



Lime Kiln, Wool Bay

Statutory Policies

Section 49	Purchasing and Procurement Policy
Section 50	Community Engagement Policy
Section 77 (1)(b) Section 78	Elected Members Facilities, Services and Expenses Policy (incl Elected Member travel)
Section 80A	Elected Member Training and Development Policy
Section 125	Internal Control Project –Framework & Implementation Plan
Section 219	Street, Road and Public Place Naming Policy
Section 259	Order Making Policy
Section 270	Internal Review of Council Decisions Policy

New Policies

The ongoing review of Council policies continues, as a result there were eight new policies developed, with many others being updated to reflect changes to legislation, best practice and other requirements:

PO152	Information Systems Acceptable Use Policy
PO153	Information Systems Access Control Policy
PO154	Password and Authentication Policy
PO155	External Grant Funding Policy
PO156	Internal Financial Control Policy
PO157	Camping on Council Land
PO158	Special Leave With and Without Pay Policy
PO159	Secondary Employment Policy

This Information Statement is published by Council in accordance with the requirements of Section 9 (1) & (1a) of the Freedom of Information Act 1991. An updated Information Statement will be published at least every 12 months and will be incorporated into the Annual Report and placed on Council's website.

Under this legislation, an application fee must be forwarded with the appropriately completed request form unless the applicant is granted an exemption. Copies of any documents inspected, pursuant to a Freedom of Information request, will incur charges as set out in the Act.

Freedom of Information request forms are available at the Council offices and should be addressed to:

Mrs Jackie Reddaway
 Executive Assistant to the Chief Executive Officer and Mayor
 Accredited FOI Officer
 PO Box 57
 MAITLAND SA 5573

During 2016/17 four Freedom of Information applications were received. A yearly comparison is provided below.

	New Applications	Access granted	Access Refused
2006/07	1	1	0
2007/08	1	1	0
2008/09	1	1	0
2009/10	1	1	0
2010/11	1	0	1
2011/12	2	2	0
2012/13	2	2	0
2013/14	3	3	0
2014/15	1	1	0
2015/16	0	0	0
2016/17	4	4	0

Table 10: Yearly Comparison of Freedom of Information Applications



Minlaton Walking Trail



Representation Review

The total representation quota is the number of electors for each Elected Member. Per the Local Government Act 1999, a Council is required to conduct a review of its representation at least once in every eight years or when specified by the Electoral Commissioner and the number of electors for a ward varies from the ward quota by more than 20%.

The purpose of the review is to determine whether the community would benefit from an alteration to its composition or ward structure.

Council's last review, including two separate rounds of public consultations, was concluded on 11 September 2013. The review resulted in Council formally resolving to retain its current composition but introduce an amended three ward structure which was more evenly balanced in elector numbers.

The following table compares the Yorke Peninsula Council's representation quota with neighbouring and other comparable councils. The representation quota is determined by dividing the total number of electors by the number of Elected Members (including Mayors).

The Australian classification of local government defines each council based on its population, the population density and the proportion of the population that is classified as urban for the council. As shown below, the Yorke Peninsula Council is classified as Rural Agricultural – Very Large (RAV). Other neighboring Councils have been classified as Rural Agricultural – Large (RAL).

Council	No. of Elected Members	No. of Electors	Ratio	Class.
Adelaide Plains	10	5,819	1:581	RAL
Clare & Gilbert Valleys Council	10	6,676	1:667	RAL
Copper Coast	11	11,047	1:1004	RAV
Light Regional	11	10,145	1:922	RAV
Port Pirie Council	10	12,910	1:1,291	RAV
Wakefield Regional Council	10	4,775	1:477	RAL
Yorke Peninsula Council	12	9,194	1:766	RAV

Table 11: Representation Quotas 2016/17. Source: LGA SA

Review Of Internal Decisions

Council is committed to ensuring its customers are provided with an open, responsive and accountable process for reviewing grievances.

Council's Complaints Policy (PO147) adopts a three-tiered approach to categorising and managing complaints with the third tier being an internal review in accordance with the Review of Internal Decisions Policy (PO037).

The Review of Internal Decisions Policy serves to provide a fair, consistent and structured process for Council's customers if they are dissatisfied with a previous decision made by Council (including Council employees or other persons acting on behalf of the Council), in accordance with the requirements under Section 270 of the Local Government Act 1999.

During 2016/17 two (2) requests were received for an internal review of a Council decision in respect to:

- Concerns were raised in relation to the tender process for the reconstruction of the Port Rickaby and Port Victoria jetties. A complete review of all matters raised was undertaken and a response provided to the complainant.
- A request to review the decision made by the Council, during its meeting held on Wednesday 10 May 2017, to revoke land at Black Point was received. The matter has been referred for independent review and is currently under review.

Council's Review of Internal Decisions Policy (PO037) is published on Council's website and can be accessed by hovering over the 'About Us' tab and clicking on 'Policies' under the 'Forms, plans and publications' section. Alternatively, the policy is available by contacting any of Council's offices.





Managing Complaints

Council is committed to continually improving the service it provides and all feedback received is considered a mechanism for collecting information on Council's performance in the eyes of the community. In many cases feedback relates to a request for service (Customer Service Requests) or an expression of gratitude, however occasionally Council receives complaints which are managed in accordance with its Complaints Policy (PO147).

A copy of this policy is available on Council's Website and can be accessed by hovering over the 'About Us' tab and clicking on 'Policies' under the 'Forms, plans and publications' section.

A complaint is defined as an expression of dissatisfaction with a product or service provided by Council, or its representative, that has failed to reach the standard stated, implied or expected. A complaint to Council may relate to a decision by Council or its employees which may affect a ratepayer, community member, organisation or business.

The following is NOT considered a complaint:

- A request for Council services (unless it is a second request, where there was no response to the first).
- A request for documents, information or explanation of policies or procedures.
- A request for Council to exercise a regulatory function (unless it is a second request, where there was no response to the first).
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy (unless this is recorded as a complaint about Council's decision making. – this will be dealt with under Review of Council Decisions Policy).
- A submission relating to the exercise of a regulatory function (e.g. an objection to a development application or a submission on a policy).
- Disputes between neighbours.
- Civil liability matters.
- Matters already being dealt with through a Court process.

A total of seventy seven (77) complaints were received during 2016/17. Refer to next page for an outline of what the complaints were in relation to.

1. Lack of response and resolution in regards to slashing fees	20. Dispute over lease terms
2. Lack of response and action relating to footpath issue Warooka	21. Condition of Balgowan boat ramp
3. Lack of response regarding unfinished roadworks Arthurton	22. Condition of Balgowan boat ramp
4. Failure to respond to request to address road condition	23. Response to development matter and Balgowan boat ramp enquiry
5. Lack of response to request for pedestrian access and pathways issue	24. Dissatisfaction with grading undertaken on a road. Requesting be redone
6. Dissatisfied with response - Request for Second Waste Collection	25. Safety concerns Balgowan Northern Beach access
7. Failure to empty bin and availability of staff to take complaint	26. Response to request to clear gutters and trim trees.
8. Late payment fee on rates	27. Cleanliness of Maitland Town Hall
9. Lack of response to request for works on Pipeline Road	28. Process for development notification in relation to Native Title
10. Lack of response regarding hot mix operations complaints in Marion Bay	29. Safety concerns and repair timeframes relating to Balgowan Northern Beach access
11. Dissatisfaction with upgrade to Cutline Road	30. Lack of online account payment options
12. Dissatisfaction with process undertaken to determine location of Berry Bay toilets	31. Safety concerns Balgowan boat ramp.
13. Lack of action and response to request for footpath remediation	32. Stormwater run off
14. Unfinished work Troubridge Shores Reserve	33. Unfinished work to curb and footpath damage
15. Complaint relating a potential breach of the National Competition Policy	34. Follow up to fire prevention matter
16. Lack of action regarding signage and various other requests Hardwicke Bay	35. Lack of response regarding pot holes and overhanging trees
17. Location of Berry Bay toilets and failure to acknowledge Strategic Management Plan Feedback	36. Dissatisfaction with expiation issued
18. Difficulties with online payment system	37. Unsafe works undertaken during stay at caravan park
19. Spreading fertiliser while playground in use	38. Lack of response to stormwater issues Karilla St Pt Clinton

