I hereby give notice that an Audit Committee Meeting will be held on:

Date:	**Tuesday, 25 May 2021**
Time:	**3.00pm**
Location:	**Council Chambers** **Minlaton Town Hall** **57 Main Street** **Minlaton**

AGENDA

Audit Committee Meeting

25 May 2021

Andrew Cameron
CHIEF EXECUTIVE OFFICER

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 Elected 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 Council 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.

Agenda

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Tuesday 31 August 2021
11 Closure 201

1 WELCOME BY CHAIRPERSON

Meeting declared opened

2 PRESENT

3 LEAVE OF ABSENCE

Nil

4 APOLOGIES

Andrew Cameron (Chief Executive Officer)

5 CONFLICT OF INTEREST

6 MINUTES OF PREVIOUS MEETING – FOR CONFIRMATION

Audit Committee Meeting - 23 February 2021

7 VISITORS TO THE MEETING

REPORTS

REPORTS

8 NEW BUSINESS

8.1 AUDIT COMMITTEE WORK PLAN 2021

Document #: 21/42455

Department: Corporate and Community Services

PURPOSE

To consider and endorse an updated work plan for 2021.

RECOMMENDATION

That the Audit Committee endorse the updated 2021 Work Plan.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance and Leadership

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 and emergency management

5.6 Continuous improvement of Council processes

BACKGROUND

As stated in clause 2 of the Audit Committee Terms of Reference, 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 Audit Committee will:

- Enhance the communication between the external auditor and 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 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. The 2021 Work Plan was endorsed by the Committee at its meeting on 1 December 2020.

The work plan is colour coded and all items considered by the Audit Committee are updated as meetings occur. Any items deferred between meetings are clearly shown as are dates of meetings.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Manager Financial Services
- Business Improvement Officer
- Assets Manager
- Manager People, Culture and Safety
- Manager Business and Public Relations
- Governance Officer

In preparing this report, the following external parties were consulted:

- Nil

POLICY IMPLICATIONS

Audit Committee Terms of Reference

BUDGET AND RESOURCE IMPLICATIONS

The work plan and the actions resulting from it are generally implemented within Council's existing budget. Where additional budget or resources are required this will be clearly identified in the relevant report.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

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

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.

Local Government Act 1999, Chapter 8.

ATTACHMENTS

1. Audit Committee Work Plan 2021 ⇩

Yorke Peninsula Council Audit Committee Work Plan 2021						
Activity	Timeframe Completed Current Deferred					Notes
	Feb-21	May-21	Aug-21	Oct-21	Nov-21	
	23rd	25th	31st	26th	30th	
1. Financial Reporting						
1.1 Review General Purpose Financial Statements				X		Following external audit but prior to Council endorsement
1.2 Review asset revaluations						Next revaluation not until 2022/23 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; > in accordance with policies PO124 Asset Accounting Policy & PO128 Asset Management Policy; > 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		As part of asset revaluations and financial statements
1.4 Quarterly Budget Reviews - information only	X	X			X	For information only generally after adoption by Council due to timing
2. Internal controls						
2.1 Review progress on Council's Internal Financial controls		X		X		Status report provided on internal controls self assessment testing
2.2 Review Council's internal control policies and procedures	X	X	X		X	
3. Risk Management Systems						
3.1 Risk External Audit (conducted by LGAWCS biennially)					X	Next audit due 2021
3.2 Assess the appropriateness of the Councils response to the auditor's findings and recommendations						Due in Feb 2022
3.3 Review Council's Risk Management Implementation Plan	X	X	X		X	
3.4 Review Council's Strategic Risk Register (in line with Strategic Management Plan)						Due for review post next LG election in 2022 in line with Strategic Management Plan
4. Public Interest Disclosure (previously Whistleblowers)						
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.						
4.1 Review Council's Public Interest Disclosure requirements						Next review in 2022
4.2 Ensure staff are informed of and trained in these policies						Next review in 2022
5. Internal Audit						
5.1 Review annual work program and outcomes of past work					X	

Yorke Peninsula Council Audit Committee Work Plan 2021						
Activity	Timeframe Completed Current Deferred					Notes
	Feb-21	May-21	Aug-21	Oct-21	Nov-21	
	23rd	25th	31st	26th	30th	
5.2 Consider any internal audits conducted	X	X	X	X		
5.3 Review the status and follow up work of any outstanding audit actions (relating to internal audit, internal control self assessments and external audit management letters)	X	X	X	X		Report provided on progress made against matters raised by Council's external and internal auditor
6. External Audit						
6.1 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		
6.2 Review effectivness of external audit				X		
6.3 Review management representation letters			X	X		
6.4 Assess the appropriateness of the Council's response to the auditor's findings and recommendations			X	X		
6.5 Oversee action to follow up on matters raised by the external auditor			X	X		
7. Reporting						
7.1 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	
8. Strategic, Financial and Management Planning						
8.1 Review Strategic Management Plan						Due for review post next LG election in 2022
8.2 Review Long Term Financial Plan	X					Updated annually in conjunction with adoption of Annual Business Plan and Budget
8.3 Review Asset Management Plans/Strategy	X					Updated post asset revaluations. Next revaluation not until 2022/23.

Yorke Peninsula Council Audit Committee Work Plan 2021						
Activity	Timeframe Completed Current Deferred					Notes
	Feb-21	May-21	Aug-21	Oct-21	Nov-21	
	23rd	25th	31st	26th	30th	
8.4 Review appropriateness of the range and content of Council policies and strategies	X	X	X	X	X	As per review timeframes and legislative requirements - ongoing
8.5 Review Annual business plan, budget and fees and charges		X				In conjunction with public consultation period
9. Other matters						
9.1 Adopt/review Audit Committee annual workplan	X	X	X	X	X	Updated for each meeting
9.2 Reports on other relevant matters	X	X	X	X	X	Ongoing as the need arises

8.2 MARCH QUARTERLY BUDGET REVIEW 2020/2021

Document #: **21/42456**

Department: **Corporate and Community Services**

PURPOSE

To receive the Council endorsed March quarterly budget review (as at 31 March 2021) of Council's 2020/2021 Budget and associated financial statements, ratios and changes.

RECOMMENDATION

That the Audit Committee receive the Council endorsed 2020/2021 March Budget Review changes as presented in the attached Summary of Changes, Statement of Comprehensive Income and Uniform Presentation of Finances and receive the updated Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Equity and Financial Indicators (Ratios).

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance and Leadership

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 and emergency 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) budget reviews more than required by the Regulations. This is the third and final (as at 31 March 2021) of the three (3) quarterly budget reviews scheduled for the 2020/2021 financial year.

This budget review was endorsed by Council at its meeting on Wednesday, 12 May 2021.

DISCUSSION

Budget managers in all directorates completed a review of their 2020/2021 budgets as at 31 March 2021 and all adjustments allowed in accordance with policy PO142 were included in the attached documents (refer attachments 1 - 7).

Budgets were reviewed taking the following into consideration (as applicable):

- Additional income likely to be generated or received;
- Income and expenditure to date and forecasts for the remainder of the year;
- 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 since the adoption of the original budget;
- Known COVID-19 related impacts and/or decisions made in that regard; and
- Status of capital projects taking into account projects carried forward from 2019/2020 for completion in the current financial year (refer Council decision in August 2020).

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

Budgeted Operating Surplus/ (Deficit)

As a result of endorsed budget adjustments in this budget review, adjustments endorsed in previous budget reviews and unspent budgets rolled over from 2019/2020, Council's revised forecast operating result for 2020/2021 is now a surplus of $0.26m.

This was forecast to be a deficit of $0.26m at the December quarter budget review. This is an improvement of $0.52m and is the net impact of increased income (primarily caravan parks) forecast for 2020/2021 and a significant decrease in forecast depreciation.

Major Impacts

Listed below are the major impacts (generally >$25k) due to adjustments endorsed in this Budget review.

- **Development Services Income – operating income** – $43.5k total forecast increase in income for planning fees, expiations and waste water fees.
- **Council Operated Caravan Parks – operating income** - $455k forecast increase in income due to greater occupancy. Net surplus of $198.5k once increased expenditure is funded.
- **Investment Income – operating income –** $63k less interest forecast on cash investments and cash at bank due to low interest rates.
- **Pt Vincent CWMS Expansion Project – operating income & expenditure** - $63k grant instalment received from LGA for expenditure already incurred on the project. Net impact to Council's operating bottom line is nil.
- **Water Tower Murals Project – operating expenditure –** $30k additional Council contribution required to complete project and fund some costs greater than originally anticipated.
- **Depreciation – operating expenditure -** $327k decrease in forecast depreciation resulting from 2019/2020 audited results, asset revaluations and changes to useful life estimates.

More detailed information on the changes to Council's proposed Operating Deficit (and income and expenditure budgets) is available in the attached reports and statements in particular the Budgeted Statement of Comprehensive Income (refer Attachments 1 - 7).

Budgeted Capital Expenditure

Council's forecast capital expenditure after this budget review, previously endorsed quarter one and two budget adjustments and previously adopted budgets for expenditure rolled over from 2019/2020, is $14.7m. This includes the initially adopted budget of $10.9m to which projects/expenditure rolled over from 2019/2020 as adopted by Council worth $1.4m were added in August 2020. Projects worth a further $2.2m were added at the quarter one and two budget reviews. An increase of approximately $0.13m was endorsed in this budget review.

Details of all capital adjustments can be found in the reports and updated Statements in particular the Budgeted Statement of Cash Flows (refer Attachments 1 - 7).

Of the proposed budget of $14.7m, $12.8m is budgeted to be spent on renewal and replacement of existing assets while $1.9m is budgeted to be spent on upgrade of existing assets and acquisition of new assets.

Budgeted Cash Flow & Net Lending/ (Borrowing)

Following endorsed adjustments in this budget review, previously endorsed quarter one and two adjustments and roll over expenditure being included in this year's budget and adjustment of opening balances in line with 2019/2020 audited General Purpose Financial Statements, Council's forecast closing cash and cash equivalents as at 30 June 2021 is $3.0m which is an increase of approximately $0.4m to the original adopted budget. This increase can be attributed to a better than expected closing cash position as at 30 June 2020 primarily due to the net impact of grants received but not spent and projects rolled over to 2020/2021.

The proposed end of year Net Lending position has increased from the originally adopted $0.3m to a Net Borrowing position of $2.9m which is a total increase of $3.2m. This is primarily due to budgets rolled over from 2019/2020, adjustments for the net impact of advance payment of 2020/2021 FAG amounts and LRCI, Drought and Bushfire recovery grants received with projects yet to be completed.

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 6).

Budgeted Financial Indicators (Ratios)

As a result of endorsed changes in this budget review, previously endorsed quarter one and two adjustments and inclusion of expenditure rolled over from 2019/2020, Council's Financial Indicators have had some movement.

Council's Operating Surplus Ratio is forecast to be 0.7%, an improvement of 0.6% compared to the Council's original adopted Budget. The reasons for this have been detailed earlier in this report. The forecast ratio is now slightly above Council's minimum Long Term Financial Plan (LTFP) target of breakeven or 0%.

The Net Financial Liabilities Ratio forecast remains unchanged at 20%. It remains well within Council's LTFP maximum limit of 100%.

Council's forecast Asset Renewal Funding Ratio is 101%, an 18% increase to the original forecast. The increase is primarily due to projects rolled over from 2019/2020 for completion in 2020/2021 and additional renewal expenditure funded through various one-off grants not originally budgeted.

This ratio will be achieved if Council completes all budgeted capital renewal projects in 2020/2021. The forecast ratio is slightly more than Council's LTFP minimum target of 100%.

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

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- 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 reports and statements (refer Attachments 1 – 7).

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Council's budget is a fundamental instrument of accountability and an essential pre-requisite to deciding the annual rate amount payable by 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

1. **Proposed Summary of Changes - March (Quarter 3) Budget Review 2020-2021**
2. **Budgeted Statement of Comprehensive Income 2020-2021**
3. **Budgeted Statement of Financial Position 2020-2021**
4. **Budgeted Statement of Cash Flows 2020-2021**
5. **Budgeted Statement of Changes in Equity 2020-2021**
6. **Budgeted Uniform Presentation of Finances 2020-2021**
7. **Budgeted Financial Indicators (Ratios) 2020-2021**

YORKE PENINSULA COUNCIL
2020/2021 BUDGET
PROPOSED SUMMARY OF CHANGES - MARCH (QUARTER 3) BUDGET REVIEW

Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
OPERATING INCOME			
Rates	1	-$ 5,277	Forecast total rate income less than actual generated year to date.
Statutory Charges	2	$ 20,000	Planning fees income forecast to be higher than originally budgeted due to increased development activity.
	3	$ 13,500	Expiations year to date income greater than original budget.
	4	$ 10,000	Wastewater fees year to date income greater than original budget.
	5	$ 1,000	Net increase in statutory charges income due to minor adjustments (individually less than $5k) to various budget lines.
User Charges	6	$ 55,000	Pt Vincent caravan park income forecast to be greater than original budget due to increased occupancy. All of this used to fund additional expenditure resulting from increased occupancy. Net impact is nil.
	7	$ 20,000	Yorketown caravan park income forecast to be greater than original budget due to increased occupancy. Some of this used to fund additional expenditure resulting from increased occupancy and emergency works (hot water replacement). Net impact $6.5k surplus.
	8	$ 210,000	Marion Bay caravan park income forecast to be greater than original budget due to increased occupancy. Some of this used to fund additional expenditure resulting from increased occupancy. Net impact $110k surplus.
	9	$ 170,000	Pt Turton caravan park income forecast to be greater than original budget due to increased occupancy. Some of this used to fund additional expenditure resulting from increased occupancy. Net impact $82k surplus.
	10	-$ 17,059	YP Leisure Options annual trips income not realised. Trips didn't occur due to COVID restrictions.
	11	$ 11,500	Bushcamping fees income greater than originally budgeted. Used to fund additional bush camping expenditure such as toilet cleaning and finance charges.
	12	-$ 5,200	SYP Community Housing proposed lease income to hire office space at Minlaton office. Was included in budget but never eventuated.
	13	$ 1,818	Net increase in user charges income due to minor adjustments (individually less than $5k) to various budget lines.
Grants, Subsidies & Contributions	14	$ 19,121	YP Leisure Options grant funding received more than originally budgeted.
	15	$ 62,828	Pt Vincent CWMS expansion project grant funding installment received from LGA. Expense project budget increased by same amount.
	16	$ 7,000	Traineeship subsidies received as part of COVID stimulus for existing staff. Not originally budgeted.
	17	$ 7,414	Australia Day grant received to fund activities and functions on the day.
	18	$ 6,202	Net increase in grants, subsidies and contributions income due to minor adjustments (individually less than $5k) to various budget lines.
Investment Income	19	-$ 63,008	Net reduction in interest on cash investments and cash at bank due to extremely low interest rates.
Reimbursements	20	$ 5,342	Council EHO outsourced to Barunga West Council - 1 day/month. Not originally budgeted.
	21	$ 9,994	Net increase in reimbursements income due to minor adjustments (individually less than $5k) to various budget lines.
Other	22	$ 16,350	Insurance claim for Marion Bay caravan park jumping pillow replacement.
	23	$ 1,442	Net increase in other income due to minor adjustments (individually less than $5k) to various budget lines.
OPERATING EXPENDITURE			

YORKE PENINSULA COUNCIL 2020/2021 BUDGET PROPOSED SUMMARY OF CHANGES - MARCH (QUARTER 3) BUDGET REVIEW			
Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
Employee Costs	24	-$ 36,000	Salary savings to reflect funds received from Income Protection insurance. Funds used to replace Council fleet vehicles.
	25	-$ 23,312	Unspent salaries used to fund agency staff to cover permanent staff absences/vacancies. Funds moved to agency staff budget line under materials, contracts & other expenditure classification.
	26	-$ 881	Net decrease in employee costs due to minor adjustments (individually less than $5k) to various budget lines.
Materials, Contracts & Other	27	$ 113,750	Caravan parks management fees increased to reflect additional income received and/or forecast to be generated. Fully funded from additional income. Pt Vincent $13,750; Yorketown $5,000; Marion Bay $52,500; Point Turton $42,500.
	28	$ 11,600	Increased costs of electricity & gas due to increased occupancy at caravan parks - Pt Vincent, Yorketown & Point Turton. Fully funded from additional income received and/or forecast to be generated.
	29	-$ 7,000	Contributions to Development Assessment Commission no longer required under new Planning system.
	30	-$ 6,177	Art Exhibition materials expenditure budget balanced to actual incurred. Overall slight reduction in net operating deficit for Art Exhibition.
	31	$ 53,250	Pt Vincent caravan park increase in operating expenditure due to increased occupancy. Increases to office equipment, internet, grounds & building maintenance, asset insurance, consumables and other materials. Fully funded from savings in other expenditure budget lines and increased income. Net impact of income & expenditure QBR 3 adjustments is nil.
	32	-$ 10,000	Forecast savings in water costs for Pt Vincent caravan park. Used to fund increased expenditure in other caravan park budget lines.
	33	$ 47,500	Marion Bay caravan park additional operating expenditure resulting from increased occupancy. Fully funded from increased income. Net impact of all QBR 3 adjustments is $110k surplus.
	34	$ 38,500	Point Turton caravan park additional operating expenditure resulting from increased occupancy. Fully funded from increased income. Net impact of all QBR 3 adjustments is $82k surplus.
	35	$ 17,000	Increased expenditure on building and planning consultants due to increased use dealing with a range of issues and assisting while permanent staff roles are vacant.
	36	$ 6,500	Increased bank charges for online bush camping bookings due to increased occupancy. Funded from increased income.
	37	$ 11,555	Increase in office phone expenditure due to ISDN redundancy and replacement with NBN services. Work was unforseen and unavoidable to access NBN.
	38	$ 23,312	Agency staff used to cover permanent staff absences/vacancies. Funded from unspent salaries budget. Refer note 24 above.
	39	$ 6,184	Increased training for outside staff. Funded from existing savings in other budget lines.
	40	$ 5,212	Recruitment costs for vacant roles higher than budgeted due to more than normal vacancies. Funded from additional income and/or savings in other budget lines.
	41	$ 7,550	Works undertaken at Maitland office to accommodate additional staff in Development Services following departmental restructure. Funded from existing unspent existing budgets.

YORKE PENINSULA COUNCIL 2020/2021 BUDGET PROPOSED SUMMARY OF CHANGES - MARCH (QUARTER 3) BUDGET REVIEW			
Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
	42	$ 13,777	Agency staff used to cover vacancies in Development Services. Funded from increased income and savings in other existing budgets.
	43	$ 62,828	Pt Vincent CWMS expansion project expenditure funded through LGA grant. Reflective of the latest funding installment received.
	44	-$ 10,000	Jetties maintenance budget not likely to be completely spent. Funds used to cover short fall in purchase of new skid steer for Minlaton depot.
	45	-$ 5,000	Pigeon eradication budget not expected to be fully spent before year end.
	46	-$ 21,000	Unspent funds from halls maintenance operating budget transferred to capital project to replace Maitland Hall flooring.
	47	$ 30,000	Additional funds required to complete Water Tower Murals project. Artist fees were more than originally anticipated and some unplanned expenses incurred. Interpretive signage, safe parking bays and viewing areas still required to be completed. Originally budget was $120k ($60k grant; $40k Progress x 4; $20k Council). This now increases total budget to $150k and Council's contribution to $50k.
	48	$ 10,825	Pt Victoria caravan park market rental valuation ($4,750) and installation of new mains water line and taps - both unbudgeted. $6,877 of this if funded through 50% reimbursement of rental valuation and increased rental income due to rental valuation. Council required to fund approximately $4k.
	49	$ 25,761	Net increase in materials, contracts & other expenditure due to minor adjustments (individually less than $5k) to various budget lines.
Depreciation	50	-$ 327,446	Forecast depreciation less than originally budgeted based on 19/20 year end audited results taking into account 19/20 capitalisation, 20/21 revaluations and changes to useful life estimates.
			CAPITAL INCOME
Sale of Replaced Assets	51	$ 58,636	Trade-in income for Council fleet vehicles changed over or to be changed over in 20/21 - 1 x pool vehicle, 1 x Director Assets & 1 x depot ute.
			CAPITAL EXPENDITURE - RENEWAL
Buildings & Structures	52	-$ 25,936	Savings from the Point Turton caravan park water pipe replacement project. Allocated to 3 critical projects at the park that are currently unbudgeted but require completion. They are replacement of gas log fires in deluxe cabins, external cabin painting of deluxe cabins and tree trimming at the park.
	53	$ 11,000	Replacement of gas log fires in deluxe cabins at Point Turton caravan park required. Funded from savings in the Point Turton caravan park water pipe replacement project.
	54	-$ 2,500	Net decrease due to minor adjustments (individually less than $5k) to various budget lines.
Other Assets	55	$ 16,350	Marion Bay caravan park jumping pillow replacement funded through insurance claim.
	56	-$ 13,681	Part of the rolled over funds for bush camping capital expenditure not required with the recent injection of $80k from the LRCI grant funding program. These funds have been used for additional expenditure on the Yorketown Airstrip project. Funding used for additional water tanks, installation of power conduits, pits and draw strings under the CFS hard stand area. Also a small overspend on original budget.
	57	$ 21,000	Replacement of Maitland Hall flooring due to presence of asbestos. Funded from Halls maintenance budget.
	58	-$ 2,550	Net decrease due to minor adjustments (individually less than $5k) to various budget lines.

YORKE PENINSULA COUNCIL 2020/2021 BUDGET PROPOSED SUMMARY OF CHANGES - MARCH (QUARTER 3) BUDGET REVIEW			
Type	**Note #**	**Amount Increase/ (Decrease)**	**Reason for Variance**
Plant & Equipment	59	$ 114,448	Replacement of Council fleet vehicles not budgeted - 1 x Director Assets, 1 x pool, 1 x depot ute. Funded from combination of savings in salary due to income protection insurance claim, trade-ins of existing vehicles and savings on purchase of major plant and machinery (cost less than budgeted). Net impact to Council approximately $4k.
	60	-$ 17,163	Truck purchased cost less than originally budgeted. Savings used to fund Council fleet vehicle replacements.
	61	$ 4,192	Net increase due to minor adjustments (individually less than $5k) to various budget lines.
			CAPITAL EXPENDITURE - NEW/UPGRADE
Buildings & Structures	62	-$ 5,950	Pt Vincent kiosk grease trap project not going ahead. Budget returned to general revenue.
Other Assets	63	-$ 1,773	Pt Victoria cemetery niche wall project completed. Unspent budget returned to general revenue.
Plant & Equipment	64	$ 10,000	Original budget not enough to purchase required model for new skid steer for Minlaton depot. Additional funding from unspent jetties maintenance budget.
	65	$ 4,717	Net increase due to minor adjustments (individually less than $5k) to various budget lines.
Transport Infrastructure	66	$ 13,681	Yorketown Airstrip CFS hard stand area grant funded project needed additional funds for extra water tanks, installation of power conduits, pits and draw strings. Also a small overspend on original budget. This completes the project.

YORKE PENINSULA COUNCIL 2020/2021 BUDGET BUDGETED STATEMENT OF COMPREHENSIVE INCOME							
	2020/2021 Revised Budget $('000)	2020/2021 March Budget Adjustments $('000)	2020/2021 December Budget Adjustments $('000)	2020/2021 September Budget Adjustments $('000)	2020/2021 Rolled Over Budget Adjustments $('000)	2020/2021 Adopted Budget $('000)	*Notes*
INCOME							
Rates	23,371	(5)		(62)		23,438	*1*
Statutory Charges	430	43		1		386	*2 - 5*
User Charges	4,818	447	(10)	369		4,012	*6 -13*
Grants, subsidies, contributions	6,120	102	994	367		4,657	*14 - 18*
Investment Income	110	(63)				173	*19*
Reimbursements	251	16	37	77		121	*20 - 21*
Other Income	237	18	10	29		180	*22 - 23*
Total Income	**35,337**	**558**	**1,031**	**781**	**0**	**32,968**	
EXPENSES							
Employee costs	9,518	(60)	15	(11)		9,574	*24 - 26*
Materials, contracts & other expenses	14,593	426	227	998	410	12,532	*27 - 49*
Depreciation	10,643	(327)				10,970	*50*
Finance Costs	326		(1)	5		322	
Total Expenses	**35,080**	**39**	**241**	**992**	**410**	**33,398**	
OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	**257**	**519**	**790**	**(211)**	**(410)**	**(430)**	
Net gain/(loss) on disposal or revaluations	0					0	
Amounts specifically for New or Upgrade assets	598			26		572	
NET SURPLUS/(DEFICIT)	**855**	**519**	**790**	**(185)**	**(410)**	**142**	
Other Comprehensive Income							
Changes in revaluation surplus - IPP&E	0					0	
Total Other Comprehensive Income	**0**			**0**	**0**	**0**	
TOTAL COMPREHENSIVE INCOME	**855**	**519**	**790**	**(185)**	**(410)**	**142**	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL
2020/2021 BUDGET
BUDGETED STATEMENT OF FINANCIAL POSITION

	2020/2021 Revised Budget $('000)	2020/2021 March Budget Adjustments $('000)	2020/2021 December Budget Adjustments $('000)	2020/2021 September Budget Adjustments $('000)	2020/2021 Rolled Over Budget Adjustments $('000)	2020/2021 Adopted Budget $('000)	*Notes*
ASSETS							
Current Assets							
Cash & Equivalent Assets	3,011	131	(427)	(718)	1,452	2,573	
Trade & Other Receivables	1,818	38	46	57	(27)	1,704	
Inventories	543	14	8	35	(175)	661	
Total Current Assets	**5,372**	**183**	**(373)**	**(626)**	**1,250**	**4,938**	
Non-Current Assets							
Financial Assets	433					433	
Infrastructure, Property, Plant & Equipment	278,687	395	1,227	930	(31,337)	307,472	
Total Non-Current Assets	**279,120**	**395**	**1,227**	**930**	**(31,337)**	**307,905**	
Total Assets	**284,492**	**578**	**854**	**304**	**(30,087)**	**312,843**	
LIABILITIES							
Current Liabilities							
Trade & Other Payables	2,473	57	64	139	302	1,911	
Borrowings	908		53			855	
Provisions	2,429				88	2,341	
Other Current Liabilities							
Total Current Liabilities	**5,810**	**57**	**117**	**139**	**390**	**5,107**	
Non-Current Liabilities							
Trade & Other Payables	10	1		2	7		
Borrowings	6,079		(53)	351	16	5,765	
Provisions	258				(44)	302	
Total Non-Current Liabilities	**6,347**		**(53)**	**353**	**(21)**	**6,067**	
Total Liabilities	**12,157**	**57**	**64**	**492**	**369**	**11,173**	
NET ASSETS	**272,335**	**521**	**790**	**(188)**	**(30,456)**	**301,669**	
EQUITY							
Accumulated Surplus	(16,980)	520	790	(188)	(2,434)	(15,668)	
Asset Revaluation Reserve	286,700				(28,400)	315,100	
Other Reserves	2,615				378	2,237	
TOTAL EQUITY	**272,335**	**521**	**790**	**(188)**	**(30,456)**	**301,669**	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL 2020/2021 BUDGET BUDGETED STATEMENT OF CASH FLOWS	2020/2021 Revised Budget $('000)	2020/2021 March Budget Adjustments $('000)	2020/2021 December Budget Adjustments $('000)	2020/2021 September Budget Adjustments $('000)	2020/2021 Rolled Over Budget Adjustments $('000)	2020/2021 Adopted Budget $('000)	Notes
CASH FLOWS FROM OPERATING ACTIVITIES							
Receipts							
Operating Receipts	23,508	(5)		(60)	140	23,433	*1*
Statutory Charges	440	42			11	387	*2 - 5*
User Charges	4,852	425	(10)	350	141	3,946	*6 -13*
Grants, subsidies, contributions	5,828	102	986	362	(231)	4,609	*14 - 18*
Investment Receipts	115	(62)			4	173	*19*
Reimbursements	263	15	36	75	(96)	233	*20 - 21*
Other Income	(21)	27	15	45	(290)	182	*22 - 23*
Payments							
Employee Costs	(9,497)	58	(15)	11	13	(9,564)	*24 - 26*
Materials, contracts & other expenses	(14,362)	(403)	(214)	(942)	(247)	(12,556)	*27 - 49*
Finance Costs	(326)		1	(5)		(322)	
Net Cash provided by (or used in) Operating Activities	**10,800**	**199**	**799**	**(164)**	**(555)**	**10,521**	
CASH FLOWS FROM INVESTING ACTIVITIES							
Receipts							
Amounts Specifically for New/Upgraded Assets	598			26		572	
Sale of Renewed/Replaced Assets	195	59		42		94	*51*
Sale of Surplus Assets	15		15				
Repayments of Loans by Community Groups	99					99	
Payments							
Expenditure on Renewal/Replacement of Assets	(12,793)	(106)	(553)	(701)	(956)	(10,477)	*52 - 61*
Expenditure on New/Upgraded Assets	(1,870)	(20)	(688)	(273)	(484)	(405)	*62 - 66*
Loans Made to Community Groups							
Net Cash Provided by (or used in) Investing Activities	**(13,756)**	**(67)**	**(1,226)**	**(906)**	**(1,440)**	**(10,117)**	
CASH FLOWS FROM FINANCING ACTIVITIES							
Receipts							
Proceeds from Borrowings	351			351		0	
Payments							
Repayments of Borrowings	(852)					(852)	
Net Cash provided by (or used in) Financing Activities	**(501)**	**0**	**0**	**351**	**0**	**(852)**	
Net Increase/(Decrease) in cash held	**(3,457)**	**131**	**(427)**	**(718)**	**(1,452)**	**(448)**	
Opening cash, cash equivalents or (bank overdraft)	6,469					3,021	
Closing cash, cash equivalents or (bank overdraft)	**3,011**	**131**	**(427)**	**(718)**	**(1,452)**	**2,573**	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL
2020/2021 BUDGET
BUDGETED STATEMENT OF CHANGES IN EQUITY

2020/2021 Revised Budget	Accumulated Surplus $('000)	Asset Revaluation Reserve $('000)	Other Reserves $('000)	Total Equity $('000)	*Notes*
Balance at end of previous reporting period	**(17,835)**	**286,700**	**2,615**	271,479	
Net Surplus/ Deficit for Year	855	0	0	855	
Total Comprehensive Income	**855**	**0**	**0**	**855**	
Balance at end of period	**(16,980)**	**315,100**	**2,237**	**272,335**	

2020/2021 Budget Adjustments	Accumulated Surplus $('000)	Asset Revaluation Reserve $('000)	Other Reserves $('000)	Total Equity $('000)	*Notes*
Balance at end of previous reporting period	**(2,025)**	**(28,400)**	**378**	**(30,048)**	
Net Surplus/ Deficit for Year	713	0	0	713	
Total Comprehensive Income	**713**	**0**	**0**	**713**	
Balance at end of period	**(1,312)**	**(28,400)**	**378**	**(29,335)**	

2020/2021 Adopted Budget	Accumulated Surplus $('000)	Asset Revaluation Reserve $('000)	Other Reserves $('000)	Total Equity $('000)	*Notes*
Balance at end of previous reporting period	**(15,810)**	**315,100**	**2,237**	**301,527**	
Net Surplus/ Deficit for Year	142	0	0	142	
Total Comprehensive Income	**142**	**0**	**0**	**142**	
Balance at end of period	**(15,668)**	**315,100**	**2,237**	**301,669**	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL 2020/2021 BUDGET BUDGETED UNIFORM PRESENTATION OF FINANCES							
	2020/2021 Revised Budget	2020/2021 March Budget Adjustments	2020/2021 December Budget Adjustments	2020/2021 September Budget Adjustments	2020/2021 Rolled Over Budget Adjustments	2020/2021 Adopted Budget	*Notes*
Operating Revenues	35,337	557	1,031	781		32,968	*1 - 23*
less Operating Expenses	(35,080)	(39)	(241)	(992)	(410)	(33,398)	*24 - 50*
Operating Surplus/(Deficit) before Capital Amounts	**257**	**518**	**790**	**(211)**	**(410)**	**(430)**	
Less: Net Outlays on Existing Assets							
Capital Expenditure on Renewal/Replacement of Existing Assets	(12,793)	(106)	(553)	(701)	(956)	(10,477)	*52 - 61*
less Depreciation, Amortisation & Impairment	10,643	(327)				10,970	*50*
less Proceeds from Sale of Replaced Assets	195	59		42		94	*51*
	(1,955)	**(374)**	**(553)**	**(659)**	**(956)**	**587**	
Less: Net Outlays on New and Upgraded Assets							
Capital Expenditure on New/Upgraded Assets	(1,870)	(20)	(688)	(273)	(484)	(405)	*62 - 66*
less Amounts Specifically for New/Upgraded Assets	598			26		572	
less Proceeds from Sale of Surplus Assets	15		15			0	
	(1,257)	**(20)**	**(673)**	**(247)**	**(484)**	**167**	
Net Lending / (Borrowing) for Financial Year	**(2,955)**	**124**	**(436)**	**(1,117)**	**(1,850)**	**324**	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL
2020/2021 BUDGET
BUDGETED FINANCIAL INDICATORS (RATIOS)

	2020/2021 Revised Budget	2020/2021 March Budget Adjustments	2020/2021 December Budget Adjustments	2020/2021 September Budget Adjustments	2020/2021 Rolled Over Budget Adjustments	2020/2021 Adopted Budget	*Notes*
Operating Surplus Ratio (OSR)	0.7%	1.5%	2.3%	0.2%	(2.0%)	(1.3%)	*1 - 50*
Net Financial Liabilities Ratio (NFLR)	20%	(0%)	1%	(1%)	0%	20%	
Asset Renewal Funding Ratio (ARFR)	101%	(0%)	5%	5%	8%	83%	*51 - 61*

Note: Totals may not add due to rounding

8.3 RATING MODELS 2021/2022

Document #: 21/42457

Department: Corporate and Community Services

PURPOSE

To update the Audit Committee on indicative Capital Valuations and rating models for 2021/2022 to raise General Rate revenue to fund Council's Annual Business Plan (ABP) and Budget.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance and Leadership

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

BACKGROUND

Council currently raises rates for individual properties based on capital value i.e. value of land plus capital improvements. General rates (excluding service charges for waste collection, water, CWMS and Landscape levy) for a property consist of a fixed charge ($410 in 2020/2021) plus a component of rates calculated by multiplying the capital value of the property by the rate in the dollar set by Council. Council has two (2) rates in the dollar - one for residential, commercial, vacant, industrial and other properties and one for primary production.

Property Valuations

Updated property valuation data is provided to Council by the Valuer General (VG) on a weekly basis. The capital valuations for 2021/2022 received as at Monday 12 April 2021 have been used in calculating the rating models attached to this report. These valuations are only preliminary and final valuations used for setting and adoption of rates are normally received in June each year. Valuations will be formally considered for adoption by Council on Wednesday, 23 June 2021.

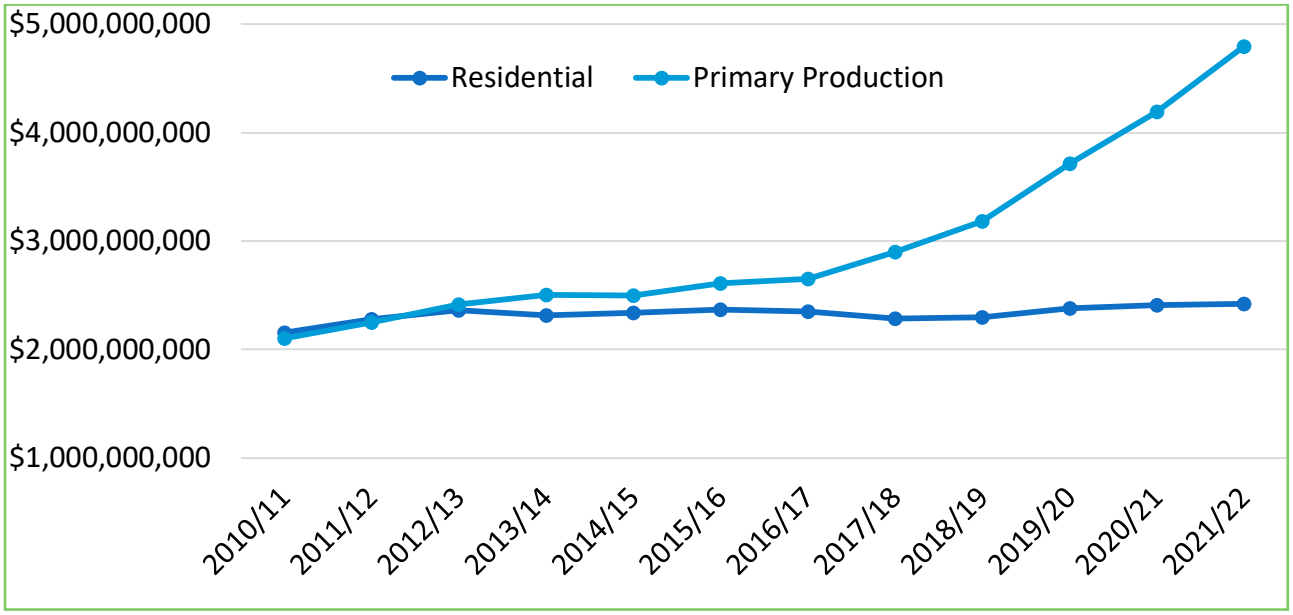
Elected members were provided with three (3) models at a workshop on Wednesday, 28 April 2021. All three (3) models are attached to this report. A summary of all models and further detail is provided throughout this report.

At the meeting on Wednesday, 12 May 2021 Council endorsed Model 2 (refer Attachment 2) as their preferred model for raising rate revenue in 2021/2022. The publicly advertised 2021/2022 draft Annual Business Plan and Budget is based on the endorsed rating model.

