and Restored Environment (3.4)	
			4	Changes to Councils services	4	Community apathy and/or unwillingness to get involved/unresponsiveness	P	MIN	M	4	Annual Business Plan			U	MIN	L	Goal 4 - Community Engaged and Supported (4.1; 4.3; 4.7; 4.12; 4.13)	
			5	Unsubstantiated information in the Community						5	Feedback/complaints/service requests systems and processes						Goal 5 - Responsible Governance (5.1; 5.8; 5.10)	
										6	Asset Management Plan							

Extreme
High
Moderate
Low

Risk Category has been based on the PESTLE model. PESTLE is a popular framework for gain of key factors and trends in broader society. PESTLE Analysis is a popular framework for or and trends and isolating how they influence industries and the firms within them.

P	E	S	T	E
<ul style="list-style-type: none"> - Government policy - Political stability - Corruption - Foreign trade policy - Tax policy - Labour law - Trade restrictions 	<ul style="list-style-type: none"> - Economic growth - Exchange rates - Interest rates - Inflation rates - Disposable income - Unemployment rates 	<ul style="list-style-type: none"> - Population growth rate - Age distribution - Career attitudes - Safety emphasis - Health consciousness - Lifestyle attitudes - Cultural barriers 	<ul style="list-style-type: none"> - Technology incentives - Level of innovation - Automation - R&D activity - Technological change - Technological awareness 	<ul style="list-style-type: none"> - Weather - Climate - Environmental policies - Climate change - Pressures from NGO's

ing an understanding
ganising these factors



- Discrimination laws
- Antitrust laws
- Employment laws
- Consumer protection laws
- Copyright and patent laws
- Health and safety laws

BUSINESS IMPROVEMENT OFFICER

6. INTERNAL AUDIT ACTIVITY REPORT

PURPOSE

The Business Improvement Officer(s) present an update on recent Internal Audit Activity.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance
Strategy: 5.1 Openness and transparency of reporting Council's performance
5.3 Meet all legislative requirements and compliance with Council's internal controls
5.8 Continuous improvement of Council processes

BACKGROUND

The objective of the Yorke Peninsula Council's ("Council") internal audit function is to enhance business performance by ensuring compliance with policies and procedures and recommending improvements in process effectiveness, efficiency and economy.

DISCUSSION

This report provides a status update on the Internal Audit activity performed from February 2017 – May 2017.

The following activities have occurred since February 2017

- A fuel consumption review conducted
- A procurement officer review and business case has been drafted for audit committee ratification
- A minor equipment purchasing spot check undertaken
- A petty cash and till audit conducted.

The latest status information on audit agreed actions has also been provided as part of this report.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

- Chief Executive Officer
- Corporate Management Team
- Senior Rates Officer / Accounts Receivable
- Accountant – Financial Management
- Leader Systems & Technology
- Manager Financial Services

- Accountant – Financial Operations
- Accounts Payable Officer

In preparing this report, the following External Parties were consulted:

- Nil

POLICY IMPLICATIONS

PO156 Internal Financial Control

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act (SA) 1999

ATTACHMENTS

Attachment 1: Internal Audit Activity Report

Attachment 2: Internal Audit Report – Fuel Consumption Review

Attachment 3: Internal Audit Spot Check Report – Minor Equipment Purchasing

Attachment 4: Internal Audit Sport Check – Petty Cash and Till

Attachment 5: Implementation of Agreed Actions - Update May 2017

Internal Audit Activity Report (Feb 2017 – May 2017)

1. INTERNAL AUDIT PLAN

The following table highlights the status of audit projects:

No.	Project	Scope Overview	Project Status
1	Procurement Part 2 – Tendering & Contracts	The second stage of the procurement project will address tendering and contract processes and assess compliance with newly developed policies and procedures.	Project completed
2	Fuel Management	As requested by the CEO, Internal Audit will collate and review fuel data for all administration and ute vehicles for a time period to determine the average litres used per 100kms. Additional review or recommendation may be required based on the outcomes.	Project completed
3	Borrow Pit (Rubble) Management	A review of the controls in place with regard to the purchase, storage and usage of rubble to determine if Council's operational practices are reflected in, and match, financial tracking procedures.	Not started
4	Elected Member Expenses	Review to confirm correct payment of allowances, reimbursement of expenses and accurate and timely recording in legislated registers.	Not started
5	Equipment testing and compliance data review	As requested by the CEO, Internal Audit will perform a review of the costs associated with external contractors undertaking variance compliance testing of equipment, for example electrical tagging and testing, playground audits and fire equipment testing. A report will outline potential improvements in the way these tests are undertaken.	Scoping completed and testing commenced
6	Procurement Part 3 – Procurement Officer Review	Considering the two recent procurement audit completed, the CEO has requested that Internal Audit undertake a review of the benefits, drawbacks and costs associated to implement a dedicated Procurement Officer.	Project completed
7	Financial Management – Rates/Rate Rebates	A review of rate and rate rebate controls including processes for correct calculation of rate invoices, application of rebates and changes and access to the property master file.	Scoping completed and testing commenced
8	Controls Update (IT Access)	After discussions with External Audit, testing of IT application controls will be a priority for the FY17.	Not started
9	Ongoing compliance audits	Undertake regular spot checks of key compliance areas.	Petty Cash & Cash Floats completed

No.	Project	Scope Overview	Project Status
	(petty cash, Corporate Purchase Cards & caravan parks)		Corporate Purchase Cards completed Caravan Parks not started this FY.

2. IMPLEMENTATION OF AGREED ACTIONS (INTERNAL AUDIT AND EXTERNAL AUDIT)

An update on the implementation of proposed actions resulting from internal and external audit activities is provided in **Attachment 5**.

The latest status information has been provided by the officers responsible for the implementation.