39. Lack of response to stormwater issues Cumberland St Pt Clinton	59. Black Point Boat Ramp slippery surface
40. Dissatisfied with service during stay at caravan park	60. Condition of James Well roads
41. Lack of response to stormwater issues. Culverts blocked and property flooded	61. Condition of Standpipe and Lodge Roads
42. Dissatisfaction with rate increase	62. Stormwater Drainage and property flooding issues Stansbury Road Yorketown
43. Lack of response regarding request to relocate sign	63. Lack of Repair Works to Boat Ramp, and Northern Beach Access at Balgowan - rates and water issues
44. Lack of response and action relating to footpath and drainage issue	64. Error relating to interment of ashes
45. Lack of response to request for tree trimming - Sandy Church Road Sandilands	65. Lack of response to request for kerbing James Well
46. Issues with electricity supply at Council owned caravan park	66. Development related issues for business related premises
47. Difficulties with camping permit system	67. Dissatisfied with proposed outdoor gym location and consultation process
48. Lack of response to request for works on Weetulta Road	68. Staff approach during management of a development complaint
49. Lack of response regarding condition of unsealed road at Arthurton	69. Repairs Balgowan Northern Beach access
50. Dissatisfaction with the method of tree trimming	70. Dispute over charges for electrical testing and tagging
51. Lack of response regarding pot holes drainage and signs at Weetulta	71. Failure to collect rubbish
52. Concerns regarding the motion to rescind the upgrade to the Black Point Boat Ramp.	72. Port Julia Jetty light not working
53. Dissatisfaction with control of stormwater into the sea	73. Gravel unloaded at Warooka Oval
54. Concerns regarding the exclusion of an Elected Member from email correspondence.	74. Condition of Hundred Line Road The Pines
55. Lack of Street Sweeping and request for increase in Green Waste Collection	75. Condition of Hundred Line Road The Pines
56. Dissatisfaction with consultation process for Berry Bay Toilets	76. Roadside vegetation clearance – Nalyappa Road
57. Height of Boat Ramp Shelter Pine Point – Public safety issue	77. Stormwater run off
58. Repairs Balgowan Northern Beach access	

Seventy six (76) of the complaints have been finalised in accordance with Council's Complaints Policy. Council staff are currently working towards a suitable resolution for the remaining complaint with the respective complainant having been informed of the process towards resolution.

Information on submitting a complaint can be found under the 'Complaints' tab on the home page of Council's website or from any Council office.

OUR ORGANISATION



At 30 June 2017, the Corporate Management Team consisted of the Chief Executive Officer and three Directors as shown below



Andrew Cameron, Chief Executive Officer

Key Functions:

Australia Day Awards, Citizenship Ceremonies, Economic Development, Governance, Internal Audit, Policy Development, Strategic Planning and Youth Services



Trevor Graham, Director Assets and Infrastructure Services

Key Functions:

Asset Management, Cemetery Maintenance, CWMS Maintenance/ Repairs, Footpath Construction/ Maintenance, Infrastructure Development, Jetties Management, Parks & Reserves, Public Lighting, Road Construction/ Maintenance, Road Safety Control, Roadside Vegetation, Stormwater Drainage/ Construction, Waste Management and Water Supply Infrastructure



David Harding, Director Corporate and Community Services

Key Functions:

Arts, Caravan Parks, Communications, Community Library Services, Community Support Programmes
Finance, Financial Compliance, Human Resources, Information Technology, Internal Controls, Leisure Options, Organisational Development, Payroll, Public Relations, Rates & Assessments, Records Management, Risk Management, Training, Work Health and Safety and Visitor Information Centre



Roger Brooks, Director Development Services

Key Functions:

Animal Management, Boat Ramp Permits, Building Assessment, Building Fire Safety, Café Licences, Cemeteries, Development Control, Disability Action Plan, Dry Areas Management, Environmental Health, Fire Prevention & Safety, Food Inspection, General Inspectors, Heritage, Leases/Licences/Permits, Limited Liquor Licences, Parking & Traffic Control and Public Buildings Maintenance

In addition to the key functions outlined above, the Local Government Act 1999 specifies that the Chief Executive Officer is responsible for (but not limited to), the day to day operations and affairs of council, ensuring that all assets and resources of the council are properly managed and maintained, providing advice and reports to the council and ensuring that the policies and lawful decisions of the Council are implemented in a timely and efficient manner.

Corporate Management Team Allowances

Salary packages for members of the Corporate Management Team include salary, superannuation, a motor vehicle and mobile phone. All benefits for all staff are recorded in the Officers Remuneration, Salaries and Benefits Register.

Council's Australia Day celebrations are held on Australia Day and hosted by Mayor Ray Agnew OAM in the Minlaton Town Hall, with the community are invited to attend the Australia Day Programme.

The Australia Day 2017 programme started with an Australian Affirmation Ceremony and all community members present were invited to take part in the Ceremony. The affirmation is a statement of commitment to the values that all Australians share. It is based on the Australian Citizenship Pledge made by new citizens and is a voluntary statement that can be made by all Australians on Australia Day as a special way to express our national pride and spirit.

Following this, three categories of awards were presented at the Australia Day 2017 Programme.

Citizen of the Year

Mr Peter Stockings. Awarded for his dedication to economic development and growth of the Yorke Peninsula region over many years.

Community Group or Event of the Year

Yorketown Progress Association. Awarded for their outstanding development of Weaners Flat Reserve.

Special Recognition of Young Citizens of the Year

Maitland Music and Arts Club's August production of "Annie" and "Annie" Junior jointly staged by the Arts Club and its Youth Theatre and performing Arts School, in October.



Citizenship Ceremony

Throughout 2016/17 the Mayor presided over three citizenship ceremonies, welcoming a total of eight new citizens to our region.



Hometown Hero Welcomed at Yorketown

Ahead of the Clipsal 500 event, Council supported the Yorketown Progress Association to welcome home Yorketown local, Dr Ryan Story and his V8 Racing Team colleagues Dick Johnson, Fabian Coulthard and Scott McLaughlin from DJR Team Penske.

Ryan, who is the Managing Director at DJR Team Penske thrilled locals by stopping in at the Yorketown oval along with the team and the V8 racing cars on their way to the Clipsal 500 on 28 February 2017.

On behalf of the Yorke Peninsula Council and the wider community, Mayor Ray Agnew said "it was his absolute pleasure to welcome Dr. Ryan Story back home to Yorketown".

The Council and the community were thrilled to have some of the Clipsal Magic at Yorketown. Council was pleased to support and partner with the Yorketown Progress Association in making the event a reality.

The oval was filled with local school children, former school mates of Ryan's, every local 'rev head' and practically everyone one else in the community.

Mayor Ray Agnew in his official speech wished Ryan and the team all the best for the big race at the 2017 Clipsal 500 event. The Mayor's speech must have made an impact as the DJR Team Penske finished the week with excellent results.