DISCUSSION

While capital valuations do not influence the total amount of rates that need to be raised to fund Council's budget to provide services and infrastructure to the Community, they do impact the amount of rates contributed by individual ratepayers and various land use categories i.e. residential, primary production etc. Therefore, for the purposes of equity it is important that rates contributed by ratepayers as a whole in a particular land use category are generally consistent with the capital valuations for that land use category.

For example, if the Residential land use category as a whole is valued at $2.4b or 31.9% of the total capital valuation ($7.59b) in the Council area in 2021/2022, it would be fair to assume they should generally contribute at least 31.9% if not more of the total general rate income of $19.28m required to fund the 2021/2022 Budget. The same equity principle when applied to all land use categories when setting rates in 2021/2022, shows that except for Primary Production and Residential, all other categories generally meet this principle. The inequity between Primary Production and Residential land use categories is not a one off occurrence and has been at least a decade in the making. This is highlighted in the graph below which compares the change in property valuations over the last decade.



Capital Valuation and Rates Paid

The table below highlights the inequity between valuations and total rates paid by land use for 2020/2021.

Land Use Category	Rates Contribution	Valuations (% of total)	Gap
Residential	55.5%	34.5%	**21%**
Commercial	3.1%	2.1%	**1%**
Industrial	0.4%	0.3%	**0.1%**
Primary Production	34.4%	60.0%	**-25.6%**
Vacant Land	5.5%	2.6%	**2.9%**
Other	1.0%	0.5%	**0.5%**

From the table and graph above it is evident that as the Primary Production valuations have increased significantly over the last decade, the total rates contributed by this land use category has remained constant resulting in other land use categories in particular Residential ratepayers, footing a greater portion of the annual Rates increase. In 2020/2021 Primary Production ratepayers make up 60% of the total valuations of the Council area, however, only pay 34.4% of the total general rates income (a gap of -25.6%). Residential ratepayers on the other hand make up 34.5% of the total valuations, however pay 55.5% of the total general rates income (a gap of 21%).

Based on the indicative capital values for 2021/2022, Primary Production valuations are forecast to increase 14.4% or $603m while Residential valuations are forecast to increase by only 0.4%, which will only serve to increase this gap further and subsequently the inequity between valuations and rates paid across Residential and Primary Production land use categories.

At the workshop on Wednesday, 28 April 2021 representatives from the South Australian Local Government Grants Commission presented to Elected Members. In addition to providing general information about the operations of the Commission and how Council's annual grant funding is calculated, they stated that Council's future General Purpose Financial Assistance grant will reduce annually. This is primarily due to Council being paid more than their share in previous years and Council's Primary Production valuations being relatively greater than the State average, hence its increased ability to raise additional rates from Primary Production ratepayers. It is the Commission's view that, based on the formula calculation for Council, Primary Production rates are $10m less than what they should be.

Rating Models

Of the three (3) models workshopped with Elected Members, Models 2 and 3 go some way to addressing this inequity. The models are based on the following:

- Model 1 - based on a 2.5% increase to total general rates in accordance with Council's LTFP where all land use categories pay the same share of total general rates income as 2020/2021.
- Model 2 - variation of Model 1, where the total general rates are increased by an additional 2% ($369k) i.e. total increase of 4.5%, with the additional 2% to be paid by Primary Production ratepayers. This increases the Primary Production ratepayers' total share by 1.3% (from 34.4% to 35.7%) while slightly decreasing the share of rates paid by other land use categories. The additional 2% increase for Primary Production ratepayers equates to an extra $130 annually per assessment on average compared to Model 1.
- Model 3 - increases the rate in the dollar for each land use category by 2.5% resulting in a 6.7% increase to total general rates income. Subsequently the share of total general rates income paid by Primary Production ratepayers increases by 3% driven by the significant increase to valuations, while other land use categories decrease.

A summary of the impacts of the three (3) rating models proposed for 2021/2022 is presented below. Detailed rating models (scenarios) showing all the relevant parameters such as fixed charge, rates in the dollar etc. and their impacts are attached to this report.

SUMMARY - RATING MODELS - 2021-2022

Model 1	2.5% increase to total general rates; no change to contributions by land use i.e. share of the total Rates same as 20-21.
Model 2	Same as Model 1 + additional 2% or $369k increase to general rates income; contributions by land use more for Primary Production paying an additional 2% equivalent rates income.
Model 3	2.5% increase to rates in the $ and no set target for total general rates; valuations do the work.

INCREASE IN TOTAL RATES INCOME BY LAND USE 21-22

	MODEL 1	*Variance to 20-21*	MODEL 2	*Variance to 20-21*	MODEL 3	*Variance to 20-21*
Residential	$ 10,513,544	*2.6%*	$ 10,513,544	*2.6%*	$ 10,445,099	*1.9%*
Commercial	$ 567,040	*-0.1%*	$ 567,040	*-0.1%*	$ 563,122	*-0.8%*
Industrial	$ 78,798	*2.8%*	$ 78,798	*2.8%*	$ 78,232	*2.0%*
Primary Production	$ 6,511,882	*2.6%*	$ 6,880,966	*8.4%*	$ 7,360,426	*15.9%*
Vacant Land	$ 1,043,277	*2.1%*	$ 1,043,277	*2.1%*	$ 1,038,144	*1.6%*
Other	$ 201,451	*4.5%*	$ 201,451	*4.5%*	$ 200,343	*4.0%*
	$ 18,915,993		**$ 19,285,077**		**$ 19,685,365**	
Total Increase to 20-21 General Rates Income	***2.5%***		***4.5%***		***6.7%***	

% OF RATES CONTRIBUTION BY LAND USE 21-22 (Share of total Rates)

	MODEL 1	*Variance to 20-21*	MODEL 2	*Variance to 20-21*	MODEL 3	*Variance to 20-21*
Residential	55.6%	*0.06%*	54.5%	*-1.01%*	53.1%	*-2.46%*
Commercial	3.0%	*-0.08%*	2.9%	*-0.13%*	2.9%	*-0.21%*
Industrial	0.4%	*0.00%*	0.4%	*-0.01%*	0.4%	*-0.02%*
Primary Production	34.4%	*0.02%*	35.7%	*1.27%*	37.4%	*2.98%*
Vacant Land	5.5%	*-0.02%*	5.4%	*-0.13%*	5.3%	*-0.26%*
Other	1.1%	*0.02%*	1.0%	*0.00%*	1.0%	*-0.03%*
	100%		**100%**		**100%**	

Capital Valuation Movements 2021/2022

At present the proposed total valuation for rateable assessments within the Yorke Peninsula Council area for 2021/2022 is $7.59b compared to $6.98b in 2020/2021. This represents a total increase of approximately $610m or 8.7%, $603m (or 99%) of which can be attributed to the Primary Production land use category. The table below compares valuations by land use category, for both years and shows the movements in each.

CAPITAL VALUATION CHANGES - 2021-2022

LAND USE CATEGORY	2021-2022 - AS AT 12/4/21		2020-2021		*VARIATION*	
	$	% of total	$	% of total	*$*	*%*
Residential	$ 2,419,620,101	31.9%	$ 2,409,738,033	34.5%	*$ 9,882,068*	*0.4%*
Commercial	$ 138,520,057	1.8%	$ 143,557,279	2.1%	*-$ 5,037,222*	*-3.5%*
Industrial	$ 20,020,937	0.3%	$ 19,954,617	0.3%	*$ 66,320*	*0.3%*
Primary Production	$ 4,792,676,499	63.1%	$ 4,189,769,084	60.0%	*$ 602,907,415*	*14.4%*
Vacant Land	$ 181,463,590	2.4%	$ 182,735,672	2.6%	*-$ 1,272,082*	*-0.7%*
Other	$ 39,173,437	0.5%	$ 38,118,461	0.5%	*$ 1,054,976*	*2.8%*
Total Rateable	**$ 7,591,474,621**	**100%**	**$ 6,983,873,146**	**100%**	***$ 607,601,475***	***8.7%***
Non-rateable	$ 160,396,239	2.1%	$ 159,026,314	2.2%	*$ 1,369,925*	*0.9%*
Total Valuations	**$ 7,751,870,860**		**$ 7,142,899,460**		*$ 608,971,400*	*8.5%*

It should be noted that non-rateable properties valued at approximately $160m are not included in the table above.

On closer examination of the valuations in the table above, the following changes are worth noting:

- Primary Production valuations have increased by approximately 14.4% or $603m equating to 99% of the total valuation increase based on recent land sales in the area;
- Residential properties have experienced an overall increase of 0.4% or approximately $9.9m impacted primarily by vacant land converted into housing;
- Commercial property valuations have decreased $5m or 3.5% due to the impacts of COVID on those businesses;
- Other property valuations experienced a 2.8% increase due to reclassification from vacant land due to houses under construction and not quite at the stage to be classified as residential; and
- Variations for all remaining land use categories are minimal.

It should also be noted that the total General Rates income required to fund the ABP and Budget in 2021/2022 is approximately $19.28m (4.5% or $830k more than 2020/2021) and is not set by area or land use category. It is set as the total amount to be generated from all ratepayers in the entire Council area, to ensure that Council is able to deliver services and provide infrastructure in line with its ABP, Long Term Financial Plan (LTFP), Strategic Management Plan (SMP) and Asset Management Plans (AMP's).

Changes in capital valuations do not influence the overall increase to total general rates required to be raised. Changes in capital valuations do however impact individual rates calculated. Capital valuations are set by the VG and not by Council.

Rating Strategy – ABP and LTFP

Council's draft ABP endorsed at the May 2021 Council meeting by Elected Members for community consultation, is based on a 4.5% increase to total general rate income compared to 2020/2021. This is a variation of 2% or $369k (additional rates income) to Council's LTFP. The decision to raise rates by an additional 2% compared to the 2.5% increase proposed in the LTFP is to address the inequity between rates paid compared to total valuation for Primary Production ratepayers.

Individual rate increases may be greater or less than 4.5% depending on movements in individual capital values set by the VG.

Mandatory and discretionary rebates (as specified in the Local Government Act 1999) totalling approximately $135k have been provided for in the 2021/2022 draft budget.

As stated earlier, further valuation updates will be received from the VG between the time of preparing this report and when Council adopts valuations and declares rates in late June 2021. This additional information may result in variations to the information presented in this report. Any significant changes will be brought to Elected Members attention prior to adoption of capital valuations and setting of rates for 2021/2022. The total amount of general rate revenue to be raised for 2021/2022 will remain unchanged.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Chief Executive Officer
- Rates Officer
- Manager Financial Services

In preparing this report, the following external parties were consulted:

- Nil

POLICY IMPLICATIONS

Long Term Financial Plan 2022-2031

BUDGET AND RESOURCE IMPLICATIONS

Model 2 endorsed by Council will provide the amount of General Rate revenue required in the 2021/2022 draft Annual Business Plan and Budget. As mentioned earlier in this report the level of general rate revenue proposed in 2021/2022 is inconsistent with the general rate revenue identified in Council's LTFP for 2021/2022 due to the reasons detailed earlier in this report and Council's 2021/2022 draft ABP.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

Not raising the required amount of rates may result in the Council being unable to fund the services and infrastructure in Council's proposed 2021/2022 draft ABP and Budget. This will most likely lead to the inability of Council to meet its financial sustainability targets stated in its LTFP.

ATTACHMENTS

1. **Model 1 - Rating 2021-2022** ⇩
2. **Model 2 - Rating 2021-2022** ⇩
3. **Model 3 - Rating 2021-2022** ⇩

4/05/2021

MODEL 1 - RATING 2021-2022

20-Apr-21

2.5% INCREASE TO TOTAL GENERAL RATES & NO INCREASE TO TOTAL RATE CONTRIBUTION BY LAND USE CATEGORY

LAND USE (RATING) CATEGORY	2020-21 Raised					2021-22 Proposed					VARIANCE				*Avg increase per assessment*	*Avg Rates*
	Rates from Cents in $	# Fixed Charges	Rates from Fixed Charges	Total Rates Income (A)	% of Rates Income (C)	Rates from Cents in $	# Fixed Charges	Rates from Fixed Charges	Total Rates Income (B)	% of Rates Income (D)	Increase in Total Rates (B - A)	Shift in Rate Contribution (D - C)	Increase in Total Rates	Number of Rateable Assessments		
Residential	$ 6,635,062	8,809	$ 3,611,690	$ 10,246,752	55.5%	$ 6,896,934	8,821	$ 3,616,610	$ 10,513,544	55.6%	$ 266,791	0.06%	2.6%	8,914	$ 30	$ 1,179
Commercial	$ 395,256	420	$ 172,200	$ 567,456	3.1%	$ 394,840	420	$ 172,200	$ 567,040	3.0%	-$ 416	-0.08%	-0.1%	468	-$ 1	$ 1,212
Industrial	$ 54,941	53	$ 21,730	$ 76,671	0.4%	$ 57,068	53	$ 21,730	$ 78,798	0.4%	$ 2,127	0.00%	2.8%	62	$ 34	$ 1,271
Primary Production	$ 5,890,815	1,119	$ 458,790	$ 6,349,605	34.4%	$ 6,058,422	1,106	$ 453,460	$ 6,511,882	34.4%	$ 162,277	0.02%	2.6%	2,843	$ 57	$ 2,290
Vacant Land	$ 502,796	1,265	$ 518,650	$ 1,021,446	5.5%	$ 517,247	1,283	$ 526,030	$ 1,043,277	5.5%	$ 21,832	-0.02%	2.1%	1,530	$ 14	$ 682
Other	$ 104,952	214	$ 87,740	$ 192,692	1.0%	$ 111,661	219	$ 89,790	$ 201,451	1.1%	$ 8,759	0.02%	4.5%	245	$ 36	$ 822
Total	**$ 13,583,822**	**11,880**	**$ 4,870,800**	**$ 18,454,622**	**100%**	**$ 14,036,173**	**11,902**	**$ 4,879,820**	**$ 18,915,993**	**100%**	**$ 461,370**		**2.50%**	14,062		

Rate income required to be raised 18,915,988

Variance ***$*** ***5***

Parameters

***Fixed charge same: $410*

***Rate burdens for all land use categories to remain same as 20/21*

***2.5% overall increase to total general rates*

21/22 Rates in $	**Rate in the $**	**Cents in the $**
Res etc 21/22	0.00285042	0.285042
PP 21/22	0.00126410	0.12641

20/21 Rates in $ Comparison	*Rate in the $*	***Variance***	
Residential	*0.0027533*	***0.00009712***	***3.53%***
PP	*0.0014060*	***-0.00014190***	***-10.09%***

4/05/2021

MODEL 2 - RATING 2021-2022

20-Apr-21

SAME AS MODEL 1 + ADDITIONAL 2% GENERAL RATE INCREASE ALLOCATED TO PRIMARY PRODUCTION

LAND USE (RATING) CATEGORY	2020-21 Raised: Rates from Cents in $	# Fixed Charges	Rates from Fixed Charges	Total Rates Income (A)	% of Rates Income (C)	2021-22 Proposed: Rates from Cents in $	# Fixed Charges	Rates from Fixed Charges	Total Rates Income (B)	% of Rates Income (D)	VARIANCE: Increase in Total Rates (B - A)	Shift in Rate Contribution (D - C)	Increase in Total Rates	Number of Rateable Assessments	*Avg increase per assessment*	*Avg Rates*
Residential	$ 6,635,062	8,809	$ 3,611,690	$ 10,246,752	55.5%	$ 6,896,934	8,821	$ 3,616,610	$ 10,513,544	54.5%	$ 266,791	-1.01%	2.6%	8,914	*$ 30*	*$ 1,179*
Commercial	$ 395,256	420	$ 172,200	$ 567,456	3.1%	$ 394,840	420	$ 172,200	$ 567,040	2.9%	-$ 416	-0.13%	-0.1%	468	*-$ 1*	*$ 1,212*
Industrial	$ 54,941	53	$ 21,730	$ 76,671	0.4%	$ 57,068	53	$ 21,730	$ 78,798	0.4%	$ 2,127	-0.01%	2.8%	62	*$ 34*	*$ 1,271*
Primary Production	$ 5,890,815	1,119	$ 458,790	$ 6,349,605	34.4%	$ 6,427,506	1,106	$ 453,460	$ 6,880,966	35.7%	$ 531,361	1.27%	8.4%	2,843	*$ 187*	*$ 2,420*
Vacant Land	$ 502,796	1,265	$ 518,650	$ 1,021,446	5.5%	$ 517,247	1,283	$ 526,030	$ 1,043,277	5.4%	$ 21,832	-0.13%	2.1%	1,530	*$ 14*	*$ 682*
Other	$ 104,952	214	$ 87,740	$ 192,692	1.0%	$ 111,661	219	$ 89,790	$ 201,451	1.0%	$ 8,759	0.00%	4.5%	245	*$ 36*	*$ 822*
Total	**$ 13,583,822**	**11,880**	**$ 4,870,800**	**$ 18,454,622**	**100%**	**$ 14,405,257**	**11,902**	**$ 4,879,820**	**$ 19,285,077**	**100%**	**$ 830,454**		4.50%	14,062		

Rate income required to be raised	**19,285,080**	
	369,092	*2% Additional income compared to Model 1*
Variance	***-$ 3***	

Parameters

***Fixed charge same: $410*

***Rate burdens for all land use categories except PP to remain same as Model 1. The additional 2% rates to be paid by PP.*

***4.5% overall increase to total general rates*

21/22 Rates in $	**Rate in the $**	**Cents in the $**
Res etc 21/22	0.00285042	0.285042
PP 21/22	0.00134111	0.134111

20/21 Rates in $ Comparison	*Rate in the $*	***Variance***	
Residential	*0.0027533*	***0.0000971***	***3.53%***
PP	*0.0014060*	***-0.0000649***	***-4.62%***

4/05/2021

MODEL 3 - RATING 2021-2022

20-Apr-21

2.5% INCREASE TO RATES IN THE $ ONLY

LAND USE (RATING) CATEGORY	2020-21 Raised: Rates from Cents in $	2020-21 Raised: # Fixed Charges	2020-21 Raised: Rates from Fixed Charges	2020-21 Raised: Total Rates Income (A)	2020-21 Raised: % of Rates Income (C)	2021-22 Proposed: Rates from Cents in $	2021-22 Proposed: # Fixed Charges	2021-22 Proposed: Rates from Fixed Charges	2021-22 Proposed: Total Rates Income (B)	2021-22 Proposed: % of Rates Income (D)	VARIANCE: Increase in Total Rates (B - A)	VARIANCE: Shift in Rate Contribution (D - C)	VARIANCE: Increase in Total Rates	Number of Rateable Assessments	*Avg increase per assessment*	*Avg Rates*
Residential	$ 6,635,062	8,809	$ 3,611,690	$ 10,246,752	55.5%	$ 6,828,489	8,821	$ 3,616,610	$ 10,445,099	53.1%	$ 198,346	-2.46%	1.9%	8,914	*$ 22*	*$ 1,172*
Commercial	$ 395,256	420	$ 172,200	$ 567,456	3.1%	$ 390,922	420	$ 172,200	$ 563,122	2.9%	-$ 4,334	-0.21%	-0.8%	468	*-$ 9*	*$ 1,203*
Industrial	$ 54,941	53	$ 21,730	$ 76,671	0.4%	$ 56,502	53	$ 21,730	$ 78,232	0.4%	$ 1,561	-0.02%	2.0%	62	*$ 25*	*$ 1,262*
Primary Production	$ 5,890,815	1,119	$ 458,790	$ 6,349,605	34.4%	$ 6,906,966	1,106	$ 453,460	$ 7,360,426	37.4%	$ 1,010,820	2.98%	15.9%	2,843	*$ 356*	*$ 2,589*
Vacant Land	$ 502,796	1,265	$ 518,650	$ 1,021,446	5.5%	$ 512,114	1,283	$ 526,030	$ 1,038,144	5.3%	$ 16,699	-0.26%	1.6%	1,530	*$ 11*	*$ 679*
Other	$ 104,952	214	$ 87,740	$ 192,692	1.0%	$ 110,553	219	$ 89,790	$ 200,343	1.0%	$ 7,651	-0.03%	4.0%	245	*$ 31*	*$ 818*
Total	**$ 13,583,822**	**11,880**	**$ 4,870,800**	**$ 18,454,622**	**100%**	**$ 14,805,545**	**11,902**	**$ 4,879,820**	**$ 19,685,365**	**100%**	**$ 1,230,743**		6.7%	14,062		

Rate income required to be raised N/A

Variance *N/A*

Parameters

***Fixed charge same: $410*
***No set rate burdens*
***2.5% increase to Rates in $*

21/22 Rates in $	**Rate in the $**	**Cents in the $**
Res etc 21/22	0.00282213	0.282213
PP 21/22	0.00144115	0.144115

20/21 Rates in $ Comparison	*Rate in the $*	***Variance***	
Residential	*0.0027533*	***0.0000688***	***2.50%***
PP	*0.0014060*	***0.0000351***	***2.50%***

8.4 DRAFT ANNUAL BUSINESS PLAN AND BUDGET 2021/2022

Document #: 21/42459

Department: Corporate and Community Services

PURPOSE

Each year Council develops and adopts an Annual Business Plan (ABP) and Budget. This document 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.

As part of the annual business planning process, Council's 2021/2022 Fees and Charges have also been reviewed and updated.

This report provides to the Audit Committee, the Council endorsed 2021/2022 Draft ABP, Budget and Fees and Charges for public consultation.

RECOMMENDATION

That the 2021/2022 Draft Annual Business Plan, including the 2021/2022 Draft Budget and the 2021/2022 Fees and Charges for the financial year ending 30 June 2022 be received.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance and Leadership

Strategy: 5.2 Effective leadership and informed decision making

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

BACKGROUND

As required by the Local Government Act 1999 (the Act) and the Local Government (Financial Management) Regulations 2011, (the Regulations) Council must prepare its ABP and Budget in a timely fashion and make both available for public consultation prior to adoption.

As part of this process Council consults with the community and considers all feedback at its June Council meeting prior to adoption of the ABP, Budget and Fees and Charges. In previous years members of the public have had the opportunity to provide verbal submissions to Council at the June Council meeting in relation to the ABP, Budget and Fees and Charges. This will once again be the case and the community will have the opportunity to provide verbal submissions to Council at its meeting on Wednesday, 9 June 2021. In addition the opportunity to provide written submissions will also be available.

At the meeting on Wednesday, 12 May 2021 Council endorsed for public consultation, the 2021/2022 Draft ABP, Budget and Fees and Charges.

DISCUSSION

The 2021/2022 Draft ABP, incorporating the Draft Budget and Fees and Charges, has been developed taking into account legislative requirements and Council's 2021-2025 Strategic Management Plan. Specifically, the Draft Budget was developed in accordance with the parameters of Council's recently updated and endorsed Long Term Financial Plan 2022-2031 (LTFP) and Asset Management Plans (AMP's).

The Draft ABP sets out all capital projects and the budgeted statutory financial statements for the 2021/2022 financial year.

COVID-19 Impact

Since March 2020 Yorke Peninsula Council undertook numerous actions to protect community, staff and essential services as part of its Coronavirus (COVID-19) response plan. The response plan was aimed at slowing the spread of the virus within the Council workforce and within the Yorke Peninsula Council community and as such Council implemented many cautionary steps to ensure we met our duty of care obligations.

Whilst initially this meant some limitations on Council services, Council continued with a 'business as usual' approach within the limitations and restrictions as outlined by the Federal and State Governments. The 2021/2022 Draft ABP and Budget is based on a 'business as usual' approach.

2021/2022 Draft Budget

The key parameters (consistent with the LTFP) used in the development of the draft Budget were:

- Inflation (CPI) estimated to be 1%;
- No change in service levels other than those endorsed by Council;
- Appropriate spending on asset renewal in line with existing AMP's and funding in accordance with Council's LTFP to maintain and upgrade ageing infrastructure; and
- Emphasis on achieving financial sustainability in accordance with Council's recently adopted LTFP.

The 2021/2022 Draft Budget includes an additional 2% (approximately $369k) in total general rate income, which is a deviation from the LTFP. The forecast rate increase in the LTFP is 2.5%. The reasons for this are detailed in the attached ABP.

The 2021/2022 Draft Budget has also taken into account cost pressures and challenges, cuts to discretionary spending and 'one off' projects requiring completion. Full details can be found in the attached Draft ABP.

The proposed Capital Budget of $15.6m is within the funding allocation provided for in Council's recently endorsed LTFP and puts a significant focus on renewal of existing assets. The Draft Budget proposes a total of $13.3m to be invested in renewal of assets and $2.3m for upgrade to existing assets along with the purchase and creation of new assets.

A full list of projects is included in the attached Draft ABP.

On close inspection of the Draft ABP and Budget, it is evident that Council's operating result is slightly worse than that proposed in the LTFP. The LTFP forecasts an Operating Deficit of $108k whereas the Draft Budget forecasts an Operating Deficit of $300k, a difference of $192k. This variance is due to a number of factors, the full impact and reasons for which are detailed in the attached Draft ABP.

2021/2022 Fees and Charges

As part of the annual business planning process, Council's proposed 2021/2022 Fees and Charges have been reviewed and updated.

The Fees and Charges are also subject to full community consultation prior to adoption in June 2021 and are included with the Draft ABP. Full details regarding changes to existing Fees and Charges can be found in the attached schedule.

Statutory charges set by the State Government are generally only updated in late June each year, hence have not been amended at this point in time. They will be updated as soon as Council has been advised.

Community Consultation

In accordance with the Act and Regulations, Council will consult with the community on the 2021/2022 Draft ABP, Budget and the Fees and Charges for a minimum of twenty-one (21) days.

As shown within Attachment 2, the consultation period commenced on Thursday, 13 May 2021 and ends at the close of business on Thursday, 3 June 2021. Advertisements will be placed in the Yorke

Peninsula Country Times (x 2) and on Council's website and Facebook page inviting submissions. Copies of the Draft Plan will be available on Council's web site and hard copies will be available for inspection at any Council office. All Progress Associations will be contacted in accordance with the attached Community Engagement Plan alerting them to the consultation period.

All written submissions received will be presented and considered at the Council meeting on 9 June 2021.

Rating Options

At the May 2021 Council meeting, consideration was given to rating models for the raising of general rate revenue in 2021/2022. Three (3) models were workshopped with Elected Members on Wednesday, 28 April 2021 and after considering all three (3) models at the May 2021 Council meeting, Elected Members endorsed Model 2.

The Draft ABP as attached to this report, is based on Model 2.

Model 2 generates approximately $19.28m in total general rate revenue which is 2% (approximately $369k) more than Council's LTFP. The LTFP forecasts a 2.5% increase to general rate revenue raised in 2020/2021 whereas Model 2 proposes a 4.5% increase. The reasons for the additional general rates income are detailed in the attached Draft ABP.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Chief Executive Officer
- Manager Financial Services
- Manager Business and Public Relations

In preparing this report, the following external parties were consulted:

- Nil

POLICY IMPLICATIONS

PO091 Risk Management Policy

PO142 Budget Reporting and Amendment Policy

BUDGET AND RESOURCE IMPLICATIONS

The 2021/2022 Draft ABP, Budget and Fees and Charges generally align with Council's AMP's, LTFP and Council's key financial direction of reducing the operating deficit and dedicating funds to the renewal of assets. While a "business as usual" approach is forecast in 2021/2022 it is acknowledged that there may be some deviations from the LTFP.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

1. **Draft Annual Business Plan and Budget 2021-2022** ⇩
2. **Community Engagement Plan - Draft Annual Business Plan 2021-2022** ⇩

2021-2022 Draft Annual Business Plan

The Yorke Peninsula Council acknowledges the Narungga (Nharangga) people, the traditional owners of this land and pay respect to their Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land.

We acknowledge that they are of continuing importance to the Narungga people living here today.

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8 Elizabeth Street
MAITLAND 5573

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31 Analysis of Total Budget
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Yorketown | Gabrielle Gutsche

MAYOR'S FOREWORD

Welcome to Yorke Peninsula Council's 2021/22 Annual Business Plan and Budget

This Plan has been prepared following the challenges of the previous financial years where our community was contending with the impacts of drought, fires and then COVID-19. To help with these challenges, the Yorke Peninsula Council put a freeze on increases to general rates and Council fees and charges for the 2020/21 financial year.

Now one year on we have prepared a 'business as usual' Plan focused on delivering community services and investing in the appropriate renewal of our considerable level of community assets in line with our Long Term Financial Plan and Asset Management Plans.

The proposed capital projects detailed within this Plan are mainly driven by the level of renewal determined in Council's adopted Assets Management Plans. However, in conjunction with the community, the Elected Members have been instrumental in proposing additional projects in consultation with, and on behalf of, their local communities.

We are particularly grateful for new grant funding that Council was successful in securing. Council will be investing $3.2m of funds which will yield a total project investment of $6.7m for a variety of projects. Further details of the grant funded projects can be found on page 30.

This Plan has been prepared to provide the community with a picture of the proposed projects that Council plans to deliver in 2021/22.

This Plan is based on a balanced and responsible budget that works towards achieving financial sustainability and compliance with the adopted goals of Council's 2022-2031 Long Term Financial Plan whilst still maintaining consistent levels of service.

Darren Braund
MAYOR

EXECUTIVE SUMMARY

This Annual Business Plan and Budget (ABP) sets out Council's proposed services, programs and projects for 2021/22. This Plan is consistent with Council's 2022-2031 Long Term Financial Plan (LTFP) and our key financial direction of achieving an operating surplus and maximising funds for the renewal of assets.

The key parameters used in the development of this Plan were:

- Inflation (CPI) estimated to be 1.0%;
- No change in service levels other than due to Service Level Reviews endorsed by Council;
- Appropriate spending on asset renewal in line with existing Asset Management Plans (AMP's) and funding in accordance with Council's LTFP to maintain and upgrade ageing infrastructure;
- Emphasis on achieving financial sustainability in accordance with Council's recently adopted LTFP; and
- Getting back to 'business as usual' following Council's decision last year to forgo any increases to general rates and Council fees and charges in response to the COVID-19 pandemic.

The program of capital works listed on pages 28-30 support the requirements of the AMPs. The proposed capital budget of $15.6m is consistent with the LTFP and focusses on the renewal of existing assets. This budget proposes a total of $13.3m to be invested in the renewal of assets and $2.3m for upgrades to existing assets along with the purchase and creation of new assets.

To counteract many of the external financial pressures facing Council, staff continued to undertake a 'zero based budgeting' approach when developing this Plan to determine the true costs of services delivered. All budgets started at zero and were then built up based on current quotes, historical known costs and current known increases.

Andrew Cameron
CHIEF EXECUTIVE OFFICER

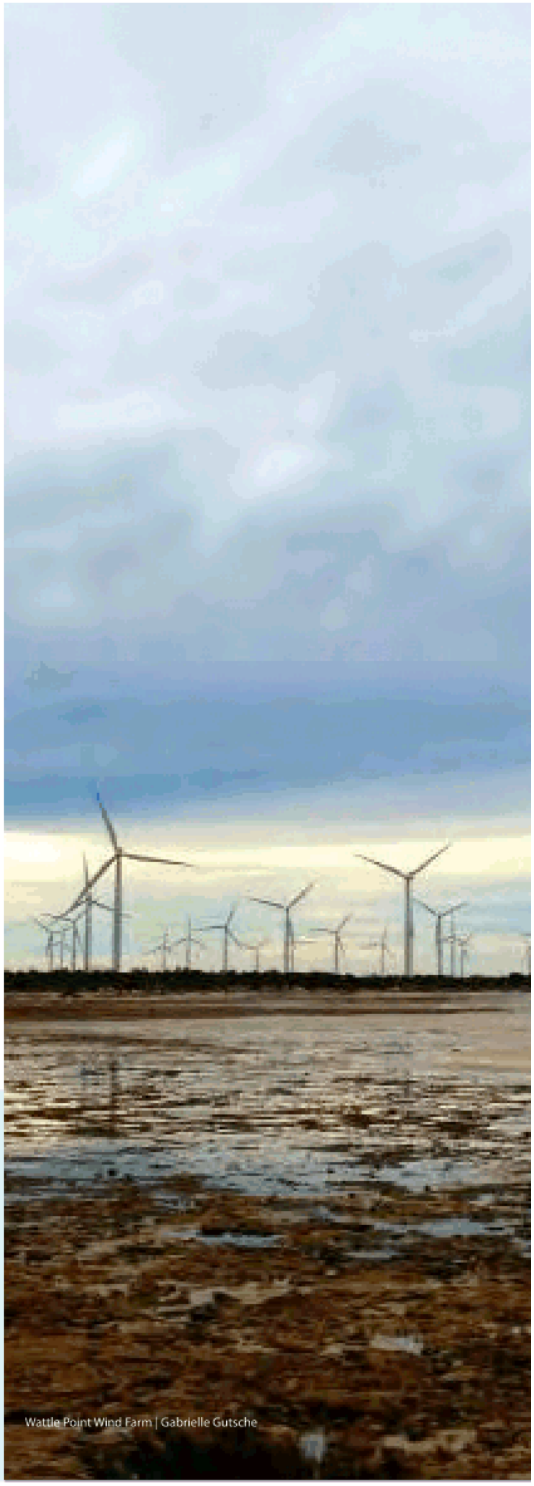
$13.3m
to be invested in renewal of assets

PUBLIC CONSULTATION & REVIEW

The Draft 2021/22 Yorke Peninsula Council Annual Business Plan and Budget is 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 and Budget. The consultation period will open on Thursday 13th May 2021 and conclude at 5pm Thursday 3rd June 2021.

Interested persons are invited to make written submissions on the Annual Business Plan and Budget including any of the key strategies outlined in the Plan. Additionally, Council is also consulting on the Draft 2021/22 Fees and Charges.

All feedback received will be presented at the Council meeting on 9th June 2021. The Community are also advised that the opportunity to speak before Council at the 9th June 2021 Council Meeting on the Draft Annual Business Plan and Budget is available.