For Distribution:

Andrew Cameron – Chief Executive Officer
Roger Brooks – Director Development Services
Trevor Graham – Director Assets & Infrastructure
David Harding – Director Corporate & Community Services

For Information:

Sid Jain – Manager Financial Services
Daniel Griffin – Accountant Financial Operations
Mel Hoyle – Accounts Payable Officer (Trainee)

Background

As requested by the CEO, Internal Audit has collated and reviewed fuel data for all administration and ute vehicles from 1 July 2016 – 31 December 2016 to determine the average litres used per 100kms.

Key Findings

Up until August 2016, Council purchased fuel from ten different suppliers. This was rationalized to three main suppliers, BP, Caltex and a limited amount from Ardrossan Auto Centre to gain savings on fuel spend.

The following formula was used to calculate fuel consumption in litres per 100kms, the most commonly used measure of fuel consumption: $(\text{Litres used} \times 100) \div \text{km travelled} = \text{Litres per 100km}$.

It's important to note when comparing on-road fuel consumption figures there are a number of variables that can affect fuel consumption figures, even for an apparently similar trip, including:

- Road, traffic, and weather conditions;
- Driving style;
- Vehicle speed, load, and condition.

Key findings from the internal audit calculations included:

- Average litres per 100kms across the administration vehicles is 8.51 litres and 10.33 litres for ute type vehicles;
- Highest consumption per 100kms was CEO Andrew Cameron in the administration fleet category;
- Highest consumption per 100kms was the weed spraying unit in the ute category at 16.93;
- Details of vehicles with an average litres per 100kms over 10 has been highlighted in Table 1 and Table 2 below
- Details of all vehicles are included in Appendix 2.

Table 1: Administration vehicles consumption greater than 10 litres per 100kms

Plant No.	Employee Name	Fuel Type	Total KMs	Total Litres	Ave Ltr Per 100kms
681	Trevor Graham	Refer Issue 2	22066	2254	10.21
705	Roger Brooks	ULP	21887	2204	10.07
733	Andrew Cameron	ULP	17769	2808	15.80
736	Nick Hoskin	Diesel	10118	1021	10.09

Table 2: Ute vehicles consumption greater than 10 litres per 100kms

Plant No.	Plant Details	Work Group / Operator	Fuel Type	Total KMs	Total Litres	Ave Ltr Per 100kms
457	Toyota Hilux Ute (Maitland) (XCK715)	Operations	ULP	3557	398	11.18
506	Toyota Landcruiser Utility (Weeds Unit - Maitland)	Operations	Diesel	7589	1285	16.93
539	Toyota Hilux Ute (Maitland) (XSG037)	Operations	ULP	7874	1025	13.02
541	Toyota Hilux Utility	Operations	ULP	8839	1165	13.18
607	Ford Ranger PK Dual Cab 4x2 (Warooka)	Construction	Diesel	9380	1085	11.57
623	Ranger PX 4x2 Traytop - Warooka Depot	J Liddiard	Diesel	5916	713	12.05
626	Toyota Hilux 4x2 Traytop	D Sims	Diesel	11398	1182	10.37
639	Toyota Utility (Wuttke)	M Wuttke	Issue 2	10357	1192	11.51
664	Spray ute	S Preuss	Diesel	7870	1050	13.34
697	Ford PX Ranger 2.2L Utility	C Liddiard	Diesel	3540	428	12.09

Plant No.	Plant Details	Work Group / Operator	Fuel Type	Total KMs	Total Litres	Ave Ltr Per 100kms
700	Ford PX Ranger 2.2L Utility	S Heinrich-Smith	Diesel	9317	1161	12.46
709	Isuzu D-MAX Single Cab (Diesel)	B Longbottom	Diesel	6591	742	11.26
710	Isuzu D-MAX Single Cab (Diesel)	G Schilling	Issue 2	17019	1908	11.21
716	Isuzu D-MAX Single Cab 4X4 (Diesel) (Spray Unit)	M Miller	Diesel	5563	618	11.11
728	Isuzu D-MAX Single Cab (Diesel)	G Quinn	Issue 2	9768	1010	10.34
729	Isuzu D-MAX Single Cab (Diesel)	P Young	Issue 2	4612	578	12.53

Internal audit have noted five vehicles that have a significantly higher number of total kilometers travelled during the six month period from 1 July 2016 – 31 December 2016 in comparison to all other vehicles. The average kilometers travelled across the entire fleet is 13,000. The table below highlights these specific employees and vehicles:

Plant No.	Employee Name	Total KMs
722	Roy Dick	38655
708	Stephen Goldsworthy	32700
732	Phil Herrmann	31864
711	Larry Gerschwit/ Richard James	26840
618	Guido Varricchio	25210

Internal audit identified three minor findings from the data reviewed, these are detailed in Appendix 1:

1. Plant Schedule Register
2. Plant Details in Authority
3. Odometer Reading Inaccuracy

Thank you to Daniel Griffin, Mel Hoyle and Luka Honner for their assistance in collecting and analysing data as part of this review.

Amanda Pitt

Business Improvement Officer

Email: amanda.pitt@yorke.sa.gov.au

Phone: 8832 0000

Appendix 1 – Detailed Findings

1.1 Plant Schedule Register

The 'Plant Schedule Register' currently stored in the 'Safety at your Fingertips' folder is out of date. Ownership of the register was unclear at the time of the audit and a number of plant and operator details were inaccurate.

Consequence	Likelihood	Risk Level
Minor	Unlikely	Low

1.2 Recommendations

The Finance Team, specifically the Accounts Payable Officer, is responsible for the Plant Schedule Register. The register should be updated with details obtained from Leading Workers at the depots.

1.3 Management Responses

Management Response and Agreed Action:

Agreed

Responsibility:

Accountant – Financial Operations and Accounts Payable Officer

Due Date:

30 June 2017

2.1 Fuel Data in Authority

Internal Audit identified a number of plant items with incomplete details within their Authority records, specifically fuel type. From information collected, the following Plant Numbers does not have a fuel type associated with them in Authority in the Plant Maintenance module:

- 681 ▪ 719 ▪ 639 ▪ 723 ▪ 729
- 720 ▪ 638 ▪ 710 ▪ 724 ▪ 728

Consequence	Likelihood	Risk Level
Minor	Unlikely	Low

2.2 Recommendations

Plant records should be updated appropriately in Authority.