Our Organisation



L-R: Dr Ryan Story, Fabian Coulthard, Scott McLaughlin, Dick Johnson, Mayor Ray Agnew & Greg "Rusty" Rust



Scott McLaughlin & Fabian Coulthard



L-R: Andrew Cameron, David Harding, Mayor Ray Agnew & Roger Brooks



Grants and Awards Grant Funding

Successfully obtaining grant funding is an important function for Council and provides a mechanism for delivering additional projects that would otherwise have to be sourced through additional rates. Grant funding can be viewed in two components – regular (known) Federal and State funding and also competitive grants which involve writing winning submissions and successfully obtaining funding from a limited pool of available funding.

In 2016/17 the Yorke Peninsula Council obtained a total of \$8 million grant funding for operating and capital projects (\$5.7m for operating and \$2.3m for capital). A breakdown of all grant funding received is provided below.

Project	Funding Agency	Funding \$
Point Pearce MUNS Grant	Office for Local Government – Department of Planning Transport & Infrastructure	\$90,369
National Youth Week “youTHRIVE”	Department for Communities and Social Inclusion	\$4,000
Stronger Communities – Construction of Adventure Play Space (Outdoor Gym)	Department of Infrastructure and Regional Development	\$20,000
Construction of Ardrossan Outdoor Gym	Contribution from Ardrossan Progress Association	\$5,000
Construction of Edithburgh Outdoor Gym	Contribution from Edithburgh Progress Association	\$5,000
Road Safety Education	Donation from YP Road Safety Group	\$3,415
Ardrossan Stormwater Reuse – Stage 3	Contribution from Ardrossan Progress Association	\$65,973
Ardrossan Jetty Shelters	Department Environment, Water and Natural Resources	\$14,000
Ardrossan Jetty Shelters	Contribution from Ardrossan Progress Association	\$5,000
Point Turton Playspace & Bike Track Upgrade	Planning and Development Fund, Department of Planning, Transport and Infrastructure	\$157,260
Minlaton Township Concept Plans	Open Spaces and Places for People, Department of Planning, Transport and Infrastructure	\$26,000
Edithburgh Tidal Pool Project	Contribution from Edithburgh Progress Association	\$34,000
Stansbury Playground Fence Project	Contribution from Stansbury Progress Association	\$10,000
Weaners Flat Ablutions	Contribution from Yorketown Progress Association	\$3,000
Price Flood Protection Detailed Design	Coast Protection Board	\$10,000
Yorketown Aerodrome - Remote Airstrip Upgrade	Department of Infrastructure and Regional Development	\$20,000
YP Leisure Options – Home and Community Care SA	Department for Communities and Social Inclusion	\$91,540
YP Leisure Options - Commonwealth Home Support Programme	Commonwealth Home Support	\$16,267
YP Leisure Options – Living Skills Group Brokerage	Disability SA	\$27,278
YP Leisure Options - Living Skills Individual	Disability SA	\$5,994
YP Leisure Option – Ad-hoc Services – Living Skills Programme	Disability SA	\$5,574
Library Funding	Public Library Service	\$15,053
General Purpose Grants (Sealed Roads Income)	Local Government Grants Commission	\$1,189,079
Roads to Recovery (Sealed Roads Income)	Roads to Recovery	\$1,922,674
Special Local Roads (Clinton Road)	Local Government Grants Commission	\$1,995,440
General Purpose	Local Government Grants Commission	\$2,174,436
ANZAC Books	Contribution from Maitland Community Library	\$629
Regional Youth Traineeships	Local Government Association	\$48,635
Training Subsidies	Commonwealth Grants Scheme	\$21,279
Ardrossan Effluent	Individual ratepayer contributions via Land Management Agreements	\$14,283
Hardwicke Bay Effluent	Individual ratepayer contributions via Land Management Agreements	\$4,800
Point Turton Effluent	Individual ratepayer contributions via Land Management Agreements	\$3,325
TOTAL		\$8,009,303

Table 12: Total Grant received in 2016/17

Awards

Council is proud of the following outstanding achievements throughout 2016/17.

Award	Category	Project	Date
Inaugural Walking SA Awards	Local Government Award	Walk the Yorke	13/10/2016
2016 SA Tourism Awards – Silver Medal	New Tourism Business	Walk the Yorke	04/11/2016
2016 SA Tourism Awards – Silver Medal	Caravan & Holiday Parks	Port Vincent Foreshore Caravan Park	04/11/2016
KESAB Sustainable Communities	Best Overall Project	Walk the Yorke	15/11/2016
Local Government Authorised Person's Seminar	Best New Initiative	Online Burn-off Notification System	25/05/2017

Table 13: Awards received in 2016/17

2016
South Australian
Tourism Awards
FINALIST



L-R: Council Officers - Stewart Germaine, Phil Herrmann & Ben Cowley

Our Organisation



L-R: Council Operations Manager, Wendy Keech, Chair, Walking SA & Mayor Ray Agnew



Customer Service

Council is committed to providing quality services to the community and our Customer Service Charter outlines our commitment to high quality and accessible development, asset management and maintenance, corporate and community services that meet the needs of the local government community.

This charter provides information and direction to our staff and customers on our service standards and feedback mechanisms.

Customer service charter



What you can expect from us

- We will be open and honest when communicating with you
- We will provide consistent and accurate information in response to your enquiry
- We will carefully listen to identify your needs to address your enquiry in an efficient manner
- We will deal with your enquiry in a respectful and courteous manner
- We will support and recognise diversity in our community

Our Response to you

- **Phone** – we endeavour to answer your call promptly, should we be unavailable, please leave a detailed message and our customer service staff will return your call
- **Person** - staff are available to assist you during normal working hours
- **Written/Email** - written enquiries or complaints will be formally acknowledged and responded to in a timely manner in accordance with Council policy
- Should you require specific staff who are unavailable, customer service staff will pass on a detailed message

What we expect from you

- Treat our staff with respect
- Work with us to find a solution
- Provide accurate and complete information when communicating with us
- Give constructive feedback both positive and negative
- Respect the community in which we live in and the rights of all customers

Getting the Right Balance

- We value your feedback and aim to act on issues as they arise, this includes things we do well and things we can improve on
- We want to know if you have a concern about something as this allows us to address it promptly and reduces the chance of the problem happening again
- While most problems or enquiries can be dealt with and resolved expeditiously, there are times when a detailed investigation may be required. This can take some time and we will endeavour to keep you informed as we progress through the investigation

CONTACT DETAILS

Opening Hours: 8:30am – 5:00pm (Mon-Fri)
 Postal Address: PO Box 57, Maitland SA 5573
 Email: admin@yorke.sa.gov.au
 Phone: (08) 8832 0000
 Fax: (08) 8853 2494

OFFICE LOCATIONS

8 Elizabeth Street Maitland
 18 Main Street Minlaton
 15 Edithburgh Road Yorketown
 3 Player Street Warooka

Figure 5: Yorke Peninsula Council's Customer Service Charter

Updated: 03/07/2017

Equal Employment Opportunity

Council is committed to the principles of Equal Employment Opportunity (EEO) and providing a workplace in which people are treated with fairness, dignity and respect. This is supported by the “Fair Treatment Policy” which also encompasses anti-discrimination, harassment, bullying as well as the principles of EEO.

Council is working towards gender balance across all age groups within the organisation and provide job sharing arrangements in addition to staff having parental leave incentives and flexible working arrangements. Refer to next section for a breakdown of gender balance, age groupings and flexible working arrangements.

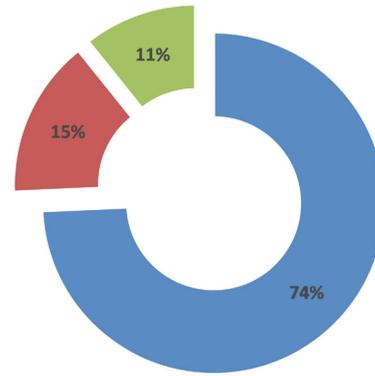
People and Culture

As at 30 June 2017, Yorke Peninsula Council employed a total of 140 staff comprising full time, part time and casual employees with the total full-time equivalent (EFT) was 117.69.