Wattle Point Wind Farm | Gabrielle Gutsche

ELECTED MEMBERS

KALKABURY WARD

Councillor Richard Carruthers

Councillor Roger Johns

Councillor David Langford

Deputy Mayor Tania Stock

GUM FLAT WARD

Councillor Naomi Bittner

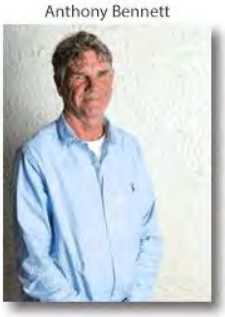
Councillor Leanne O'Brien

Councillor Michael Murdock

MAYOR Darren Braund

INNES PENTON VALE WARD

Councillor Anthony Bennett



Councillor Adam Meyer

Councillor Kristin Murdock

Councillor John Rich

COUNCIL SUMMARY

Operating Revenue

$24.4m
Rates and service charges

$4.5m
User pay charges

$4.7m
Grants and subsidies

$0.4m
Statutory charges

$0.4m
Investment, reimbursements and other income

Operating Expenditure

$13.7m
Materials, contracts and other

$10.8m
Depreciation

$9.9m
Employee costs

$0.3m
Finance costs

Other Activities

4
Joint use libraries

8
Depot libraries

5
Swimming pools

2
Toddler Wading pools

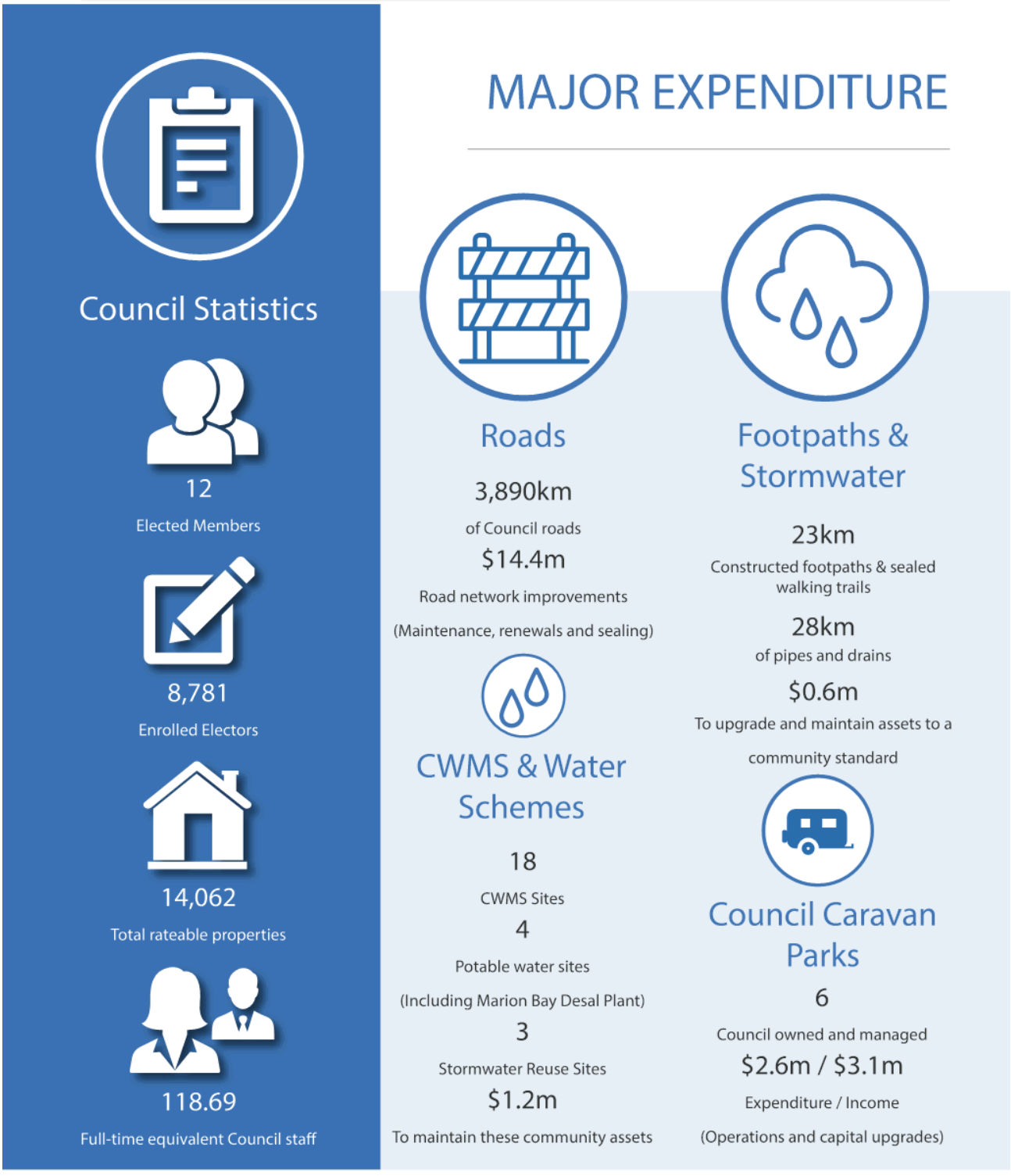
District Statistics

11,331
Estimated population

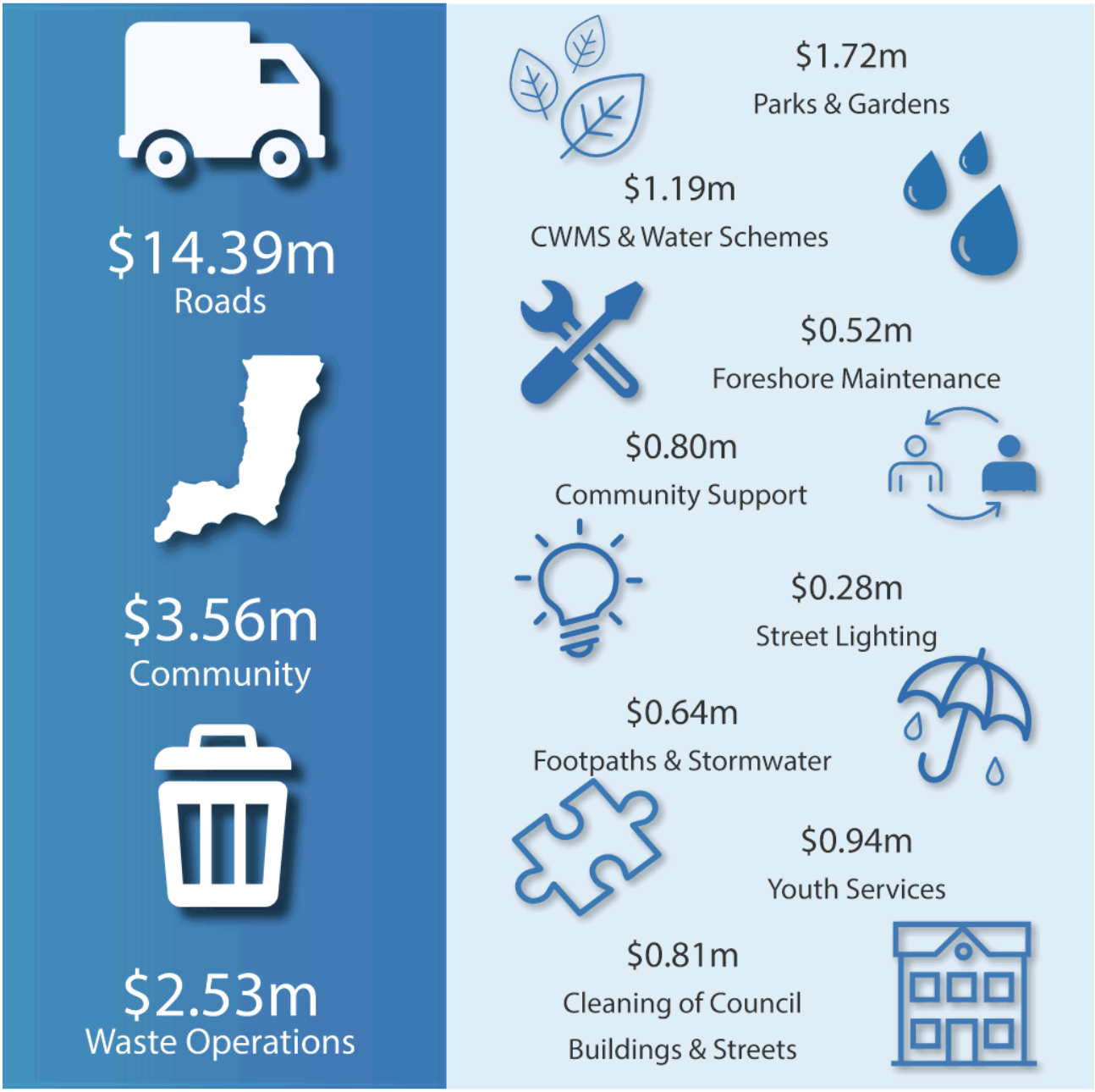
1:1:9
Estimated population density

5,900 km²
Total Council area

485km
Council coastline


Council Statistics
12
Elected Members
8,781
Enrolled Electors
14,062
Total rateable properties
118.69
Full-time equivalent Council staff
MAJOR EXPENDITURE
Roads
3,890km
of Council roads
$14.4m
Road network improvements
(Maintenance, renewals and sealing)
Footpaths & Stormwater
23km
Constructed footpaths & sealed walking trails
28km
of pipes and drains
$0.6m
To upgrade and maintain assets to a community standard
CWMS & Water Schemes
18
CWMS Sites
4
Potable water sites
(Including Marion Bay Desal Plant)
3
Stormwater Reuse Sites
$1.2m
To maintain these community assets
Council Caravan Parks
6
Council owned and managed
$2.6m / $3.1m
Expenditure / Income
(Operations and capital upgrades)

BUDGET HIGHLIGHTS



STRATEGIC DIRECTION

The 2021/22 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,* must include a summary of the council's long term objectives per it's Strategic Management Plan (SMP).

The Yorke Peninsula Council undertook a review of it's SMP over the course of 2019/20. The community's input was sought regarding their priorities for Council. Council also reviewed it's performance against the 2016-2020 SMP and re-examined the internal and external challenges facing Council. Based on these outputs, it was agreed that the SMP only needed a minor review - all previous goals and strategies were still essential and relevant.

The draft 2021-2025 SMP was then put back for community feedback and then adopted by Council on 14 October 2020.

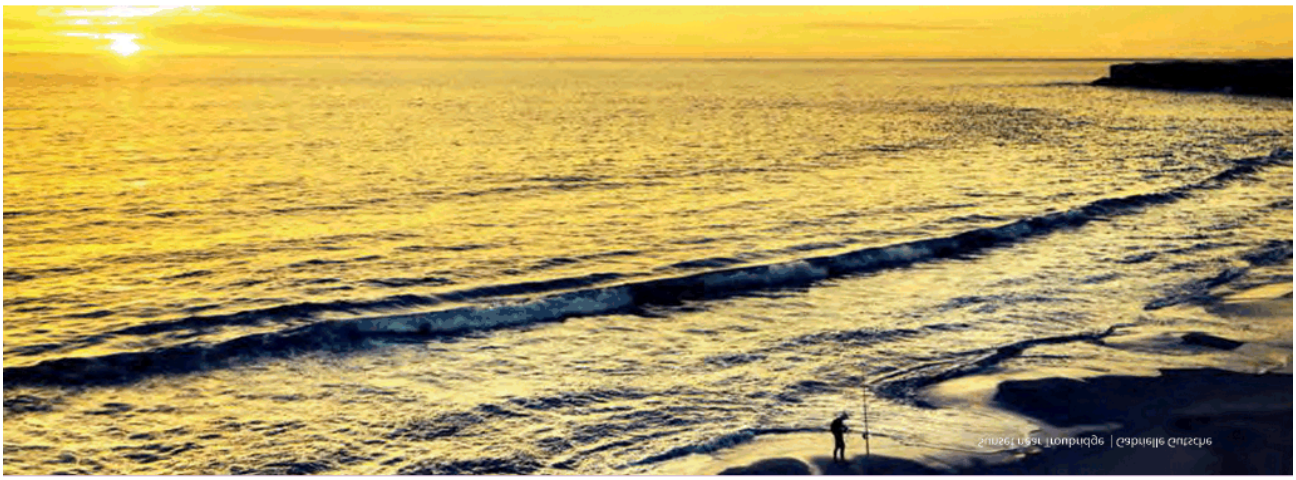
The most significant change was the development of a new vision.

A summary of the 2021-2025 strategic directions are provided on the following pages.

For a full copy of the 2021-2025 SMP, please refer to the Corporate Document section of our website at www.yorke.sa.gov.au

OUR VISION

"Prosperous, diverse and uniquely spectacular - Yorke Peninsula"



STRATEGIC DIRECTION

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 that allows our multi-generational community to learn, work and live here.

Alex Wyschnja | Yorke Peninsula

Stansbury Markets | Gabrielle Gutsche

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 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.

Hardwicke Bay | Ashleigh Paul

Goal 5

Responsible Governance and Leadership

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

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 make written submissions in relation to the matter.

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

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

COVID-19 RESPONSE PLAN

Since March 2020 Yorke Peninsula Council undertook numerous actions to protect community, staff and essential services as part of its Coronavirus (COVID-19) response plan. The response plan was aimed at slowing the spread of the virus within the Council workforce and within the Yorke Peninsula Council community and as such Council implemented many cautionary steps to ensure we met our duty of care obligations.

Whilst initially this meant some limitations on Council services, Council continued with a 'business as usual' approach within the limitations and restrictions as outlined by the Federal and State Governments.

One measure was to offer a deferment of rates to those experiencing hardship due to COVID-19. Council elected to continue offering deferments (including amounts that were already in arrears) for all rateable properties until 30 June 2021.

Council will conduct a review of these arrangements during June 2021.

ONGOING SERVICES

All Councils have basic responsibilities under the *Local Government Act 1999*, and other relevant legislation. These include:

- Regulatory activities (maintaining voters' rolls and supporting Elected Members)
- 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 provides further services and programs to support the community, including:

- Beach access facilities
- Boat ramps
- Camping reserves
- Cemeteries
- Civic and community halls
- Community events
- Fire prevention
- Leasing of various other Council owned assets
- Leisure Options
- Library Services
- Recreational reserves and open spaces
- Recycling facilities
- Sporting facilities
- Support for youth services
- Tourist facilities
- Walking trails
- Six Council owned and managed caravan parks on a fee for service basis.

Seeding Time | Gabrielle Gutsche

INFLUENCES, PRIORITIES & CHALLENGES

Current Economic Climate

As much as practicable, Council strives to ensure the Annual Business Plan and Budget delivers financial sustainability in accordance with the adopted targets within the 2022-2031 Long Term Financial Plan (LTFP) and Council's Asset Management Plans (AMPs). A key focus of the LTFP is to ensure that there is appropriate spending on asset renewal in line with these AMPs.

Council's current LTFP is based on a 'business as usual' model as far as practicable, including any impacts of COVID-19, completed service level reviews, variations to current levels of service and Council's current asset stock. Based on the most recent ABS Census results for the Council area, it has been assumed that growth in the area will be virtually nil.

Funding from State and Federal Governments has been inconsistent over the years and cannot be relied on as a consistent substitute for other income streams. As an example, Council's general purpose grant allocation from the Local Government Grants Commission was reduced by $56k (4%) in 2020/21 and Council has been advised that a further 5% cut annually is likely. Additionally, no further 'supplementary local roads funding' is anticipated.

Council has, in the past few years been successful in reducing costs in some areas through Service Level Reviews and retendering of major contracts. In the previous LTFP Council had anticipated an increase of 10% for waste management, however this had been revised down to 3% due to the new contract.

Both electricity and water costs have also been revised down due to more stable market conditions, Local Government sector wide procurement advantages and a reduction in SA Water costs. Ongoing upgrades to LED streetlights are likely to generate additional savings into the future.

Cleaning of Council facilities has increased due to the additional cleaning of Council's bush camping toilets.

Council will continue to undertake reviews during the coming financial year and budgets will be updated to reflect any further cost savings as they are achieved or cost increases as they are encountered. All of the above cost pressures and impacts are factored into Council's LTFP which is available on Council's website.

In addition, Council faces a number of key challenges and has some opportunities available which will impact its short to medium term financial position. As detailed in the current LTFP they are:

- Ensuring ongoing financial sustainability of Council
- Meeting ongoing expectations of our Community for increased or new services
- Maximising funding for renewal and replacement of ageing assets in line with improved asset management principles and practices
- Improved data for Council's asset base and ongoing review of asset inventory to ensure depreciation is accurate
- COVID-19 and similar events and their impact on Council and its community
- Managing the impact of cost shifting from other levels of Government
- Managing political and legislative changes and their impact
- Minimising the impact of economic instability
- Monitoring the impact of decisions made outside the Plan
- Rationalisation of underutilised or surplus assets to provide one-off capital injections and reduce maintenance and other operating costs
- Use of debt to leverage funding for asset renewal and acquisition of assets
- Review of services to reduce expenditure, increase efficiency and effectiveness and increase value for money to ratepayers
- Use technology to reduce costs, increase productivity, efficiency and effectiveness
- Explore ways to increase existing revenue streams and find new ones by taking a commercial approach to Council business
- Environmental impacts

INFLUENCES, PRIORITIES & CHALLENGES

Budget Strategy

Council's 2022-2031 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 while ensuring that at least the current levels of service and infrastructure are maintained for the community.

Council's LTFP was reviewed in detail and considered many factors such as current income and expenditure trends, forecast data, CPI and indexation factors, updated asset information, current environment etc.

After a period of community consultation, the LTFP was adopted by Council in April 2021.

Continuing with the increased focus on renewal of existing assets, Council over the life of the LTFP, proposes to allocate $109.6m towards renewal of existing assets, with 80%, or $88m, specifically for transport assets (mainly roads). An additional $3.7m over ten (10) years is allocated for upgrades to existing assets and acquisition of new assets.

This plan represents Year 1 of the LTFP. It should be noted that there have been some variations from the LTFP, to address recently identified issues and priorities, reflect current information and take up recently announced grant funding opportunities.

The impacts of COVID-19 on this plan and the 2021/22 Budget are minimal compared to 2020/21 and Council has almost returned to "business as usual". The 2021/22 Annual Business Plan and Budget is reflective of this.

Council's forecast operating deficit in 2021/22 is $300k compared to $108k forecast in Council's LTFP. This is an increase of $192k and can be explained as the net impact of Council's operating expenditure being $611k or 2% greater than the LTFP forecast while income is $419k or 1% more. The reasons for these variations are detailed in the "Key Financial Measures" section found on pages 24-25.

The LTFP is scheduled to be reviewed annually in October and will include strategies to continue to achieve the aims of the LTFP.

Key LTFP Targets

Positive Operating Surplus Ratio

Positive Operating Surplus Ratio (OSR) i.e. operating surplus, in the medium term

Asset Renewal

Spending on asset renewal consistent with Asset Management Plan (AMP) identified needs and LTFP set Asset Renewal Funding Ratio (ARFR) minimum (100%) target

Net Financial Liabilities Ratio

Net Financial Liabilities Ratio (NFLR) to be below Council's LTFP target of 100% of Operating Income

Long Term Financial Plan

No new services or assets or increases to existing services to be introduced without consideration of the impact on the LTFP

INFLUENCES, PRIORITIES & CHALLENGES

Setting the Rates

Consistent with previous years, rates income continues to be the major source of revenue for Council making up approximately 71% of operating income.

Each year the impact of rate increases is reviewed in line with Council's Strategic Management Plan and LTFP. In 2021/22 the increase to total general rate income will be 4.5% to deliver approximately $19.3m in total general rate revenue to enable Council to provide services and infrastructure as detailed in this plan. This is an increase of approximately $830k compared to 2020/21.

Compared to the forecast rate increase in Council's LTFP, the increase in 2021/22 is 2% (approximately $369k) more. The LTFP proposes a 2.5% increase. The additional 2% increase is to address the inequity that exists between rates paid compared to total valuation, in particular for Residential and Primary Production ratepayers as a whole. This is explained in more detail in the "Valuation vs Rate Contribution" section of this plan.

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

- Continued use of a fixed charge of $410 (unchanged since 2017/18);
- Differential rates for various land use categories which have been set based on modelling, to raise the budgeted total general rates revenue of approximately $19.3m to provide the various Council services and infrastructure spend detailed in this plan. This has resulted in Residential ratepayers paying approximately 54.5% of the total general rates revenue, with Primary Production ratepayers paying approximately 35.7% which is a slight increase to 2020/21;
- Reduction in differential rates (cents in the dollar) to adjust for increasing capital valuations especially in the Primary Production land use category, to generate the required total general rates revenue;
- A comprehensive set of rebates.

A detailed explanation of the rates structure is described on page 20.

Troubridge Water Fun. | Gabrielle Gutsche

RATING STRATEGIES

Property rates are Council's main source of revenue. Capital property value (value of land plus capital improvements) 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.

Yorke Peninsula Council uses capital values provided by the Valuer General (VG) to value all properties. The table below shows the change in capital valuations by land use category for all rateable properties as at 12 April 2021. These valuations are only preliminary at this stage and final valuations available in June 2021 will be used to adopt and set valuations and rates for 2021/22. The valuations in the table below show that once again Primary Production valuations are forecast to increase significantly.

While capital valuations do not influence the total amount of rates that need to be raised, they do impact the amount of rates contributed by individual ratepayers and various land use categories.

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 the property capital value.

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 revenue by the total rateable capital value for the Council area, after accounting for the total fixed charge contribution from all properties.

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

The key components of the rating model proposed for 2021/22 are:

- To raise $19.285m in total general rates (before rebates and remissions) excluding the Landscape levy, waste management, CWMS and water service charges;
- No change to the fixed charge of $410;
- Compared to 2020/21 rate contribution by ratepayers in the Residential land use category to decrease by 1% while Primary Production will increase by 1.3%, with all other land use categories to remain almost unchanged;
- Adjustments to the 2020/21 differential rates to accommodate the variances in capital values to ensure the required amount of general rate revenue is raised;
- While rate increases for individual ratepayers will vary due to differing capital values, compared to 2020/21 residential properties can expect to pay on average an extra $30 (58 cents/ week) per assessment, primary production an extra $187 ($3.60/ week) per assessment, industrial an extra $34 (65 cents/ week) per assessment, vacant land an extra $14 (27 cents/ week) per assessment and other an extra $36 (69 cents/ week) per assessment. There is likely to be no average increase per assessment for commercial properties.
- Differential rate of 0.285042 cents in the dollar (3.53% more than 2020/21) for residential, commercial, industrial, vacant land and other land use categories;
- Differential rate of 0.134111 cents in the dollar (4.62% less than 2020/21) for primary production;
- 14,062 total rateable assessments of which 11,902 pay the fixed charge.

Mandatory and discretionary rebates (as specified in the *Local Government Act 1999*) totalling approximately $135k have been provided for in the 2021/22 budget.

Land Use Category	2021-22	2020-21	Variance ($)	Variance (%)
Residential	$2.4b	$2.4b	+$9.9m	+0.4%
Commercial	$138.5m	$143.6m	-$5.0m	-3.5%
Industrial	$20.0m	$19.9m	+$0.07m	+0.3%
Primary Production	$4.8b	$4.2b	+602.9m	+14.4%
Vacant Land	$181.5m	$182.7m	-$1.2m	-0.7%
Other	$39.2m	$38.1m	+$1.1m	+2.8%
TOTAL	$7.75b	$7.14b	+609.0m	+8.5%

RATING STRATEGIES

Hardship and Postponement of Rates

In accordance with provisions of the *Local Government Act 1999,* Section 182A 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 *Local Government Act 1999*.

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

Council's PO060 Rates Relief Policy details the specific situation of when rebates or postponements can be applied.

Fixed Charge

Council has set a fixed charge for the 2021/22 year. The fixed charge has remained at $410 (unchanged since 2017/18) 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 include:

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

Valuation vs Rate Contribution

While capital valuations do not influence the total amount of rates that need to be raised to fund Council's budget to provide services and infrastructure to the community, they do impact the amount of rates contributed by individual ratepayers and various land use categories i.e. residential, primary production etc. Therefore, for the purposes of equity it is important that rates contributed by ratepayers as a whole in a particular land use category are generally consistent with the capital valuations for that land use category. This has not been the case over the last decade or so, due to the significant increase in Primary Production capital valuations.

While Primary Production valuations have seen on average double digit growth over the last decade, the share of total rates paid by Primary Production ratepayers as a whole has remained fairly constant. This has meant Residential and to a lesser extent other land use categories have picked up more than their fair share of annual rate increases. This is demonstrated by the increasing gap between valuations as a percentage of total Council valuations versus total rates paid by individual land use categories. The gap and subsequent inequity for 2020/21 is demonstrated in the table below.

As shown earlier, Primary Production valuations are forecast to increase by 14.4% in 2021/22, this gap will increase if the percentage of rate contribution by land use remains the same as 2020/21. In order to move towards reducing this gap an additional 2% ($369k) increase to total general rates has been included in the 2021/22 Budget. The 2% increase is in addition to the 2.5% increase proposed in the LTFP, with the entire 2% ($369k) increase to be borne by all 2,843 Primary Production rateable assessments. This increases the Primary Production ratepayers' share of total general rates by 1.3% (from 34.4% to 35.7%) while decreasing the share of rates paid by other land use categories. The additional 2% increase equates to an extra $130 annually per assessment on average.

Category	Assessments	Rate Contribution	Valuations (% of Total)	Gap
Residential	8,914	55.5%	34.5%	+21%
Commercial	468	3.1%	2.1%	+1.0%
Industrial	62	0.4%	0.3%	+0.1%
Primary Production	2,843	34.4%	60.0%	-25.6%
Vacant Land	1,530	5.5%	2.6%	+2.9%
Other	245	1.0%	0.5%	+0.5%
TOTAL	14,062	100%	100%	

RATING STRATEGIES

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 more than 500m but no more than 2km from their primary access point will pay 75% of the full service charge;
- Properties whose collection point is more than 2km but no more than 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.

These charges are driven by detailed modelling undertaken by Council based on a variety of costs such as fuel, labour, materials, collection and disposal, State Government levies and taxes in particular the Solid Waste Levy etc.

Council completed this modelling and determined that the annual charges for 2021/22 would remain the same as 2020/21. These rates are unchanged since 2019/20, when Council was able to apply a significant decrease from previous years.

The annual service charges in 2021/22 are set out in the table below.

Service	Distance from rural collection point	2021/22 Charges ($)	2020/21 Charges ($)
3 Bins	(not applicable)	$217.00	$217.00
2 Bins	Up to 500m	$171.00	$171.00
2 Bins	Greater than 500m-2km	$128.25	$128.25
2 Bins	Greater than 2km-5km	$85.50	$85.50

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 full cost recovery fee to ensure that the costs of operating systems such as this, are recovered through user charges.

The CWMS annual service charges for 2021/22 are: $536 (compared to $525 in 2020/21) for occupied properties and $398 (compared to $390 in 2020/21) 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 at least a twenty (20) year period.

RATING STRATEGIES

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 at least a twenty (20) year period. In addition, charges for water usage are recovered from users.

Fees for the Water Schemes operated by Council for 2021/22 are displayed in the following table.

Location	2021/22
Balgowan	$211
Black Point	$211
Hardwicke Bay	$211
Marion Bay desal	User Charge Only
Port Rickaby	User Charge Only

Northern and Yorke Landscape Region

The Yorke Peninsula Council falls within the Northern & Yorke Landscape Region Board and as such Council is required, pursuant to the Landscape South Australia Act 2019, to raise funds by way of a 'Regional Landscape Levy' (previously known as the NRM levy). The levy is imposed as a separate rate upon all properties within the area of the Region.

Council remits all revenue collected under this Act to the Board. The amount to be raised in 2021/22 is approximately $1.193m representing a $40k or 4% increase from 2020/21. This amount is yet to be confirmed by the Northern and Yorke Regional Landscape Board.

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.

Aerial view near Yorketown | Gabrielle Gutsche

Natural Resources Centre

155 Main North Road, CLARE, SA 5453

Phone: (08) 8841 3400

Email: dew.nrny@sa.gov.au

Website: www.naturalresources.sa.gov.au/ northernandyorke

Please direct Regional Landscape Levy queries to:

KEY FINANCIAL MEASURES

Council has adopted a set of key financial indicators (ratios) in line with the targets set in its recently adopted 2022-2031 LTFP.

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

The LTFP is based on "business as usual" following COVID-19 impacted 2019/20 and 2020/21 financial years. The impacts of COVID-19 on Council's financial position were taken into account in the revised LTFP adopted by Council in April 2021.

	2021/2022 BUDGET	2022/2031 LTFP	2020/2021 REVISED BUDGET
Operating Surplus Ratio	(0.9%)	(0.3%)	0.7%
Net Financial Liabilities Ratio	28%	26%	20%
Asset Renewal Funding Ratio	124%	130%	101%

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.

Council's forecast operating deficit in 2021/22 is $300k compared to $108k forecast in Council's LTFP. This is an increase of $192k and can be explained as the net impact of Council's operating expenditure being $611k or 2% greater than the LTFP forecast while income is $419k or 1% more.

In 2021/22 this ratio is proposed to be -0.9% which when compared to Council's LTFP is 0.6% worse off. This is a combination of various one-off income and expenditure items either not factored into Council's LTFP or requiring reclassification between operating and capital expenditure. These items are:

- 2% or $369k additional rate revenue in 2021/22 compared to the LTFP;
- $136k in capital expenditure funding set aside in Council's LTFP for projects at Council operated Caravan parks, however when the 2021/22 budget was finalised they were classified as operating. So while there is no cash shortfall to complete these projects, the classification has changed impacting Council's operating bottom line.
- Following one-off projects are not in the LTFP but are identified as critical in 2021/22:
  - Application Whitelisting $32.5k – a key IT security improvement for all Council workstations as outlined in Council's IT Strategic Plan;
  - Compliance with new GDS40 state record keeping requirements $7k;
  - Records archiving and disposal staff training to meet legislative requirements $4k;
  - Edithburgh jetty dive access steps design $15k – design required to apply for Federal funding;
  - Unsealed roads materials testing $100k;
  - Corny Point road drainage issues – engineer's report $10k;
  - Arts Activation Strategy $130k ($70k grant funding);
  - Network level heavy vehicle route assessment and risk analysis $50k;
  - Balgowan breakwater and boat ramp plan $20k.

Council's LTFP target for this ratio is between 0% (breakeven i.e. operating income equals operating expenditure) and 10%. This is based on SA Local Government recommended sector targets.

Canola Crop | Gabrielle Gutsche

KEY FINANCIAL MEASURES

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 2021/22 is 28% which is well below Council's LTFP maximum target of 100% of total operating income. Compared to the LTFP this is 2% higher and can be attributed to a reduction in forecast cash at year end of approximately $0.85m when compared to the LTFP. This reduction in cash can be attributed to the reasons mentioned on page 24 and also a reduction in forecast year end cash as at 30 June 2021. The LTFP was based on previous forecasts which have since been revised through current year budget reviews.

This ratio indicates that Council has the capacity to borrow for capital projects especially focusing on renewal and replacement of existing assets which may be overdue as long as it can afford to pay back the loans and its operating bottom line is heading towards a surplus in the medium to long term.

Three (3) new loans for a total of $3.1m are included to be drawn down in 2021/22 Budget, with repayments to commence in 2022/23 for fixed five (5) year term. These new loans are Council's 50% contribution to three (3) one-off major projects which are 50% grant funded. The projects (and their total costs) are:

- Gardner St and Fowler Tce, Price road upgrade $1.512m;
- Upgrade of Regional Commodity and Freight roads $3.105m;
- Minlaton Airstrip upgrade $1.65m.

Asset Renewal Funding 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 Council's Asset Management Plans (AMPs). It is calculated by measuring capital expenditure on renewal or replacement of assets for a period, divided by the level of such expenditure proposed in the AMPs. Alternatively where AMP's for all asset classes are not available or up to date, depreciation can be used as a comparison. Council currently uses levels of expenditure proposed in its AMPs as a measure.

Council's LTFP minimum target is 100% assuming Council has no backlog of existing assets requiring replacement and renewal. The LTFP forecasts a 130% renewal ratio in 2021/22, however in the 2021/22 Budget the ratio is forecast to be slightly less at 124%. This 6% variance can be attributed to a portion of funding available for capital renewal expenditure being used to fund capital upgrade and new projects, thus reducing the amount being spent on renewal and replacement of existing assets.

Council's forecast of 124% is well above Council's LTFP minimum target of 100% and helps to address its infrastructure backlog created by underspending in previous years. In 2021/22 Council is proposing to spend $15.6m on capital projects with $13.3m of this to be spent on renewal and replacement of existing assets. The remaining $2.3m is for upgrades to existing assets and acquisition of new assets.

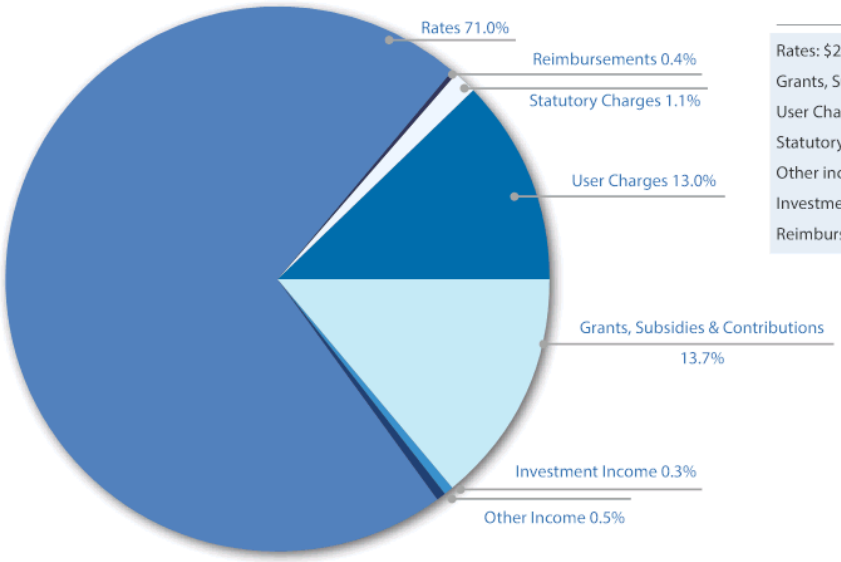
ANALYSIS OF OPERATING BUDGET

Operating Income

This section of the Annual Business Plan provides an analysis of the planned Council expenditure for the 2021/22 financial year and the sources of funding for the budget.

Council has budgeted for a total of $34.4m in operating income. This is approximately $419k or 1% more than projected in Council's LTFP. The variation is primarily due to Council's decision to increase total general rates by an additional 2% or $369k compared to the 2.5% increase proposed in the LTFP.

All key variances are explained in detail on pages 24-25.



Totals

Rates: $24.4m
Grants, Subsidies & Contributions: $4.7m
User Charges: $4.5m
Statutory Charges: $0.4m
Other income: $0.2m
Investment Income: $0.1m
Reimbursements: $0.1m

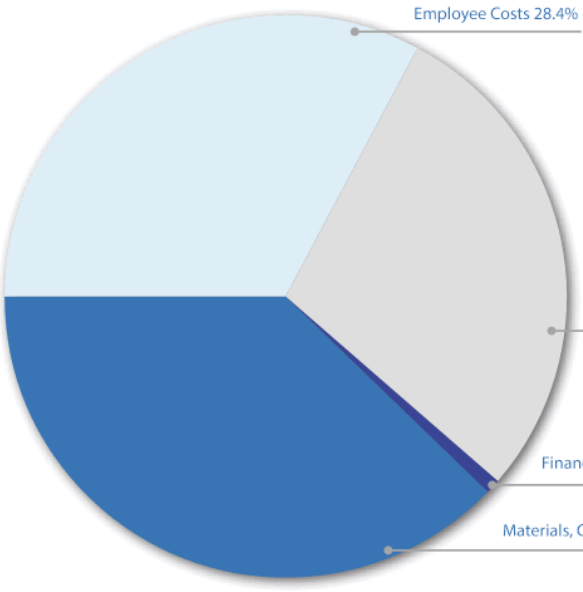
Descriptor	
General Rates and Service Charges	General rates on properties as well as service charges (i.e. sewerage, water and refuse/recycling charges).
Statutory charges set by State Government	Fees and charges set by State Government regulation and received by the Council for regulatory functions 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.

ANALYSIS OF OPERATING BUDGET

Operating Expenses

Operating expenses of $34.7m budgeted for in 2021/22 are summarised below by major category. This is $611k or 2% greater than the projected operating expenses within the LTFP.

Majority of this increase is due to one-off operational projects that have been identified as priorities in 2021/22. While reviewing the LTFP these projects had not been individually identified, hence were not included. Additional details are available on pages 24-25 of this plan.



Totals

Materials, Contracts & Other Expenses: $13.7m
Depreciation, Amortisation & Impairment: $10.8m
Employee Costs: $9.9m
Finance Costs: $0.3m

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.

CAPITAL WORKS PROGRAM

Council has developed a suite of Asset Management Plans for the various categories of assets - i.e. Community Wastewater Management Systems, Stormwater Infrastructure, Transport, Water Infrastructure, Major Plant and Buildings and Other Structures.

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 capital projects funded through the 2021/22 Annual Business Plan.

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

Note: The below totals represent total cost of projects exclusive of any external funding (e.g. grants, trade-ins etc.)

CAPITAL WORKS PROGRAM 2021/22	RENEWAL/ REPLACEMENT	NEW/ UPGRADED
CARAVAN PARKS	$156,800	$123,639
Variety of projects across the 6 Council managed parks. Projects to be advised	$156,800	$123,639
COMMUNITY WASTE MANAGEMENT SYSTEMS	$121,553	$31,000
Ardrossan Hogarth street pump station switchboard and valve chamber upgrade	$17,500	$17,500
Ardrossan wastewater treatment plant intermittent aeration tank replacement	$13,179	$0
Ardrossan wastewater treatment plant waste pump replacement	$6,979	$0
Black Point wastewater treatment plant waste pump replacement	$5,479	$0
Chinaman Wells pump station 1 upgrade	$1,040	$0
Chinaman Wells pump station 2 upgrade	$0	$13,500
Chinaman Wells wastewater treatment plant aerator replacement	$13,000	$0
Maitland CWMS gravity drain replacement	$30,000	$0
Port Victoria jetty pump station pump 2 replacement	$3,847	$0
Port Vincent Caravan Park switchboards and valve upgrade	$8,357	$0
Stansbury pump station 2 upgrade	$14,023	$0
Yorketown Jacobs Street pump station upgrade	$6,489	$0
Yorketown Waterloo Bay Rd pump station valve replacement	$1,660	$0

CAPITAL WORKS PROGRAM

CAPITAL WORKS PROGRAM 2021/22	RENEWAL/ REPLACEMENT	NEW/ UPGRADED
FURNITURE AND FITTINGS	$8,000	$0
Office Furniture	$8,000	$0
INFORMATION TECHNOLOGY	$59,000	$0
Annual replacement - Laptops	$40,000	$0
Annual replacement - Desktops	$10,500	$0
Dock replacement	$7,000	$0
Outside workforce mobile phones	$1,500	$0
LAND, BUILDING AND STRUCTURES	$42,024	$122,500
Bush camping toilet	$0	$40,000
Furniture replacement program - Parks & Reserves	$20,000	$0
Marion Bay public toilet - soakage extension	$0	$30,000
Stansbury Sports and Community Club grandstand repairs (less contribution of $8,500, net Council funding required = $13,524)	$22,024	$0
Tourism - Scenic Frames x 6 (less contributions from towns of $26,250, net Council funding required = $26,250)	$0	$52,500
MAJOR PLANT, EQUIPMENT, FLEET VEHICLES AND MINOR PLANT	$844,224	$10,000
Fleet motor vehicles x 10 (less trade-ins of $234,545, net Council funding required = $160,679)	$395,224	$0
Fuso Canter truck (less trade-ins of $10,000, net Council funding required = $75,000)	$85,000	$0
Hydro Vac (less trade-ins of $10,000, net Council funding required = $167,000)	$177,000	$0
Marion Bay public toilet back up generator	$0	$10,000
Minor Plant (less trade-ins of $2,000, net Council funding required = $12,000)	$14,000	$0
Semi H2O tanker	$98,000	$0
Truck (less trade-ins of $6,000 net Council funding required = $69,000)	$75,000	$0
OTHER	$0	$122,800
Coastal Management - Coasting the Yorke (less grant funding of $62,800, net Council funding required = $60,000)	$0	$122,800

CAPITAL WORKS PROGRAM

CAPITAL WORKS PROGRAM 2021/22	RENEWAL/ REPLACEMENT	NEW/ UPGRADED
TRANSPORT INFRASTRUCTURE	$7,128,288	$25,000
Disabled Access	$0	$25,000
Patch Sheeting - North	$1,185,510	$0
Patch Sheeting - South	$1,252,169	$0
Sealed Road - Reseals	$300,000	$0
Unsealed Road Resheeting - Brutus Road	$260,688	$0
Unsealed Road Resheeting - Coringle Road	$145,416	$0
Unsealed Road Resheeting - Corny Point Road	$545,781	$0
Unsealed Road Resheeting - Dowlingville Slant Road	$438,550	$0
Unsealed Road Resheeting - Dump Road	$469,385	$0
Unsealed Road Resheeting - Gap Road Weetulta	$366,141	$0
Unsealed Road Resheeting - Lighthouse Road	$457,054	$0
Unsealed Road Resheeting - Melton South Road	$882,081	$0
Unsealed Road Resheeting - Saint Road	$303,173	$0
Unsealed Road Resheeting - Sandy Church Road	$522,341	$0
STORMWATER DRAINAGE	$0	$50,000
Minlaton Depot environmental and stormwater works	$0	$50,000
WATER INFRASTRUCTURE	$18,263	$0
Marion Bay desal plant recovery turbine and water analyser replacement	$18,263	$0
GRANT FUNDED ONE-OFF PROJECTS	$4,886,700	$1,850,000
Gardner St & Fowler Tce, Price road upgrades (less grant funding of $756,000, net Council funding required = $756,000)	$1,512,000	$0
Maitland Airstrip microsurfacing and linemarking (less grant funding of $220,000, net Council funding required = $50,000)	$270,000	$0
Minlaton Airstrip upgrade (less grant funding of $825,000, net Council funding required = $825,000)	$0	$1,650,000
Upgrade of regional commodity and freight roads (less grant funding of $1,552,350, net Council funding required = $1,552,350)	$3,104,700	$0
Yorketown Airstrip runway lighting (less grant funding of $200,000 net Council funding required = $0)	$0	$200,000
TOTAL CAPITAL EXPENDITURE	$13,264,852	$2,334,939

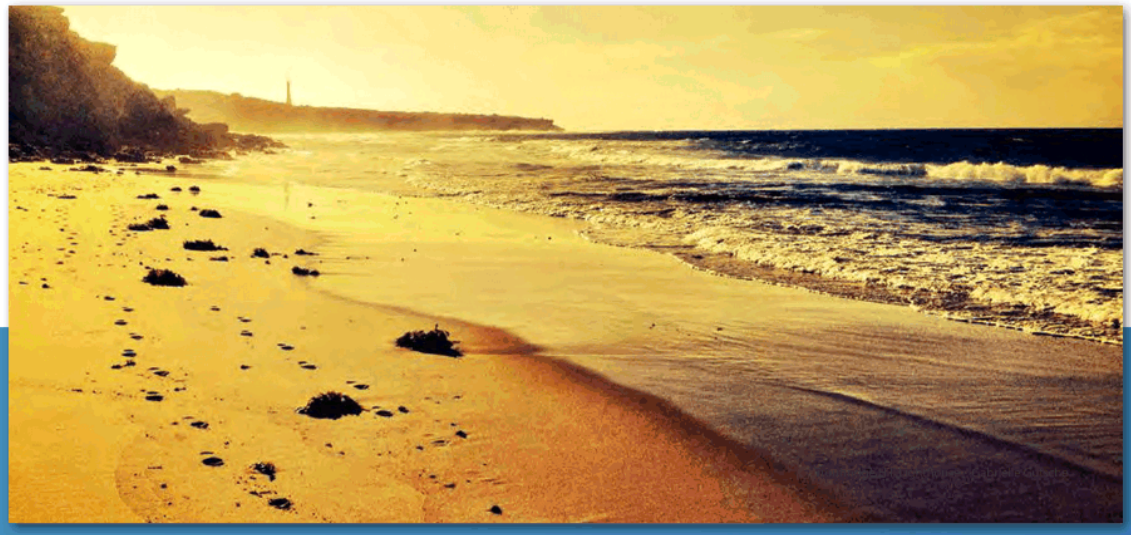
ANALYSIS OF TOTAL BUDGET

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

%	FUNCTION	DESCRIPTION
36.6%	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.
7.0%	Community Asset Maintenance	General maintenance costs, including materials and labour related expenses related to assets such sporting ovals, swimming centres, halls, airstrips, public conveniences, cemetaries and war memorials.
6.8%	Caravan Park Operation	Expenses relating to the cost of running Council owned caravan parks, including capital expenditure and labour related expenses.
6.4%	Refuse Collection & Disposal	Contractual and local expenses, including materials and labour related expenses.
5.3%	Finance, Business, Corporate and Community Relations	Expenses relating to financial administration, business and community relations and corporate services, including labour related expenses.
4.4%	Parks and Gardens	Expenses relating to the maintenance of all open space parks and gardens, including materials and labour related expenses.
4.0%	Governance	Expenses relating to governing the organisation, including organisational compliance and Elected Member related expenses and cost of office furniture.
3.7%	Information Services	Expenses incurred in providing information technology, including projects and labour related expenses.
3.6%	Development Services	Expenses relating to the cost of planning and development, including labour related expenses.
3.5%	People and Culture	Expenses relating to Human Resources, Payroll, Staff Training, Work Health & Safety and Risk Management.
3.0%	CWMS and Water Schemes	Expenses relating to the cost of running water and waste-water management schemes, including materials and labour related expenses.
3.0%	Regional Landscape Levy	A compulsory levy payable to the Northern and Yorke Landscape Region Board. Refer page 23.