2.3 Management Responses

Management Response and Agreed Action:

Agreed

Responsibility:

Accounts Payable Officer

Due Date:

30 June 2017

3.1 Odometer Reading Inaccuracy

A small discrepancy was noted with odometer readings for plant numbers 690 and 702 in November and December 2016. An odometer reading was added against the incorrect plant.

Risk of data input errors when spreadsheets are utilised.

Consequence	Likelihood	Risk Level
Minor	Unlikely	Low

3.2 Recommendations

This inaccuracy was immediately rectified by the Accountant – Financial Operations.

3.3 Management Responses

Management Response and Agreed Action:

Completed

Responsibility:

Accountant – Financial Operations

Due Date:

31 March 2017

Appendix 2 – All Vehicles Average Consumption

Plant No.	Employee Name	Fuel Type	Total KMs for Period	Comments	Total Litres	Ave Ltr Per 100kms
648	Minlaton Office Car (1) - Holden Colorado 7	Diesel	8276		784	9.48
651	Maitland Office Car (1) - Holden Calais	ULP	3194	SOLD - 26/8	274	8.59
654	Minlaton Office Car (2) - Ford Falcon	ULP	9444		795	8.42
665	Michael McCauley	Diesel	7336		718	9.79
674	Maitland Office - Pool Car (3) Mitsubishi Outlander	Diesel	21,743		1762	8.10
676	Ray Agnew	Diesel	3644	SOLD - 25/07/16	324	8.89
678	Development Services	ULP	240	SOLD - July	0	0.00
681	Trevor Graham	<i>Issue 2</i>	22,066	SWITCHED - from Andrew, to Pool 26/7 then to Trevor 10/8	2254	10.21
688	Grant Smith	Diesel	16,370	TRADED - 4/11/2016 (Murdocks)	1301	7.95
690	Nick Hoskin	Diesel	13,840	TRADED - 1/11/2016 (Murdocks)	1316	9.51
702	Alice Whiley	ULP	23,298		1763	7.57
703	Sid Jain	Diesel	18,349	SWITCHED - from Trevor to Sid 10/8/2016	1323	7.21
704	Heidi Smith	Diesel	23,149		2008	8.67
705	Roger Brooks	ULP	21,887		2204	10.07
706	Maitland Office Car (2) - Isuzu Mux 7	Diesel	10,668		796	7.46
707	Bobbi Pertini	Diesel	18,508		1556	8.41
708	Stephen Goldsworthy	Diesel	32,700		2736	8.37
712	Ray Agnew	Diesel	21,411		1435	6.70
715	Fraser McEvoy	Diesel	14,570		1413	9.69
719	David Harding	<i>Issue 2</i>	24,921		2151	8.63
720	Georgina Halman	<i>Issue 2</i>	15,145		1165	7.69
722	Roy Dick	Diesel	38,655		3123	8.08
726	Anne Hammond	ULP	27,379		2204	8.05
730	Maitland Office Car (1)/ Sid Jain - Nissan X-Trail	ULP	13,833	SWITCHED - from Sid to Pool 10/8/2016	1130	8.17
731	Michael Cartwright	Diesel	20,300		1809	8.91
732	Phil Herrmann	Diesel	31,864		3014	9.46
733	Andrew Cameron	ULP	17,769		2808	15.80
734	Phil Watters	ULP	14,264	ADDED - September	1422	9.97
735	Grant Smith	Diesel	13,226	ADDED - October	701	5.30
736	Nick Hoskin	Diesel	10,118	ADDED - October	1021	10.09

457	Toyota Hilux Ute (Maitland) (XCK715)	ULP	3557		398	11.18
506	Toyota Landcruiser Utility (Weeds Unit - Maitland)	Diesel	7589		1285	16.93
539	Toyota Hilux Ute (Maitland) (XSG037)	ULP	7874		1025	13.02
541	Toyota Hilux Utility	ULP	8839		1165	13.18
607	Ford Ranger PK Dual Cab 4x2 (Warooka)	Diesel	9380		1085	11.57
618	Ford Ranger PK Dual Cab 4x4 (Warooka)	Diesel	25,210		2522	10.00
623	Ranger PX 4x2 Traytop - Warooka Depot	Diesel	5916		713	12.05
625	Toyota Hilux SR Dual Cab 4x2 (Errington)	Diesel	2400		237	9.88
626	Toyota Hilux 4x2 Traytop	Issue 2	11,398		1182	10.37
638	Toyota Hilux Dual Cab (Werfel)	Issue 2	12,945		1191	9.20
639	Toyota Utility (Wuttke)	Issue 2	10,357		1192	11.51
644	PX Ranger 2.2L Utility	Diesel	7440		584	7.85
645	PX Ranger 2.2L Utility	Issue 2	11,010		837	7.60
646	Toyota Single Cab Tray Top	Diesel	8526		816	9.57
647	Toyota Single Cab Tray Top	Diesel	7659		631	8.24
664	spray ute	Diesel	7870		1050	13.34
697	Ford PX Ranger 2.2L Utility	Diesel	3540		428	12.09
698	Ford PX Ranger 2.2L Utility	Diesel	9383		791	8.43
699	Ford PX Ranger 2.2L Utility	Diesel	11,531		904	7.84
700	Ford PX Ranger 2.2L Utility	Diesel	9317		1161	12.46
701	Ford PX Ranger 2.2L Utility	Diesel	10,685		1023	9.57
709	Isuzu D-MAX Single Cab (Diesel)	Diesel	6591		742	11.26
710	Isuzu D-MAX Single Cab (Diesel)	Issue 2	17,019		1908	11.21
711	Isuzu D-MAX Single Cab (Diesel)	Diesel	26,840		2140	7.97
716	Isuzu D-MAX Single Cab 4X4 (Diesel)	Diesel	5563		618	11.11
721	Isuzu D-MAX Dual Cab FWD (Diesel)	Diesel	11,330		882	7.78
723	Isuzu D-MAX Dual Cab (Diesel)	Diesel	10,921		818	7.49
724	Isuzu D-MAX Single Cab (Diesel)	Issue 2	12,385		958	7.74
725	Isuzu D-MAX Single Cab (Diesel)	Issue 2	6347		495	7.80
727	Isuzu D-MAX Single Cab (Diesel)	Diesel	7079		668	9.44
728	Isuzu D-MAX Single Cab (Diesel)	Issue 2	9768		1010	10.34
729	Isuzu D-MAX Single Cab (Diesel)	Issue 2	4612		578	12.53