The breakdown of staffing profiles is provided as Figures 6-8.

Regional Youth Traineeship Programme

Council is one of 34 participating local government authorities supporting Minister Brock’s Regional Youth Traineeship Initiative. Council supported youth employment opportunities in our region by taking on five trainees in 2016/17.



■ Permanent – Full-time - 104 ■ Permanent – Part-time - 21 ■ Casual - 15

Figure 6: Employees by Status

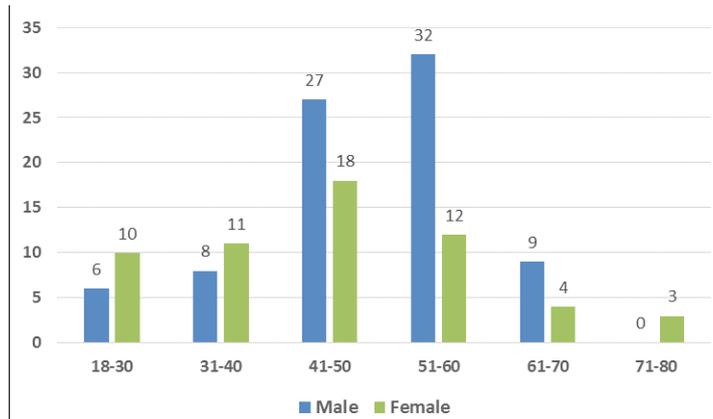
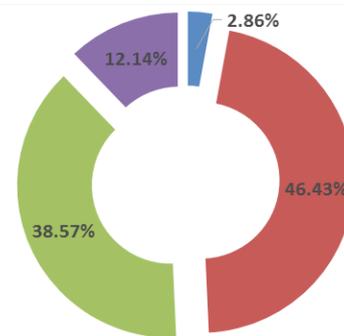


Figure 7: Employees by Age and Gender



■ Executive Services - 4 ■ Assets and Infrastructure Services - 65
■ Corporate and Community Services - 54 ■ Development Services - 17

Figure 8: Employees by Department



Council Trainees L-R: Rebecca Launer, Mel Hoyle, Georgie Brokenshire and Sarah Wuttke



How we look after staff

Corporate Health

Council is committed to ensuring the health and wellbeing of our staff and work in collaboration with the Local Government Association and Corporate Health Group to provide an annual wellbeing programme.

The programme is all about taking care of Council's most important assets – our people through the promotion of a healthy, positive and balanced workforce. Our programme throughout the year offers flu vaccinations, skin screenings and health assessments and promotes a healthy work life balance through informative workshops. The participation rates for 2016/17 were:

- 50 online health programme users
- 35 health assessments;
- 63 skin screenings; and
- 80 flu shots.

Recognition of Service Awards

Council recognises long standing employees by rewarding and acknowledging milestones in their working life. These milestones are acknowledged every five years starting at the 10th year of employment with Council awards being presented by the Mayor at the annual staff Christmas breakfast.

During 2016/17, staff acknowledged for their years of service included:

- 1 staff with 25 years of service;
- 1 staff with 20 years of service;
- 1 staff with 15 years of service; and
- 5 staff with 10 years of service.

Remuneration

Many factors play a role in determining remuneration levels for Council professionals, including work value, job complexity and benchmarking against other Local Government entities. This ensures remuneration levels for executives are appropriate, and Council is well placed to retain and attract professionals who have the skills to help delivery value-for-money services to the community. Salary levels for all staff are shown below.

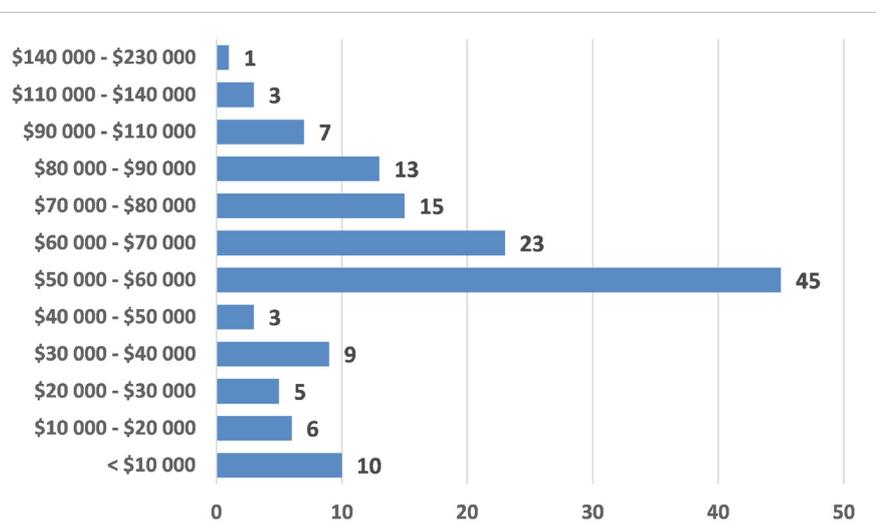


Figure 9: Employees by Salary Range

Re-skilling our workforce

Council offers many opportunities for career progression as well as support for further training and development, including tertiary study assistance. Over the past twelve months Council has reinforced this commitment by providing staff with accredited training opportunities including legislative requirements focussed on having a safe, knowledgeable and skilled workforce. Essential competency based training provided in 2016/17 includes:

- Perform Dogging
- Work Zone Traffic Management refresher (1 day)
- Work Zone Traffic Management new (2 day)
- Work at Heights
- HSR (5 day)
- Playground Safety Training
- Aerodrome Reporting Officers Course
- Fire Warden training
- White card
- Chainsaw

Professional development is also provided to staff to keep abreast of updates and information within their disciplines of expertise and has included:-

- CPA Congress
- IPA Congress
- Local Government Financial Professionals Conference
- IR Conference
- Return to Work Training for IRC/ICC
- State Environmental Health Conference
- State Emergency Management Plan (SEMP) Implementation Briefing
- FBT Training
- AIBS SA Chapter conference
- Local Government Tendering Requirements

Overall 306 staff attended at 91 training sessions – both internal and external totalling 2,400 hours.

Training and Development

Council ensures that training is arranged whilst considering EEO principles. This is achieved through organising training according to the needs of Council and individual employee career development considerations; providing group training opportunities so that all staff are given equal opportunity to participate at the same time and the continuous examination of in-house and external training courses programmes.



Council is committed to ensuring risk management is undertaken to assist our ability to achieve set strategic, operational, financial and regularity objectives.

Council's risk management progress and processes are reported to the Audit Committee. As an independent committee, this assists Council in the conduct of its responsibilities for risk management for its business.

Audit Committee members also review the effectiveness of the Council's internal controls and risk management systems. Progress with risk management activities such as Maturity Risk Assessments of Council, implementation of a Business Continuity Plan and development of a Strategic Risk Register are also tabled at Audit Committee meetings.

The Risk Profile Risk Review conducted by the Local Government Risk Services (LGRS) is undertaken annually. The outcomes of the audit, resulting action plan and status of those actions are also reported to the Audit Committee at each meeting.



Work Health and Safety (WHS)

Council's commitment to a safe work place includes continuing to support health and wellbeing programmes such as health assessments, influenza immunisation and skin "spot" checks.

The health and safety of the workforce is also supported by the Work Health and Safety and Injury Management Committee which provides a consultative forum for management and employees of Council to constructively discuss workplace health and safety matters in accordance with legislative requirements. This includes continually reviewing essential WHS processes and procedures. Health and Safety Representatives (HSRs) who are members of the Work Health and Safety and Injury Management Committee, provide updates at each meeting on safety positives and initiatives being undertaken in their workgroups.