ANALYSIS OF TOTAL BUDGET

%	FUNCTION	DESCRIPTION
2.8%	Street Cleaning and Cleaning Council Buildings	Contractual and local expenses to clean all streets and Council buildings across the district including public conveniences.
2.2%	Environmental Management	Expenses relating all foreshore maintenance plus maintenance of walking trails, contribution to Northern and Yorke Landscape Region Board projects, protection of crown lands and land rehabilitation.
2.0%	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.
1.6%	Footpaths and Stormwater	Capital expenses relating to maintenance of existing footpaths and stormwater systems, including materials and labour related expenses
1.5%	Tourism and Economic Development	Expenses relating to tourism including the Visitor Information Provision and other economic development expenses (e.g. Regional Development Australia, Art Exhibition etc.), including labour
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.
0.7%	Street Lighting	Expenses relating to maintenance of street lighting, including materials and labour related expenses.
0.7%	Asset Management	Asset Management Systems, Asset Management Plans and Asset Condition Assessments, including labour related expenses.
0.5%	Plant and Equipment	Includes all expenses related to purchase/replacement of all plant and equipment, including fleet vehicles – offset by all trade-in income.



2021/22 BUDGETED FINANCIAL STATEMENTS

A. Budgeted Statement of Compehensive 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 Cash Flows

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.

D. 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:

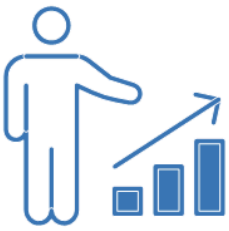
- The net result as recorded in the Statement of Comprehensive Income; or
- An increase or decrease in the net value of non-current assets resulting from a revaluation of those assets.

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 financial statements for 2021/22 can be found on the following pages.



2021/22 BUDGETED FINANCIAL STATEMENTS

A. Budgeted Statement of Comprehensive Income

	2021/2022 Budget	2021/2022 LTFP	2020/2021 Revised Budget (March Quarter)
	$('000)	$('000)	$('000)
INCOME			
Rates	24,382	23,944	23,371
Statutory Charges	378	392	430
User Charges	4,456	4,472	4,818
Grants, subsidies, contributions	4,724	4,703	6,120
Investment Income	106	142	110
Reimbursements	149	119	251
Other Income	169	174	237
Total Income	34,365	33,946	35,337
EXPENSES			
Employee costs	9,859	9,824	9,518
Materials, contracts & other expenses	13,686	13,110	14,593
Depreciation	10,833	10,834	10,643
Finance Costs	287	286	326
Total Expenses	34,665	34,054	35,080
OPERATING SURPLUS/ (DEFICIT)	(300)	(108)	257
Asset disposal and fair value adjustments	0	0	0
Amounts received specifically for new or upgraded assets	2,090	2,001	598
NET SURPLUS/ (DEFICIT)	1,790	1,893	855
Other Comprehensive Income			
Changes in revaluation surplus - I,PP&E	0	0	0
Total Other Comprehensive Income	0	0	0
TOTAL COMPREHENSIVE INCOME	1,790	1,893	855

B. Budgeted Statement of Financial Position

	2021/2022 Budget	2021/2022 LTFP	2020/2021 Revised Budget (March Quarter)
	$('000)	$('000)	$('000)
ASSETS			
Current Assets			
Cash & Equivalent Assets	2,532	3,382	3,011
Trade & Other Receivables	1,776	1,747	1,818
Inventories	511	492	543
Total Current Assets	4,819	5,621	5,372
Non-Current Assets			
Financial Assets	341	341	433
Infrastructure, Property, Plant & Equipment	283,191	281,991	278,687
Total Non-Current Assets	283,532	282,332	279,120
Total Assets	288,351	287,953	284,492
LIABILITIES			
Current Liabilities			
Trade & Other Payables	2,311	2,242	2,473
Borrowings	1,495	1,495	908
Provisions	2,429	2,429	2,429
Total Current Liabilities	6,235	6,166	5,810
Non-Current Liabilities			
Trade & Other Payables	7	7	10
Borrowings	7,727	7,727	6,079
Provisions	258	258	258
Total Non-Current Liabilities	7,992	7,992	6,347
Total Liabilities	14,226	14,158	12,157
NET ASSETS	274,124	273,795	272,335
EQUITY			
Accumulated Surplus	(15,191)	(15,520)	(16,980)
Asset Revaluation Reserve	286,700	286,700	286,700
Other Reserves	2,615	2,615	2,615
TOTAL EQUITY	274,124	273,795	272,335

C. Budgeted Statement of Cash Flows

	2021/2022 Budget	2021/2022 LTFP	2020/2021 Revised Budget (March Quarter)
	$('000)	$('000)	$('000)
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Operating Receipts	24,345	23,924	23,508
Statutory Charges	380	391	440
User Charges	4,475	4,470	4,852
Grants, subsidies, contributions	4,675	4,654	5,828
Investment Receipts	107	142	115
Reimbursements	152	121	263
Other Income	157	176	(21)
Payments			
Employee Costs	(9,839)	(9,813)	(9,497)
Materials, contracts & other expenses	(13,737)	(13,156)	(14,362)
Finance Costs	(287)	(286)	(326)
Net Cash provided by (or used in) Operating Activities	10,428	10,623	10,800
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts			
Amounts Specifically for New/Upgraded Assets	2,090	2,001	598
Sale of Renewed/Replaced Assets	263	300	195
Sale of Surplus Assets	0	0	15
Repayments of Loans by Community Groups	104	104	99
Payments			
Expenditure on Renewal/Replacement of Assets	(13,265)	(13,862)	(12,793)
Expenditure on New/Upgraded Assets	(2,335)	(1,870)	(1,870)
Net Cash Provided by (or used in) Investing Activities	(13,143)	(13,327)	(13,756)
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts			
Proceeds from Borrowings	3,143	3,143	351
Payments			
Repayments of Borrowings	(908)	(908)	(852)
Net Cash provided by (or used in) Financing Activities	2,235	2,235	(501)
Net Increase/ (Decrease) in Cash held	(480)	(469)	(3,457)
plus: Cash & Cash Equivalents at beginning of period	3,011	3,851	6,469
Cash & Cash equivalents at end of period	2,532	3,382	3,011

D. Budgeted Statement of Changes in Equity

	2021/2022 Budget	2021/2022 LTFP	2020/2021 Revised Budget (March Quarter)
	$('000)	$('000)	$('000)
Balance at end of previous reporting period	272,335	271,901	271,479
Net Surplus/ (Deficit) for Year	1,790	1,893	855
Total Comprehensive Income	1,790	1,893	855
Balance at the end of period	274,124	273,795	272,335

E. Budgeted Uniform Presentation of Finances

	2021/2022 Budget	2021/2022 LTFP	2020/2021 Revised Budget (March Quarter)
	$('000)	$('000)	$('000)
Operating Income	34,365	33,946	35,337
less Operating Expenses	(34,665)	(34,054)	(35,080)
Operating Surplus/ (Deficit)	(300)	(108)	257
Net Outlays on Existing Assets			
Capital Expenditure on Renewal and Replacement of Existing Assets	(13,265)	(13,862)	(12,793)
less Depreciation, Amortisation and Impairment	10,833	10,834	10,643
less Proceeds from Sale of Replaced Assets	263	300	195
	(2,170)	(2,728)	(1,955)
Net Outlays on New and Upgraded Assets			
Capital Expenditure on New and Upgraded Assets	(2,335)	(1,870)	(1,870)
less Amounts Specifically for New and Upgraded Assets	2,090	2,001	598
less Proceeds from Sale of Surplus Assets	0	0	15
	(245)	131	(1,257)
Net Lending / (Borrowing) for Financial Year	(2,715)	(2,705)	(2,955)

Note: Totals may not add due to rounding

2021-2022 Draft Fees & Charges

Yorke Peninsula Council
Proposed Fees & Charges 2021-2022 - Public Consultation

Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Animal Control									
Animal Collars - Citronella can refill		Per can	Yes	No	$15.00	$15.00	$0.00	0.0%	
Animal Collars - Hire	Including citronella and anti-barking collars	Per hire	Yes	No	$25.00	$25.00	$0.00	0.0%	
Animal destruction fee			Yes	No	$210.00	$210.00	$0.00	0.0%	
Animal Kennelling	Price on application		Yes	No	POA	POA	$0.00	0.0%	
Bio-Degradable Dog Tidy Bags	(Progress Associations Only)	Per Individual Roll	Yes	No	$8.00	$8.00	$0.00	0.0%	
Daily Pound Fee		Every 24 hours impounded	No	No	$20.00	$20.00	$0.00	0.0%	
Fee for impound	After hours	Per instance	No	No	$110.00	$110.00	$0.00	0.0%	
Fee for impound	During working hours	Per instance	No	No	$70.00	$70.00	$0.00	0.0%	
Hire of cat traps and bird boxes	Refundable if returned within 7 days	Per hire	No	No	$50.00	$50.00	$0.00	0.0%	
Art Exhibition									
Art Screen - Hire Fee	No charge for the NYP Art Group, Maitland Show Society & Stansbury Institute Committee	Per screen hired	Yes	No	$10.00	$10.00	$0.00	0.0%	
Artist Entry Fees	(Non-Refundable)	Per work entered	Yes	No	$15.00	$15.00	$0.00	0.0%	
Commission on sale of art works	20%	Per work sold	Yes	No	20%	20%	$0.00	0.0%	
Boat Ramp Permits									
Community Groups (Annual)		Per permit issued to group	No	No	$223.00	$223.00	$0.00	0.0%	
Concession - April		Per permit issued	No	No	$36.00	$36.00	$0.00	0.0%	
Concession - August		Per permit issued	No	No	$82.00	$82.00	$0.00	0.0%	
Concession - Daily		Per permit issued	No	No	$6.00	$6.00	$0.00	0.0%	
Concession - December		Per permit issued	No	No	$53.00	$53.00	$0.00	0.0%	
Concession - February		Per permit issued	No	No	$38.00	$38.00	$0.00	0.0%	
Concession - January		Per permit issued	No	No	$46.00	$46.00	$0.00	0.0%	
Concession - July		Per permit issued	No	No	$89.00	$89.00	$0.00	0.0%	
Concession - June		Per permit issued	No	No	$31.00	$31.00	$0.00	0.0%	
Concession - March		Per permit issued	No	No	$36.00	$36.00	$0.00	0.0%	
Concession - May		Per permit issued	No	No	$36.00	$36.00	$0.00	0.0%	
Concession - Monthly		Per permit issued	No	No	$31.00	$31.00	$0.00	0.0%	
Concession - November		Per permit issued	No	No	$60.00	$60.00	$0.00	0.0%	
Concession - October		Per permit issued	No	No	$68.00	$68.00	$0.00	0.0%	
Concession - September		Per permit issued	No	No	$75.00	$75.00	$0.00	0.0%	
Professional - April		Per permit issued	No	No	$76.00	$76.00	$0.00	0.0%	
Professional - August		Per permit issued	No	No	$205.00	$205.00	$0.00	0.0%	
Professional - December		Per permit issued	No	No	$132.00	$132.00	$0.00	0.0%	
Professional - February		Per permit issued	No	No	$93.00	$93.00	$0.00	0.0%	
Professional - January		Per permit issued	No	No	$111.00	$111.00	$0.00	0.0%	
Professional - July		Per permit issued	No	No	$223.00	$223.00	$0.00	0.0%	
Professional - June		Per permit issued	No	No	$76.00	$76.00	$0.00	0.0%	
Professional - March		Per permit issued	No	No	$76.00	$76.00	$0.00	0.0%	
Professional - May		Per permit issued	No	No	$76.00	$76.00	$0.00	0.0%	
Professional - November		Per permit issued	No	No	$150.00	$150.00	$0.00	0.0%	
Professional - October		Per permit issued	No	No	$168.00	$168.00	$0.00	0.0%	
Professional - September		Per permit issued	No	No	$186.00	$186.00	$0.00	0.0%	
Standard - April		Per permit issued	No	No	$41.00	$41.00	$0.00	0.0%	
Standard - August		Per permit issued	No	No	$102.00	$102.00	$0.00	0.0%	
Standard - Daily		Per permit issued	No	No	$6.00	$6.00	$0.00	0.0%	
Standard - December		Per permit issued	No	No	$66.00	$66.00	$0.00	0.0%	

Yorke Peninsula Council
Proposed Fees & Charges 2021-2022 - Public Consultation

Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Standard - February		Per permit issued	No	No	$47.00	$47.00	$0.00	0.0%	
Standard - January		Per permit issued	No	No	$56.00	$56.00	$0.00	0.0%	
Standard - July		Per permit issued	No	No	$111.00	$111.00	$0.00	0.0%	
Standard - June		Per permit issued	No	No	$31.00	$31.00	$0.00	0.0%	
Standard - March		Per permit issued	No	No	$41.00	$41.00	$0.00	0.0%	
Standard - May		Per permit issued	No	No	$41.00	$41.00	$0.00	0.0%	
Standard - Monthly		Per permit issued	No	No	$31.00	$31.00	$0.00	0.0%	
Standard - November		Per permit issued	No	No	$75.00	$75.00	$0.00	0.0%	
Standard - October		Per permit issued	No	No	$84.00	$84.00	$0.00	0.0%	
Standard - September		Per permit issued	No	No	$93.00	$93.00	$0.00	0.0%	
Bush Camping Permits									
Monthly non-ratepayer		Per site per month	Yes	No	$150.00	$150.00	$0.00	0.0%	
Monthly ratepayer fee		Per site per month	Yes	No	$75.00	$75.00	$0.00	0.0%	
One night		Per site per night	Yes	No	$10.00	$10.00	$0.00	0.0%	
Weekly fee non-ratepayer		Per site per week	Yes	No	$50.00	$50.00	$0.00	0.0%	
Weekly ratepayer fee		Per site per week	Yes	No	$25.00	$25.00	$0.00	0.0%	
Yearly non-ratepayer		Per site per annum	Yes	No	$500.00	$500.00	$0.00	0.0%	
Yearly ratepayer fee		Per site per annum	Yes	No	$250.00	$250.00	$0.00	0.0%	
Caravan Parks - Black Point Camping Ground									
Extra child (3 to 15 years)	per person	per night	Yes	No	$5.00	$5.00	$0.00	0.0%	
Laundry: washing machine		per cycle	Yes	No	$5.00	$5.00	$0.00	0.0%	
Non guest use of shower		per person	Yes	No	$10.00	$10.00	$0.00	0.0%	
Powered Site - Off Peak	(2 persons)	per night	Yes	No	$25.00	$30.00	$5.00	20.0%	Consistent with other Caravan Parks
Powered site - peak	(2 persons)	per night	Yes	No	$25.00	$30.00	$5.00	20.0%	Consistent with other Caravan Parks
Powered Site (Foreshore) - Off-Peak	(2 persons)	per night	Yes	No	$30.00	$35.00	$5.00	16.7%	Consistent with other Caravan Parks
Powered Site (Foreshore) - Peak	(2 persons)	per night	Yes	No	$30.00	$35.00	$5.00	16.7%	Consistent with other Caravan Parks
Non guest use of dump point	Not available at all sites	per dump	Yes	No	$0.00	$5.00	$5.00	100.0%	Consistent with other Caravan Parks
Sites - extra adult (16+)	per person	per night	Yes	No	$10.00	$10.00	$0.00	0.0%	
Caravan Parks - Marion Bay Caravan Park									
Additional Cleaning Required		per cabin	Yes	No	$200.00	$200.00	$0.00	0.0%	
Annual Site Licence	(2 persons)	per annum	Yes	No	$3,740.00	$3,740.00	$0.00	0.0%	
Basic Cabin - Off-Peak	(2 persons) 1 Bedroom with ensuite	per night	Yes	No	$90.00	$100.00	$10.00	11.1%	Consistent with other Caravan Parks
Basic Cabin - Peak	(2 persons) 1 Bedroom with ensuite	per night	Yes	No	$100.00	$110.00	$10.00	10.0%	Consistent with other Caravan Parks
Cabin - extra adult (16+)	per person	per night	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Caravan Storage (annual)	Must use 21 days per annum	per van	Yes	No	$500.00	$600.00	$100.00	20.0%	Consistent with other Caravan Parks
Caravan Storage (Monthly)		per van	Yes	No	$42.00	$60.00	$18.00	42.9%	Consistent with other Caravan Parks
Deluxe cabin - Off-Peak	(2 persons) 2 Bedroom with ensuite	per night	Yes	No	$180.00	$180.00	$0.00	0.0%	
Deluxe Cabin - Peak	(2 persons) 2 Bedroom with ensuite	per night	Yes	No	$200.00	$200.00	$0.00	0.0%	
Executive Cabin - Peak	(2 persons) 2 Bedroom with ensuite and spa	per night	Yes	No	$220.00	$220.00	$0.00	0.0%	
Executive Cabin - Off Peak	(2 persons) 2 Bedroom with ensuite and spa	per night	Yes	No	$200.00	$200.00	$0.00	0.0%	
Extra child (3 to 15 years)	per person	per night	Yes	No	$10.00	$10.00	$0.00	0.0%	
Laundry: dryer	Not available at all sites	per cycle	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: soap pack		per wash	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: washing machine		per cycle	Yes	No	$5.00	$5.00	$0.00	0.0%	
Linen hire (pack)		per bed	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Non guest use of dump point	Not available at all sites	per dump	Yes	No	$5.00	$5.00	$0.00	0.0%	
Non guest use of shower		per person	Yes	No	$10.00	$10.00	$0.00	0.0%	
One night surcharge - Off Peak	For Peak times refer to notes & disclaimers	per stay	Yes	No	$30.00	$30.00	$0.00	0.0%	

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Powered Site - Off Peak	(2 persons)	per night	Yes	No	$35.00	$35.00	$0.00	0.0%	
Powered site - peak	(2 persons)	per night	Yes	No	$40.00	$40.00	$0.00	0.0%	
Powered site (XL) - Off-Peak	(2 person)	per night	Yes	No	$45.00	$45.00	$0.00	0.0%	
Powered site (XL) - Peak	(2 person)	per night	Yes	No	$50.00	$50.00	$0.00	0.0%	
Replacement compendiums		per compendium	Yes	No	$50.00	$60.00	$10.00	20.0%	Cost Recovery
Sites - extra adult (16+)	per person	per night	Yes	No	$10.00	$17.00	$7.00	70.0%	Consistent with other Caravan Parks
Standard Patio - Off-Peak	(2 persons) 1 Bedroom with ensuite	per night	Yes	No	$130.00	$140.00	$10.00	7.7%	Consistent with other Caravan Parks
Standard Patio - Peak	(2 persons) 1 Bedroom with ensuite	per night	Yes	No	$150.00	$160.00	$10.00	6.7%	Consistent with other Caravan Parks
Unpowered Site - Peak	(2 persons)	per night	Yes	No	$25.00	$30.00	$5.00	20.0%	Consistent with other Caravan Parks
Unpowered Site - Off Peak	(2 persons)	per night	Yes	No	$25.00	$30.00	$5.00	20.0%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire		per half hour	Yes	No	$5.00	$10.00	$5.00	100.0%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire		per hour	Yes	No	$10.00	$15.00	$5.00	50.0%	Consistent with other Caravan Parks
Pet Surcharge		per night	Yes	No	$30.00	$30.00	$0.00	0.0%	
Caravan Parks - Point Turton Caravan Park									
Additional Cleaning Required		per cabin	Yes	No	$200.00	$200.00	$0.00	0.0%	
Annual Site Licence	(2 persons)	per annum	Yes	No	$3,672.00	$3,740.00	$68.00	1.9%	Consistent with other Caravan Parks
Cabin - extra adult (16+)	per person	per night	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Caravan Storage (annual)	Must use 21 days per annum	per van	Yes	No	$500.00	$600.00	$100.00	20.0%	Consistent with other Caravan Parks
Caravan Storage (Monthly)		per van	Yes	No	$40.00	$40.00	$0.00	0.0%	
Deluxe cabin	(2 persons) 2 Bedroom with ensuite	per night	Yes	No	$140.00	$140.00	$0.00	0.0%	
Deluxe Spa Cabin	(2 persons) Queen bed with spa	per night	Yes	No	$170.00	$170.00	$0.00	0.0%	
Extra child (3 to 15 years)	per person	per night	Yes	No	$7.00	$15.00	$8.00	114.3%	Consistent with other Caravan Parks
Family Cabin	(2 persons)	per night	Yes	No	$160.00	$160.00	$0.00	0.0%	
Laundry: dryer	Not available at all sites	per cycle	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: soap pack		per wash	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: washing machine		per cycle	Yes	No	$5.00	$5.00	$0.00	0.0%	
Linen hire (pack)		per bed	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Luxpod - Off-Peak	(2 persons) 2 Bedroom	per night	Yes	No	$180.00	$180.00	$0.00	0.0%	
Luxpod - Off-Peak	(2 persons) 3 Bedroom	per night	Yes	No	$220.00	$220.00	$0.00	0.0%	
Luxpod - Peak	(2 persons) 2 Bedroom	per night	Yes	No	$200.00	$200.00	$0.00	0.0%	
Luxpod - Peak	(2 persons) 3 Bedroom	per night	Yes	No	$250.00	$250.00	$0.00	0.0%	
Non guest use of dump point	Not available at all sites	per dump	Yes	No	$5.00	$5.00	$0.00	0.0%	
Non guest use of shower		per person	Yes	No	$10.00	$10.00	$0.00	0.0%	
One night surcharge - Off Peak	For Peak times refer to notes & disclaimers	per stay	Yes	No	$30.00	$30.00	$0.00	0.0%	
Powered Site - Off Peak	(2 persons)	per night	Yes	No	$35.00	$35.00	$0.00	0.0%	
Powered site - peak	(2 persons)	per night	Yes	No	$35.00	$37.00	$2.00	5.7%	Consistent with other Caravan Parks
Powered Site - Waterfront & Upper Level "Big Rig"	(2 persons)	per night	Yes	No	$40.00	$40.00	$0.00	0.0%	
Replacement compendiums		per compendium	Yes	No	$50.00	$60.00	$10.00	20.0%	Cost Recovery
Sites - extra adult (16+)	per person	per night	Yes	No	$10.00	$10.00	$0.00	0.0%	
Pedal Cart/Bike Hire		per half hour	Yes	No	$5.00	$10.00	$5.00	100.0%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire		per hour	Yes	No	$10.00	$15.00	$5.00	50.0%	Consistent with other Caravan Parks
Pet Surcharge		per night	Yes	No	$30.00	$30.00	$0.00	0.0%	
Caravan Parks - Port Rickaby Caravan Park									
Annual Site Licence	(Includes 70 nights in 2020/2021. Reviewed annually)	per annum	Yes	No	$3,740.00	$3,740.00	$0.00	0.0%	
Caravan Storage	(Caravans must be used for 7 nights per annum at normal rates)	per annum	Yes	No	$650.00	$650.00	$0.00	0.0%	
Ensuite Cabin - Off-Peak	(2 Persons)	per night	Yes	No	$125.00	$125.00	$0.00	0.0%	
Ensuite Cabin - Off-Peak	Linen set per bed (single or double)	per night	Yes	No	$12.00	$20.00	$8.00	66.7%	Consistent with other Caravan Parks

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Ensuite Cabin - Off-Peak	Surcharge may apply to one night bookings	per night	Yes	No	$30.00	$50.00	$20.00	66.7%	Consistent with other Caravan Parks
Ensuite Cabin - Peak	(2 Persons)	per night	Yes	No	$155.00	$155.00	$0.00	0.0%	
Ensuite Cabin - Peak	(Child 2-15 years)	per night	Yes	No	$18.00	$15.00	-$3.00	-16.7%	
Ensuite Cabin - Peak	(Extra Adult)	per night	Yes	No	$25.00	$20.00	-$5.00	-20.0%	
Ensuite Cabin - Peak	Linen set per bed (single or double)	per night	Yes	No	$12.00	$20.00	$8.00	66.7%	Consistent with other Caravan Parks
Ensuite Cabin - Peak	Surcharge may apply to one night bookings	per stay	Yes	No	$30.00	$50.00	$20.00	66.7%	Consistent with other Caravan Parks
Powered Site - Off Peak	(2 Persons)	per night	Yes	No	$31.00	$31.00	$0.00	0.0%	
Powered Site - Peak	(2 Persons)	per night	Yes	No	$41.00	$41.00	$0.00	0.0%	
Unpowered Site - Off-Peak	(2 Person)	per night	Yes	No	$28.00	$28.00	$0.00	0.0%	
Unpowered Site - Peak	(2 Persons)	per night	Yes	No	$36.00	$36.00	$0.00	0.0%	
Caravan Storage		per night	Yes	No	$0.00	$55.00	$55.00	100.0%	Consistent with other Caravan Parks
Site - extra adult (16+) - Peak	per person	per night	Yes	No	$0.00	$17.00	$17.00	100.0%	Consistent with other Caravan Parks
Site - extra adult (16+) - Off Peak	per person	per night	Yes	No	$0.00	$13.00	$13.00	100.0%	Consistent with other Caravan Parks
Cabin - extra adult (16+)	per person	per night	Yes	No	$0.00	$20.00	$20.00	100.0%	Consistent with other Caravan Parks
Site - extra child (3-15) - Peak	per person	per night	Yes	No	$0.00	$10.00	$10.00	100.0%	Consistent with other Caravan Parks
Site - extra child (3-15) - Peak	per person	per night	Yes	No	$0.00	$10.00	$10.00	100.0%	Consistent with other Caravan Parks
Cabin - extra child (3-15)	per person	per night	Yes	No	$0.00	$15.00	$15.00	100.0%	Consistent with other Caravan Parks
Laundry: dryer		per cycle	Yes	No	$0.00	$2.00	$2.00	100.0%	Consistent with other Caravan Parks
Laundry: Soap pack		per wash	Yes	No	$0.00	$2.00	$2.00	100.0%	Consistent with other Caravan Parks
Laundry: washing machine		per cycle	Yes	No	$0.00	$5.00	$5.00	100.0%	Consistent with other Caravan Parks
Linen hire (pack)		per bed	Yes	No	$0.00	$20.00	$20.00	100.0%	Consistent with other Caravan Parks
Non guest use of dump point		per dump	Yes	No	$0.00	$5.00	$5.00	100.0%	Consistent with other Caravan Parks
Non guest use of shower	per person	per night	Yes	No	$0.00	$10.00	$10.00	100.0%	Consistent with other Caravan Parks
One night surcharge - Off Peak	For Peak times refer to notes & disclaimers	per stay	Yes	No	$30.00	$30.00	$0.00	0.0%	
Replacement compendiums		per compendium	Yes	No	$50.00	$60.00	$10.00	20.0%	Cost Recovery
Additional Cleaning Required		per cabin	Yes	No	$200.00	$200.00	$0.00	0.0%	
Pedal Cart/Bike Hire	per person	per half hour	Yes	No	$5.00	$10.00	$5.00	100.0%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire	per person	per hour	Yes	No	$10.00	$15.00	$5.00	50.0%	Consistent with other Caravan Parks
Pet Surcharge		per night	Yes	No	$0.00	$30.00	$30.00	100.0%	Consistent with other Caravan Parks
Caravan Parks - Port Vincent Caravan Park									
Additional Cleaning Required		per cabin	Yes	No	$200.00	$200.00	$0.00	0.0%	
Annual Site Licence	(2 persons)	per annum	Yes	No	$4,200.00	$4,200.00	$0.00	0.0%	
Cabin - extra adult (16+)	per person	per night	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Caravan Storage (annual)	Must use 21 days per annum	per van	Yes	No	$500.00	$600.00	$100.00	20.0%	Consistent with other Caravan Parks
Caravan Storage (Monthly)		per van	Yes	No	$42.00	$42.00	$0.00	0.0%	
Deluxe cabin - Off-Peak	(2 persons) 2 Bedroom with ensuite	per night	Yes	No	$130.00	$140.00	$10.00	7.7%	Consistent with other Caravan Parks
Deluxe Cabin - Peak	(2 persons) 2 Bedroom with ensuite	per night	Yes	No	$160.00	$170.00	$10.00	6.3%	Consistent with other Caravan Parks
Executive Cabin - Peak	(2 persons) 2 Bedroom with ensuite and spa	per night	Yes	No	$175.00	$185.00	$10.00	5.7%	Consistent with other Caravan Parks
Executive Cabin - Off Peak	(2 persons) 2 Bedroom with ensuite and spa	per night	Yes	No	$160.00	$170.00	$10.00	6.3%	Consistent with other Caravan Parks
Extra child (3 to 15 years)	per person	per night	Yes	No	$7.00	$10.00	$3.00	42.9%	Consistent with other Caravan Parks
Laundry: dryer	Not available at all sites	per cycle	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: soap pack		per wash	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: washing machine		per cycle	Yes	No	$5.00	$5.00	$0.00	0.0%	
Linen hire (pack)		per bed	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Luxury Villa - Off-Peak	(2 Persons) 3 Bedroom - includes spa	per night	Yes	No	$285.00	$285.00	$0.00	0.0%	
Luxury Villa - Peak	(2 Persons) 3 Bedroom - includes spa	per night	Yes	No	$360.00	$360.00	$0.00	0.0%	
Non guest use of dump point	Not available at all sites	per dump	Yes	No	$5.00	$5.00	$0.00	0.0%	

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Non guest use of shower		per person	Yes	No	$10.00	$10.00	$0.00	0.0%	
One night surcharge - Peak	For Peak times refer to notes & disclaimers	per stay	Yes	No	$30.00	$30.00	$0.00	0.0%	
Oz Shacks and Oz pods - Off-peak	(2 persons) 1 room, no ensuite	per night	Yes	No	$60.00	$60.00	$0.00	0.0%	
Oz Shacks and Oz pods - Peak	(2 persons) 1 room, no ensuite	per night	Yes	No	$70.00	$70.00	$0.00	0.0%	
Pedal cart hire	Not available at all sites	per half hour	Yes	No	$5.00	$5.00	$0.00	0.0%	
Powered Site - Off Peak	(2 persons)	per night	Yes	No	$32.00	$35.00	$3.00	9.4%	Consistent with other Caravan Parks
Powered site - peak	(2 persons)	per night	Yes	No	$37.00	$40.00	$3.00	8.1%	Consistent with other Caravan Parks
Powered Site (Foreshore) - Off-Peak	(2 persons)	per night	Yes	No	$38.00	$40.00	$2.00	5.3%	Consistent with other Caravan Parks
Powered Site (Foreshore) - Peak	(2 persons)	per night	Yes	No	$42.00	$45.00	$3.00	7.1%	Consistent with other Caravan Parks
Replacement compendiums		per compendium	Yes	No	$50.00	$60.00	$10.00	20.0%	Cost Recovery
Sites - extra adult (16+)	per person	per night	Yes	No	$10.00	$10.00	$0.00	0.0%	
Standard Cabin - Off-Peak	(2 persons) 1 Bedroom with ensuite	per night	Yes	No	$113.00	$120.00	$7.00	6.2%	Consistent with other Caravan Parks
Standard Cabin - Peak	(2 persons) 1 Bedroom with ensuite	per night	Yes	No	$144.00	$150.00	$6.00	4.2%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire	per person	per half hour	Yes	No	$5.00	$10.00	$5.00	100.0%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire	per person	per hour	Yes	No	$10.00	$15.00	$5.00	50.0%	Consistent with other Caravan Parks
Cabin - extra child (3-15)	per person	per night	Yes	No	$0.00	$15.00	$15.00	100.0%	Consistent with other Caravan Parks
Pet Surcharge		per night	Yes	No	$0.00	$30.00	$30.00	100.0%	Consistent with other Caravan Parks
Caravan Parks - Yorketown Caravan Park									
Additional Cleaning Required		per cabin	Yes	No	$200.00	$200.00	$0.00	0.0%	
Annual Site Licence	(2 persons)	per annum	Yes	No	$1,500.00	$1,500.00	$0.00	0.0%	
Cabin - extra adult (16+)	per person	per night	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Extra child (3 to 15 years)	per person	per night	Yes	No	$7.00	$15.00	$8.00	114.3%	Consistent with other Caravan Parks
Laundry: dryer	Not available at all sites	per cycle	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: soap pack		per wash	Yes	No	$2.00	$2.00	$0.00	0.0%	
Laundry: washing machine		per cycle	Yes	No	$5.00	$5.00	$0.00	0.0%	
Linen hire (pack)		per bed	Yes	No	$15.00	$20.00	$5.00	33.3%	Consistent with other Caravan Parks
Non guest use of shower		per person	Yes	No	$10.00	$10.00	$0.00	0.0%	
One night surcharge - Off Peak (Refer to notes and disclaimers)	For Peak times refer to notes & disclaimers	per stay	Yes	No	$30.00	$30.00	$0.00	0.0%	
Pet Friendly Cabin	(2 persons)	per night	Yes	No	$140.00	$140.00	$0.00	0.0%	
Powered Site - Off Peak	(2 persons)	per night	Yes	No	$30.00	$30.00	$0.00	0.0%	
Powered site - peak	(2 persons)	per night	Yes	No	$30.00	$30.00	$0.00	0.0%	
Replacement compendiums		per compendium	Yes	No	$50.00	$60.00	$10.00	20.0%	Cost Recovery
Residential Site Licence	(2 persons)	per week (includes electricity)	Yes	No	$140.00	$150.00	$10.00	7.1%	Consistent with other Caravan Parks
Sites - extra adult (16+)	per person	per night	Yes	No	$10.00	$15.00	$5.00	50.0%	Consistent with other Caravan Parks
Standard Cabin	(2 persons) 2 Bedroom with ensuite	per night	Yes	No	$110.00	$110.00	$0.00	0.0%	
Sites - extra child (3-15)	per person	per night	Yes	No	$0.00	$10.00	$10.00	100.0%	Consistent with other Caravan Parks
Non guest use of dump point		per dump	Yes	No	$0.00	$5.00	$5.00	100.0%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire	per person	per half hour	Yes	No	$5.00	$10.00	$5.00	100.0%	Consistent with other Caravan Parks
Pedal Cart/Bike Hire	per person	per hour	Yes	No	$10.00	$15.00	$5.00	50.0%	Consistent with other Caravan Parks
Pet Surcharge		per night	Yes	No	$0.00	$30.00	$30.00	100.0%	Consistent with other Caravan Parks
Cemetery									
Memorial plaque (Niche Wall)	Price on application	Per plaque	Yes	No	POA	POA	$0.00	0.0%	
Memorial Seat	Price on application	Per seat	Yes	No	POA	POA	$0.00	0.0%	
Burial plot - 99 year lease		Per Lease	Yes	No	$967.00	$977.00	$10.00	1.0%	CPI increase
Burial plot - 50 year lease		Per lease	Yes	No	$509.00	$514.00	$5.00	1.0%	CPI increase
Niche Wall - 50 year lease		Per lease	Yes	No	$387.00	$391.00	$4.00	1.0%	CPI increase
Niche Wall - 99 year lease		Per lease	Yes	No	$733.00	$740.00	$7.00	1.0%	CPI increase
Community									