For Distribution:

Andrew Cameron – Chief Executive Officer

Trevor Graham – Director, Assets and Infrastructure

Roy Dick – Manager Works

Background

Internal audit was requested to perform a spot check of purchases at depot workshops, specifically tyres, lubricants and minor plant to ensure they were in accordance with the PO058 Purchasing and Procurement Policy. This spot check was conducted in February 2017.

Key Findings

Council's PO058 Purchasing and Procurement Policy enforces purchasing limits for five (5) different levels of spend.

Purchase Method	Specific Requirements	Purchase Value	Exception Authoriser
Direct Purchase	Purchase from single supplier	Up to \$5,000	N/A
Quotations	Minimum of 2 written quotes obtained	\$5,001 - \$20,000	Director
Quotations	Minimum of 3 written quotes obtained	\$20,001 - \$50,000	CEO
Selective Tendering	Minimum of 3 independent suppliers invited to tender.	\$50,001 - \$100,000	CEO
Open Tendering	Open invitation issued inviting any supplier to submit a tender.	Greater than \$100,001	Council Resolution required

These spend limits are based on annual aggregate spend *per* supplier. As such, when Council has decided to spend with a particular supplier, staff must check the current financial year's cumulative total already spent with that supplier to ensure the newest purchase does not push their spend into the next tier.

Discussions were held with Mechanics at both the Warooka and Maitland depots. It was clear that all staff are endeavouring to work within the tiers of the Purchasing and Procurement Policy, however breaches are occurring.

Internal audit calculated the total costs associated with just tyre purchases and repairs for the FY17 period as detailed below:

Tyre Spend by Supplier FY17 (to February 2017)

Gunnings	\$ 4,888
Hancock & Just Wheel Alignment	\$ 395
Industrial Tyre Supplies	\$ 119
Minlaton Auto Centre	\$ 10,048
Remsco	\$ 940
Repco Auto Parts	\$ 1,441
Specalised Tyre & Rubber Repairs	\$ 2,100
Tyremax Pty Ltd	\$ 11,690
Tyres 4 U Pty Ltd	\$ 1,350
Yorke Town Tyre & Auto	\$ 2,405
	\$ 35,376

Both Minlaton Auto Centre and Tyremax Pty Ltd cumulative spend has reached the second tier within the Purchasing Policy, requiring two quotes to be sourced for all work undertaken by these suppliers. It was found that Mechanics do undertake a quoting process for larger planned purchases of tyres, however there does not appear to be a consistent process and not all purchases made from Minlaton Auto Centre and Tyremax since reaching the \$5,000 threshold are supported by two quotes.

Mechanics do not know how to run a cumulative spend report from Authority and were unaware of the requirement to do so.

After reviewing the current spend on tyre purchases and related expenses for FY17 and the inconsistency in quoting process, it is recommended that Council undertakes an overall tender process for the supply, fit, maintenance and recycling of tyres and tubes for Council vehicles and machinery. This will ensure Council are working within the intent and principles of the Purchasing and Procurement Policy by potentially allocating a panel of tyre suppliers.

A business case is currently being drafted to potentially restructure the way Council undertakes procurement, which would possibly assist in implementing this recommendation. As highlighted in a recent Procurement Internal Audit, the risks in not effectively managing cumulative spend are:

- Breaches of Council Policy;
- Increased staff frustration with and/or ignorance of the procurement process leading to non-compliance and excessive time spent on the administration of procuring goods;
- Potentially exposes Council to negative community opinion and an inability to defend procurement decisions;
- Reduced ability for Council to negotiate best value for large spend.

Internal Audit Opinion

Based on the testing performed, Internal Audit is of the opinion that a tender evaluation should be undertaken for the tyre category to allocate potentially a single or panel of suppliers best suited to Council needs, reducing the need to obtain continual quotes.

Amanda Pitt

Business Improvement Officer

Email: amanda.pitt@yorke.sa.gov.au

Phone: 8832 0000

For Distribution:

David Harding – Director, Corporate & Community Services
Sid Jain – Manager Financial Services
Chloe Brown – Accountant – Financial Management
Bobbi Pertini – Manager People and Culture
Carina Congdon – Human Resources Officer

For Information:

Andrew Cameron – Chief Executive Officer
Roger Brooks – Director Development Services
Trevor Graham - Director Assets and Infrastructure
Wendy Story – Visitor Information Centre Coordinator
Tegan Young – Clerical Officer

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Executive Summary

Background

Yorke Peninsula Council ("Council") collects the majority of cash receipts from ratepayers and visitors through the four administration offices: Maitland, Minlaton, Yorketown and Warooka. Two locations have petty cash facilities: Maitland and the Visitor Information Centre. The approved 2016/17 Council Internal Audit Plan includes an ongoing project to regularly audit the petty cash and cash till floats throughout the year.