The WHS High Risk Officer has been working from all four of Council's Depots (Maitland, Minlaton, Warooka and Yorketown) spending a day at each Depot each week. This has assisted Operational and Works personnel with WHS general enquires, providing feedback and reporting on compliance requirements and conducting research as requested.

Council participates in the Annual South Australian Performance Standards for Self-Insurers (PSSI) audit conducted by the Local Government Association Mutual Liability Scheme (LGAMLS). This audit is another way of ensuring Council continues to manage and monitor WHS compliance to legislative obligations and capture opportunities to continually improve its systems in accordance with regulatory, Council and the self-insurer requirements.

The Workplace Monitoring Calendar continues to assist the WHS Team to monitor legislative and/or regulatory compliances by reminding stakeholders of their obligations and reporting the status of compliance to the WHS and IM Committee and the Corporate Management Team (CMT).

WHS reporting to the CMT is undertaken quarterly and this ensures the CMT is kept up-to-date on reported incidents, hazard reporting, corrective actions, KPI Audit Action Plan close out scheduled, compliance requirements met as per Workplace Monitoring Calendar and the progress of the WHS and IM Plan and Programme.





Council's Strategic Plan and the Yorke Peninsula Alliance Regional Public Health Plan (the Plan) recognise that public health and wellbeing are core components of a robust community and highlight the priority areas and some of the challenges facing the region.

The Plan sets out specific goals towards improved health and wellbeing for all residents. Youth and the aged, in particular, are identified as the demographics that require the greatest support within the Council area and that there are very few sustainable engagement programmes currently available in the region.

Currently Council promotes participation and mentoring as key tools in addressing some of the Priority Actions and appreciates the value in providing opportunities for young people and members of the community working together. Through adopting a whole of community approach, Council have successfully worked together with multiple parties including State and Federal Government departments, local businesses, community organisations and young people to:

- Celebrate the official opening of the Minlaton Skate Park with over 100 community members enjoying skate board demonstrations and competitions, music, activities and food
- Create unique, colourful and relevant murals within the townships of Pt Vincent and Ardrossan, transforming a fence and a bridge into beautiful artworks
- Assist in the completion of new lunchroom facilities for community members to enjoy at Clem's Shed in Yorketown
- Secure funding through the Sustainable Communities Programme to design and develop outdoor gym spaces within the Ardrossan and Edithburgh townships for the benefit of the whole community in respect of health, wellbeing and social participation
- Provide young people within the Yorke Peninsula region with the opportunity to enjoy two free, fun and engaging National Youth Week "youTHRIVE" events. Over 700 community members celebrated with local music and food along with a variety of activities, information and entertainment
- Present a community movie and music night in Warooka where young people and their families were entertained by some very talented local artists followed by a feature movie shown on Council's 6 metre by 7 metre blow up screen
- Continue the weekly social engagement activities in Yorketown where participants have been able to influence and contribute to their local communities as well as develop practical, hands on skills through working with skilled seniors at the local community shed.

Involvement in these projects has offered participants the opportunity to develop a sense of contribution and pride in their community along with an insight into the requirements of preparing for medium to large scale projects/events.

The Participation and Mentoring Programme also assists young people in preparing for their transition from schooling into the workforce. Rendering a meaningful contribution to their community can also assist in developing confidence and self-esteem. These principles prove imperative in ensuring a positive future for young people and while contributing to a healthy, sustainable community.

Enormous benefits exist for communities that are prepared to capitalise on the resources offered by young people and the Yorke Peninsula Council values the youth population as a critical contributor. Council has also tapped into these resources by working with young people in work experience placements as a mutual investment in our future.

By working with the community and building upon its strong partnerships, Council will continue to positively contribute to the wellbeing of young people and the broader community, fostering strong communities and promoting sustainable growth.

In addition to planned works for 2016/17, Council's Construction and Maintenance workers responded to more than 640 Customer Service Requests throughout the year.

These activities included responding to acts of vandalism, maintenance and replacement of signs and traffic control devices, maintenance to public buildings and amenities, stormwater infrastructure installation and maintenance, driveway installations, street tree pruning and street scaping, roadside vegetation clearance, maintenance to coastal infrastructure, kerb and footpath maintenance, sealed and unsealed road maintenance, removal of illegal roadside rubbish, maintenance of playground infrastructure, cemetery maintenance and clean up from storm damage.

Asset Management

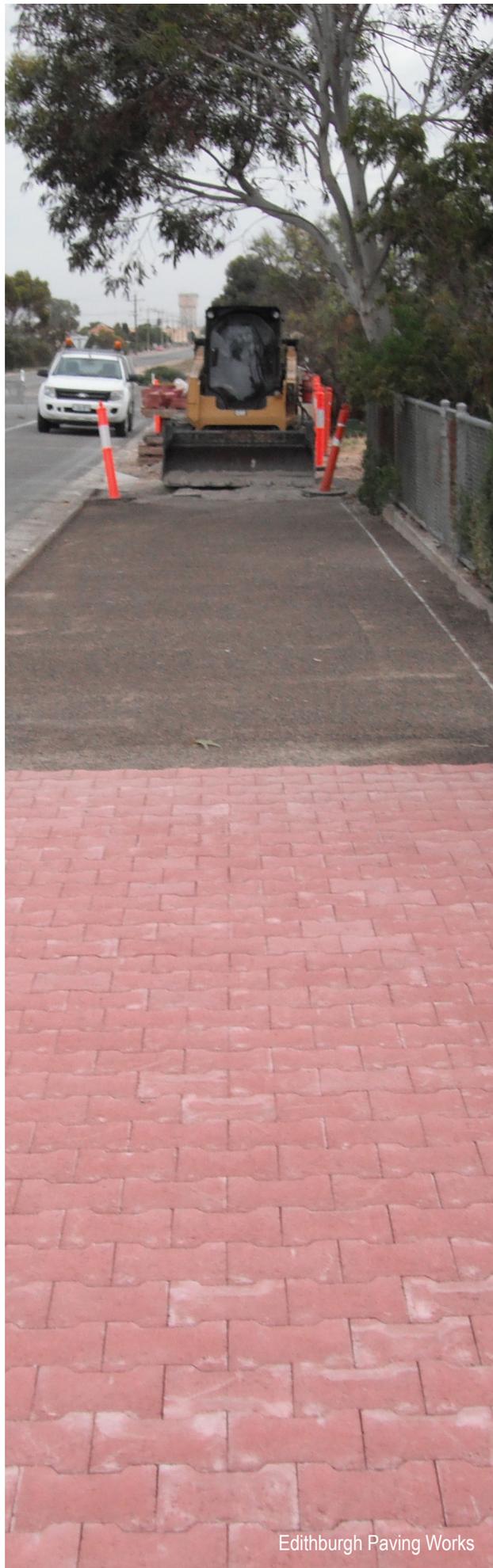
Data collection on the unsealed road network is ongoing. Data to be collected includes core samples to determine material depth and quality, road width, crossfall shape, drainage and vegetation. All data is plotted via GPS and captured in Council's GIS system. Data collected will be used to assist Council to develop future works programmes and budgets.

All Council's Assets and Infrastructure Services managers and supervisory staff have been allocated an iPad, which will feature the GIS mapping system, to assist them with the process of data collection, and the management of various projects they are responsible for. The first of these iPads have been distributed to relevant staff.

Council engaged a contractor to undertake CCTV inspection and GPS plotting of the Community Wastewater Management Scheme (CWMS) and stormwater infrastructure. This work was undertaken to assess the condition of pipework and to identify infrastructure that was not previously captured within Council's GIS. Council also engaged a contractor to undertake survey work on the Balgowan, Bluff Beach, Chinaman Wells, Hardwicke Bay, Port Rickaby and Port Victoria CWMS schemes, and the Balgowan and Port Rickaby water schemes in order to have detailed plans drawn up for each location.