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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 received in full.		No	No	$50.00	$50.00	$0.00	0.0%	
Activity and social programs conducted for aged, young and disabled persons		Price on application	Yes	No	POA	POA	$0.00	0.0%	
Community Wastewater Management Schemes									
Service Charge - Occupied Property	Ardrossan, Balgowan, Black Point, Bluff Beach, Chinaman Wells, Edithburgh, Foul Bay, Hardwicke Bay, Maitland, Point Turton, Port Julia, Port Victoria, Port Vincent, Rogues Point, Stansbury, Sultana Point, Tidday Widdy and Yorketown		No	No	$525.00	$536.00	$11.00	2.1%	Based on full cost recovery modelling
Service Charge - Vacant Property	Ardrossan, Balgowan, Black Point, Bluff Beach, Chinaman Wells, Edithburgh, Foul Bay, Hardwicke Bay, Maitland, Point Turton, Port Julia, Port Victoria, Port Vincent, Rogues Point, Stansbury, Sultana Point, Tidday Widdy and Yorketown		No	No	$390.00	$398.00	$8.00	2.1%	Based on full cost recovery modelling
Land Management Agreement	Hardwicke Bay (applies to allotments 310-336)		No	No	$12,000.00	$12,000.00	$0.00	0.0%	
Land Management Agreement	Point Souttar 10% in first year then pro-rata for following 10 years		No	No	$17,500.00	$17,500.00	$0.00	0.0%	
Land Management Agreement	Point Turton		No	No	$4,800.00	$4,800.00	$0.00	0.0%	
Land Management Agreement	Port Vincent applies to allotment 3 & 4 DP 6341		No	No	$7,500.00	$7,500.00	$0.00	0.0%	
New Developments		Price on application	No	No	POA	POA	$0.00	0.0%	
Council Documents									
Request of previous year's rates transactions	Postage costs to be added where applicable	Per item collected/posted	Yes	No	$15.00	$15.00	$0.00	0.0%	
Copy of Certificate of Title	Postage costs to be added where applicable	Per item collected/posted	Yes	No	$33.00	$33.00	$0.00	0.0%	
Monthly Building Approval List (per annum)	Postage costs to be added where applicable	Per item collected/posted	Yes	No	$55.00	$55.00	$0.00	0.0%	
Additional Hard Copy of Voters Roll (Limited to Nominated Canidates for Local Election)	Postage costs to be added where applicable	Per item collected/posted	No	No	$100.00	$100.00	$0.00	0.0%	
Assessment Book (Single Property Extract)	Postage costs to be added where applicable	Per item collected/posted	No	No	$5.00	$5.00	$0.00	0.0%	
Photocopying - Supply of Council documents that are available to the general public (see notes & disclaimers for more information)	Postage costs to be added where applicable	Per Page	No	No	$0.20	$0.20	$0.00	0.0%	
Policy Manual	Postage costs to be added where applicable	Per item collected/posted	No	No	$0.00	$0.00	$0.00	0.0%	
Policy on Order Making	Postage costs to be added where applicable	Per item collected/posted	No	Yes	No Charge	No Charge	$0.00	0.0%	
Public Consultation Policy	Postage costs to be added where applicable	Per item collected/posted	No	Yes	No Charge	No Charge	$0.00	0.0%	
Register of Community Land	Postage costs to be added where applicable	Per item collected/posted	No	Yes	No Charge	No Charge	$0.00	0.0%	
Development									
Installation of Street Signs	Installation of additional street signs at ratepayers request	Price on application	Yes	No	POA	POA	$0.00	0.0%	
Advertising	Advertising in newspaper as required under the Development Act (category 3)		No	No	$265.00	$0.00	-$265.00	-100.0%	Superseded by new fee provisions of PDI Act
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 $73 which ever is greater	Yes	Yes	POA	POA	$0.00	0.0%	Superseded by new fee provisions of PDI Act
Application for issue of Schedule of Essential Safety Provisions	Application for issue of Schedule of Essential Safety Provisions under the Development Act		Yes	Yes	$105.00	$105.00	$0.00	0.0%	

Yorke Peninsula Council
Proposed Fees & Charges 2021-2022 - Public Consultation

Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Bond Documents	Preparation and administration of bond documents	Price on application	Yes	No	POA	POA	$0.00	0.0%	
Certificate of Occupancy Fee	Certificate of Occupancy Fee under the Development Act		Yes	Yes	$49.00	$49.00	$0.00	0.0%	
Consent to Development at Variance with Building Rules	Consent to Development at Variance with Building Rules under the Development Act		Yes	Yes	$170.00	$0.00	-$170.00	-100.0%	Superseded by new fee provisions of PDI Act
Copy of LMA	person entitled to a copy of an LMA on payment of fee		No	No	$25.00	$25.00	$0.00	0.0%	
Extension of Consent / Approval	Application to extend any Consent / Approval		No	Yes	$109.00	$109.00	$0.00	0.0%	
Inspection Fee	Inspection Fee of Second Hand Dwellings	Price on application	Yes	No	POA	POA	$0.00	0.0%	
Land Management / Water Agreements	Preparation of Private Water Services Agreements and Land Management Agreements	Price on application	Yes	No	POA	POA	$0.00	0.0%	
Land Management / Water Agreements	Registration or Inspection of Private Water Services Agreements and Land Management Agreements	Price on application	No	No	POA	POA	$0.00	0.0%	
Public Notification Fee (category 2 & 3)	Public Notification Fee (category 2 & 3) under the Development Act		No	Yes	$116.00	$0.00	-$116.00	-100.0%	Superseded by new fee provisions of PDI Act
Registration of private certifiers	Application for registration of private certifiers & annual registration fee under the Development Act		No	Yes	POA	POA	$0.00	0.0%	
RV Friendly Status Application		Per Application	Yes	Yes	POA	POA	$0.00	0.0%	
Schedule 1 a development	development exempt within ambit of schedule 1a other than brush fences		No	Yes	$56.50	$0.00	-$56.50	-100.0%	Superseded by new fee provisions of PDI Act
Staged Consents Fee	Note: $16.20 to be forwarded to Development Assessment Commission		No	Yes	$68.50	$0.00	-$68.50	-100.0%	Superseded by new fee provisions of PDI Act
Statement of Requirements Fee : Boundary Adjustment	Statement of Requirements Fee under the Development Act. Item 1 (3) (b) (i),		No	Yes	$322.00	$322.00	$0.00	0.0%	
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.		No	Yes	$204.00	$0.00	$0.00	0.0%	Superseded by new fee provisions of PDI Act
Assessment - Building Fees (PDI Act)									
Building Assessment - Class 1	Typically houses - 0.25% development cost, minimum $450		Yes	Yes	POA	POA	$0.00	0.0%	
Building Assessment - Class 10	Non-habitable structures e.g. sheds or carports		Yes	Yes	POA	POA	$0.00	0.0%	
Building Assessment - Classes 2-9 (e.g. - apartments, commercial, industrial buildings)	Greater than $1M development cost - $3,390 plus 0.15% over $1M		Yes	Yes	POA	POA	$0.00	0.0%	
Building Assessment - Classes 2-9 (e.g. - apartments, commercial, industrial buildings)	Greater than $20,000 up to and including $200,000 development cost - $670 plus 0.4% over $20,000		Yes	Yes	POA	POA	$0.00	0.0%	
Building Assessment - Classes 2-9 (e.g. - apartments, commercial, industrial buildings)	Greater than $200,000 up to and including $1M development cost - $1,390 plus 0.25% over $200,000		Yes	Yes	POA	POA	$0.00	0.0%	
Building Assessment - Classes 2-9 (e.g. - apartments, commercial, industrial buildings)	Up to and including $20,000 development cost		Yes	Yes	$670.00	$670.00	$0.00	0.0%	
Building Assessment (Demolition)			Yes	Yes	$145.00	$145.00	$0.00	0.0%	
Change of classification			Yes	Yes	$170.00	$170.00	$0.00	0.0%	
Issue Electrical Safety Provision (Class 2-9 commercial)			Yes	Yes	$240.00	$240.00	$0.00	0.0%	
Referral to Commission (Concurrence)			Yes	Yes	$345.00	$345.00	$0.00	0.0%	
Referral to Commission (Opinion)			Yes	Yes	$345.00	$345.00	$0.00	0.0%	
Assessment - Planning Fees (PDI Act)									
Crown Development	0.25% of development cost up to a maximum of $300,000		Yes	Yes	POA	POA	$0.00	0.0%	
Deemed-to-Satisfy	<$10,000 development cost		Yes	Yes	$210.00	$210.00	$0.00	0.0%	
Deemed-to-Satisfy	Up to $10,000 development cost		Yes	Yes	$127.00	$127.00	$0.00	0.0%	
Impact Assessed (EIS) Assessment	0.25% of development cost up to a maximum of $500,000		Yes	Yes	POA	POA	$0.00	0.0%	
Impact Assessed (EIS) Declaration			Yes	Yes	$1,750.00	$1,750.00	$0.00	0.0%	
Impact Assessed (Restricted)	0.25% of total development cost up to $300,000, whichever is greatest		Yes	Yes	POA	POA	$0.00	0.0%	

Yorke Peninsula Council
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Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Performance Assessed	$250 or 0.125% development cost up to a maximum of $200,000, whichever is greatest		Yes	Yes	POA	POA	$0.00	0.0%	
Assessment - Land Division Fees (PDI Act)									
Assessment (4 or less lots with no public road)			No	Yes	$175.00	$175.00	$0.00	0.0%	
Assessment (5 or more lots and/or a public road) [Fee to Council]	$175, plus $16 per additional allotment		No	Yes	POA	POA	$0.00	0.0%	
Land Division Certificate (includes certificate, consultation report) [Fee to DPTI]			No	Yes	$1,028.00	$1,028.00	$0.00	0.0%	
Statement of Requirements [Fee to Council]			No	Yes	$200.00	$200.00	$0.00	0.0%	
Building Rules Fees (Development Act)									
Class 1, 2, 4		Floor area x class fee	Yes	Yes	$3.29	$0.00	-$3.29	-100.0%	Superseded by new fee provisions of PDI Act
Class 10a		Floor area x class fee	Yes	Yes	$0.98	$0.00	-$0.98	-100.0%	Superseded by new fee provisions of PDI Act
Class 10b		Floor area x class fee	Yes	Yes	$0.98	$0.00	-$0.98	-100.0%	Superseded by new fee provisions of PDI Act
Class 3, 5, 6		Floor area x class fee	Yes	Yes	$4.38	$0.00	-$4.38	-100.0%	Superseded by new fee provisions of PDI Act
Class 7, 8		Floor area x class fee	Yes	Yes	$2.91	$0.00	-$2.91	-100.0%	Superseded by new fee provisions of PDI Act
Class 9a, 9c		Floor area x class fee	Yes	Yes	$4.97	$0.00	-$4.97	-100.0%	Superseded by new fee provisions of PDI Act
Class 9b		Floor area x class fee	Yes	Yes	$4.36	$0.00	-$4.36	-100.0%	Superseded by new fee provisions of PDI Act
Demolition	20% loading to class calculation	Floor area x class fee	Yes	Yes	POA	$0.00	$0.00	0.0%	Superseded by new fee provisions of PDI Act
Minimum Fee	If floor area calculation below minimum fee		Yes	Yes	$74.50	$0.00	-$74.50	-100.0%	Superseded by new fee provisions of PDI Act
Certificate of Approval (Development Act)									
Certificate of Approval Fee : Additional allotments	Certificate of Approval Fee under the Development Act. Dev Regs Sch 6 Item No.1 (3) (d) (ii).		No	Yes	$380.00	$380.00	$0.00	0.0%	
Certificate of Approval Fee : Boundary realignment	Certificate of Approval Fee under the Development Act. Dev Regs Sch 6 Item No.1 (3) (d) (i).		No	Yes	$113.00	$113.00	$0.00	0.0%	
Compliance Fees (PDI Act)									
Basic Compliance fee	Class 10 <$10,000		No	Yes	No Charge	No Charge	$0.00	0.0%	
Basic Compliance fee	Class 10 >$10,000		No	Yes	$80.00	$80.00	$0.00	0.0%	
Certificate of Occupancy (To Council or Certifier)			No	Yes	$50.00	$50.00	$0.00	0.0%	
Class 1 (e.g. houses) inspection			No	Yes	$240.00	$240.00	$0.00	0.0%	
Classes 2-9 inspection	0.075% development cost, minimum $240, maximum $2,500, whichever is greatest		No	Yes	POA	POA	$0.00	0.0%	
Swimming Pool inspection			No	Yes	$240.00	$240.00	$0.00	0.0%	
Developers Fees									
Developers' "In-Kind" Contributions	Non-cash contributions made by developers when creating land divisions	Price on application	No	No	POA	POA	$0.00	0.0%	
Developers' Cash Contributions	Levies imposed on or made by developers when creating land divisions	Price on application	No	No	POA	POA	$0.00	0.0%	
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	No	No	POA	POA	$0.00	0.0%	
Development Plan Assessment Fees									
Development plan assessment fee	Development between $10,000 and $100,000. Development Regulations 2008 Item No.1 (2) (d).		Yes	Yes	$116.00	$116.00	$0.00	0.0%	
Development plan assessment fee	Development over $100,000. Development Regulations 2008 Item No.1 (2) (e).	0.125% to maximum of $200,000	Yes	Yes	POA	POA	$0.00	0.0%	
Development plan assessment fee	Development under $10,000. Development Regulations 2008 Item No.1 (2) (c).		Yes	Yes	$42.50	$42.50	$0.00	0.0%	
Land Divisions									
Land division fee	Additional allotment created		No	Yes	$172.00	$172.00	$0.00	0.0%	
Land division fee : per additional allotment fee	Per new allotment created (max $7,737)		No	Yes	$16.30	$16.30	$0.00	0.0%	
Land division fee : no additional allotment number	Land division fee under the Development Act		No	Yes	$79.00	$79.00	$0.00	0.0%	

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Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Land division lodgement fee : base amount	Lodgement fees under the Development Act		No	Yes	$68.50	$68.50	$0.00	0.0%	
Land division lodgement fee : no additional allotments	Land division - no Additional allotments - $53.50 + Base amount $67.00		No	Yes	$123.00	$123.00	$0.00	0.0%	
Land division lodgement fee : with additional allotments	Land Division with Additional allotments $158.00 + Base amount $67.00		No	Yes	$229.50	$229.50	$0.00	0.0%	
Lodgement Fees (PDI Act)									
Development Application Hard Copy (Processing Fee)	Charged in addition to Electronic Lodgement Fee		No	Yes	$80.00	$80.00	$0.00	0.0%	
Electronic Lodgement			No	Yes	$177.00	$177.00	$0.00	0.0%	
Lodgement Fees									
Lodgement Fees - > $5,000 & includes BRC	the Base amount of $67.00 + fee $75.50. Development Regulations 2008 Schedule 6 Item No.1 (1) (c).		No	Yes	$145.50	$0.00	-$145.50	-100.0%	Superseded by new fee provisions of PDI Act
Lodgement Fees - Base amount	Development Regulations 2008 Schedule 6 Item No.1 (1).		No	Yes	$68.50	$0.00	-$68.50	-100.0%	Superseded by new fee provisions of PDI Act
Lodgement Fees - Non-complying	Development Regulations 2008 Schedule 6 Item No.1 (1) (a). Base amount $67.00 + fee $107.00.		No	Yes	$177.50	$0.00	-$177.50	-100.0%	Superseded by new fee provisions of PDI Act
Non-Complying Developments									
Non-Complying Development Administration Fee	Development Regulations 2008 Schedule 6 Item No.1 (4) (a).		No	Yes	$140.00	$0.00	-$140.00	-100.0%	Superseded by new fee provisions of PDI Act
Non-Complying Development Fee	Development between $10,000 - $100,000. Item 1 (4) (b) (ii).		No	Yes	$140.00	$0.00	-$140.00	-100.0%	Superseded by new fee provisions of PDI Act
Non-Complying Development Fee	Development over $100,000. Item 1 (4) (b) (iii).	0.125% of value to a maximum of $200,000	No	Yes	POA	$0.00	$0.00	0.0%	Superseded by new fee provisions of PDI Act
Non-Complying Development Fee	Development under $10,000. Item 1 (4) (b) (i).		No	Yes	$58.00	$0.00	-$58.00	-100.0%	Superseded by new fee provisions of PDI Act
Public Notification (PDI Act)									
Public Notification Signage	Fee to prepare and erect relevant signage where required		Yes	No	$360.00	$360.00	$0.00	0.0%	
Referrals									
Referral fees	Referral fees under the Development Act		No	Yes	$243.00	$0.00	-$243.00	-100.0%	Superseded by new fee provisions of PDI Act
Referral to Building Rules Assessment Commission : Class 1 & 10	Referral to Building Rules Assessment Commission under the Development Act		No	Yes	$537.00	$0.00	-$537.00	-100.0%	Superseded by new fee provisions of PDI Act
Referral to Building Rules Assessment Commission : Class 2-9	Referral to Building Rules Assessment Commission under the Development Act		No	Yes	$1,178.00	$0.00	-$1,178.00	-100.0%	Superseded by new fee provisions of PDI Act
Referal Agency Fees (PDI Act)									
Standard Referral	Fee variations exist for referral to the Environmental Protection Agency, Native Vegetation, SA Housing Authority and Technical Regulator		No	Yes	$398.00	$398.00	$0.00	0.0%	
Dog Explations									
A dog deemed to be wandering at large	Other than dangerous/prescribed		No	Yes	$210.00	$210.00	$0.00	0.0%	
A dog in any public place without a collar and current registration disc			No	Yes	$170.00	$170.00	$0.00	0.0%	
A dog in school premises or shop	Other than dangerous/prescribed		No	Yes	$315.00	$315.00	$0.00	0.0%	
A dog that attacks, rushes, or chases a person, animal or bird	Other than dangerous/prescribed		No	Yes	$315.00	$315.00	$0.00	0.0%	
A dog that causes injury to person or property			No	Yes	$315.00	$315.00	$0.00	0.0%	
Failing to remove dog faeces			No	Yes	$210.00	$210.00	$0.00	0.0%	
Further offence, unregistered dog	Other than dangerous/prescribed		No	Yes	$170.00	$170.00	$0.00	0.0%	
If the dog(s) create a noise by barking or otherwise			No	Yes	$315.00	$315.00	$0.00	0.0%	
Owning or keeping an unregistered dog	Other than dangerous/prescribed		No	Yes	$170.00	$170.00	$0.00	0.0%	
Transporting unrestrained dogs in vehicle			No	Yes	$210.00	$210.00	$0.00	0.0%	
Dog Registrations									
Assistance Dog	Including assistance dog in training	Per dog registered	No	No	No Charge	No Charge	$0.00	0.0%	
Business Registration		Per dog registered	No	No	$84.00	$84.00	$0.00	0.0%	
Dogs under 3 months of age as at 1 April		Per dog	No	No	No Charge	No Charge	$0.00	0.0%	

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Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Dogs under 3 months of age as at 1 January		Per dog	No	No	50% reduction on relevant standard/non-standard fee	50% reduction on relevant standard/non-standard fee	$0.00	0.0%	
Late Registration Fee		Per late dog registration	No	No	$20.00	$20.00	$0.00	0.0%	
Non-Standard Dog (is not both desexed and microchipped)	Pensioner/Concession rebates may apply	Per dog registered	No	No	$84.00	$84.00	$0.00	0.0%	
Replacement Disc		Per disc replaced	No	No	$10.00	$10.00	$0.00	0.0%	
Standard Dog (has been both desexed and microchipped)	Pensioner/Concession rebates may apply	Per dog registered	No	No	$42.00	$42.00	$0.00	0.0%	
Transfer of Registration		Per dog registered	No	No	No Charge	No Charge	$0.00	0.0%	
Working Livestock Dog		Per dog registered	No	No	$42.00	$42.00	$0.00	0.0%	
Non Standard Cat (Not microchipped, regardless of its desexing status)	By virtue of enactment of By-law 6 of 2020	Per cat registered	No	No	$0.00	$25.00	$25.00	100.0%	New fee
Semi Non Standard Cat (Microchipped only, not desexed)	By virtue of enactment of By-law 6 of 2020	Per cat registered	No	No	$0.00	$10.00	$10.00	100.0%	New fee
Standard Cat (Desexed and microchipped)	By virtue of enactment of By-law 6 of 2020	Per cat registered	No	No	No Charge	No Charge	$0.00	0.0%	New fee
Environment									
Block Clearing	On site rubbish removable and block clearing	Contractor fee plus $120 admin fee	Yes	No	POA	POA	$0.00	0.0%	
Pest Control	Supply of mosquito blocks	Price on application	Yes	No	POA	POA	$0.00	0.0%	
Removal of Property	Removal and storage of property (i.e. Abandoned cars, shopping trolleys, sign boards etc.)	Price on application	Yes	No	POA	POA	$0.00	0.0%	
Expiations									
Expiations - By-Laws	Fines and expiations in relation to Council by-laws 2-5 and 7	Per offence	No	Yes	$100.00	$100.00	$0.00	0.0%	
Expiations - Littering	Fines and expiations in relation to littering - In accordance with the Act	Per offence	No	Yes	$187.50	$187.50	$0.00	0.0%	
Impounding of Vehicles	Impounding of vehicles (including towing and storage) - Full cost recovery	Per offence	No	No	In accordance with the Act	In accordance with the Act	$0.00	0.0%	
Impounding of Vehicles : Admin Fee	Impounding of vehicles (including towing and storage)	Per offence	No	No	Full Cost Recovery	Full Cost Recovery	$0.00	0.0%	
Vehicle Parking Expiations									
Double ranking parking		Per offence	No	Yes	$102.00	$102.00	$0.00	0.0%	
Exceeding a time limit whilst parking		Per offence	No	Yes	$56.00	$56.00	$0.00	0.0%	
Not parallel parked, not facing a lawful direction		Per offence	No	Yes	$73.00	$73.00	$0.00	0.0%	
Parking for longer than an hour if the vehicle exceeds 6 meters in length		Per offence	No	Yes	$125.00	$125.00	$0.00	0.0%	
Parking in a bus zone		Per offence	No	Yes	$140.00	$140.00	$0.00	0.0%	
Parking in a disabled zone		Per offence	No	Yes	$397.00	$397.00	$0.00	0.0%	
Parking in a loading zone		Per offence	No	Yes	$73.00	$73.00	$0.00	0.0%	
Parking in a no standing zone		Per offence	No	Yes	$102.00	$102.00	$0.00	0.0%	
Parking on a footpath		Per offence	No	Yes	$104.00	$104.00	$0.00	0.0%	
Parking resulting in obstructing access to and from a driveway		Per offence	No	Yes	$85.00	$85.00	$0.00	0.0%	
Parking within 10 meters of an interesction without traffic lights		Per offence	No	Yes	$104.00	$104.00	$0.00	0.0%	
Freedom of Information Requests									
1. On application for Access to an agencies document (section 13c)			No	Yes	$37.50	$37.50	$0.00	0.0%	
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	Yes	$14.10	$14.10	$0.00	0.0%	
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 access		No	Yes	$14.10	$14.10	$0.00	0.0%	

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Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
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		No	Yes	$14.10	$14.10	$0.00	0.0%	
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.		No	Yes	$0.20 per page plus actual cost of postage / delivery	$0.20 per page plus actual cost of postage / delivery	$0.00	0.0%	
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.		No	Yes	$8.40 per page plus actual cost of postage / delivery	$8.40 per page plus actual cost of postage / delivery	$0.00	0.0%	
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 incurred in producing the copy	No	Yes	Actual Cost	Actual Cost	$0.00	0.0%	
3. On application for review by an agency of a determination made by the agency under part III of the act			No	Yes	$37.50	$37.50	$0.00	0.0%	
Hall Hire									
Ardrossan Town Hall - 3 phase power outlet			Yes	No	$36.00	$36.00	$0.00	0.0%	
Ardrossan Town Hall - After Hours Opening Fee			Yes	No	$102.00	$102.00	$0.00	0.0%	
Ardrossan Town Hall - Bar			Yes	No	No Charge	No Charge	$0.00	0.0%	
Ardrossan Town Hall - Bond	(Taxable if forfeit)		No	No	$200.00	$200.00	$0.00	0.0%	
Ardrossan Town Hall - Calisthenics Groups			Yes	No	$5.00	$5.00	$0.00	0.0%	
Ardrossan Town Hall - Commercial hire **			Yes	No	$153.00	$153.00	$0.00	0.0%	
Ardrossan Town Hall - Dance Classes			Yes	No	$10.00	$10.00	$0.00	0.0%	
Ardrossan Town Hall - Elections	Price on application		Yes	No	POA	POA	$0.00	0.0%	
Ardrossan Town Hall - Fitness and Wellbeing			Yes	No	$15.00	$15.00	$0.00	0.0%	
Ardrossan Town Hall - Key Bond	(Taxable if forfeit)		No	No	$50.00	$50.00	$0.00	0.0%	
Ardrossan Town Hall - Kitchen (including crockery)			Yes	No	$71.00	$71.00	$0.00	0.0%	
Ardrossan Town Hall - Main Hall			Yes	No	$81.00	$81.00	$0.00	0.0%	
Ardrossan Town Hall - Preparation/Rehearsals			Yes	No	$10.00	$10.00	$0.00	0.0%	
Ardrossan Town Hall - Supper Room/Small Hall			Yes	No	$31.00	$31.00	$0.00	0.0%	
Ardrossan Town Hall - SYP Combined Schools Music Festival - rehearsals & performances			Yes	No	No Charge	No Charge	$0.00	0.0%	
Ardrossan Town Hall - YP Spoke Group (Quarterly Meetings)			Yes	No	No Charge	No Charge	$0.00	0.0%	
Maitland Town Hall - 3 phase power outlet			Yes	No	$36.00	$36.00	$0.00	0.0%	
Maitland Town Hall - After Hours Opening Fee			Yes	No	$102.00	$102.00	$0.00	0.0%	
Maitland Town Hall - Amplifier			Yes	No	$21.00	$21.00	$0.00	0.0%	
Maitland Town Hall - Ballroom			Yes	No	$61.00	$61.00	$0.00	0.0%	
Maitland Town Hall - Bond	(Taxable if forfeit)		No	No	$200.00	$200.00	$0.00	0.0%	
Maitland Town Hall - Calisthenics Groups			Yes	No	$5.00	$5.00	$0.00	0.0%	
Maitland Town Hall - Commercial hire **			Yes	No	$153.00	$153.00	$0.00	0.0%	
Maitland Town Hall - Dance Classes			Yes	No	$10.00	$10.00	$0.00	0.0%	
Maitland Town Hall - Elections	Price on application		Yes	No	POA	POA	$0.00	0.0%	
Maitland Town Hall - Fitness and Wellbeing	Applies to for profit businesses		Yes	No	$15.00	$15.00	$0.00	0.0%	
Maitland Town Hall - Key Bond	(Taxable if forfeit)		No	No	$50.00	$50.00	$0.00	0.0%	
Maitland Town Hall - Kitchen (including crockery)			Yes	No	$71.00	$71.00	$0.00	0.0%	
Maitland Town Hall - Laundry	Full cost recovery		Yes	No	POA	POA	$0.00	0.0%	
Maitland Town Hall - Main Hall			Yes	No	$81.00	$81.00	$0.00	0.0%	
Maitland Town Hall - Mayor's Parlour			Yes	No	$31.00	$31.00	$0.00	0.0%	
Maitland Town Hall - Preparation/Rehearsals			Yes	No	$10.00	$10.00	$0.00	0.0%	
Maitland Town Hall - Supper Room/Small Hall			Yes	No	$31.00	$31.00	$0.00	0.0%	
Maitland Town Hall - SYP Combined Schools Music Festival - rehearsals & performances			No	No	No Charge	No Charge	$0.00	0.0%	
Maitland Town Hall - YP Rural Counselling Service - provision of meeting room at Maitland Hall			No	No	No Charge	No Charge	$0.00	0.0%	

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Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Maitland Town Hall - YP Spoke Group (Quarterly Meetings)			No	No	No Charge	No Charge	$0.00	0.0%	
Minlaton Town Hall - After Hours Opening Fee			Yes	No	$102.00	$102.00	$0.00	0.0%	
Minlaton Town Hall - Bond	(Taxable if forfeit)		No	No	$200.00	$200.00	$0.00	0.0%	
Minlaton Town Hall - Calisthenics Groups			Yes	No	$5.00	$5.00	$0.00	0.0%	
Minlaton Town Hall - Commercial hire **			Yes	No	$153.00	$153.00	$0.00	0.0%	
Minlaton Town Hall - Community Meeting Room			Yes	No	$16.00	$16.00	$0.00	0.0%	
Minlaton Town Hall - Dance Classes			Yes	No	$10.00	$10.00	$0.00	0.0%	
Minlaton Town Hall - Elections	Price on application		Yes	No	POA	POA	$0.00	0.0%	
Minlaton Town Hall - Fitness and Wellbeing	Applies to for profit businesses		Yes	No	$15.00	$15.00	$0.00	0.0%	
Minlaton Town Hall - Key Bond	(Taxable if forfeit)		No	No	$50.00	$50.00	$0.00	0.0%	
Minlaton Town Hall - Kitchen			Yes	No	$71.00	$71.00	$0.00	0.0%	
Minlaton Town Hall - Main Hall			Yes	No	$81.00	$81.00	$0.00	0.0%	
Minlaton Town Hall - Preparation/Rehearsals			Yes	No	$10.00	$10.00	$0.00	0.0%	
Minlaton Town Hall - SYP Combined Schools Music Festival - rehearsals & performances			No	No	POA	POA	$0.00	0.0%	
Minlaton Town Hall - YP Spoke Group (Quarterly Meetings)			No	No	POA	POA	$0.00	0.0%	
Minlaton Town Hall - RSL Meeting Room			Yes	No	$0.00	$10.00	$10.00	100.0%	New Fee
Warooka Town Hall - After Hours Opening Fee			Yes	No	$102.00	$102.00	$0.00	0.0%	
Warooka Town Hall - Bond	(Taxable if forfeit)		No	No	$200.00	$200.00	$0.00	0.0%	
Warooka Town Hall - Calisthenics Groups			Yes	No	$5.00	$5.00	$0.00	0.0%	
Warooka Town Hall - Commercial hire **			Yes	No	$153.00	$153.00	$0.00	0.0%	
Warooka Town Hall - Dance Classes			Yes	No	$10.00	$10.00	$0.00	0.0%	
Warooka Town Hall - Elections	Price on application		Yes	No	POA	POA	$0.00	0.0%	
Warooka Town Hall - Fitness and Wellbeing	Applies to for profit businesses		Yes	No	$15.00	$15.00	$0.00	0.0%	
Warooka Town Hall - Key Bond	(Taxable if forfeit)		No	No	$50.00	$50.00	$0.00	0.0%	
Warooka Town Hall - Kitchen (including crockery)			Yes	No	$71.00	$71.00	$0.00	0.0%	
Warooka Town Hall - Main Hall			Yes	No	$81.00	$81.00	$0.00	0.0%	
Warooka Town Hall - Preparation/Rehearsals			Yes	No	$10.00	$10.00	$0.00	0.0%	
Warooka Town Hall - RSL Room			Yes	No	$16.00	$16.00	$0.00	0.0%	
Warooka Town Hall - Supper Room/Small Hall			Yes	No	$21.00	$21.00	$0.00	0.0%	
Warooka Town Hall - SYP Combined Schools Music Festival - rehearsals & performances			No	No	No Charge	No Charge	$0.00	0.0%	
Warooka Town Hall - YP Spoke Group (Quarterly Meetings)			No	No	No Charge	No Charge	$0.00	0.0%	
Yorketown Town Hall - 3 phase power outlet			Yes	No	$36.00	$36.00	$0.00	0.0%	
Yorketown Town Hall - After Hours Opening Fee			Yes	No	$102.00	$102.00	$0.00	0.0%	
Yorketown Town Hall - Bond	(Taxable if forfeit)		No	No	$200.00	$200.00	$0.00	0.0%	
Yorketown Town Hall - Calisthenics Groups			Yes	No	$5.00	$5.00	$0.00	0.0%	
Yorketown Town Hall - Commercial hire **			Yes	No	$153.00	$153.00	$0.00	0.0%	
Yorketown Town Hall - Dance Classes			Yes	No	$10.00	$10.00	$0.00	0.0%	
Yorketown Town Hall - Elections	Refer commercial hire		Yes	No	POA	POA	$0.00	0.0%	
Yorketown Town Hall - Fitness and Wellbeing	Applies to for profit businesses		Yes	No	$15.00	$15.00	$0.00	0.0%	
Yorketown Town Hall - Key Bond	(Taxable if forfeit)		No	No	$50.00	$50.00	$0.00	0.0%	
Yorketown Town Hall - Kitchen (including crockery)			Yes	No	$71.00	$71.00	$0.00	0.0%	
Yorketown Town Hall - Laundry			Yes	No	POA	POA	$0.00	0.0%	
Yorketown Town Hall - Main Hall			Yes	No	$81.00	$81.00	$0.00	0.0%	
Yorketown Town Hall - Preparation/Rehearsals			Yes	No	$10.00	$10.00	$0.00	0.0%	
Yorketown Town Hall - Supper Room/Small Hall			Yes	No	$31.00	$31.00	$0.00	0.0%	
Yorketown Town Hall - SYP Combined Schools Music Festival - rehearsals & performances			No	No	No Charge	No Charge	$0.00	0.0%	
Yorketown Town Hall - YP Spoke Group (Quarterly Meetings)			No	No	No Charge	No Charge	$0.00	0.0%	

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Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Health Services									
Application and licence fees for supported residence	Application and licence fees including renewals and transfers for for supported residence	Price on application	No	Yes	POA	POA	$0.00	0.0%	
Fines - Food Safety	Fines and expiations under the Food Act	Refer to Food Act for full listing	No	Yes	Refer Food Act	Refer Food Act	$0.00	0.0%	
Fines - Public and Environmental Health Act	Fines and expiations under the Environmental Health Act	Refer to Public and Enviromental Health Act for full listing	No	Yes	Refer to Public and Enviromental Health Act	Refer to Public and Enviromental Health Act	$0.00	0.0%	
Inspection of Food Premises : Any other Case	Inspection and reporting on food safety in business premises (Exemption for community and sporting clubs)	Per inspection (Maximum fee listed)	No	Yes	$294.00	$294.00	$0.00	0.0%	
Inspection of Food Premises : Small Business	Inspection and reporting on food safety in business premises (Exemption for community and sporting clubs)	Per inspection (Maximum fee listed)	No	Yes	$118.00	$118.00	$0.00	0.0%	
Information Services									
Searches - Certificate of Liabilities	Rate only searches (section 7 and 187), certificates of liability and extracts from assessment book. Urgent searches are not avalible. LG (General) Regulations 2013 s187 (3) (e).	per search	No	Yes	$35.75	$35.75	$0.00	0.0%	
Searches - Complete Search	Rate searches (section 7 and 187), certificates of liability and extracts from assessment book. Urgent searches are not avalible	per search	No	Yes	$61.25	$61.25	$0.00	0.0%	
Searches - Transfer underlease for Marina			No	No	$127.00	$127.00	$0.00	0.0%	
Licences and Permits									
Road Closures	All applications and consents (including advertising fees charged) in relation to temporary road closures	Price on application	No	No	POA	POA	$0.00	0.0%	
Permit to Carry Out Works on Council's Roads or Footpaths	Required for all works carried out on Council's roads or footpaths	Per application	Yes	No	$55.00	$55.00	$0.00	0.0%	
Burning	Consent to carry out burning	Price on application	No	Yes	POA	POA	$0.00	0.0%	
Filming	Fee for filming commercials & feature films in Council area	Price on application	No	No	POA	POA	$0.00	0.0%	
Firewood	Authority to collect roadside firewood	Per permit	No	No	$33.00	$33.00	$0.00	0.0%	
Mobile Food Vendor Permit (Annual)		Per annum	No	No	$2,000.00	$2,000.00	$0.00	0.0%	
Mobile Food Vendor Permit (Monthly)		Per month	No	No	$200.00	$200.00	$0.00	0.0%	
Mobile Vendors - Stansbury Markets	Fee for Stansbury Progress to run markets	Per annum	No	No	$365.00	$365.00	$0.00	0.0%	
Outdoor Dining	Permit for outdoor cafes and dining including applications and transfers	Per annum	No	No	$33.00	$33.00	$0.00	0.0%	
Petrol Pumps	Kerbside petrol pump permit	Per annum	No	No	$55.00	$55.00	$0.00	0.0%	
Road Rents	Commercial and agricultural road rents including fees for agistment, cropping and de pasturing. Invoiced on a one (1) year basis. Fee currently under review by Council	Per annum	Yes	No	$20.00	$20.00	$0.00	0.0%	Fee currently under review pending new fee structure by Council
Seed Collection	Authorisation for the collection of seeds for tree planting purposes	Price on application	No	No	POA	POA	$0.00	0.0%	
Trading	Permit for trading or displaying goods (i.e. on street or in shopping complex)	Per annum	No	No	$33.00	$33.00	$0.00	0.0%	
Private Works									
Supply and Installation of Lighting Infrastructure	Price on application		Yes	No	POA	POA	$0.00	0.0%	
Waste and Recycling - Resource Recovery Centre									
Asbestos (Ramsey Only) - Car Boot		Gate Fee	Yes	No	$153.00	$158.00	$5.00	3.3%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Asbestos (Ramsey Only) - Large trailer / Ute (> 8 x 5)	Small (water level) - Price on application	Gate Fee	Yes	No	POA	POA	$0.00	0.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Asbestos (Ramsey Only) - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Medium (heaped)	Gate Fee	Yes	No	$238.00	$245.00	$7.00	2.9%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.