Objectives & Scope

The objective of the petty cash and cash till float audit is to ensure:

- Cash on hand reconciles with financial records;
- Petty cash receipts are for reasonable costs and in accordance with Policy;
- Appropriate approvals are being sought;
- Security controls for counting are in place; and
- The Policy is accurately reflecting actual practice and is being followed.

Key Findings

Petty cash and cash float audits were performed at five (5) locations on the following dates:

Date	Location	Date	Location
15 th February 2017	Maitland (Petty Cash)	16 th February 2017	Visitor Information Centre
16 th February 2017	Minlaton	21 st February 2017	Warooka
22 nd February 2017	Maitland (Float)	23 rd March 23 2017	Yorketown

Details of findings and recommendations identified during the review are included in Appendix 1; however no major risks were identified and it appears the new Cash Handling Policy and reduced Petty Cash locations are working well. Internal Audit confirmed:

1. New Policy and Procedure were working well; some minor amendments are being considered following feedback from the Clerical Officers Meeting;
2. Floats were counted morning and night and away from public sight; however if the same custodian was working consecutive days on with no staff changeover, the float was counted at the start of their first day and at the end of their last consecutive day (given daily reconciliations were already occurring with the daily banking);
3. Petty Cash has been used twice only since February 2016 and not used at all since June 2016; there is a valid question of whether the facility is still required;
4. All safes are locked during the day and money is counted away from the Front Counter and/or away from the view of the public.

Internal Audit Opinion

Based on the work and testing performed, Internal Audit is of the opinion that the controls relating to petty cash and till float management are extremely effective with only a minor suggestion highlighted in Appendix 1: Detailed Findings.

Chelly Litster

Business Improvement Officer

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Appendix 1 – Detailed Findings

1.1 Petty Cash

Following the Internal Audit conducted in February 2016, a major overhaul to Petty Cash and the introduction of a tightened Cash Handling Procedure has occurred. These two initiatives are working extremely well in the field with only minor feedback received during the last Clerical Officers meeting. This Internal Audit confirmed that cash handling was working well, floats were counted before and after offices opened and closed each day and the reduced Petty Cash locations was not adversely affecting operations or staff. This was primarily due to the increased usage of Council supplier accounts and the Purchase Order system.

Internal Audit did question the two Petty Cash Custodians regarding their thoughts on removing the Petty Cash facility completely, given the last time it was used was in June 2016 at Maitland and February 2016 at the Visitor Information Centre. Both custodians did not feel that the removal of the Petty Cash function would cause any major issues. In any case, if an employee did legitimately spend their own money on behalf of Council, they could always claim it back through the Payroll Expense Reimbursement Process.

Any cash over and above what is actually needed at a site is an unnecessary risk.

1.2 Recommendations

1. Remove the Petty Cash facility completely or at the very least consider reducing the locations Petty Cash is available to one (Maitland).

1.3 Management Responses

Management Response and Agreed Action:

1. Agreed

Responsibility:

1. Director Corporate and Community Services

Due Date:

1. 30 May 2017

Appendix 2 – Responsibility Statement

This report was prepared in accordance with the scope document as agreed to by management and Australian auditing standards subject to the following limitations:

- Procedures were designed to provide limited assurance as defined by the Australian auditing standards, which recognizes that absolute assurance is rarely attainable due to such factors as the use of judgment in gathering and evaluating evidence and forming conclusions, and the use of selective testing, and because much of the evidence available to the auditor is persuasive rather than conclusive in nature.
- Because of the inherent limitation of any internal control structure, it is possible that errors or irregularities may occur and not be detected. Procedures were not designed to detect all weaknesses in control procedures and they were not performed continuously throughout the period and the tests performed are on a sample basis.
- Any projection of the evaluation of the controls procedures to future periods is subject to the risk that the systems may become inadequate because of changes in condition, or that the degree of compliance with them may deteriorate.
- The matters raised in the report are only those which came to the attention of the internal auditor during the course of performing procedures and are not necessarily a comprehensive statement of the weaknesses that exist or improvement that might be made. The internal auditor cannot, in practice, examine every activity and procedure, nor can they be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, management should not rely on the report to identify all weaknesses that exist in the systems and procedures under examination or potential instances of non-compliance that may exist.
- Any reliance placed on internal audit reports and associated working papers, by a third party, are that party's sole responsibility.

Implementation of Agreed Actions

This report provides an update on the implementation of proposed actions resulting from:

1. Internal audit activities;
2. Internal controls project; and
3. External audit activities.

The latest status and comment information has been provided by the officers responsible for the implementation.

Please note that a separate report has been developed to follow up specific Procurement Internal Audit Agreed Actions.

1. Internal Audit Activities

Attractive Assets Review – August 2014

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Recording of attractive assets Risk Level Moderate	Regular stocktakes of all categories of assets are planned and undertaken at least once every two years (some such as plant and machinery should be completed annually).	Manager Financial Services / Business Improvement Officer	31/12/15	31/12/17	Completed	The Finance team will be conducting the annual stocktake of depot items in June in preparation for end of the 16/17 financial year. At the same time counting and logging all attractive assets to develop a base level list for accounting and internal control purposes will occur. An email was sent to relevant parties advising of the upcoming process.

Accounts Receivable Review – June 2015

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Invoice Creation Risk Level Moderate	A project should be resourced to investigate if :- a. Standing (regular) invoice automation via Authority can be programmed. b. Registers (i.e. Leases, Water, and Cemeteries etc.) can exist within Authority. c. An automated process (e.g. email alerts) can be developed when lease conditions change (annual increase or new leases).	Manager Financial Services	31/12/16	31/03/17	Completed	Standing invoices have been implemented. Parameters have been set up and the invoicing has been tested. The Accounts Receivable Officer has also implemented automated invoicing for Water consumption.
2. Debtor Master file Risk Level Low	The Accounts Receivable Officer investigates whether debtor master file can be 'cleaned up' (i.e. either delete or inactivate debtors no longer required without losing any transaction history).	Accounts Receivable Officer	31/12/16	31/03/17	Completed	This will be completed as part of the end of year processing for Accounts Receivable. A data extract of all debtor accounts and their transactions will be saved into RM8. Then the purge will be undertaken as part of the end of year roll at 30 June.