Council engaged a contractor to provide floor plans for fourteen (14) of Council's town halls and the majority of its public amenity facilities. These plans 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, a web-based condition survey tool and asset planning system designed specifically for buildings. Staff are currently in the process of setting up Buildings.PLUS so that condition surveys can be undertaken.

Staff completed a review of the current Plant and Machinery Register. The Register was previously in Excel format but is now held in Conquest. With the completion of the review, all relevant information has been identified and made up to date for each department.



Edithburgh Paving Works

National Tree Day

National Tree Day has been held annually since 1996 and is Australia's largest community tree planting and nature care event. The Yorke Peninsula Council actively participates in National Tree Day, coordinating several planting sites across the Council area.

In 2016, Council's Operations staff assisted the following schools with site identification and preparation, and tree planting, as part of National Tree Day:

- Ardrossan Area School
- Maitland Area School
- Maitland Lutheran School
- Minlaton District School
- Port Vincent Primary School
- Stansbury Primary School
- St Columba's Memorial School
- Warooka Primary School
- Yorketown Area School

In total these schools planted approximately 1,100 trees, which provide many ecosystem services including increasing biodiversity and suppressing weeds.

Gum Flat Restoration Project

Council's Operations staff assisted the Minlaton and District Progress Association with their Gum Flat Restoration Project, by bringing together key stakeholders and supporting a regular working bee onsite.

Key stakeholders include: Prince Alfred College, Minlaton District Early Learning Centre, Natural Resources Northern and Yorke, and Minlaton District School. All stakeholders are committed to visiting Gum Flat four times per year and have commenced works, including walking trail construction, weed removal, restoration works and mountain bike track planning.

As well as participating in the working bees, students from the Wambana Campus also lead nature play activities for children from the Early Learning Centre. Over three days in June 2017 the District School also undertook works onsite, including tree planting and weed removal, as well as landscape design and signage development as part of their Middle School Community Service Program.

The Progress Association are also actively engaging with the Nharangga community, as a key aspiration of the project is to promote indigenous cultural connections to Gum Flat.



2016 National Tree Day

Point Turton Natural Playspace and Bike Track Project

Council successfully applied for a grant of \$157,260 (GST exclusive) from the Department of Planning, Transport and Infrastructure's Open Space Grant Program through the Planning and Development Fund for the Point Turton Natural Playspace and Bike Track Project.

The Project will see a redevelopment of the existing playground and reserve space to include elements such as a bike track, embankment and tunnel mound slides, rockers, various swings, natural timber climbing structures, water and sand play equipment, and facilities such as a picnic shelter, gravel and cement pathways, and decking. A key element will be landscaping with indigenous plants that support nature play.

During 2016/17 this project was focussed on the actual applying for the grant funding and works related to designing the space. A Working Party of the Point Turton Progress Association Inc initiated and assisted with the creation of the concept design, and will be proactively involved in its ongoing project management.

The total estimated cost for this project is \$258,390 (GST exclusive) of which \$157,260 (GST exclusive) will be funded by the grant. Council's contribution will be \$30,140 (GST exclusive), which will consist of wages (labour), plant, contractual services and materials. The balance of \$70,990 (GST exclusive) will be contributed by the Point Turton Progress Association Inc through reimbursement of expenditure incurred by Council (\$22,000) and non-cash contribution of services by various local trades, Point Turton Progress Association Inc members and associated volunteers in completing various stages of the project.

Storm Damage Repairs to Port Rickaby and Port Victoria Jetties

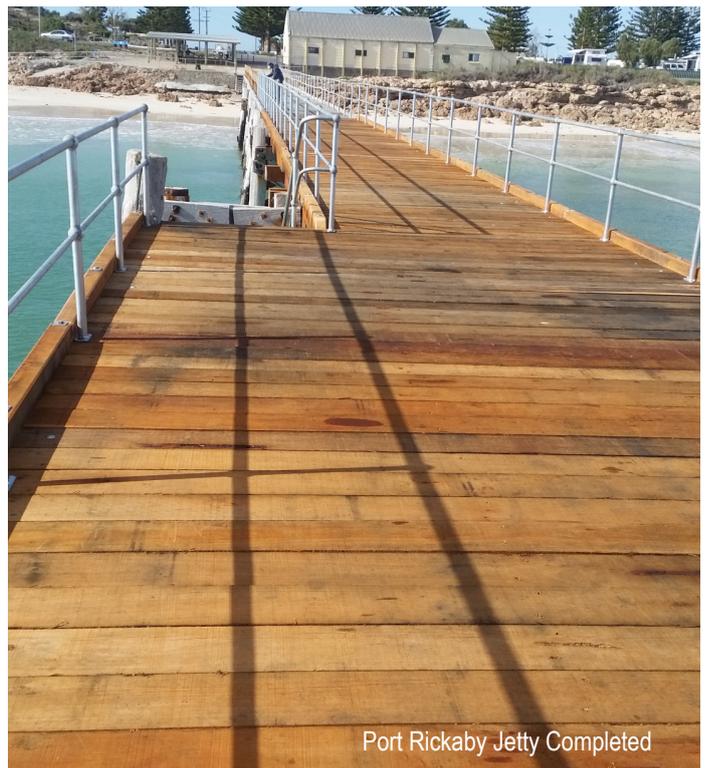
On 29 September 2016, the Yorke Peninsula experienced a severe storm event with the western coastline bearing the brunt of these storms. As a result of this weather event the Port Rickaby and Port Victoria jetties were severely damaged, with significant portions of both jetties being completely destroyed.

As state government assets vested to Council, Council worked with the Department of Planning, Transport and Infrastructure (DPTI), as the asset owner, to repair the jetties.

Early works were undertaken in late 2016 to ensure both jetties could be partially opened before Christmas and the summer school holidays. Major works commenced in early 2017 and both jetties were fully reopened in time for Easter.



Port Rickaby Jetty Repairs



Port Rickaby Jetty Completed



Road Infrastructure

Addressing transport needs is a high priority for Council. Every effort is made to upgrade and maintain the road network of approximately 3,890km (sealed and unsealed) within allocated resources. Council apply the principles outlined within its Transport Asset Management Plan (TAMP) to ensure service levels are balanced throughout the district.

Road segment renewals identified within the TAMP are programmed for reconstruction, subject to available resources. The TAMP objectives enable maintenance and intervention programmes to be applied and adjusted ensuring the road condition does not fall below a reasonable standard.

Throughout 2016/17 Council undertook road construction activities on sections of the following roads:

Sealed Road Construction

- Clinton Road (8km) – Rural
- Osprey Street – Port Julia

Unsealed Road Construction

- Brutus Road
- Corny Point Road
- Cutline Road
- Daly Head Road
- Dump Road
- Gun Club Road
- McCauley Road (by Contractor)
- North Coast Road
- North South Road (by Contractor)
- Old Coast Road
- Old Port Vincent Road
- Pine Point Road (by Contractor)
- Sheoak Flat Road
- South Coast Road
- Waterloo Bay Road
- Wattle Point Road
- Weavers North Road

Patch Sheeting

- Bridgman Road
- Cook Road
- Graham Road
- Johnson Road
- Kenny Road
- Mason Road
- McCauley Road
- Mine Hill Road
- Old Boundary Road
- Pioneer Road
- Rowntree Road

Shoulder Rework

- Bayview Road (Point Turton)
- Corny Point Road
- Lime Kiln Road (Port Vincent)
- Point Turton Road
- Port Vincent Road (Port Vincent)

These roads were selected to have road construction activities undertaken based on their rating within the Transport Asset Management Plan, to keep the rate of deterioration of the road under control, thereby ensuring the road condition did not fall below a reasonable standard.