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Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Asbestos (Ramsey Only) - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Small (water level)	Gate Fee	Yes	No	$231.00	$238.00	$7.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Asbestos (Ramsey Only) - Small Trailer / Ute (up to 6 x 4)	Medium (heaped)	Gate Fee	Yes	No	$231.00	$238.00	$7.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Asbestos (Ramsey Only) - Small Trailer / Ute (up to 6 x 4)	Small (water level)	Gate Fee	Yes	No	$154.00	$159.00	$5.00	3.2%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Asbestos (Ramsey Only) - Trucks / Skip Bins	Under 10m³ - Price on application	Gate Fee	Yes	No	POA	POA	$0.00	0.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Batteries, Calculators, iPods, Alarm Clocks, etc.	E-Waste		No	No	No Charge	No Charge	$0.00	0.0%	
Computers, Keyboards, Mice and Televisions	E-Waste		No	No	No Charge	No Charge	$0.00	0.0%	
Extra Large Items - Photocopiers, Large Printers, etc.	E-Waste	Per item	Yes	No	$62.00	$64.00	$2.00	3.2%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Gas Cylinder		Per Item	Yes	No	$31.00	$32.00	$1.00	3.2%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Car Boot		Gate Fee	Yes	No	$36.00	$37.00	$1.00	2.8%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Large trailer / Ute (> 8 x 5)	Medium (heaped)	Gate Fee	Yes	No	$251.00	$259.00	$8.00	3.2%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Large trailer / Ute (> 8 x 5)	Small (water level)	Gate Fee	Yes	No	$194.00	$200.00	$6.00	3.1%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Medium (heaped)	Gate Fee	Yes	No	$149.00	$153.00	$4.00	2.7%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Small (water level)	Gate Fee	Yes	No	$100.00	$103.00	$3.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Small Trailer / Ute (up to 6 x 4)	Medium (heaped)	Gate Fee	Yes	No	$114.00	$117.00	$3.00	2.6%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Small Trailer / Ute (up to 6 x 4)	Small (water level)	Gate Fee	Yes	No	$64.00	$66.00	$2.00	3.1%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Trucks (dual rear axle trucks)	15m³ - 22m³	Gate Fee	Yes	No	$1,713.00	$1,764.00	$51.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Trucks (dual rear axle trucks)	22m³ - 29m³	Gate Fee	Yes	No	$2,158.00	$2,223.00	$65.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Trucks (semi tipper trucks)	29m³ +	Gate Fee	Yes	No	$2,594.00	$2,672.00	$78.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Trucks (single rear axle trucks)	10m³ - 15m³	Gate Fee	Yes	No	$978.00	$1,007.00	$29.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
General Waste - Trucks / Skip Bins	Under 10m³	Gate Fee	Yes	No	$494.00	$509.00	$15.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Car Boot		Gate Fee	Yes	No	$26.00	$27.00	$1.00	3.8%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Large trailer / Ute (> 8 x 5)	Medium (heaped)	Gate Fee	Yes	No	$109.00	$112.00	$3.00	2.8%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Large trailer / Ute (> 8 x 5)	Small (water level)	Gate Fee	Yes	No	$91.00	$94.00	$3.00	3.3%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Medium (heaped)	Gate Fee	Yes	No	$66.00	$68.00	$2.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.

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Green Waste - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Small (water level)	Gate Fee	Yes	No	$43.00	$44.00	$1.00	2.3%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Small Trailer / Ute (up to 6 x 4)	Medium (heaped)	Gate Fee	Yes	No	$50.00	$52.00	$2.00	4.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Small Trailer / Ute (up to 6 x 4)	Small (water level)	Gate Fee	Yes	No	$32.00	$33.00	$1.00	3.1%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Trucks (dual rear axle trucks)	15m³ - 22m³	Gate Fee	Yes	No	$772.00	$795.00	$23.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Trucks (dual rear axle trucks)	22m³ - 29m³	Gate Fee	Yes	No	$1,098.00	$1,131.00	$33.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Trucks (semi tipper trucks)	29m³ +	Gate Fee	Yes	No	$1,319.00	$1,359.00	$40.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Trucks (single rear axle trucks)	10m³ - 15m³	Gate Fee	Yes	No	$440.00	$453.00	$13.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Green Waste - Trucks / Skip Bins	Under 10m³	Gate Fee	Yes	No	$221.00	$228.00	$7.00	3.2%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Large trailer / Ute (> 8 x 5)	Medium (heaped)	Gate Fee	Yes	No	$203.00	$209.00	$6.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Large trailer / Ute (> 8 x 5)	Small (water level)	Gate Fee	Yes	No	$157.00	$162.00	$5.00	3.2%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Medium (heaped)	Gate Fee	Yes	No	$132.00	$136.00	$4.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Medium trailer / Ute (> 6 x 4 to 8 x 5)	Small (water level)	Gate Fee	Yes	No	$91.00	$94.00	$3.00	3.3%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Small Trailer / Ute (up to 6 x 4)	Medium (heaped)	Gate Fee	Yes	No	$99.00	$102.00	$3.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Small Trailer / Ute (up to 6 x 4)	Small (water level)	Gate Fee	Yes	No	$65.00	$67.00	$2.00	3.1%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Trucks (dual rear axle trucks)	15m³ - 22m³	Gate Fee	Yes	No	$1,241.00	$1,278.00	$37.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Trucks (dual rear axle trucks)	22m³ - 29m³	Gate Fee	Yes	No	$1,485.00	$1,530.00	$45.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Trucks (semi tipper trucks)	29m³ +	Gate Fee	Yes	No	$1,775.00	$1,828.00	$53.00	3.0%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Trucks (single rear axle trucks)	10m³ - 15m³	Gate Fee	Yes	No	$713.00	$734.00	$21.00	2.9%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Inert Construction & Demolition Waste - Trucks / Skip Bins	Under 10m³	Gate Fee	Yes	No	$357.00	$368.00	$11.00	3.1%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Mattress		Per Item	Yes	No	$35.00	$36.00	$1.00	2.9%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Medium Items - Vacuum cleaners, Scanners, etc.	E-Waste	Per item	Yes	No	$27.00	$28.00	$1.00	3.7%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Metals and Batteries	Recycling		No	No	No Charge	No Charge	$0.00	0.0%	
Small Items - Blenders, Coffee Makers, etc.	E-Waste	Per item	Yes	No	$16.00	$16.50	$0.50	3.1%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.

Yorke Peninsula Council
Proposed Fees & Charges 2021-2022 - Public Consultation

Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Tyre (Car/Light Truck/4WD) [Off-Rim]		Per Item	Yes	No	$30.00	$31.00	$1.00	3.3%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Tyre (Car/Light Truck/4WD) [On-Rim]		Per Item	Yes	No	$55.00	$57.00	$2.00	3.6%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Tyre (Truck) [Off-Rim]		Per Item	Yes	No	$55.00	$57.00	$2.00	3.6%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Tyre (Truck) [On-Rim]		Per Item	Yes	No	$90.00	$93.00	$3.00	3.3%	Based on anticipated 3% EPA increase as advised by contractor. Actual increase still to be advised by EPA.
Waste Management									
Stormwater Drainage	Provision of downstream stormwater drainage to a developer in lieu of Developer providing infill drainage as part of development	Price on application	Yes	No	POA	POA	$0.00	0.0%	
Sale of household waste bin (Red)	140L rubbish bin	per bin	Yes	No	$53.00	$44.00	-$9.00	-17.0%	Based on Council cost recovery
Sale of organic waste bin (Green)	240L Bin	per bin	Yes	No	$57.00	$47.40	-$9.60	-16.8%	Based on Council cost recovery
Sale of recycling bin (Yellow)	240 L Bin	per bin	Yes	No	$57.00	$47.40	-$9.60	-16.8%	Based on Council cost recovery
Sale of rubbish & recycling bins spare parts - Lids		per bin lid	Yes	No	$20.00	$12.10	-$7.90	-39.5%	Based on Council cost recovery
Sale of rubbish & recycling bins spare parts - Wheels and Axles	Sale of rubbish and recycling bins spare parts	per wheel & axle	Yes	No	$16.00	$10.95	-$5.05	-31.6%	Based on Council cost recovery
Rubbish Collection - additional household waste bin (Red)		per week , per bin	No	No	$2.20	$2.20	$0.00	0.0%	
Rubbish Collection - additional organic waste bin (Green)		per month , per bin	No	No	$2.75	$2.75	$0.00	0.0%	
Rubbish Collection - additional recycle bin (Yellow)		per week , per bin	No	No	$1.20	$1.20	$0.00	0.0%	
Waste Collection Charge - 2 bin service I	Within 500m from rural collection point	per annum	No	No	$171.00	$171.00	$0.00	0.0%	
Waste Collection Charge - 2 bin service II	More than 500m but no more than 2kms from rural collection point	per annum	No	No	$128.25	$128.25	$0.00	0.0%	
Waste Collection Charge - 2 bin service III	More than 2kms but no more than 5kms from rural collection point	per annum	No	No	$85.50	$85.50	$0.00	0.0%	
Waste Collection Charge - 2 bin service IV	More than 5km from rural collection point (subject to assessment of service availability on application)	per annum	Yes	No	$85.50	$85.50	$0.00	0.0%	
Waste Collection Charge - 3 bin service	Not offered to rural properties	per annum	No	No	$217.00	$217.00	$0.00	0.0%	
Application: Annual Warm Water System Renewal Registration	Renewal of Registration High Risk Manufactured Water System	Per system, per annum	No	Yes	$20.40	$20.40	$0.00	0.0%	
Applications for registration of a high risk manuafactured water system		One system	No	Yes	$40.50	$40.50	$0.00	0.0%	
Applications for registration of a high risk manuafactured water system - additonal systems		Per additional system installed on the same premises	No	Yes	$27.00	$27.00	$0.00	0.0%	
Applications for septic tank - inspection fee	For an application to be approved there needs to be at minimum 3 inspections.	Per inspection	No	Yes	$128.00	$128.00	$0.00	0.0%	
Applications for septic tank installations	Applications for septic tank installations and upgrades (including referrals to SA Health Commission) and inspection of septic tanks	Per annum - Price on application	No	Yes	POA	POA	$0.00	0.0%	
Rubbish Collection	Litter Fines and Expiations	per notice (up to $500 by Court)	No	Yes	per notice	per notice	$0.00	0.0%	
Water Supply									
Final Water Meter Reading		per request	No	No	$46.00	$46.00	$0.00	0.0%	
Marion Bay Desalination plant - Moneca system	Per kilolitre from the Moneca System	per kilolitre	No	No	$13.30	$13.83	$0.53	4.0%	Full cost recovery modelling
Marion Bay Desalination plant - Standpipe	Per kilolitre from the standpipe	per kilolitre	No	No	$13.30	$13.83	$0.53	4.0%	Full cost recovery modelling
Marion Bay Desalination plant - supply for commercial owners	For commercial property owners for reticulated, non guaranteed supply.	per kilolitre	No	No	$13.30	$13.83	$0.53	4.0%	Full cost recovery modelling
Service Fees for Water Supply	All service fees charged to Developer		No	No	POA	POA	$0.00	0.0%	
Testing of water meter		per test where test shows no fault	No	No	$245.00	$286.00	$41.00	16.7%	SA Water meter test fee - 20 mm - 25mm meters
Water supply scheme charge - Balgowan		per annum	No	No	$205.00	$211.00	$6.00	2.9%	Full cost recovery modelling
Water supply scheme charge - Black Point		per annum	No	No	$205.00	$211.00	$6.00	2.9%	Full cost recovery modelling
Water supply scheme charge - Hardwicke Bay		per annum	No	No	$205.00	$211.00	$6.00	2.9%	Full cost recovery modelling

Yorke Peninsula Council
Proposed Fees & Charges 2021-2022 - Public Consultation

Charge	Additional Details	Unit	GST Applicable	Statutory Charge	2020/21 Adopted Fee	2021/22 Proposed Fee	Proposed Fee Increase $	Proposed Fee Increase %	2021/22 Proposed Fee Comment
Water Use Charge - Council Standpipes	Set with respect to SA Water Residential Tier 2 Water Use Rates for Local Government.	per kilolitre	No	No	$3.43	$2.78	-$0.65	-19.0%	Set at SA Water tier 2
Water Use Charge - Council Township Water Schemes (Balgowan, Black Point, Hardwicke Bay)	Set with respect to SA Water Residential Tier 2 Water Use Rates for Local Government.	per kilolitre	No	No	$3.43	$2.78	-$0.65	-19.0%	Set at SA Water tier 2
Water Use Charge - Port Rickaby Water Scheme			No	No	$3.43	$3.00	-$0.43	-12.5%	Now included separately to ensure correct charge can be allocated
YP Leisure Options Programs									
Art and Craft Session	Non-NDIS Client Price	Per session	Yes	No	$10.00	$10.00	$0.00	0.0%	
Camp Fees	Non-NDIS Client Price	Per 24 hour Period	Yes	No	$325.00	$350.00	$25.00	7.7%	Cost recovery
Camp Fees (NDIS)	NDIS Clients Only - Refer NDIS Price Guide	Per 24 hour Period	No	Yes	Refer NDIS Price Guide	Refer NDIS Price Guide	$0.00	0.0%	
Capacity Building Group		Per hour	No	Yes	$32.50	$32.50	$0.00	0.0%	
Centre Based and Community Based Activities	NDIS Clients Only - Refer NDIS Price Guide	Per hour	No	Yes	Refer NDIS Price Guide	Refer NDIS Price Guide	$0.00	0.0%	
Cooking Group Members Fee	Non-NDIS Client Price	Per session	Yes	No	$10.00	$10.00	$0.00	0.0%	
Establishment Fee (Existing Client)	Where an existing client commences as a participant of the NDIS		No	Yes	$250.00	$250.00	$0.00	0.0%	
Establishment Fee (New Client)	Where a new client commences as a participant of the NDIS		No	Yes	$500.00	$550.00	$50.00	10.0%	Cost recovery
Fun and Games Session	Non-NDIS Client Price	Per session	Yes	No	$10.00	$10.00	$0.00	0.0%	
Livings Skills Program Session	NDIS Funded Program - Refer NDIS Price Guide	Per session	No	No	Refer NDIS Price Guide	Refer NDIS Price Guide	$0.00	0.0%	
Mature Aged Gentlemen Session	Non-NDIS Client Price	Per session	Yes	No	$5.00	$5.00	$0.00	0.0%	
Travel over 50 kms	Co-Contribution Fee	Per session	No	Yes	$10.00	$10.00	$0.00	0.0%	
Travel under 50 kms	Co-Contribution Fee	Per session	No	Yes	$5.00	$5.00	$0.00	0.0%	
Tree Propagation Session	Non-NDIS Client Price	Per session	Yes	No	$10.00	$10.00	$0.00	0.0%	
Wood Shed Session	Non-NDIS Client Price	Per session	Yes	No	$10.00	$10.00	$0.00	0.0%	

COMMUNITY ENGAGEMENT PLAN

SF215
Responsible Officer: Business Improvement Officer
Issue Date: 10th June 2015
Next Review Date: June 2019

PROJECT NAME: 2021-2022 Draft Annual Business Plan and Budget (inc Fees & Charges)

Stakeholders	Level 2 CONSULT	Responsibility	Start Date	End Date	Status	Evaluation Method
All residents	Website	Mgr Business & Public Relations	13/05/2021	3/06/2021	NS	# website views
	Public Notice	Mgr Business & Public Relations	18/05/2021	18/05/2021	NS	# submissions received
	Public Notice	Mgr Business & Public Relations	25/05/2021	25/05/2021	NS	
	Social Media	Mgr Business & Public Relations	13/05/2021	3/06/2021	NS	# FB views
	Special Publication	Mgr Business & Public Relations	13/05/2021	3/06/2021	NS	# views
	Ability to appear before Council	Mgr Financial Services	9/06/2021	9/06/2021	NS	# appearing
Progress Associations	Personalised Communication	Mgr Financial Services	10/05/2021	10/05/2021	NS	# submissions received
	Personalised Communication	Mgr Financial Services	24/05/2021	24/05/2021	NS	

8.5 POLICY REVIEW - PO149 COMMUNITY GRANTS SCHEME POLICY

Document #: 21/38650

Department: Corporate and Community Services

PURPOSE

To seek approval from the Audit Committee for the updated PO149 Community Grants Scheme Policy.

RECOMMENDATION

That the Audit Committee endorse the updated PO149 Community Grants Scheme Policy, and recommend to Council that it be adopted as presented.

LINK TO STRATEGIC PLAN

Goal: 4 Community Engaged and Supported
5 Responsible Governance and Leadership

Strategy: 4.3 Continue providing community grants, donations and sponsorships
5.3 Meet all legislative requirements and compliance with Council's internal controls
5.6 Continuous improvement of Council processes

BACKGROUND

As part of the regular review of Council's suite of policies, the Community Grants Scheme Policy has been reviewed and updated. The policy was last reviewed and adopted by Council in June 2020 – refer Council decision 125/2020 (10/06/2020).

Council is committed to developing the region by providing funding opportunities through the Community Grants Scheme (CGS) to not for profit community organisations on an annual basis.

DISCUSSION

Council in 2020/2021 made funding available to the value of $100,000 for its Community Grants Scheme.

No change to this allocation for the 2021/2022 financial year is proposed in the review of this policy.

Change was made to Section 6 of this policy to reflect a review period from annually to every four (4) years.

Other minor wording changes were also made.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Corporate Management Team
- Manager Financial Services
- Manager Business and Public Relations
- Executive Assistant to Director Corporate and Community Services

In preparing this report, the following external parties were consulted:

- Nil

POLICY IMPLICATIONS

PO149 Community Grants Scheme Policy

BUDGET AND RESOURCE IMPLICATIONS

$100,000 expenditure has been budgeted for in the Draft Operating Budget for 2021/2022 (currently out for consultation).

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Council, as part of its annual budget preparation, will continue to review the grant amount to be made available on an annual basis.

ATTACHMENTS

1. Attachment - Draft PO149 Community Grants Scheme ⇩

COUNCIL POLICY

Community Grants Scheme

Policy Number:	PO149		
Strategic Plan Objective	4. Community Engaged and Supported 4.4 Continue providing community grants, donations and sponsorships		
Policy Owner:	Director Corporate & Community Services	**File Number:**	16/14861[v8]
Responsible Officer:	Director Corporate & Community Services	**Minute Reference:**	
Date Adopted:		**Next Review Date:**	

1. POLICY OBJECTIVES

The Yorke Peninsula Council (YPC) is committed to developing the region by providing funding opportunities through the Community Grants Scheme (CGS) to not for profit community organisations.

The CGS is designed to strengthen and empower the community to build capacity and encourage partnerships with Council, facilitating the effective use of community resources and sustainable services and programs to benefit the whole community.

2. SCOPE

This policy applies to organisations wishing to apply to Council for funding towards programs, projects, initiatives and events.

3. DEFINITIONS

In-Kind Support	Items or services an organisation receives in place of financial payments or donations. In kind support could be in the form of volunteer services, venues provided at no charge, or non-cash items which have been donated.
GST Exclusive	GST exclusive is the total cost of each item, without the GST charges included.
Acquittal	The process of evaluating and reporting on the outcomes and expenditure of funds provided by Council. All necessary documents should demonstrate that an organisation has spent grant monies as specified in the Grant Agreement.
Public Acknowledgement	Recognition of the monies granted by Council published in a public forum (i.e. media releases, flyers, public documents, speeches, social media etc.)
Organisation	For the purpose of this policy, any incorporated, not for profit community group, body, association or club within the YPC Council area.

4. POLICY STATEMENT

YPC will provide funding for the CGS capped at $100,000 for the financial year (to be reviewed by Council during the budget formulation process each year).

DRAFT

PO149 – Community Grants Scheme

The CGS provides the opportunity for organisations to participate in and contribute to the community, by funding projects, programs and activities relating to recreation, culture, environmental, community, social development and welfare.

Individual grants are capped at a maximum of $5,000 (GST Exclusive).

4.1 Conditions of Funding

a) All projects must demonstrate a contribution to the improved quality of life of residents of YPC through:

- Clearly stated aims and a practical plan for achieving the intended purpose;
- A clearly demonstrated Community need with project outcomes appropriate and proportionate to that need (evidence must be provided);
- Project outcomes that complement, rather than duplicate, other locally available services of a similar nature;
- Accessibility to the widest possible range of citizens living in the area of service.

b) All applicants should demonstrate a high degree of self-help, by providing a contribution towards the total project cost as follows:

- For grants up to $1,000 (GST Exclusive) no contribution is required from the applicant;
- For each $2 granted over $1,000 (GST Exclusive) the applicant is expected to contribute $1 towards the establishment of the project (e.g. $2,000 applicant: $5,000 grant – total of project $7,000 (GST Exclusive).

This contribution (GST Exclusive) may be provided in the form of financial contribution, voluntary labour (costed at $30 per hour) or goods in kind and must be reflected in the project budget.

Note: The Grants Working Party (GWP) may consider applications that do not comply with these conditions under special circumstances.

c) In some circumstances, Council may not be able to provide the full amount requested, so the applicant must consider whether or not the project could still continue if only partially funded.

d) Programs will not be funded retrospectively except in special circumstances with the approval of the ~~Grants Working Party~~ GWP.

e) The Community Grants Scheme will generally have one funding round each year. Should this round not be fully subscribed, Council will consider a second funding round call or, at Council's discretion, determine to commit remaining funds to selected community projects.

f) Requests for a specific project already funded in a previous funding round will not receive funding unless funds are available after consideration of all new applications.

g) Recurrent funding will not be considered.

h) Each year the funding period is from 1 July to 30 June however all funds must be expended or assigned to a particular item of expenditure by **31 May**, in accordance with the funding agreement. Subject to clause 4.1 p), failure to meet this deadline will generally see funding approval expire.

i) Application forms, guidelines for applications and closing date information will be available from Council's website or offices from 1 July or the first working day after this date. All sections of the application must be fully completed and all supporting evidence must be supplied when the application is lodged. Any application that remains incomplete at the date and time that applications formally close will be deemed ineligible without referral back to the applicant. If applicants are unsure if they have met all requirements they should check applications with designated Council staff prior to final lodgement of their application.

j) Applicants must be incorporated under the Associations Incorporation Act or be affiliated with an incorporated association that will auspice the grant on behalf of the applicant. Evidence of this arrangement is required in writing at the time of application.

k) There must be no obvious competing interests to the project.

l) Applications are limited to one per organisation per financial year.

m) All sources of income relating to the project must be declared, including other grants. The Total Income (including the anticipated grant amount) must equal the Total Expenditure.

n) Council must be acknowledged as a financial contributor of the funded project, service or activity in any promotional or advertising material, publications or social media referring to the project (permission must be sought from Council to use the Council logo).

o) Copies of all Tax Invoices, receipts/proof of purchase and any promotional material must be attached to the Evaluation Report and Acquittal Form, as evidence that the project has been completed prior to payment being authorised. Photographs must be provided where ever possible.

p) A completed Evaluation Report and Acquittal Form must be submitted to Council by 31 of May of the funding year. Exceptional circumstances for late lodgement will be considered on a case by case basis provided any such request for extension is made in writing, addressed to the Director Corporate and Community Services by close of business on 30 April or the last working day prior and subsequently approved by Council at its May meeting.

q) Applicants must ensure that the estimates provided and the amount requested accurately reflect the true cost of the project.

r) Applicants must demonstrate an ability to meet the financial and project management requirements of the proposal.

s) Council may request more than one quotation for equipment / works costing more than $1,000 as deemed necessary.

t) Applications for funding must be submitted by the advertised deadline.

u) Applicants must demonstrate the capacity to deliver the required service or program.

v) Council reserves the right to refuse funding in accordance with this policy.

4.2 Ineligible Applications

The CGS is not intended to be an alternative funding source for organisations whose predominant funding comes from the State or Commonwealth governments.

Requests may be ineligible for a number of reasons including;

- Incomplete applications in accordance with clause 4.1.i) above.
- Grants for salaries, on-going running and maintenance costs, including administrative support or employment of consultants.
- New building projects, capital works requests or facility maintenance projects to Council owned buildings. Requests for structural repairs to Council owned buildings should be directed to the Director Development Services.
- Projects must have appropriate permissions (e.g. Development Approval) or a statement of intent to secure such permissions to be considered for funding. Failure by the applicant to secure the appropriate approvals will result in withdrawal of funding approval.
- Core school curriculum activities / infrastructure.
- Applications for specific operating expenses e.g. telephone, internet, printing, photocopying etc.
- Applications and supporting information received after the deadline for applications.
- Applications where an acquittal is outstanding from a previous successful application.
- Applications to cover a shortfall in the applicant organisation's general operating costs or projects.
- Applications for a duplication of existing services without strong evidence of existing demand/need that cannot be met through existing resources/service providers.
- Organisations whose main purpose is to fundraise (professional fundraisers) are not eligible for funding via sponsorship of fundraising events. Such organisations may still be eligible, at the discretion of the Grants Working Party (GWP) for grants for specific projects in the YPC Council area.
- Applications for unlawful, unethical, profit-making or political purposes.
- Applications relating to annual or ongoing events or programs / activities.
- Applications from Section 41 Committees of Council.
- Funding for remission of rates, retrospective payments or deficit funding.
- Applications for unsustainable projects.
- Applications without adequate insurance(s) cover.

4.3 Grants Working Party ~~(GWP)~~

The GWP comprises of The Mayor, four Elected Members from Council, assisted by the Director Corporate and Community Services and the Executive Assistant to the Director Corporate and Community Services. Elected Members are elected to the GWP at the first general meeting of Council and remain as members of the GWP for the term of Council.

The GWP will consider and assess all applications for eligibility and make recommendations for funding approval.

If a GWP member is affiliated with a particular organisation, or is a member of an organisation that has applied for funding, they must declare their conflict of interest

and remove themselves from any discussion in regard to eligibility or voting process surrounding the application.

On receipt of the funding recommendations of the GWP, the Director Corporate and Community Services will prepare a debate report to Council for endorsement at the September general meeting of Council.

All applicants will be notified of the funding determinations in writing as soon as possible after that meeting.

In August each year, the Director Corporate and Community Services will prepare an information report to Council summarising the progress of grants approved for the previous funding period. (e.g. acquitted, expired, extension approved etc.)

Council's Annual Report will contain a summary of expenditure for all grants issued under the CGS.

4.4 Insurances and Industry Obligations

Applicants must provide evidence of adequate and appropriate insurances. Public Liability Insurance for a minimum cover of $10 million is required. A copy of the policy schedule or a certificate of currency for the relevant funding period must be attached to all applications.

4.5 Council Permission to Undertake Certain Projects/Activities

Council permission must be gained for all projects/activities being undertaken on land which is owned by Council or under the cCare, cControl and mManagement of Council.

Should any project/activity require development approval or specific permits from Council, the applicant is responsible for obtaining these approvals/permits prior to applying for CGS funding.

4.6 Risk Assessment

An appropriate risk assessment must be applied to all project activities. The risks must be clearly identified, assessed and managed in line with the International Risk Management – Principles and Guidelines ISO 31000:2009.

4.7 Timeline

The following timelines apply each year;

July	CGS Open
August	Closing Date for Applications Must be Lodged by 5pm
Early-Mid September	Assessment Process & Council Endorsement
Late September	Notification of Outcomes
October	Funding Available
31 May	Funding Expended & Evaluation Submitted
August	Council Report prepared on the Ooutcomes of sSuccessful aApplicants.

4.8 Evaluation

Upon completion of the funded project/activity, successful grant recipients are required to complete and submit an Evaluation Report and Acquittal Form to Council and provide information about the success of the project.

An Evaluation Report and Acquittal Form must be received by Council before any future applications for funding can be considered.

5. COMPLAINTS

All complaints relating to the CGS can be addressed in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy.

6. REVIEW

This policy will be reviewed ~~annually~~ every four (4) years in consultation with the GWP. The policy will also be reviewed as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Training needs will be reviewed during induction and annually, during individual performance reviews and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

YPC Strategic Plan
YPC Annual Budget
PO014 Employee Code of Conduct
PO091Risk Management Policy
PO123 Code of Conduct for Elected Members
PO147 Complaints Policy
YPC CGS – Guidelines for Applicants

9. REFERENCES AND LEGISLATION

Local Government Act 1999
International Risk Management – Principles and Guidelines ISO 31000:2009

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Director Corporate & Community Services

11. VERSION HISTORY

Version No	Issue Date	Policy No	Description of Change
1	22/07/13	PO149	New policy
2	14/05/14	PO149	Update IAW review
3	30/06/17	PO149	Update IAW review, minor formatting changes
4	09/05/18	PO149	Update – Service Level Review, capped funding to the value $100,000 with updated eligibility guidelines
5	15/05/18	PO149	Minor formatting changes
6	29/04/19	PO149	Update – Annual review, minor changes
7	19/06/20	PO149	Update – Change to applicant contribution

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8.6 ASSET MANAGEMENT UPDATE

Document #: **21/43507**

Department: **Assets and Infrastructure Services**

PURPOSE

To update 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

2.4 Explore provision of new infrastructure

BACKGROUND

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

DISCUSSION

Asset Management System

Conquest, the asset management software, that Council utilise to manage its assets is currently undertaking a major upgrade with the release of Conquest 4. Conquest 4 includes new features such as:

- full system mobility;
- mapping and spatial navigation;
- support for all modern operating systems (e.g. iOS, Android, Windows); and
- power BI connectivity.

It is anticipated that Council will transition to Conquest 4 during the remainder of this year, with full implementation expected by December 2021.

Review of Asset GIS Data

Staff are currently in the process of reviewing all asset data in Council's GIS to ensure that it is correctly captured and information provided, with the main focus being on the following assets classes:

- Community Wastewater Management System;
- Stormwater Infrastructure;
- Transport; and
- Water Infrastructure.

Road Network Utilisation

The National Heavy Vehicles Regulator (NHVR) have recently provided road managers with the ability to analyse heavy vehicle permit applications for their areas. This has provided Council with

the ability to view and map all permit data. In conjunction with traffic counters, which provide vehicle numbers, classification, etc., this will provide Council with the ability to review the utilisation of the road network and assist in reviewing road categories and where future funding should be directed.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Nil

In preparing this report, the following external parties were consulted:

- Nil

POLICY IMPLICATIONS

PO128 Asset Management Policy

BUDGET AND RESOURCE IMPLICATIONS

The continued review of Council's asset management data provides Council with a guide to ensure that sufficient funding is available to maintain assets at an appropriate level.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Act 1999

ATTACHMENTS

Nil

8.7 RISK MANAGEMENT ACTIVITY REPORT

Document #: **21/44214**

Department: **Corporate and Community Services**

PURPOSE

To provide the Audit Committee with an update on Council's Risk Management activities.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance and Leadership

Strategy: 5.5 Undertake effective risk and emergency management

5.6 Continuous improvement of Council processes

BACKGROUND

The Audit Committee assists Council in meeting its responsibilities for the management of risks. This report provides a status update on the risk management activities of Council's administration for the purpose of keeping the Audit Committee informed about the risks associated with Council's business and how these risks are being assessed, controlled, monitored and reviewed.

DISCUSSION

Key Risk Management Activities undertaken from March 2021 to May 2021:

1. Work is progressing on the 2021 Risk Management Implementation Plan with outstanding actions being reviewed. Outstanding actions have been allocated a close out date prior to the end of September 2021 (Attachment 1).
2. Internal review of Council's Strategic Risk Register (Attachment 2) has commenced with three (3) of the nine (9) items reviewed to date. Once all reviewed, they will be presented to the Corporate Management Team (CMT). Outstanding actions are monitored via the online Corrective Actions Register and are outlined within Attachment 1.
3. Review of Council's Organisational Risk Register (Attachment 3) has commenced with thirty (30) of the fifty-five (55) items reviewed by relevant Managers. Once all items have been reviewed, they will be presented to the CMT for endorsement.
4. Staff attended a workshop on Wednesday 12 May 2021 to finalise the Council Ready Draft Incident Operations Plan (Attachment 4). This plan maps out Council's incident arrangements during emergency situations.
5. Continued response activities to the dynamic and evolving nature of the Coronavirus (COVID-19) Pandemic. The Council Risk team have continued to act quickly and support the Corporate Management Team to ensure a "best practice" approach is taken in the prevention, mitigation and response to COVID-19 risks including:
    - COVID-19 Risk Assessment regularly reviewed against State Government restrictions with ongoing assessment of compliance.
    - Ensuring COVID-Safe Plans are created within our area of responsibility and compliance with check-in's is occurring.

- Completing of general reporting to the LGFSG on operational matters impacted by COVID-19.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Chief Executive Officer
- Manager People Culture and Safety
- Senior Safety Advisor

In preparing this report, the following external parties were consulted:

- Emergency Management Project Facilitator, Local Government Association Council Ready Programme

POLICY IMPLICATIONS

PO091 Risk Management Policy

PO027 Business Continuity Policy

PO178 Community Emergency Management and Disaster Recovery Policy

BUDGET AND RESOURCE IMPLICATIONS

Nil

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Act 1999

Civil Liability Act 1936

Local Government (Public Health Emergency) Amendment Act 2020

South Australian Public Health Act 2011

It is essential to ensure that Council have systematic procedures and practices in place to identify, evaluate, treat and monitor risk in all Council activities to ensure that risks associated with these activities are appropriately assessed, controlled, managed, monitored and reviewed.