Customer Service Request Review – February 2016

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Policy & Procedure Risk Level Moderate	A&I & Reception reps to review the current policy & ensure it is accurate, workflows are correct & training held. IT investigating whether jobs can be escalated if safety concern regardless of category's predetermined priority status.	A&I, Receptionists, IT Coordinator	30/06/16		Completed	Workflow updates have been completed. Training on updated policy and workflows was provided to reception staff at a clerical meeting in March 2017.

Fees and Charges – April 2016

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Cost Determination Risk Level High	A basic cost model be created to input costs which will allow Council to more accurately set fees and charges. This model should, as a minimum, reflect both indirect & direct costs incorporating categories of capital, administration expenses, materials & supplies and labour costs. Given large number of fees and charges, each one should be prioritised so high priority areas are targeted first & limited use charges are last (if decided they be included at all). It is suggested that Bush Camping Fees are used as pilot fee to test model as these fees are due for an upgrade by 1st September 2016.	Accountant – Financial Operations	31/12/16	31/12/17	Completed	Finance have created an excel costing model, in conjunction with LG Solutions. All regulated services (CWMS, Water and Bins) fees and charges have been costed using this model which has assisted in budgeting purposes. Finance will continue to develop the models for other fees and charges, however all major fees and charges have been completed, therefore audit action item will be closed.
2. Policy and Procedure Risk Level Moderate	A Policy and/or Procedure be created that reflects process involved in determining accurate fees & charges & how to update the system and Register. These documents need to outline how to determine if the fee set is a full cost recovery, partial cost recovery or market priced item.	Accountant – Financial Management & Development Clerical Officer	31/12/16	31/10/17	In Progress	A procedure has started, however will be completed as part of the new financial year set up of T Codes and T Code Sheets.
3. Authority Module data Risk Level Low	IT investigates linking fee data fields in Development & Customer Services modules so Development's annual update is accurately reflected in other modules & subsequent reporting functionality.	Senior Systems Analyst	31/12/16	31/03/17	Completed	IT Team have investigated the possibility of linking these modules. A contractor has been requested to quote on the cost to implement this and will be reviewed once received.

Policy Compliance Audit – July 2016
Undertaken by Minter Ellison (External Legal Firm)

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. PO139 Risk Level Low	Update Treasury Management Policy accordingly.	Manager Financial Services	01/02/17	30/06/17	In Progress	Council has decided to create an overall Prudential Management Policy (which will make reference to the Treasury Management Policy in its current state). Will be addressed once draft budget activities are completed.
2. PO037 Risk Level Low	Update Internal Review of a Council Decision accordingly.	Governance Officer	01/02/17	30/04/17	Completed	Policy endorsed at the March 2017 Council meeting.

Fuel Consumption – April 2017

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Plant Schedule Register Risk Level Low	The 'Plant Schedule Register' currently stored in the 'Safety at your Fingertips' folder is out of date. Ownership of the register was unclear at the time of the audit and a number of plant and operator details were inaccurate.	Accounts Payable Officer	30/06/17		In Progress	
2. Fuel Data in Authority Risk Level Low	Internal Audit identified a number of plant items with incomplete details within their Authority records, specifically fuel type.	Accounts Payable Officer	30/06/17		In Progress	
3. Odometer Reading Inaccuracy Risk Level Low	A small discrepancy was noted with odometer readings for plant numbers 690 and 702 in November and December 2016. An odometer reading was added against the incorrect plant. Risk of data input errors when spreadsheets are utilised.	Accounts Payable Officer	30/06/17		Completed	This was immediately rectified once identified by Internal Audit.

Minor Purchases (Tyres, Lubricants and Plant) – April 2017

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Tyre Panel Suppliers Risk Level Low	Tender evaluation should be undertaken for the tyre category to allocate potentially a single or panel of suppliers best suited to Council needs, reducing the need to obtain continual quotes.	Accounts Payable Officer	30/06/17		Completed	As part of the potential implementation of Procurement Officer, panels of suppliers will be investigated. See Procurement actions noted above.

Petty Cash and Till Floats - March 2017

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Petty Cash Risk Level Low	Remove the Petty Cash facility completely or at the very least consider reducing the locations Petty Cash is available to one (Maitland).	Director Corporate & Community Services	30/05/17		Completed	Petty cash has been closed at all locations.

External Audit – 2015/2016 Findings

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. System Access Review Risk Level High	Review staff system access levels, including network folders and files, to ensure that staff do not have inappropriate access to information.	Manager Financial Services	31/01/16	30/12/17	In Progress	IT issued a report (100,000 line excel report) that is currently being reviewed by Manager Financial Services. Approximately 20% of access levels have been reviewed and amendments made by IT. This is a significant task given the complexity of reporting available from Authority and the due date has been extended due to this. The Business Improvement Officer is assisting the Manager Financial Services to undertake this review.

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
2. IT Backup Procedures Risk Level Moderate	Ensure data on service is appropriately back up and can be restored in the event of systems being corrupted and/or damaged. Recommended to investigate daily backup being stored off-site.	Leader, Systems and Technology	31/03/17	30/06/17	Completed	<p>IT have investigated the possibility of the daily offsite backup being stored offsite and have been trailing moving a copy of data to the Cloud. This has been successful since December.</p> <p>A delay on fully implementing this process (and removing tape backups) is dependent on increasing the size of Council's connection to the internet and negotiating the cost with suppliers.</p> <p>This will be closed as an action item for audit purposes as this is being investigated.</p>
3. General Ledger Maintenance Risk Level Moderate	Procedures to be developed that document maintenance processes for GL accounts. Use exception reports to identify and review changes made to GL.	Accountant, Financial Management	31/01/17	31/10/17	Not Started	Due to Finance workload, this will not be completed until 2 nd quarter of FY18.
4. Ability to override overpayment of duplicate invoices Risk Level High	Develop a report for duplicate invoices for monthly review with a procedure developed also.	Accountant, Financial Management	31/01/17	31/03/17	Completed	A duplicate invoices report has been written and is reviewed on a monthly basis. Data is extracted into excel from Authority and a sorting process identifies any duplicate invoice numbers.
5. Purchase Orders - Internal Controls Risk Level Low	Procurement procedures reviewed to reflect actual practice as Purchase Orders are still being raised after the invoice has been received.	Accountant, Financial Management	31/01/17	31/03/17	Completed	Workflow has been updated to reflect what practice should be. Council still want to encourage PO being raised before invoice. This will continue to be addressed as part of the overall procurement agreed actions documented above.