Other Road Related Activities

The current Patrol Grading model applied by Council (four sectors with two operators working 3 x 12 hour shifts per week) ensures maximum efficiencies are sustained at a serviceable level throughout the district.

The frequency of grades is determined by the road category, as identified within the TAMP, and natural elements. Other activities include street sweeping and jetpatching upon the sealed road network.

Clinton Road Upgrade

In 2014/15 Council was successful in receiving funding through the Special Local Roads Program to upgrade the 17.5km unsealed section of the Clinton Road, between Ardrossan Road and Melton South Road to a sealed surface. The project was originally planned as a five year project; however, additional funding received in years two and three of the project meant that it was completed in this financial year.

The upgrading of the remaining unsealed section of the Clinton Road to a sealed surface means the Clinton Road in its entirety, from Maitland to the Yorke Highway, is now a sealed road. This has reduced travel times from Maitland to Adelaide by approximately 10 minutes, when compared to travelling via the Maitland Road to Ardrossan and then the Yorke Highway from Ardrossan.



Roadside Vegetation Maintenance Works Tender

In 2016/17 Council engaged a contractor to undertake roadside vegetation clearance activities on identified road sections throughout the district for a three year period. The first year of this contract resulted in roadside vegetation maintenance activities being applied to 350km of road corridor length in the Hundreds of Carribie, Clinton, Cunningham, Dalrymple, Kilkerran, Koolywurtie, Maitland, Melville, Moorowie, Para Wurlie, Ramsay, Tiparra and Warrenben, improving road safety throughout the Council area.

Council also undertakes roadside vegetation maintenance activities in-house on a scheduled basis.



Waste Management

Council (via contractors) continues to provide a kerbside waste and recycling collection service and Transfer Station outlets for waste and recycling material. Collection of green waste also forms part of the waste contract with townships serviced on a monthly basis.

Approximately 4,279 tonnes of mixed waste was collected in 2016/17 with an estimated 1,061 tonnes (25%) of recyclable material diverted from landfill. During this period approximately 1,139 tonnes of green waste was collected and processed, with material utilised for rehabilitation purposes and community use.

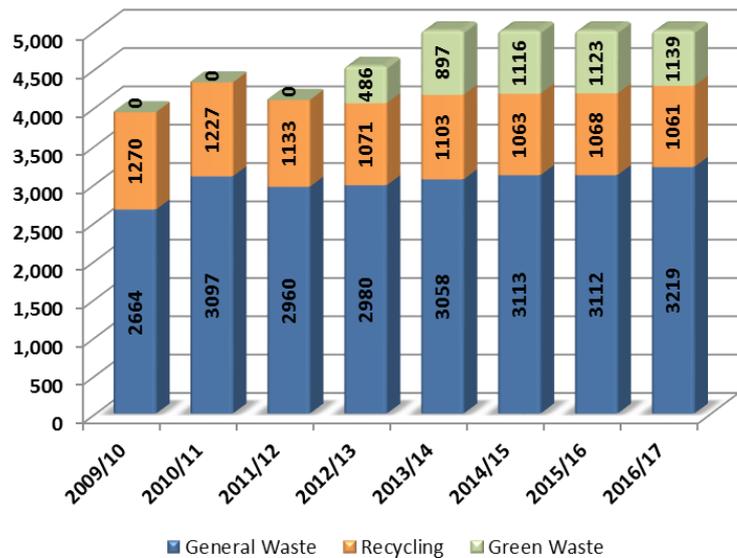


Figure 10: Comparative Breakdown of Waste Collection

Our Organisation

The chart below outlines the breakdown of waste streams collected at Transfer Stations for the 2016/17 financial year. An aggregated total of 707.80 tonnes of material was received across the three (3) sites.

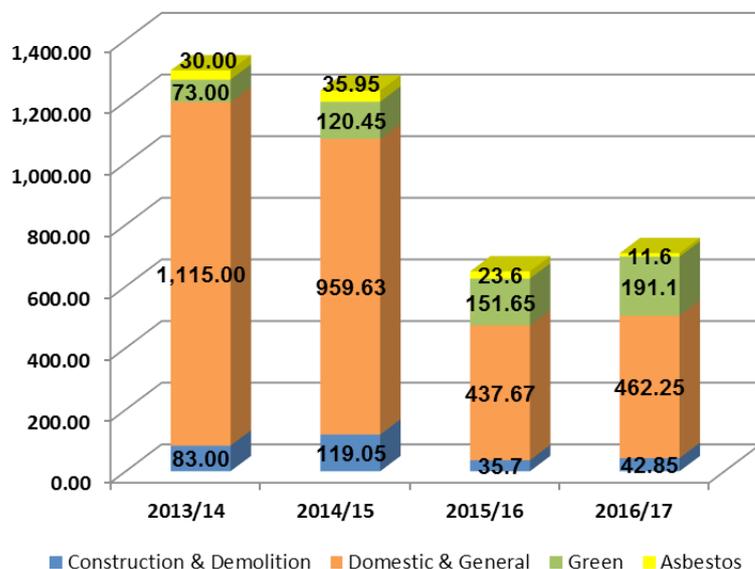


Figure 11: Comparative Breakdown of Tonnes Collected at Transfer Stations

Community Grants

Council remains committed to assisting local groups through a series of grants and support programmes. Each year Council sets aside annual funding totalling approximately one percent of the rates revenue for the current financial year.

The Community Grants programme provides the opportunity for organisations to participate in and contribute to the community by funding projects, programmes and activities which achieve recreation, culture, environmental, community, social development or welfare outcomes.

In 2016/17, 43 payments for Community Grants totalling \$161,060 were made to community groups and organisations. A detailed list of all funding recipients is provided in Table 14.

As well as the budgeted one percent of rates revenue, Council also allocated \$49.5k to fund local Progress Associations, or similar, to assist them in the valuable work they do in maintaining the local facilities and services.

Furthermore, in addition to these two set allocations of funding, Council also has a small amount of discretionary funding for sponsorships and donations. In 2016/17 Council provided over \$12k in discretionary funding which included sponsorship for the Yorke Berry Bay Surf Jam, Point Pearce Football and Netball Carnival, Gynburra Festival, Footlight Incs Rave Dance and the Edithburgh Carols by the Sea.

Donations included support for 12 school awards and presentation nights, the Hannay Prize for the Warooka Primary School, the Minlaton Music Muster, Pt Vincent Memorial Bowling Club, NAIDOC school initiatives and a few donations to individuals to assist with SAPSASA costs, World Archaeological Congress and an indigenous marathon.