ATTACHMENTS

1. **Attachment - Intranet Outstanding Corrective Action - Risk Management Implementation Plan and Strategic Risk Register Actions** ⇩
2. **Attachment - Intranet Strategic Risk Register Summary - 25/05/2021** ⇩
3. **Attachment - Intranet Organisational Risk Register Summary - 25/05/2021** ⇩
4. **Attachment - Draft Yorke Peninsula Council Incident Operations Arrangements Report - 25/05/2021** ⇩

Outstanding Corrective Actions - Risk Management Implementation Plan | INTRANET

CAR ID	Date CAR Raised	CAR Source	Source Sub Category	Source Description	Risk Rating	Approving Officer	Action Officer	Specific Location Details	Corrective action	Corrective action control method(s)	Responsible Department	Due Date
CAR-283-2020	13/05/2020	Risk Register	Risk Management Implementation Plan	Ensure risk management objectives, responsibilities and processes are adequately documented and implemented to ensure a consistent approach to risk management across the organisation.	Moderate	Governance Officer	Governance Officer	Organisation wide.	1a - LGAMLS Risk Evaluation - Develop a risk management procedure to support Council's Risk Management Policy.	Administration;	Executive Services	31/08/2021
CAR-284-2020	13/05/2020	Risk Register	Risk Management Implementation Plan	Ensure risk management objectives, responsibilities and processes are adequately documented and implemented to ensure a consistent approach to risk management across the organisation.	Moderate	Manager People Culture and Safety	Training Advisor	Organisation wide.	Implement risk management procedure, when developed, through staff training.	Administration;	Corporate and Community Services	30/09/2021
CAR-285-2020	13/05/2020	Risk Register	Risk Management Implementation Plan	Ensure documented processes and systems are in place to administer contracts, manage supplier performance and aligned to procurement and safety systems.	Moderate	Manager People Culture and Safety	Manager People Culture and Safety	Organisation wide.	3g - Risk Evaluation - Implement an organisation wide electronic contractor register and contract management system to track and monitor contract/or milestones and deliverables	Administration;	Corporate and Community Services	30/09/2021

Outstanding Corrective Actions - Risk Management Implementation Plan | INTRANET

CAR ID	Date CAR Raised	CAR Source	Source Sub Category	Source Description	Risk Rating	Approving Officer	Action Officer	Specific Location Details	Corrective action	Corrective action control method(s)	Responsible Department	Due Date
CAR-286-2020	13/05/2020	Risk Register	Risk Management Implementation Plan	Ensure documented processes and systems are in place to administer contracts, manage supplier performance and aligned to procurement and safety systems.	Moderate	Governance Officer	Governance Officer	Organisation wide.	Complete review of PR114 - WHS Procedure - Contractor Management Procedure and contractor monitoring documentation.	Administration;	Executive Services	30/09/2021
CAR-287-2020	13/05/2020	Risk Register	Risk Management Implementation Plan	Ensure documented processes and systems are in place to administer contracts, manage supplier performance and aligned to procurement and safety systems.	Moderate	Governance Officer	Governance Officer	Organisation wide.	3f - Risk Evaluation - Update purchase order terms and conditions within Authority to reflect the most recent issued by LGA.	Administration;	Corporate and Community Services	30/09/2021

Outstanding Corrective Actions - Strategic Risk Register | INTRANET

CAR ID	Date CAR Raised	CAR Source	Source Sub Category	Source Description	Risk Rating	Approving Officer	Action Officer	Specific Location Details	Corrective action	Corrective action control method(s)	Responsible Department	Due Date
CAR-360	16/02/2021	Risk Register	Strategic	Poor governance. Financial unsustainability. Streamlining Services, Local Government/ perceived economies of scale. Legislative Change. Community lobbying for change.	Moderate	Manager People Culture and Safety	Manager Business and Public Relations	All Council Locations	Create Strategic Performance Reporting	Administration;	Corporate and Community Services	30/06/2021
CAR-371	06/05/2021	Risk Register	Strategic	Cyber attacks and incidents on Council infrastructure	Moderate	Manager People Culture and Safety	Leader Systems and Technology	All Council facilities	Develop IT Disaster Recovery Plan incorporating Operational Security Plan	Administration;	Corporate and Community Services	30/12/2021
CAR-372	06/05/2021	Risk Register	Strategic	Failure to appropriate respond to/ manage emergencies	High	Manager People Culture and Safety	Manager People Culture and Safety	All Council locations	Develop Incident Operation Arrangements Plan	Administration;	Corporate and Community Services	30/08/2021

Strategic Risk Register Review | INTRANET

Risk ID	Department	Risk Name	Risk Description	Location	Current Risk Rating
RR-100-2018	Corporate and Community Services	Cyber Attacks and Incidents	Cyber Attacks and Incidents. IT systems and safeguards are inadequate. Staff unaware of new technologies available. Staff unaware of new sources of threats.	All Council locations.	High
RR-90-2018	Corporate and Community Services	Cost Shifting, reduction and/or change in Government Funding	Cost Shifting, reduction and/or change in Government Funding. Political parties change, priorities change; demographics and population change; reduction in funds available for local government due to financial pressure on State and Federal Government; Down turn in economy; reprioritisation of government funding.	All Council Locations	High
RR-91-2018	Executive Services	Externally Imposed Organisational Changes (including amalgamation)	Poor governance. Financial unsustainability. Streamlining Services, Local Government/ perceived economies of scale. Legislative Change. Community lobbying for change.	All Council Locations	Moderate
RR-94-2018	Executive Services	Impacts of Climate and Increased Number and/ or severity of major disaster/ Community Emergency Management Event	Extreme Weather Increased unusual weather events Natural Disasters Heat Waves Earthquate Coastal Flooding Pandemic	All locations	Extreme
RR-95-2018	Executive Services	Changes in Economic Conditions in the Region	Changes in Economic Conditions in the Region. Changes in demographics Reduction in funds available for local government due to financial pressures on State and Federal Governments Close down of services (e.g. bus, schools, hospitals, etc.) Skills shortages within Region Loss or Gain of Industry and Business in Region	All Locations	Moderate
RR-96-2018	Executive Services	Changes to regulations and legislation impact Council Operations	External pressures on Government (i.e. lobbying by LGA, Developers, Community, Activist Groups, Royal Commissions, Ombudsman Investigations, ICAC etc.). State Government and/or political changes (including policies). Climate/ increased environmental awareness (seawalls, emergency management). Outdated and/or new legislation	All locations	High
RR-97-2018	Corporate and Community Services	Technology advances more rapidly than Council is able to adapt	Limited infrastructure and/or systems. Unskilled/ trained staff. Unaware of new technologies. Limited funding to buy in. Limited resources. Limited support/ commitment to new emerging IT solutions. Physical geographic locations.	All Council locations.	High
RR-98-2018	Executive Services	Failure to consider and meet the expectations of the Community and Councillors	New Council/ Councillors. Councillors impost changes to Strategic Objectives. Funding changes/ rate capping. Influential senior officers. Community not consulted appropriately. Poorly developed strategic objectives. Conflict of Interest.	All locations.	Moderate
RR-99-2018	Executive Services	Changes of Community Expectations of Council	Lack of community engagement/ understanding. Changes in demographics/ social make up. Benchmarking/ comparison with other Council Services. Changes to Council Services. Unsubstantiated information in the community. Effects of drugs and alcohol within the community and socio-economic shifts.	All locations	Moderate

Organisational Risk Register | INTRANET

Risk ID	Department	Risk Name	Risk Description	Location	Current Risk Rating
RR-13-2018	Executive Services	Unauthorised access to confidential and sensitive information	People inadvertedly or deliberately accessing confidential and sensitive information (electronic or hard copy)	All locations	Moderate
RR-14-2018	Corporate and Community Services	Ageing workforce	Age of workforce (lack of retirement planning and/or impact on Council's ongoing ability to provide required services)	All locations	Moderate
RR-15-2018	Corporate and Community Services	Children and Vulnerable People exposed to inappropriate behaviour	Children and Vulnerable People exposed to inappropriate behaviour within Council employment	All locations	Moderate
RR-16-2018	Corporate and Community Services	Commercial activities place Council in direct commercial competition with local business	Commercial activities that Council undertake may be in direct commercial competition with local businesses	All locations	Moderate
RR-17-2018	Assets and Infrastructure Services	Disturbance of Aboriginal ancestral remains, sites or objects (heritage)	Inadvertedly excavating, damaging, disturbing or interfering with Aboriginal objects, sites or remains.	All locations	Moderate
RR-18-2018	Assets and Infrastructure Services	Failure of or inadequate Community Waste Management Systems (CWMS network)	Failure of or inadequate maintenance and management of the Community Waste Management Systems (CWMS network)	All CWMS locations	Low
RR-19-2018	Development Services	Failure of or inadequate community animal management	Failure to adequately manage animals within the community	All locations	Moderate
RR-20-2018	Executive Services	Failure to appropriately manage contracts/contractors	Council contracts and contractors engaged by Council are incorrectly maintained and monitored	All locations	Extreme
RR-21-2018	Executive Services	Failure of or inadequate community wellbeing objectives	Failure to provide, support or deliver adequate community wellbeing objectives	All locations	Low
RR-22-2018	Assets and Infrastructure Services	Failure of desalination plant	Performance failure of a desalination plant	All desalination plant locations	Low
RR-23-2018	Corporate and Community Services	Failure of or inadequate records management	Inadequate management of records system, storage and processes	All locations	Moderate

Risk ID	Department	Risk Name	Risk Description	Location	Current Risk Rating
RR-24-2018	Development Services	Failure of or inadequate planning and development processes	Inconsistent, incorrect or inadequate planning and development processes undertaken	All locations	Moderate
RR-25-2018	Assets and Infrastructure Services	Failure of playground structure/ equipment	Failure to inspect, maintain and manage playground structures and equipment	All Council Managed Playgrounds .	Moderate
RR-26-2018	Assets and Infrastructure Services	Failure of or inadequate stormwater management systems	Failure to maintain and manage stormwater management systems	All applicable locations	Moderate
RR-27-2018	Assets and Infrastructure Services	Failure of or inadequate waste management systems	Failure to maintain waste management systems	Contacts in places for both waste & recycling services & Transfer stations , with backup arrangements & options available for alternative management .	Moderate
RR-28-2018	Executive Services	Failure of or inadequate Work Health Safety (WHS) systems	Failure to effectively maintain and manage WHS systems	All locations	Extreme
RR-29-2018	Corporate and Community Services	Failure of or inadequate procurement systems	Failure to maintain and implement effective procurement systems	All locations	High
RR-30-2018	Corporate and Community Services	Failure to adequately engage / consult with the community	Failure to adequately engage and consult with the community	All locations	Moderate
RR-31-2018	Assets and Infrastructure Services	Failure to adequately manage/ protect the environment	Failure to adequately manage and protect the environment	All locations	Moderate
RR-32-2018	Corporate and Community Services	Failure to appropriately manage Council Committees/ working parties	Failure to appropriately manage and engage with Council Committees and working parties	All locations	Low
RR-33-2018	Executive Services	Failure to appropriately respond to/manage emergencies	Failure to appropriately plan for, respond to and manage emergencies	All locations	Extreme
RR-34-2018	Executive Services	Failure to appropriately manage complaints	Failure to appropriately respond to and manage complaints	All locations	Moderate

Risk ID	Department	Risk Name	Risk Description	Location	Current Risk Rating
RR-35-2018	Assets and Infrastructure Services	Failure to manage Council assets (excl road, footpath, CWMS, Waste Management, stormwater systems, desalination plant and playground structures/equip)	Failure to appropriately maintain and manage Council buildings, structures and other infrastructure	All applicable locations	High
RR-36-2018	Corporate and Community Services	Failure to appropriately manage Council projects	Failure to appropriately monitor and maintain Council projects	All locations	Moderate
RR-37-2018	Executive Services	Failure to appropriately manage internal / external events	Inadequate management of internal and/or external events	All applicable locations	Low
RR-38-2018	Corporate and Community Services	Failure to attract and retain suitable Council personnel	Inability to attract and retain suitable and talented employees	All locations	Moderate
RR-39-2018	Executive Services	Failure to comply with regulatory and licencing obligations	Non-compliance with regulations and/or licencing obligations	All locations	High
RR-40-2018	Corporate and Community Services	Failure to deliver programmes and services that meet community need and expectation	Inability to provide programmes and services that meet community need and expectation	All applicable locations	Low
RR-41-2018	Corporate and Community Services	Failure to effectively manage and monitor volunteers	Inability to coordinate, manage and monitor volunteers effectively	All locations	Moderate
RR-42-2018	Executive Services	Failure to ensure legislative compliance	Inability to monitor, maintain and update legislative compliance requirements within Council	All locations	High
RR-43-2018	Executive Services	Failure to identify or disclose conflict of interest	Employees not identifying or disclosing when they have a conflict of interest	All locations	Moderate
RR-44-2018	Assets and Infrastructure Services	Failure to monitor and manage landfill and transfer station sites	Ineffective or inability to maintain, monitor and manage landfill and transfer station sites	3 x Transfer Stations CYP/ Arthurton - 3044 Ramsey - 2194 Warooka - 14195	Moderate
RR-45-2018	Development Services	Failure to manage community land	Failure to have a Management Plan prepared for or applying to Council community land	All applicable locations	Moderate
RR-46-2018	Executive Services	Failure to meet LGA best practice standards	Inability to demonstrate compliance with LGA best practice standards	All locations	Moderate

Risk ID	Department	Risk Name	Risk Description	Location	Current Risk Rating
RR-47-2018	Executive Services	Failure to meet the changing internal needs of the organisation	Inability to adapt to the changing internal needs of Council	All locations	Low
RR-48-2018	Executive Services	Failure to successfully negotiate EB agreements	Inadequate consultation resulting in a failure to successfully negotiate EB agreements	All locations	Low
RR-49-2018	Executive Services	Failure to support or drive economic development	Inability to provide, support or drive economic growth and development within the Council area	All locations	Low
RR-50-2018	Corporate and Community Services	Financial sustainability	Ability to sustain long term financial performance and meet forecast budgets	All locations	Moderate
RR-51-2018	Executive Services	Fraud and corruption	Employees behaving in a corrupt or fraudulent manner	All locations	Moderate
RR-52-2018	Executive Services	Failure to make or inadequate by-laws	Inability to establish or inadequate by-laws	All locations	Moderate
RR-53-2018	Executive Services	Ineffective inter-government relations	Lack of cooperation between agencies and funding or a change in grants from external sources	All applicable locations	Moderate
RR-54-2018	Assets and Infrastructure Services	Failure of or inadequate footpath and walking trail management	Inability to manage, maintain and monitor footpaths and Walk the Yorke trail	Council walking Trails	Moderate
RR-55-2018	Executive Services	Services are not aligned to business goals	Corporate Management Team (CMT) including services provided are not aligned with the strategic vision or direction of Council	All locations	Low
RR-56-2018	Assets and Infrastructure Services	Failure of or inadequate tree management	Inability to manage and maintain trees	All locations	Moderate
RR-57-2018	Corporate and Community Services	Failure of or inadequate management of Council's different media channels (e.g. website, Facebook, traditional media - journalists)	Ineffective and or inefficient management of Council's social media	All locations	Moderate

Risk ID	Department	Risk Name	Risk Description	Location	Current Risk Rating
RR-58-2018	Corporate and Community Services	Failure of or inadequate IT systems	Inappropriate and or effective information technology systems being used	All locations	Moderate
RR-59-2018	Executive Services	Lack of effective leadership capability	Corporate Management Team (CMT) are not aligned with the strategic vision or direction of Council	All locations	Moderate
RR-60-2018	Executive Services	Potential conflict or exposure to aggression	Employees exposed to conflict and or aggressive community members and staff	All locations	Low
RR-61-2018	Assets and Infrastructure Services	Failure of or inadequate water supply schemes - Black Point, Hardwicke Bay, Balgowan and Port Rickaby	Councils inability to supply water to Black Point, Hardwicke Bay, Balgowan and Port Rickaby	All applicable locations	Moderate
RR-63-2018	Corporate and Community Services	Organisational Risk Management and Accountability	Develop electronic risk and corrective action registers with controls/corrective actions and responsibilities assigned. All risks will be subject to ongoing review via automated electronic workflows and reported to CMT on a monthly basis and to the Audit Committee at ordinary meetings.	Application across all Council services and functions.	Moderate
RR-64-2018	Corporate and Community Services	Elected Member Risk Awareness	Failure to ensure Elected Members are adequately aware of their risk management Duty of Care.	Organisational wide.	Moderate
RR-65-2018	Executive Services	Organisationally Consistent Risk Management Approach	Ensure risk management objectives, responsibilities and processes are adequately documented and implemented to ensure a consistent approach to risk management across the organisation.	Organisation wide.	Moderate
RR-66-2018	Executive Services	Risk Management Function Resource Adequacy	Ensure Council's risk management functions are adequately resourced to ensure the organisation is able to meet its legislative responsibilities.	Organisational wide.	Moderate
RR-67-2018	Executive Services	Contract Management and Monitoring	Ensure documented processes and systems are in place to administer contracts, manage supplier performance and aligned to procurement and safety systems.	Organisation wide.	Moderate
RR-93-2018	Assets and Infrastructure Services	Failure of or inadequate road network	Inability to manage, maintain and monitor roads	All locations	Moderate

YORKE PENINSULA COUNCIL
Agriculturally rich–Naturally beautiful
Incident Operations Arrangements 2021-2025
Wheat Field - Photographer Unknown

Endorsement

These Incident Operations Arrangements have been reviewed and endorsed by the Yorke Peninsula Council's (Council) Corporate Management Team and as a result, this manual has been approved for use.

Signed _____

Andrew Cameron
Chief Executive Officer

Date:

DRAFT

Emergency Management
Local Government Association of South Australia
Council Ready

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Emergency Management
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1 Incident Operations Arrangements

1.1 Purpose

These incident operations arrangements describe how Council will organise and take practical actions before, during and immediately after an emergency incident.

The purpose of these arrangements is to:

- Define the scope of incident operations for the Council;
- Provide delegation and authority for the Council's Commander;
- Describe how the operational arrangements may vary depending on the hazard type and size of incident; and
- Describe the arrangements that are in place for:
  - Activation triggers;
  - Command and Council Incident Management Team (CIMT) structure, functions and tasks;
  - Resources, including people, places, technology, plant and equipment;
  - Communication with internal and external audiences;
  - Support for control agencies and emergency services in accordance with the i-Responda operating platform; and
  - Relationships with the emergency services, community, other councils and relevant suppliers of goods and services.

1.2 Links to Emergency Management Policy and Plan

These arrangements support the implementation of Council's

- Community Emergency Management and Disaster Recovery Policy (PO178); and
- Yorke Peninsula Community Emergency Management Plan – 2021-2025 (document no. 20/89376).

1.3 Contents

The incident operations arrangements are structured in four parts. Each part can be updated and reviewed independently when required.

Section 2 - Background and Scope	Outlines Council's scope and authority regarding incident operations. It includes the following: • Council's scope regarding operations; • Council's delegations and authorities; and • Council's incident management principles.
Section 3 – Operations Manual	Outlines the systems and arrangements in place for Council to operate in an incident it includes information on: • The Council Incident Management Team (CIMT) structure; • The Council Emergency Operations Centre (CEOC); • Standard operating procedures; and • Resources Council use to respond to an incident.
Section 4 – Contacts	Contains the contact details of staff, contractors, emergency agencies and CIMT staff.
Section 5 – Support templates and plans	Contains support documents and templates to help council operate in an incident including: • Incident operations plans on a page: storm, flood, bushfire • CIMT functional role descriptions • Templates to use during an incident

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1.4 Version Control

This document is the responsibility of the Senior Safety Advisor.

Version	Date	Summary of changes
1.0	2021	New Document

Document location	Confidentiality classification
This document is stored in: Council Records Management Electronic Content Manager System	This document is classified as: Not Confidential

1.5 Review

This Plan has been developed in line with Council's planning cycle, which occurs every four (4) years in line with the Strategic Management Planning process.

Informal or ad hoc reviews (as identified in the State Emergency Management Plan (SEMP) Part 4), may be undertaken in the interim as required, including to incorporate changes to legislation, staffing or as a result of findings following incidents.

1.6 Acknowledgements

This document was prepared by the LGA Emergency Management Support Unit in collaboration with Council, to support the delivery of the Council Ready Program and builds upon the Yorke Peninsula Community Emergency Management Plan. Council Ready received funding support under the Natural Disaster Resilience Program by the South Australian State Government and the Commonwealth Department of Home Affairs, and from the LGA Mutual Liability Scheme.

1.7 Disclaimer

The information contained in this template is provided by the LGA as a voluntarily public service. This template has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Local Government Association of SA who expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect, arising from such act or omission. Information in this template is intended to be a guide only and readers should obtain their own independent advice and make their own necessary inquiries. Views and findings associated with this initiative are expressed independently and do not necessarily represent the views of the funding bodies.

2 Background and Scope

2.1 Supporting State Arrangements

During an incident, Council supports the South Australian emergency management arrangements by:

- Assessing and managing Council's own assets and services to the community;
- Supporting emergency services and control agencies in incidents;
- Making Council assets available including facilities for refuge and relief;
- Providing local knowledge to support the incident;
- Assisting other councils impacted by an emergency as a participating organisation in the Local Government Functional Support Group (LGFSG); and
- Supporting the community.

2.2 South Australian and Zone Arrangements

In significant incidents, local government supports the state emergency management arrangements and control agency through the LGFSG and Zone Emergency Support Team (ZEST).**Local Government Functional Support Group (LGFSG)**

During significant incidents, local government plays a support role to the control agency, functional support groups and support agencies who have prescribed roles in the State Emergency Management Plan.

For incidents involving more than one council, the LGFSG coordinates the response from local government. This includes:

- Ensuring effective coordination and communication between impacted councils;
- Ensuring effective coordination and communication between emergency services and impacted councils;
- Facilitating resource sharing across the local government sector; and
- Representing the local government sector at the State Emergency Centre, Agency State Control Centres, ZEST and any relevant agency Incident Management Teams.

The LGFSG is led by the Local Government Association of South Australia (LGA SA) to coordinate local government resources as required. Council Commander will liaise with the LGFSG State Duty Officer or the Local Government Liaison Officer (LGLO) (if appointed) on any matters of resource coordination.

The number for the State Duty Officer is [redacted]

2.2.2 Zone Emergency Support Team

When the Yorke and Mid North ZEST is activated by SA Police (SAPOL), the LGFSG will be requested to provide a LGLO. This role ensures local government is represented at the ZEST and enables communication between local government and the Control Agency. The LGLO may be a staff member from Council, another council or LGA SA depending on the nature of the incident and resource availability.

Once appointed, the LGLO will ensure they contact the Council Commander and make them aware a ZEST is now active and provide appropriate contact details for use during the incident.

2.3 Local Administrative Areas

Council is located within several overlapping administrative areas for the purposes of emergency management, as detailed in Table 1.

Table 1 - Administrative areas for the purposes of emergency management

Agency or Organisation	Locally relevant areas
SAPOL District or Local Service Area	Yorke Mid North Local Service Area
Emergency Management Zone	Yorke and Mid North Zone
Country Fire Service (CFS)	Region 2
State Emergency Service (SES)	North Region - Yorke
SA Ambulance	Rural SA
Health service	Yorke and Northern Local Health Network
Regional LGA	Legatus Group
Weather District	Yorke Peninsula District

2.4 Incident operations

Council has adopted the Community Emergency Management and Disaster Recovery Policy (PO178) that describes the purpose, scope and authority for the Council to participate in emergency management.

This Policy has identified that Council will maintain "incident operations arrangements" (this document). Incident operations will be delivered by Council in accordance with these arrangements and the:

- i-Responda Field Guide;
- Local Government Functional Support Group Plan[1]; and
- Incident Operations Protection Guide.

These documents are to be followed by Council Commanders and workers when participating in incident operations.

2.5 Incident Management Principles

Council is aware of the principles used in the Australasian Interservice Incident Management System (AIIMS) and will apply these key principles in their incident management:

Flexibility	A flexible approach will be adopted by council to incident operations, given the universal principles of an 'all hazards-all organisations' approach to emergency management. The system is adaptable and can be applied across the full spectrum of incidents, where the nature of the hazard, the scale of the incident, the complexities presented, number of organisations involved, and the duration can all vary.

[1] Available on the LGA Emergency Management Knowledge Hub

Management by objective	Incident management is a process of management where the Council Commander, in consultation with the CIMT, determines the desired outcomes of the incident from the council's perspective. These outcomes, or incident objectives, will then be communicated to everyone involved, so they know and understand the direction being taken during the operation.
Unity of command	Unity of command is a principle of management meaning that everyone should report to only one supervisor. In the context of incident management this means that there is only one Council Commander for any incident, directing and coordinating the actions of all council resources, with one set of objectives and one plan.
Span of control	Span of control relates to the number of groups or individuals that can be successfully supervised by one person. A maximum of seven reporting groups or individuals is considered desirable, as this maintains a supervisor's ability to effectively task, monitor and evaluate performance.
Functional management	The span of control is managed through functional management. Each Functional Section may be made up of a single person or a team of people scaled to the size and complexity of the incident

2.6 Council Commander - delegations and authorities

The Corporate Management Team (CMT) is responsible to facilitate the Council Commanders function and have allocated the following role against each 'Incident Level' (see item 3.1.5):

Table 2 Council Commanders

	Level 1	Level 2	Level 3
Role Allocated	Operations Manager and/or Works Manager	Director AIS	CEO
Proxy	Director AIS	Director CCS	Director AIS

Draft Still to be determined by CMT

In the absence of one of the above delegated Council Commanders, the CEO may authorise any role to undertake the duties of a Council Commander for the incident.

The Commanders are authorised to act in line with Council's policies, procedures, plans and take actions including the allocation of Council workers and resources necessary to manage the incident for Council. The core roles of the Council Commanders relate to awareness, command and communication, as identified in Figure (a) below.

Figure (a) – Core roles of a Council Commander

3 Operations Manual

3.1 Operating in an incident

This section outlines the arrangements that may be activated when one or more of the following occur:

- Council becomes aware of an incident within their jurisdiction that has the potential to become an emergency;
- Council receives advice from a Control Agency or the LGFSG that an emergency has or is about to occur;
- Council is notified that an emergency in an adjoining area is likely to impact on the Council District; or
- Council pre-emptively prepares for an emergency based on receipt of a warning.

3.1.1 i-Responda

When operating within an incident, Council operates using the i-Responda principles and platform form part of this document. i-Responda Field Guide information, checklists and information can also be accessed electronically via the 'i-R' – i-Responda App via Apple and Android devices.

The Council Commander will follow the *'i-Responda Council Incident Response'* process flow chart as outlined in section 5.1.

Responding staff will follow the *'Worker i-Responda Incident Response'* process flow chart as outlined in section 5.2.

3.1.2 Functional modes

Council uses four functional modes of operation as illustrated below. The Council Commander will determine which functional mode as appropriate at all stages during the incident.

Figure (b) - Functional modes for incident management

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3.1.3 Triggers for alert mode

Council will move to alert mode when issued advice from the LGFSG about an impending event or when the following warnings for the Yorke Peninsula District are provided as per Table 3:

Table 3. Warnings that move council to prepare for incident response

Event	Agency warning
Storm	BoM severe weather warning, severe thunderstorm warning
Bushfire	CFS issues severe, extreme or catastrophic bushfire danger day
Coastal flooding	BoM warning, BoM king tide forecast for Price, Port Clinton, Pine Point and Coobowie.

3.1.4 Functional mode activities for council

Standby

Standby Mode is the normal 'business-as-usual' mode for the Council. This mode is for when there are no active emergencies requiring the involvement of the Council. Activities considered appropriate in this mode are:

- preparing and reviewing plans;
- training and educating personnel;
- exercising and testing processes and procedures; and
- maintaining situational awareness.

Alert

The Council may move to **Alert Mode** on receipt of any warnings, or information relating to any emergency that is about to impact council.
During **Alert Mode**, information will be relayed to all relevant key personnel and organisations that may become involved in the incident. It is possible to move back to **Standby Mode** if it becomes evident that there is no need for the council to move into **Operations Mode**. Activities considered appropriate in this mode are:

- alerting key personnel and confirming their availability to be rostered;
- preliminary establishment of Council Emergency Operations Centre (CEOC);
- inform CEO of Council status;
- determining communication arrangements; and
- establishing the flow of information between the council and control agencies and LGFSG if appropriate.

Operations

The council may move to **Operations Mode** when an emergency is impacting the council area, or the support of the council is requested by the control agency or via the LGFSG. Activities considered appropriate in this mode are:

- inform CEO of Council status;
- establish CEOC;
- establish appropriate CIMT and assign tasks;
- mobilise personnel/equipment as requested and in accordance with i-Responda operating platform;
- mobilise council liaison officer to Control AGENCY IMT or similar;
- support community relief and recovery needs as required; and
- Hot debrief and standing down Council workers from operations mode.

Restore

The Council may move to **Restore Mode** when council **Operations** has ceased. Activities considered appropriate in this mode are:

- Coordinate return of deployed Council resources;
- Complete final reports, capturing of costs, damages and supporting documentation and incident journals;
- Review emergency events and effectiveness of council's response to this plan;
- Standing down Council workers on completion of final tasks;
- Close CEOC;
- After action review; and
- Transition to recovery arrangements.

3.1.5 Council incident levels

During operations mode, Council uses three levels for the purpose of classifying incidents as identified in Table 4. Incidents are classified in these levels to help determine the most appropriate incident management approach by Council.

- The most frequently occurring incidents for Council are level 1 incidents which are managed through standard Council resources.
- Level 2 and level 3 incidents occur far less often and require management outside of standard Council resources. An incident may escalate due to increasing impacts, resourcing requirements or complexity.

Table 4 – Council incident levels

Incident level	Description	Example
Council Level 1	Council is able to resolve incident within existing resources using standard council resources. Task requires focused action, coordination and direction.	e.g. tree crew diverted from normal work to respond to minor storm damage.
Council Level 2	The incident is more complex in size, resource or risk and Council is required to assign additional resources above standard council resources.	e.g. major storm that causes major damage council assets and private property, triggering above normal council response.
Council Level 3	The incident is unable to be managed using existing Council resources and external support is required.	e.g. major bushfire across whole of district or multiple districts requiring staff support from other councils accessed via LGFSG.

Note: The levels listed are about the impact or the potential impact on the council or councils concerned; they are not necessarily intended to align with the Incident levels used or assigned by the control agency to the same incident.

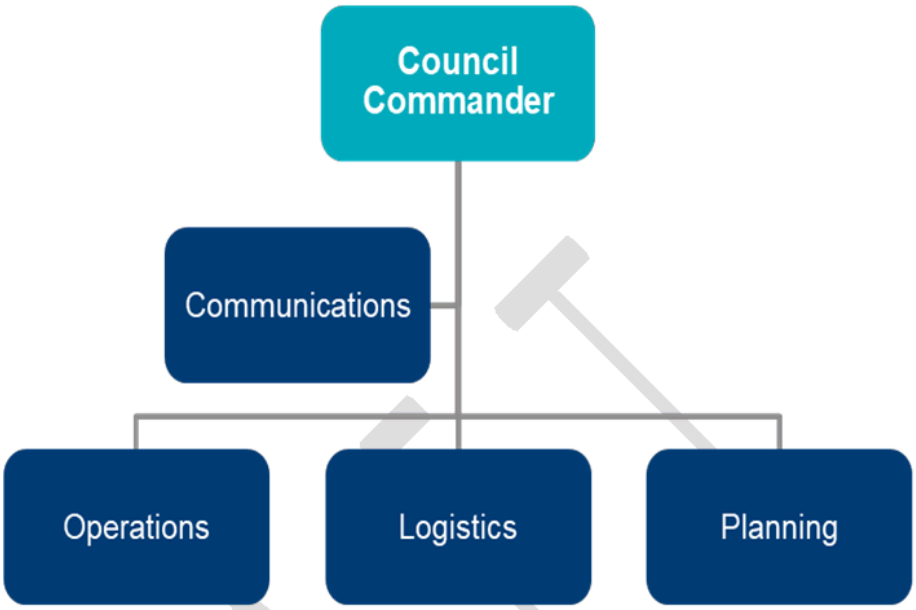
3.2 Council Incident Management Team (CIMT)

A Council Incident Management Team (CIMT) ***may*** be established by the Council Commander to assist in the management of the incident at any point and for any level of incident based on the needs of the incident.

When a Council level 2 or 3 incident has been identified and a response initiated, functions will need to be delivered in a coordinated manner. These will be assigned to the CIMT.

Council will typically build its level 2 or 3 CIMT structure in the following form:

Image (c) - Yorke Peninsula Council typical CIMT structure



- **Council Commander** – the management of all council incident operational activity. There must always be a Council Commander (central contact and command point) for all incident levels.
- **Communications –** the collection and preparation of information suitable for dissemination to the public and other stakeholders.
- **Operations –** the tasking and application from Council of resources to support the Control Agency to resolve the incident.
- **Logistics –** the acquisition of human and physical resources, facilities, services and materials to support Council's incident management objectives.
- **Planning** – the collection, analysis and dissemination of information and development of plans to resolve the incident within Council's scope.

3.2.1 CIMT functional roles

The size and makeup of the CIMT should reflect the requirements of the incident.

It is not necessary for a Council Commander to appoint an individual to each function. The Council Commander will build the CIMT from individual roles identified in Table 5.

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Table 5 - Functional roles based on Council incident level

Functional Role	Incident level	
	Level 1	Level 2/ Level 3
Council Commander	Operations Manager and/or Works Manager	Andre Kompler – Director Assets and Infrastructure Services Stephen Goldsworthy – Operations Manager
Operations Officer	Operations Coordinator and/or Works Supervisors Supported by Leading Workers roles at each Depot • Maitland • Minlaton • Yorketown • Warooka	Works Manager and/or Operations Manager Supported by Works Supervisors and/or Operations Coordinator in addition to Leading Workers roles at each Depot • Maitland • Minlaton • Yorketown • Warooka
Communication Officer	Manager Business and Public Relations and/or Communications and Engagement Officer (Social Media Comms) EA to the CEO and Mayor (Elected Member Comms)	Manager Business and Public Relations and/or Communications and Engagement Officer (Social Media Comms) EA to the CEO and Mayor (Elected Member Comms)
Planning Officer	Manager People, Culture and Safety and/or HR Advisor	Manager People, Culture and Safety and/or HR Advisor
Logistics Officer	Senior Safety Advisor	Senior Safety Advisor
Intelligence Officer	Senior Compliance Officer and/or Ranger	Senior Compliance Officer and/or Ranger

Draft - Still to be determined by CMT

3.2.2 CIMT and BCP in emergencies

Council recognises that during an emergency incident both the Business Continuity Plan (BCP) supported by the Business Recovery Team (BRT) as well as the CIMT may be activated. This may happen when an emergency has impacted upon Councils ability to run its Critical Functions (as outlined in the BCP).

As the roles may overlap between the BRT and the CIMT, staff will work together to manage the scenarios at hand and delegate functions to other roles as required.

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3.3 CEOC – Council Emergency Operation Centre

A Council Commander can activate a Council Emergency Operations Centre (CEOC) as required to support incident management activities.

The CIMT will be located in the CEOC

The primary site of the CEOC is dependent on the location of the incident. The following three locations are identified as most suitable for Council. Staff may need to relocate to these facilities from their usual workplace or establish additional communication arrangements.

The primary location for the CEOC is:

Maitland - Yorke Peninsula Principal Office
8 Elizabeth St
Maitland

Additional locations are:

Minlaton Office
18 Main St
Minlaton

Yorketown Office
15 Edithburgh Rd
Yorketown

3.3.1 Operational Functions

The main operational functions of the CEOC may include, but are not limited to:

- Coordination and deployment of resources to assist response and recovery;
- Collect, process, interpret and distribute information and intelligence;
- Provision of facilities;
- Liaise with Control Agencies and other external agencies; and
- Carry out any other directions issued by the CIMT.

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3.3.2 CEOC resources

The CEOC will have the following resources which enable it to host a CIMT:

	Maitland	Minlaton	Yorketown
Resources	✓	✓	✓
Whiteboard	✓	✓	✓
Logbooks	✓	✓	✓
TV screen	✓	✓	✓
Kitchen and bathroom facilities	✓	✓	✓
Car parking	✓	✓	✓
Printer, scanner and photocopying	✓	✓	✓
First Aid Kit	✓	✓	✓
Generator	✓		
Radio and batteries	✓	✓	✓
Torch	✓	✓	✓
Printed copies of Incident Operation Arrangements	✓	✓	✓
Hard copy maps	✓	✓	✓
Satellite Phones	✓		✓

Some of the above items are found in the BCP/ CEOC Kit bags located at each site.

3.3.3 Staff requirements for attendance at CEOC

Personnel attending the CEOC are required to bring a laptop or tablet, charger, mobile phone and information relevant to the incident.

3.3.4 CEOC activation checklist

Council Emergency Operations Centre activation checklist	
Done	**Action**
	Obtain information about incident (location, damage, size, scale, nature, safety issues)
	Assign council incident level
	Make contact with relevant Control Agency
	Make contact with relevant Council staff
	Make contact with LGFSG State Duty Officer through Council contact phone
	Consider requesting establishment of ZEST through SAPOL
	Assess rostering requirements for CEOC and notify staff
	If needed contact additional staff to be on standby
	Gather all required resources and documents
	Record all activities in incident logbook
	Establish time sheet system to record staff hours
	Consider communication requirements: Internal staff CEO Mayor Elected members Media IMT regular briefing Field staff
	Organise rotating meal and refreshments breaks for staff

	Inform finance a cost code may need to be established for itemising expenses associated with the incident

3.3.5 Record keeping

Council recognises the importance of maintaining appropriate records during an emergency event. Good record keeping practices are critical for:

- Substantiating decisions and actions;
- Cost recovery and reimbursement;
- Insurance purposes;
- Subsequent investigations;
- Litigation and Court matters;
- Coronial inquiries;
- Risk management; and
- Reviewing the performance of this plan.

All decisions made and actions taken during an emergency will be recorded in an incident log to ensure consistency and accuracy of the information. The incident log will remain active until the conclusion of the incident as determined by the Council Commander.

Records related to emergency events will be managed in accordance with Council's Records Management Policy (PO063) including the State Records General Disposal Schedule 40 which provides provisions for document retention for across government emergency management.

3.3.6 Incident log

An incident log will be activated by the Council Commander initially and then and used to record information throughout the duration including:

- Personal details;
- Shift details (start, finish and changeover time);
- Any instructions given/received;
- Any decisions made and the reasoning behind them;
- Actions taken;
- Phone calls and records of conversations;
- Meetings;
- Finance related information;
- Messages for shift changeover;
- Forward planning; and
- The incident log will remain active until the conclusion of the incident as determined by the Council Commander.

This data may also be recorded in hard copy log books specific to the CIMT position.

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3.4 Resources

3.4.1 Protocol around sharing of Council resources

Resources may be requested at any time during the response and recovery phases of an emergency. Requests may come from several sources including:

- the Control Agency;
- an impacted council;
- the LGFSG; or
- members of the community, including community groups.

Requests for assistance should be directed to the Council Commander who will in turn liaise with the Chief Executive Officer (CEO) in line with Council's Provision of Council Resources during Emergency Events Procedure (PR146).

Council reserves the right not to release Council staff, plant and equipment to support an emergency incident.

3.4.2 Shared services

Council may have shared services in place that could be impacted by emergency incidents. Shared Services arrangements are managed by the HR team.

3.4.3 Insurance

When supporting another Council or the Control Agency in an incident it is important to remember that:

- all Councils are supported by the LGA Mutual Liability Scheme, Workers Compensation Scheme and Asset Mutual Fund; and
- i-Responda principles of "Ordinary Operations in Extraordinary Situations" must remain in place.

3.4.4 Council staff

People may participate directly within Council, as a resource to assist the emergency services, control agencies, support agencies or functional support groups or as a resource to support another council.

During a large incident other staff within council may be required to fill roles on the Council's CIMT, in many cases these staff will be listed and trained for the specific role that they are required for or assigned to. Occasionally staff may be required to help fulfil other roles as requested by the Council Commander. This will be managed by the CEO on a as needs, capability and capacity basis in line with Council's Provision of Council Resources during Emergency Events Procedure (PR146).

Worker wellbeing

Council will ensure the wellbeing of staff involved in incident operations by:

- Conducting hot debriefs with all staff involved in incident operations;
- Reminding staff of the Employee Assistance Program; and
- Inviting staff to participate in debriefs as part of the restoration phase of incident operations.

3.4.5 Volunteers and Community Organisations

Volunteer management

Council recognises the vital role that volunteers can play in an emergency such as providing access to community resources and local knowledge and providing a link in the information chain between Council, emergency service agencies and the community.

Councils also recognises the importance of effectively managing volunteers in order to ensure a coordinated and uniform approach. Poor management of volunteers can add confusion and create unnecessary work for councils and agencies.

Registered Council volunteers

Council volunteers are managed in accordance with the Council's Volunteer Policy (po137) and associated procedures.

Spontaneous Volunteers

During the event of a large emergency, Council will manage spontaneous volunteer requests by referring them to Volunteering SA.

Not for Profit Organisations

During incident operations, coordination with not for profit organisations, services clubs and community groups happen via pre-arrangements managed through the Emergency Relief Functional Support Group. These cover topics including psychosocial support, donated goods and food.

3.4.6 Council plant, equipment and facilities

Plant and equipment register

A register of available plant and equipment available to support Council incident operations is contained in Council's Emergency Services Plan and Equipment Register (RO080). Whilst the register identifies possible availability, the plant will only be made available by the CEO or delegate and may be subject to conditions including:

- Designated operator;
- Period of availability; and
- Cost recovery.