BUSINESS IMPROVEMENT OFFICER

7. PROCUREMENT ACTION PLAN

PURPOSE

The Business Improvement Officer(s) presents a Procurement Action Plan.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance

Strategy: 5.1 Openness and transparency of reporting Council's performance

5.3 Meet all legislative requirements and compliance with Council's internal controls

5.8 Continuous improvement of Council processes

BACKGROUND

Procurement is a critical strategic and operational function for Yorke Peninsula Council ('Council') and a major risk area; total spend for 2015/16 was \$16.7 million, with \$21.7 million budgeted for 2016/17.

A recent Internal Audit of the procurement function highlighted a number of extreme and high risks. The Procurement Audit Report was presented to the March 2017 Audit Committee meeting. The issues identified from the Procurement Audit are listed below:

- Lack of Procurement Policy documentation
- Frequent breaches of Cumulative Spend
- Removal of weightings when evaluating tenders
- No dedicated Procurement resource
- Inconsistency between Tender Specifications and Evaluation Matrix
- Excessive number of Exceptions approved
- Pattern of Purchase Orders being raised after invoice sent/money spent
- WHS/Risk Management requirements.

DISCUSSION

As a result of the recent procurement audits and subsequent agreed actions from the Audit Committee, an internal Procurement Working Party was established in May 2017, to address the recommendations.

Due to the extreme and high risk issues identified as part of the audit, it is prudent to highlight the actions in a separate report to the Audit Committee. This report provides a Procurement Action Plan and an update on the status of the proposed actions.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

Yorke Peninsula Council
Audit Committee Meeting
Wednesday 7th June 2017

- Chief Executive Officer
- Executive Assistant to the CEO and Mayor
- Manager Financial Services
- Executive Assistant to the Director Development Services

In preparing this report, the following External Parties were consulted:

- Nil

POLICY IMPLICATIONS

PO156 Internal Financial Control

PO058 Purchasing and Procurement Policy

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act (SA) 1999

ATTACHMENTS

Attachment 1: Procurement Action Plan

Procurement Action Plan

This report provides an update on the implementation of proposed actions resulting from the March 2017 Procurement Internal Audit Report.

Strategy	Action	Responsibility	Due Date	Current Status
Procurement Policy/ Procedure	PO058 Purchasing and Procurement Policy to be reviewed with some sections moved to a new Procedure.	Business Improvement Officer	Dec 2017	An internal Working Party has been established to commence work on the procurement policies and procedures. This will be run in conjunction with the proposal for a Procurement Officer and can potentially work in with this resource. Initial meeting to be held in late May 2017. The primary role of this Working Party will be to: <ul style="list-style-type: none"> Review the purchasing and procurement policy Create and implement a comprehensive purchasing and procurement procedure Create and implement supporting Forms and Checklists. Any associated forms
	Comprehensive Purchasing and Procurement Procedure to be created and implemented.	Business Improvement Officer / CMT	Dec 2017	
	Comprehensive, supporting Forms and Checklists to be created and implemented. In particular, a Conflict of Interest Declaration Form to be created that each Evaluation Panel member must sign before assessing tenders.	Business Improvement Officer	Dec 2017	
	Consideration given to creating a dedicated Procurement location (similar to Safety at Your Fingertips).	CMT	Dec 2017	
				The Working Party initially will include: <ul style="list-style-type: none"> Each of the Executive Assistants Business Improvement Officer Potentially an external consultant (where required) Appropriate departmental representatives (where required)
	Purchase Order Terms and Conditions reviewed against current Contract Templates to ensure they match. Consideration given to adopting all procurement & purchasing templates for at least one year with no changes until annual review (other than major legislation changes) to ensure Council's documentation is consistent.	Business Improvement Officer	Dec 2017	The Executive Assistant to CEO has reviewed the current LGA purchase order terms and updated Council's current purchase order terms on the website. Going forward the annual review of Purchasing and Procurement policy will include a review of the LGA website for updated contract terms and conditions and purchase order terms and conditions. COMPLETED
	Consideration given to add in a section in tender templates to allow the supplier to list prior/current projects they have completed for Council and make it clear that Council should not be listed as a referee in the References section.	Business Improvement Officer / CMT	Dec 2017	Refer to Working Party establishment above.
	Develop a Conflict of Interest Declaration Form for Tender and Quotation Evaluation Panel Members	Executive Assistant DAIS	May 2017	Will be developed as part of initial update of supporting forms and documents.