Edithburgh Carols by the Sea

Organisation	Funding
Friends of Wauraltee & Districts	\$2,800
Corn Point Progress Association	\$5,000
Ardrossan RSL Sub Branch	\$3,457
Port Vincent Uniting Church	\$2,100
Marion Bay Township	\$5,000
Ardrossan Football Club	\$4,000
Port Clinton Progress Association	\$3,850
Ardrossan Community & Men's Shed	\$4,686
Ardrossan Aboriginal Parent Group	\$3,000
CYP National Trust	\$500
Ardrossan Oval Development Committee	\$5,000
Friends of Yorketown Hospital	\$4,200
Warooka & District Parenting Group	\$5,000
Edithburgh Progress Association	\$2,000
Pine Point Progress Association	\$4,000
Maitland Scout Group	\$5,000
Edithburgh Museum	\$4,000
Minlaton Senior Citizens Club	\$1,500
Yorketown Golf Club	\$5,000
The Pines Community Association	\$5,000
Weetulta Recreation Park	\$3,003
St Benedicts Anglican Church	\$820
Southern Yorke Peninsula Community Telecentre	\$1,700
Minlaton Bowling Club	\$3,448
Warooka Progress Association	\$5,000
Minlaton Golf Club	\$2,000
Arthurton Bowling Club	\$5,000
SA Country Womens Assoc. Minlaton	\$1,329
Port Victoria Progress Association	\$5,000
Stansbury Sports & Community Club	\$5,000
Black Point Progress Association	\$1,500
Curramulka Community Club	\$5,000
SYP Agricultural Show Society - Minlaton	\$3,000
Coobowie Progress Association	\$4,352
Wool Bay Progress Association	\$5,000
Warooka Bowling Club	\$2,321
Minlaton Cricket Club	\$5,000
Curramulka Cultural Heritage Group	\$3,960
Port Vincent Sailing Club	\$5,000
Edithburgh RSL & Bowling Club	\$4,000
Ardrossan Sports & Recreation Centre	\$5,000
Royal Volunteer Coastal Patrol SA	\$5,000
Minlaton & District Progress Association	\$4,534
TOTAL	\$161,060

Table 14: 2016/17 Community Grant Recipients





Caravan Parks

Yorke Peninsula Council Caravan Parks have continued to grow and expand their brand and have undertaken a number of significant collaborative marketing projects. The ongoing improvements which have been made in infrastructure and services being offered has gained the attention of both the State and National Caravanning Industry bodies. Some of the more significant achievements include the following;

- Installation of CCTV
- Bikes for hire
- Direct deposit banking
- Professional photography
- Washing machine and dryer contracts
- Joint marketing
- Gold medal for Star Ratings Australia



Financial Services

During 2016/17 the Financial Services team continued to deliver and manage Council's day to day finance functions such as payment of invoices, collection of rates and other income, management of cash and loans, reconciliation of accounts, preparation and review of budgets, financial and management reporting, legislative compliance etc. In addition to these activities, the focus was once again on financial governance especially in regard to long term financial sustainability and achievement of Council's Long Term Financial Plan (LTFP) objectives. This focus was reemphasised to staff and Elected Members through increased training, presentations and easy to understand, strategic reporting, all linked back to the LTFP and its strategic key performance indicators.

The team continued to implement process improvements resulting from Internal Audit recommendations and the demand for 'internal financial controls' that provide reasonable assurance that assets are safeguarded and our financial reporting is accurate and reliable.

Council adopted its ten (10) year LTFP in March 2014 and the latest revision to the plan was adopted in May 2016. The objective of the LTFP is to ensure that Council remains financially sustainable and is able to provide at least the current level of services over the next 10 years. Council identified that its operating deficits and asset replacement levels have been below local government sector targets and the revised LTFP recognises the need for Council to remain financially viable whilst increasing its asset replacement programs.

A major review of the current LTFP is underway given the various changes to internal and external environments and circumstances which will drive future budgets, commencing with 2018/19 and provide to the community an indication of Council's proposed future financial performance. The revised LTFP will see Council move closer to industry targets in relation to operating results and asset sustainability progressively over the next 10 year period.

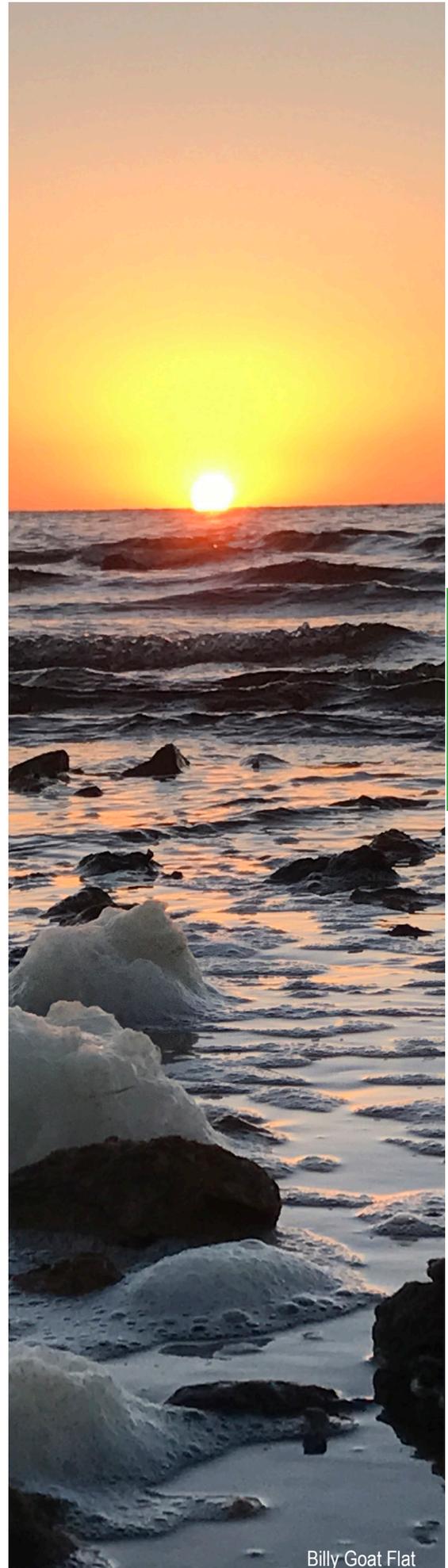
The LTFP is also used as a tool to ensure that the impact in to the future of budget variations, and proposed new projects, are fully understood before any changes are adopted. This plan will be reviewed and released for public consultation as soon as practicable in early 2018.

Information Services

The Information Services team continued their focus on organisational improvement projects.

These projects included the development of a Council intranet, upgrades and improvement of mobility systems and ongoing hardware replacement. All of these projects have contributed to improved customer service for community interactions with Council.

The Information Services team also concentrated on Council's back end IT infrastructure such as servers, disaster recovery processes and network consolidation to ensure Council operations continue without interruption.



Leisure Options

Yorke Peninsula Leisure Options (YPLO) programme was established 20 April 2001 as a Community Care Programme, to ensure those in our community who were frail aged or a young adult living with a disability were provided with a service that supported them and provided an outlet that included them within their community. Throughout the years of service provision, YPLO has built on its original values, providing access to community via transport as well as relationships being built with volunteers who offer a wealth of information through their own life experiences as well as providing a connection within the wider community.

Programmes to achieve the values of YPLO include: successfully holding their own community events, a stall at the Minlaton Show and an annual quiz night which is overseen by staff but predominately run by the YPLO members. Funds raised from these events are utilised to support the YPLO programme including the purchase of a large smart TV and new kitchen equipment.

With the implementation of NDIS beginning its rollout through our region in January 2018, now is the time for our members to be supported and assisted through this process. This includes assistance with their choices and encouragement to recognise which 'supports' will make a real difference in living a life that is as independent as possible. Through funding received from SA HACC, YPLO is able to offer advocacy services enabling members and their carers to receive individual support and step by step guidance through application processes and accessing external services.

Over the years YPLO has grown considerably. The programmes, members, volunteers and staff have increased in numbers along with growing partnerships with other services within the local area as well as the State. Longstanding partnerships between Leisure Options and Prince Alfred College (PAC) has seen our members have a strong involvement with PAC Wambana Camp attendees, a valuable relationship for all involved.

Our partnership with MADEC enables their students to complete their placement within our programme in order to meet the requirements of studying Community Studies such as Disability Services. This affiliation provides a greater insight into the needs of our community and the supports available to assist them.

The groups YPLO currently have in place are:-

- Art and Craft (Minlaton)
- Mature Aged Group/Wood Shed (Minlaton)
- Fun and Games (Minlaton)
- Cooking (Minlaton)
- Independent Living Skills (Minlaton)
- Tree Propagation (Yorketown)
- Edithburgh Connect Group (Edithburgh)