Strategy	Action	Responsibility	Due Date	Current Status
	ArcBlue's Roadmap project reviewed and decision made whether to continue to adopt their recommendations. If so a responsible person to be identified to guarantee momentum/ implementation. Decide whether to commit to ArcBlue software on an ongoing basis with procurement data analysed at CMT level to maintain its relevance.	CMT / Manager Business Public Relations		Not viable to continue at present. Procurement software could be revisited if required once Procurement reaches a more mature level. COMPLETED
	Refresher training to all staff involved in the purchasing and procuring process within Council.	Business Improvement Officer	Feb 2018	Will be considered as part of Phase 2 of Working Party action plan.
Cumulative Spend Breach	Include a section in new Procedure that outlines how to run a Cumulative Spend Report out of Authority.	Business Improvement Officer & Finance Rep	Dec 2017	Refer to Working Party establishment above. A cumulative spend report from Authority has been identified and staff will be advised on how to access this report when requiring an exception.
	Investigate whether Defined-Period Supplier Panels can be established to resolve some of the issue with cumulative spend and increase Council's buying leverage. Ideally, for Works-related Panels, each zone would have their own Panel – for example, Electrical Contractor Panel for North, Central and South.	Business Improvement Officer & Assets and Infrastructure Rep	Dec 2017	Will be considered as part of Phase 2 of Working Party action plan.
	Investigate the implementation of an Approved Supplier Register.	Business Improvement Officer / CMT	Dec 2017	A Supplier Register has previously been set up, as part of the Working Party activities, the supplier register will be reviewed and reinstated where appropriate.
	Implement annual review of proposed/expected spend across Council to identify opportunities for merging tendering activities.	CMT & Managers / Supervisors	Dec 2017	Will be considered as part of Phase 2 of Working Party action plan.
	Review Spend Limits to determine if appropriate for required procurement spend and consider splitting limits between two categories – Works and General. Works with higher limits than General.	CMT & Managers	Dec 2017	This will need to be considered as part of the Working Party's review of the overall Purchasing and Procurement policy.
	Update SF125 Purchasing Exceptions to capture current and new spend plus number of exceptions already approved.	Business Improvement Officer	Dec 2017	The form has been updated by CEO Executive Assistant to include current financial year spend with supplier and number of exceptions. Data is available from the cumulative spend report and the exceptions register. COMPLETED
Evaluation Matrix Weightings	Immediately reinstate weightings into the Evaluation Matrix template.	CEO	April 2017	Weightings have been reinstated into the tender evaluation matrix templates and will be used for future evaluations. COMPLETED
Specification & Matrix Inconsistency	Project Managers must ensure Tender Specifications match Evaluation Matrix with this step documented in new process documentation.	CEO	April 2017	In the update to tender evaluation matrix weightings, a corresponding guideline has been documented. This outlines why weightings are required, how they are formulated and how assessments of tenders should occur.

Strategy	Action	Responsibility	Due Date	Current Status
Purchasing Exceptions	Set up a standard quarterly agenda item for CMT Meetings for DCCS to present Exceptions Report and review appropriateness of that quarter's Exceptions.	Director Corporate & Community Services	April 2017	A standard meeting agenda item has been set up quarterly at CMT meetings to review purchasing exceptions. COMPLETED
	Review Exceptions Register over last year (or two) to determine what is driving need and number of requests with aim of reducing number going forward.	Business Improvement Officer / CMT	April 2017	This will be rolled into the merging of tendering activities action as this will be addressed as part of the maturing process. COMPLETED
	Define what constitutes an Exception, document into process and educate staff on using SF125 Purchasing Exceptions Authority Form to keep track of all requests.	Business Improvement Officer / CMT	April 2017	This will need to be considered as part of the Working Party's review of the overall Purchasing and Procurement policy and subsequent procedures and forms.
	Ensure Register reflects all (including declined) Exception Requests as per SF125 Purchasing Exceptions Authority Form.	Director Corporate & Community Services	April 2017	Register has been updated to include all exception requests (there are none known to be declined). COMPLETED
Purchase Orders	Update Finance Manual to capture new Accounts Payable process of escalating issues to a staff member's manager if they do not submit timely Purchase Orders.	Accounts Payable Officer	March 2017	An order raising workflow has been documented, highlighting the process for escalating purchase orders. COMPLETED
	Consider adopting contract and purchase order terms and conditions once / year before updating to ensure these document's contents match. If the contract template is reviewed, then PO terms & conditions need to be reviewed also.	Executive Services	Dec 2017	Please refer to comments above in regards to LGA contract and purchase order terms and conditions. COMPLETED
	Expand Standing Purchase Order section of Purchasing and Procurement documentation.	Business Improvement Officer	Dec 2017	This will be incorporated into the Working Party updated of all policy and procedures, but will be escalated as a priority to complete.
WHS/Risk Management	Review and/or update WHS / Risk Management section for tenders to differentiate between tenders that require substantial WHS / Risk Management capability and those that require a lesser level of capability.	Manager People & Culture / Risk Management Officer	Dec 2017	Will be considered as part of Phase 2 of Working Party action plan.
	Update Contractor Insurance and WorkCover Assessment Form to make it compulsory to attach Policies or documents required to be assessed for competency.	Risk Management Officer	Dec 2017	Will be considered as part of Phase 2 of Working Party action plan.
Procurement Officer	Consider increasing headcount for recruitment of a dedicated Procurement Officer.	Business Improvement Officer / CEO	April 2017	Business Case has been drafted and will be tabled to the August Audit Committee meeting for comment and recommendation to Council. COMPLETED
	Incorporate procurement into Induction Program tailored to position requirements EG Front Office - Basic training in Purchase Orders; Managers/Supervisors - Advanced training (Purchase Orders, Tendering & approving spend).	CMT / Manager People & Culture	Jan 2018	Will be considered as part of Phase 2 of Working Party action plan.

Strategy	Action	Responsibility	Due Date	Current Status
Tenderer Education	Investigate annual Tender Education nights - inviting potential suppliers to attend and learn about Council's procurement processes/requirements.	Manager Business & Public Relations	Dec 2018	Will be considered as part of Phase 3 of Working Party action plan.
	Expand how Council provides feedback to successful/unsuccessful tenderers to increase their skill set/understanding when responding to Tenders.	Business Improvement Officer / CMT	Dec 2018	Will be considered as part of Phase 3 of Working Party action plan.
	Develop Tender FAQs for Council's website	TBA	Dec 2018	Will be considered as part of Phase 3 of Working Party action plan.