3.4.7 Relief centres

Relief centres within the Council district are pre-identified and managed by the Emergency Relief Functional Support Group (ERFSG), managed by the SA Housing Authority. The ERFSG

is responsible to open and operate relief and recovery centres, and Council's role will generally be to supply venue upon request.

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Council has four facilities which have been pre-identified as potential relief centres:

- Ardrossan Town Hall
- Maitland Town Hall
- Minlaton Town Hall
- Yorketown Town Hall

The four members of CMT have keys to access these facilities in addition to keys being located at relevant Council offices.

3.4.8 Bushfire Safer Places and Last Resort Refuges

There are 13 bushfire safer places designated by the CFS located at:

- Ardrossan
- Arthurton
- Coobowie
- Curramulka
- Edithburgh
- Maitland
- Minlaton
- Point Turton
- Port Clinton
- Port Victoria
- Stansbury
- Warooka
- Yorketown

These are places of relative safety from a bushfire and should be used by the community as places to relocate to early in the day or the night before a high fire risk day. Last minute travel to these areas is extremely dangerous. Access to maps via the CFS website https://www.cfs.sa.gov.au/prepare-for-a-fire/bushfire-safer-places/list-of-bushfire-safer-places-and-bushfire-last-resort-refuges/

3.5 Communications during an Incident

3.5.1 Communication of alert mode

When a warning of a predicted event is given by a warning agency or an incident occurs the appointed Council Commander will communicate with CIMT personnel and Council staff through email, mobile phones, and/or briefings.

3.5.2 Communication during an incident

Council communicates with a range of stakeholders during an incident as depicted in the below flow chart. Key stakeholders include Council staff and Elected Members, emergency services and the community. Additional information about the different methods of communication used by Council is provided in the sections below.

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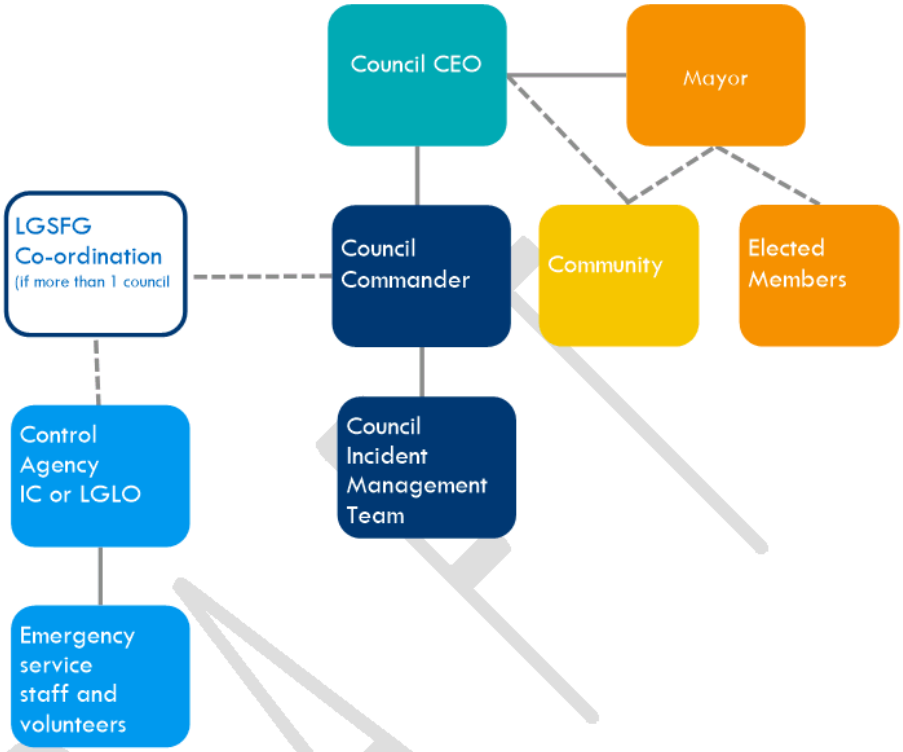
Figure (d) - Communications in an emergency



3.6 Communicating with External Agencies

3.6.1 Communicating with Incident Control Agency

All strategic communication with the control agency of an incident will occur between the Council Commander and the Incident Controller of the incident. This may be through a Local Government Liaison Officer in an established Control Agency Incident Management Team (IMT) for a Council Level 2/3 incident or in the field for smaller level 1 incidents.

All field communication between council staff and control agency staff will occur as required at the incident scene.

3.6.2 Communicating with ZEST and state agencies

When a ZEST is activated, communication between Council and the Control Agency will be through the LGFSG nominated LG Liaison Officer at the ZEST and the Council Commander at the relevant Council.

3.6.3 Communicating with LGFSG

The LGSFG is always active and in standby mode.

If Council becomes aware of information or warnings relating to any emergency within their jurisdiction, the Council Commander (when appointed) will contact the LGFSG State Duty Officer (SDO) by phoning [redacted] (available 24 hours / 7 days pw).

The SDO and Council Commander will communicate throughout the incident to coordinate resources and share information.

3.7 Communicating with Council staff

3.7.1 Communicating within CIMT

Communications within the CIMT are crucial to ensure that all CIMT members are aware of the current situation, actions being undertaken and objectives to achieve to resolve the emergency. During an emergency, communications within the CIMT will include:

- Regular briefings;
- Handover documents; and
- Situation reports

All communication / phone calls in and out of the CIMT during an incident should be logged or recorded as part of the CIMT Record during an incident operational phase.

3.7.2 Field Staff Communications

Communication with field staff during an incident occurs via toolbox meetings, mobile phones, UHF Radio through Council's dedicated UHF channel, Satellite Phones (if applicable) and/or emails. Staff locations and tasks when in the field may be tracked (i.e. Patrol Grader GIS tracking).

3.7.3 Communications with other Council staff in an emergency

Communication about an active incident operation to other staff will occur in the following ways:

- Staff meetings, mobile phone text messages, phone calls and/or emails.

3.7.4 Communicating with the Corporate Management Team in an emergency

Communication about an active incident operation should be via the Council Commander to the relevant CMT members. Likewise requests for equipment or staff resources should all be directed to the Council Commander as a single point of contact to facilitate prioritisation of resources to deal with the incident.

3.7.5 Communicating with Elected Members in an emergency

Council's CEO will be responsible for briefing the Mayor and Councillors and keeping them informed regarding emergency events. Any request for help regarding resources or equipment should be made from Elected Members to the CEO if required. The CEO will then address the request to the relevant Council Commander or CMT member.

3.8 Communicating with Community

3.8.1 Emergency Information

When the control agency is involved it is their responsibility to issue warnings to the potentially affected community, and to provide advice to other support agencies of this notification. In this situation Council's role is to support dissemination of this information and warnings to their community.

When social media is used by Council, existing topics or hashtags will be included for consistency of messaging amongst all agencies.

Council will provide information, including media releases, additional to the control agency only when it relates to information about:

- Direct council actions, involvement or resources provided; or
- Direct council impacts.

3.8.2 Other Council Communication

Council's key messages, protocols and systems for communicating with the community include:

- Social media;
- Public notices; or
- Council website.

The nominated spokesperson for the council is the CEO and/or Mayor in line with Council Social Media Policy (PO020).

3.8.3 Methods of Communication

For any incident that is led by the Council Commander and when a control agency is not appointed, the Council will take the lead on issuing information to their community.

This will be through council channels including:

- Council website;
- Social media including Facebook; or
- Media releases.

3.9 Transitioning to Recovery

The transition to recovery may begin at any time during or after the incident operations have taken place. Recovery with the community can run in parallel to the incident operations and the restore phases of incident operations for Council.

Recovery operations are activated by one or more of the following:

1. **Council Incident Management Team (CIMT) stood down**
   The winding up of CIMT will provide relevant communications, finalisation of all relevant records and logs and the activation of recovery activities where required.

2. **Establishment of a Local Recovery Committee by State Recovery Coordinator**
   The establishment of a Local Recovery Committee (LRC) by the State Recovery Coordinator is another trigger for the activation of recovery.
3. **Decision by CEO and/or Council Commander**
   Council may choose to activate recovery arrangement in response to community needs and impact on council activities regardless of whether a Local Recovery Committee has been established or a community Recovery Coordinator has been appointed by the state.

In this situation Council may consider appointing a temporary position to fill the role of Council Recovery Manager.

3.9.1 Appointment of Council Recovery Manager

The appointment of a Council Recovery Manager supports the transition from response to recovery and may happen when the CIMT is still in place or after its shutdown. The Recovery Manager is responsible for activating and managing the recovery process as set out in this manual.

Council identifies that the CMT are nominated to lead recovery and identify a suitable Recovery Manager.

3.9.2 Council's Role in Recovery

Council will:

- Plan for recovery to establish the principles, structures, partnerships and approaches that will guide council;
- Provide leadership, co-ordination and advocacy when the community is impacted by disasters;
- Support the identification and assessment of community impacts; and
- Secure grants and other funding assistance to support disaster recovery.

3.9.3 Recovery Timescale

Recovery can be broadly envisaged in the following phases and will require a dynamic and flexible approach based on specific needs in the community.

Transition – the period between response and recovery. Some immediate recovery measures are undertaken during this phase.

Initial – focused on meeting immediate needs of individuals and restoring essential services.

Short-term – assist communities dealing with the aftermath of the emergency.

Long-term – restoring the physical, social, economic and emotional wellbeing of the community.

Recovery needs will vary depending on the scale of the incident i.e. size, complexity, impact and likely duration. Recovery actions may be based on the normal business of the Council or may require additional resources and management structures.

Scale of emergency	Recovery Management	Council Actions	Other agency actions
Minor	Formal structures not required. Council partners with community and/or business leaders.	Council responds through business as usual.	No support from other agencies.
Small	Formal structures required for a short time.	Recovery Action Plan developed and implemented.	Local community groups and services participate.
Medium	Formal recovery structures required for multi-agency coordination. State Government likely to appoint a Local Recovery Coordinator.	Council sits on Local Recovery Committee and liaises with other agencies.	Wider range of community groups and services from outside the region are required.
Large (undeclared or declared)	State Government recovery processes with coordination of multiple agencies.	Councils work with and support other agencies. Manage new grant funded programs.	Wide range of support required and coordinated by state agencies.
Catastrophic	Enhanced governance arrangements e.g. task force, new authority.	Work closely with state/Federal coordination and support.	High level coordination of support services.

3.9.4 Hot Debriefs

Council will conduct hot debriefs for incident operations. This is a short, informal debrief immediately following emergency operations that is held standing or sitting in a quiet area. This may be facilitated by the Council Commander for a CIMT debrief in restore mode, or by a Leading Worker or Supervisor for operational staff at the end of shifts. Notes are recorded during this process.

These debriefs follow the emergency management lessons management framework in the SEMP and focus on:

- What was planned?
- What happened?
- Why did it happen?

- What went well that should be maintained and can we do better or differently next time?

3.9.5 After Action Reviews

After minor events Council will provide a longer and more formal after-action. This should be a structured process and independently facilitated if possible.

The CIMT will meet together as a whole to discuss the event including what happened, what should be maintained and improved. Findings will be documented to be incorporated into the lessons management process and suggested changes incorporated into this document.

3.9.6 Multiagency debrief

After significant events, Council will participate in a formal debrief or multiagency debrief. This should occur within a reasonable timeframe of the emergency event, optimally no more than a month later. Council may provide observations into this process through written submissions, attendance at meetings, verbal commentary, or survey responses.

4 Contacts

4.1 Critical Internal Contacts

Position	Number
Council Commander	Information Contained in Council Document – Internal Use Only
Council CMT Members • CEO • Director AIS • Director CCS • Director DS	
Council Mayor	
Council Work Manager (Operations Officer)	
Council Operations Manager (Operations Officer)	
Council Manager Business and Public Relations	
Council Manager People Culture and Safety (Planning Officer)	
Senior Safety Advisor (Logistics Officer)	
Council Manager Building and Compliance	
Council Manager Development Services	
Designated After Hours Emergency Works Contact	

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4.2 Critical Local Agency Contacts

Position	Number	Address (if applicable)
Local Government Functional Support Group – State Duty Officer	Information Contained in Council Document – Internal Use Only	
Emergency Services – Regional Commanders/Managers		
SAPOL– Local Service Area Commander		
CFS regional command centre		
Local SES Unit		
Local SAAS command centre		
Local DEW Duty Officer		
ZEST regional command centre		
Local hospital/school		

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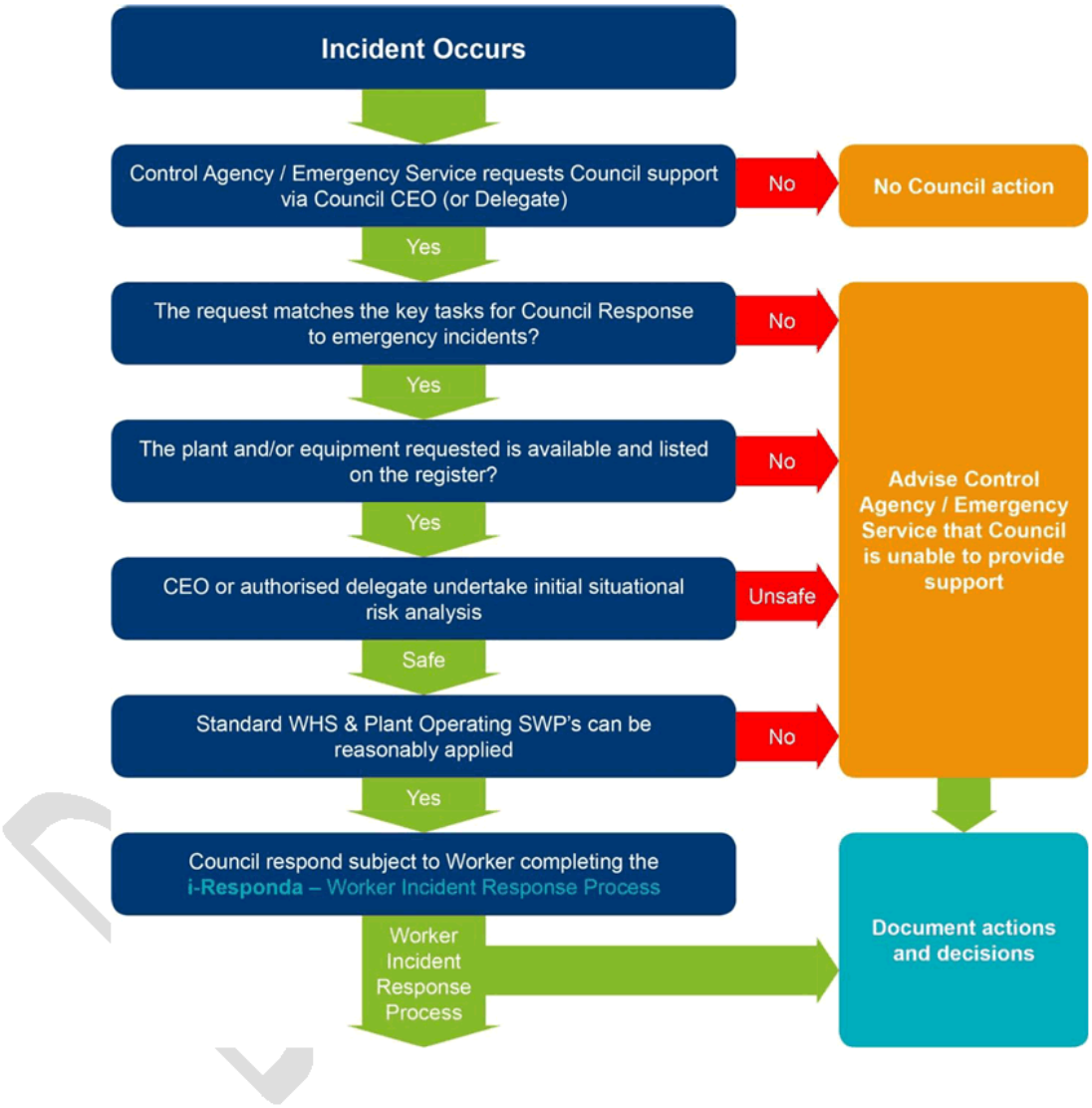
5 i-Responda flow charts of response

5.1 i-Responda – Council Incident Response Process



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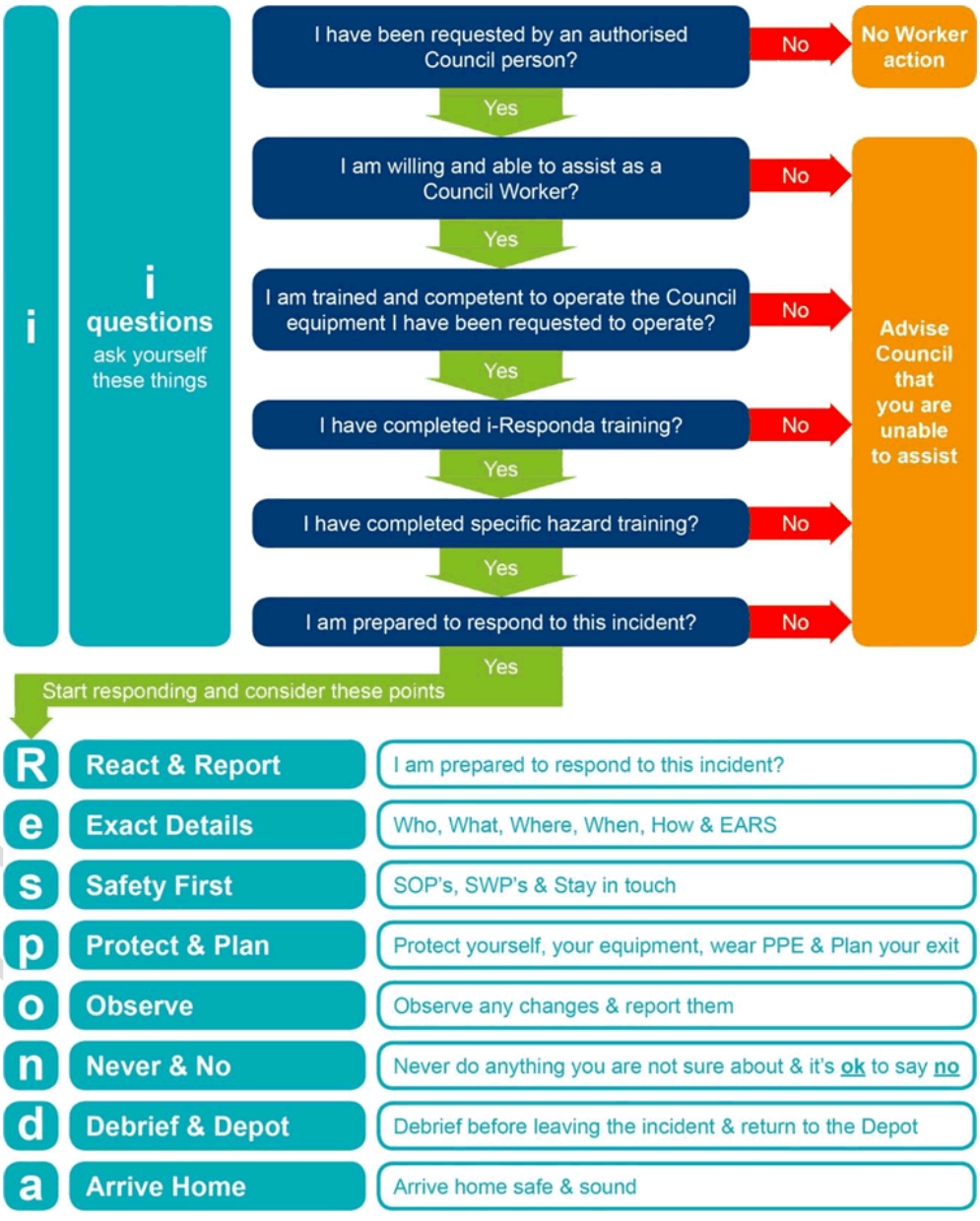
5.2 i-Responda – Worker Incident Response Process



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6 Council Incident Management Team (CIMT) Role Descriptions

6.1 Commander Role Description

Standby Mode

- ❑ Preparing and review plans
- ❑ Ensure CIMT training current
- ❑ Exercising and testing processes
- ❑ Maintaining situational awareness

Alert Mode

- ❑ Activate CIMT
- ❑ Initiate and facilitate planning and briefing meetings as required
- ❑ Establish contact with external agencies and LGFSG
- ❑ Inform CEO of Alert mode

Operations Mode

- ❑ Liaise with Control Agency either directly or through established Council Liaison Officer
- ❑ Facilitate planning and briefing meetings as required
- ❑ Activate and deactivate function CIMT roles as required
- ❑ Asses situation, identify risks, and determine priorities
- ❑ Update and brief CEO on situation or up line decisions that need to be made
- ❑ Approve deployment of council resources / support and employees
- ❑ Ensure safety of employees or appoint a safety officer to oversee
- ❑ Maintain Council Commanders incident log
- ❑ Oversee the financial records relating to emergency management
- ❑ Activate transition to restore mode and recovery arrangements

Restore Mode

- ❑ Inform and deactivate CIMT
- ❑ Coordinate return of deployed Council resources
- ❑ Schedule and facilitate debrief and evaluation process
- ❑ Determine if CIMT is required for recovery phase
- ❑ Inform council staff of STAND DOWN to incident
- ❑ Complete financial reports and incident logs
- ❑ Conduct debriefs

Other Information

- ❑ Consider support by Administration
- ❑ Consider a Safety Officer
- ❑ Consider Council Liaison Officer to attend hazard lead agency IMT

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6.2 Operations Role Description

Standby Mode	Alert Mode
❑ Nil or as determined by council	❑ Attend planning and briefing meetings as required ❑ Alert function staff and provide briefings when necessary ❑ Ensure equipment is brought to Alert mode level of preparedness

Operations Mode
❑ Attend planning and briefing meetings as required
❑ Brief functional staff if functional team has been established
❑ Coordinate deployment of council resources as required
❑ Determine need for additional resources or Logistics support
❑ Manage and supervise operation response
❑ Report events, accidents or incidents in the field to Incident Council Commander
❑ Maintain incident log
❑ Log financial expenditure of the operations function and forward to Support Officer

Restore Mode	Other Information
❑ Implement program for clean-up and restoration of Council assets and resources ❑ Verify all resources have been returned to Standby Mode condition ❑ Log any damage or incidents and report to Council Commander	❑ ❑ ❑

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6.3 Planning Role Description

Standby Mode

- ☐ Nil or as determined by council

Alert Mode

- ☐ Attend planning and briefing meetings as required
- ☐ Alert function staff and provide briefings when necessary
- ☐ Ensure incoming intelligence is recorded and analysed
- ☐ Communicate pre-determined plans if applicable

Operations Mode

- ☐ Attend planning and briefing meetings as required
- ☐ Brief functional staff if functional team has been established
- ☐ Maintain register of resources deployed
- ☐ Assess situation, identify risks and report to Council Commander
- ☐ Assess requests for resources from external agencies
- ☐ Ensure all aspects of shift management and changeover including record of staff hours and rosters is kept up to date and implemented
- ☐ Prepare mapping information
- ☐ Maintain incident log
- ☐ Communicate all new warnings and advice to Council Commander and CIMT staff

Restore Mode

- ☐ Coordinate access to external professional advice relating to assets and Public Liability (e.g. insurance advisors)
- ☐ Create plans for clean-up and restoration of council assets and community areas.
- ☐ Investigate causes if applicable

Other Information

- ☐ Consider Communications officer
- ☐ Consider Intelligence officer
- ☐ Consider Resources officer

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6.4 Logistics Role Description

Standby Mode

- ❑ Nil or as determined by council

Alert Mode

- ❑ Attend planning and briefing meetings as required
- ❑ Alert function staff and provide briefings when necessary
- ❑ Ensure all supplies are brought up to require levels e.g. fuel, safety equipment etc.
- ❑ Preliminary establishment of CEOC

Operations Mode

- ❑ Attend planning and briefing meetings as required
- ❑ Brief functional staff if functional team has been established
- ❑ Establish Council Emergency Operations Centre (CEOC)
- ❑ Ensure appropriate information technology and communications resources are available
- ❑ Ensure necessary equipment and consumables are available
- ❑ Arrange additional external human resources, (i.e. agency/other council staff)
- ❑ Obtain and maintain physical resources, facilities, services and materials
- ❑ Coordinate provision of food and water for staff
- ❑ Arrange accommodation for CIMT staff if required
- ❑ Keep records of external resources used and deployed and location
- ❑ Maintain incident log
- ❑ Maintain incident financial records if no support or finance officer appointed

Restore Mode

- ❑ Repatriate borrowed or external resources that have been utilised
- ❑ Clean and rehabilitate facilities utilised
- ❑ Manage supply of replacement equipment in the event of damages or loss

Other Information

- ❑ Consider catering
- ❑ Consider finance officer
- ❑ Provide support for IT and facilities

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6.5 Communications Role Description

Standby Mode

- ❑ Nil or as determined by council

Alert Mode

- ❑ Attend planning and briefing meetings as required
- ❑ Collate and disseminate information to Elected Members, Staff, Executive and the Community
- ❑ Ensure Council communication/media policies and procedures are followed

Operations Mode

- ❑ Attend planning and briefing meetings as required
- ❑ Ensure Council communication/media policies and procedures are followed
- ❑ Ensure the CEO and Elected Members are provided with adequate levels of information regarding the incident
- ❑ Manage media communication needs and strategies
- ❑ Provide advice regarding corporate image matters
- ❑ Collate and disseminate information to Elected Members, Staff, Executive and the Community
- ❑ Maintain media enquiry records
- ❑ Monitor media and social media

Restore Mode

- ❑ Manage media communication needs and strategies
- ❑ Provide advice regarding corporate image matters
- ❑ Collate and disseminate information to Elected Members, Staff, Executive and the Community

Other Information

- ❑ Monitors media channels for relevant information for planning function
- ❑
- ❑

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7 Council Emergency Hazard Plan Teamplates

7.1 Bushfire

Bushfire Danger

Event Types
Extreme or Catastrophic Fire Danger Days forecast by BOM and CFS These days could lead to higher chance of uncontrolled bushfire in our district
Triggers to Move to Alert
A forecast of an extreme or catastrophic fire danger day from CFS A bushfire breaks out in a neighbouring council or a small bushfire ignites in Yorke Peninsula Council
Triggers to Move to Operations
On request from Control Agency, SAPOL or LGFSG Council becomes aware of a bushfire that may impact their community
Approved Council Tasks / Roles in Bushfire Operations

• Supply of water truck to staging areas • Supply of grader and equipment if operating further than 2hrs from fire front • Supply of staff to LGFSG or ZEST	• Supply of traffic signage • Supply of clean-up crew – trees on roads once area declared safe by CFS • Supply of other resources as per Council Commander's decision

Emergency Contacts and Sites		
SA CFS Region RCC		https://www.cfs.sa.gov.au/site/warnings_and_incidents.jsp
BOM warnings		http://www.bom.gov.au/sa/warnings/
LGFSG State Duty Officer	8120 1720	

Resources Available in Council			
Chainsaws	Traffic Signage	Graders	Front End Loader
Water Tanker	Utes	Pumps and hoses	Facilities

Notes
• All staff responding as part of Council's approved resources must be i-Responda trained. • No Council equipment or personnel will operate on the fire front at any time. • Remember to maintain situational awareness and seek approval of Council Commander if being re-tasked by the control agency.

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7.2 Days of Heightened Fire Danger / Rural Fire

Checklist	
This checklist works in conjunction with the council activities in the functional modes as documented in the Council's Incident Operational Arrangements	
Standby	
	Ensure pre-season vegetation control in place
	Ensure all 105F notices are complied with
	Pre-season meeting with local emergency services or ZEMC seasonal update
	Staff and equipment registers have been checked and updated
	Staff pre-season i-responda bushfire training complete
	PPE including fire blankets in vehicles checked and restocked
Alert	
	Communication of heightened fire danger to all staff
	Vehicle and equipment checks
	Duties of field staff modified for predicted conditions
	Monitoring of CFS website and ABC radio for incidents and alerts
	Pre-rostering of on-call staff for after hours operations
	Water trucks filled and in position
Operation	
	Staff to consider personal bushfire plans and communicate to managers
	Maintain situational awareness and inform staff
	Establish Council Incident Management Team and Emergency Operations Centre
	Communicate incident status with all staff including CEO, General Managers Group
	Communicate and advise required precautions for field staff
	Deploy resources as per i-Responda protocol as requested from CFS or LGFSG
Restore	
	Activate LGS Splash Page on Council's website
	Recover and restore all equipment used
	Patrol of safe zones for damage to council infrastructure
	Clear roads of debris, assess trees to allow access
	Debrief of staff – informal for small incidents
	Transition to recovery

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7.3 Storm

Storm

Event Types
Storm may include damaging winds, thunderstorms, hail, intense rainfall and flash flooding
Triggers to Move to Alert
A severe weather warning issued by the BOM
Triggers to Move to Operations
On Request from Control Agency, or LGFSG On receipt of large amount of calls from the Community when Impacted by Storm
Approved Council Tasks / Roles in Extreme Weather Storm Operations

• Clean up of fallen trees and debris • Supply of traffic management	• Helping with sandbagging to support SES • Clearing drains and management of CWMS

Emergency Contacts and Sites		
SES State Duty Officer 24/7	Information Contained in Council Document – Internal Use Only	https://www.ses.sa.gov.au/site/home.jsp
BOM warnings		http://www.bom.gov.au/sa/warnings/
Police		
LGFSG on call		

Resources Available in Council			
Chainsaws	Traffic Signage	Front End Loader	Utes / Trucks
Pumps and Hoses	Sand Supply		

Notes

- All staff responding as part of Council's approved resources must be i-Responda trained.
- All decisions on deployment of resources or equipment are at the discretion of the Council Commander.
- Staff to remain aware of high or fast-moving water and not enter at any time.
- Staff to not attempt clearance of trees and branches at height during a storm event.
- Staff to not work at heights or on roofs during storm event.

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7.4 Extreme Weather Storm

Extreme Weather Storm Checklist

This checklist works in conjunction with the council activities in the functional modes as documented in the Council's Incident Operational Arrangements

Standby	
	Annual drainage program complete
	CWMS emergency management plans up to date
	Equipment and resources maintained
	Review of flood mapping
	Pre-season tree risk and maintenance programs complete
	Executive and Council Emergency Incident Mangement Team Alert briefing complete
Alert	
	Messages sent to staff warning of predicted event Check location of emergency – Coordinators contacted so they can contact their staff.
	Determine location of plant and prepare equipment for use in response (fuelling)
	Check drainage hotspots
	Monitor situation on BoM website
	Check rainfall gauges and flood gauges are functioning
	Pre-roster additional operational staff for after hours jobs
Operation	
	Respond to requests for assistance from the public in collaboration with the SES to avoid duplication
	Perform patrols for issues that may arise
	Respond to requests for help from SES and LGFSG
	Install traffic closures and diversions as required
	Communicate with all staff and executive about situation
	Attend to blocked drains and debris on roads and public areas
Restore	
	Restore and repair damage to stormwater systems and roadways
	Restore all council equipment
	Transition to recovery
	Debrief all staff involved as part of lessons management process

DRAFT

8 Event Handover Checklist

Handover – Event Details					
Event Name					
Day		Date	/ /	Time	hrs
Prepared by		Position			
Key activities during the preceding shift					
Progress, activities and occurrences during the shift					
Critical Issues					
Identify any issues/risks that may affect operations, organisation or performing the role or outcomes					
Key priorities					
Key priorities and tasks for incoming shift					
Safety					
Safety considerations and issues					

DRAFT

8.8 INTERNAL AUDIT ACTIVITY REPORT

Document #: 21/23836

Department: Executive Services

PURPOSE

To provide Audit Committee with an update on the recent Internal Audit activity.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance and Leadership

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

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

5.5 Undertake effective risk and emergency management

5.6 Continuous improvement of Council processes

BACKGROUND

The Internal Audit function is an independent, objective, assurance and consulting function which examines and evaluates the processes of Council, by ensuring compliance with policies and procedures and recommending improvements in process effectiveness, efficiency and economy. The Audit Committee approved the 2021 Internal Audit Plan at the December 2020 meeting. The Plan includes eight reviews, but also allows for flexibility throughout the year.

DISCUSSION

This report provides a status update on the Internal Audit activity performed from February 2021 to May 2021. The following activities have occurred:

- Internal Financial Controls Self-Assessment
- Corporate Purchase Card Compliance Review
- Governance Legislative Compliance Review detailed testing is ongoing
- Auditor-General's Department - Examination of Cyber Security (internal review commenced with IT department)

The status of agreed actions arising from internal and external audits have also been followed up by the Business Improvement Officer throughout the period. An update on all outstanding actions is provided as an attachment to this report. The status information has been provided by the officers responsible for the implementation of the action.

Information Technology and the Business Improvement Officer continue to work on implementing a new 'online' system to effectively capture and record the agreed action for all internal and external audits. This will allow for more efficient follow-up and reporting processes. The current data has all been entered into the intranet system and is being utilised internally, however the overall reporting format is yet to be finalised. A new layout will be provided once a satisfactory reporting format is achieved.

The following table highlights the status of audit projects as per the approved 2021 Internal Audit Plan:

	Project	Scope Overview	Proposed Timing
1	National Disability Insurance Scheme (NDIS)	To ensure that Council meets the Leisure Options quality management framework (NDIS), include a project to review policies, funding requirements and/or changes to relevant legislation.	**Completed** (January 2021)
2	Internal Financial Controls	Manage the Internal Controls self-assessment process and report to Audit Committee. Perform verification of staff's self-assessment of internal financial controls.	March **(completed)** & October
3	Corporate Purchase Card	Select a sample of corporate purchase card transactions made by staff and verify that they are in accordance with PO084 Corporate Purchase Card Policy and PR115 Corporate Purchase Card Procedure	March **(completed)** & October
4	Council Direct Managed Caravan Park Spot Check	Undertake a spot check of Council directly managed Caravan Parks (Point Turton, Marion Bay, Port Vincent Foreshore, Black Point, Port Rickaby and Yorketown). Key areas to be reviewed include: • Bookings within NewBook compared to actual sites occupied • Basic WHS checks • Insurance and assets schedule • Playground checks • General maintenance observations.	June (scoping commenced)
5	Records Management	Select a sample of individual employee email inboxes and verify that appropriate correspondence has been saved within CM9 in accordance with PO063 Records Management Policy.	October (scoping commenced)
6	Project and Budget Review (Assets and Infrastructure)	Examination of the processes, policies and procedures in place to govern projects. Review a sample of capital projects and focus on key project management processes: • Scoping / Planning • Variations (scope and budget) • Budget monitoring and reporting • Performance Reporting including key milestones • Administration and record keeping Project close out including lessons learned and asset handover (i.e. Post Implementation review).	December
7	Corporate Governance – Legislative Compliance Review	The objective of the review will be to assess the adequacy of Council's governance mechanisms (policies, structures, processes, Committees and information) to provide strategic direction and oversight of activities in support of the department. *Currently undertaken via the LGA Governance Legislation Self-Audit Tool.*	Ongoing Interim Report provided as an Attachment to this report
8	Chief Executive Officer (CEO) Requests	Allowance for special projects, investigations, follow ups and requests by the CEO that may arise during the year. In addition, smaller type audits will be considered here (e.g. purchase orders).	Review Community Loans (December 2021)

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Chief Executive Officer
- EA to the CEO and Mayor
- EA to the Director Development Services
- EA to the Director Corporate & Community Services
- EA to the Director Assets & infrastructure Services
- Governance Officer
- Manager People, Culture & Safety
- Manager Business & Public Relations
- Manager Financial Services
- Accountant – Financial Management
- Finance Operations Officer
- Leader Systems and Technology
- Senior Systems Analyst
- Assets Manager
- Training Advisor
- Senior Records Officer
- Property Tenure Officer

In preparing this report, the following external parties were consulted:

- Nil

POLICY IMPLICATIONS

PO156 Internal Financial Control Policy

PR150 Internal Control Audit Procedure

PO091 Risk Management Policy

PR098 Risk Management Procedure

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Act (SA) 1999

ATTACHMENTS

1. **Internal Audit - Internal Financial Controls Self-assessment - May 2021**
2. **Audit Committee Report - Corporate Purchase Card Compliance Internal Audit Spot Check - May 2021**
3. **Internal Audit Report - Legislative Compliance - May 2021**
4. **Governance Legislation Self - Audit Tool working paper (May 2021)**
5. **Memo - Recent IT Activity - Audit Committee - May 2021**
6. **Internal Audit - Implementation of Agreed Actions - Audit Committee - May 2021**

Internal Audit Report –

Internal Financial Controls Self-Assessment

March 2021

For Distribution:

Sid Jain	Manager Financial Services
Andrew Cameron	Chief Executive Officer

Background

For Yorke Peninsula Council (YPC), the requirement to have an auditor provide an opinion on internal financial controls was mandatory from the 2015-16 financial year audit. As part of the ongoing external audit requirements, staff have prepared evidence of Internal Controls self-assessment testing.

As part of this March 2021 assessment, 44 controls were selected to be tested. This selection was based on Audit Committee approval and External Auditor advice to rotate the testing of all internal financial controls over a three year period.

Key Findings

As per all previous assessments, the testing process required staff to develop an action plan if the control was assessed at '3' or below. Across the 44 controls tested in the March 2021 period, no controls were rated a '3' or below by a reviewer and subsequently no new plans have been raised.

Internal audit performed testing over a limited sample of controls to verify the self-assessment process. The table below provides a breakdown of the number of controls tested.

Category	Sub-Category	Number of Controls Tested (March 2021)
Strategic Financial Planning	Budgets	8
	General Ledger	2
	Statutory Reporting	8
	Management Reporting	5
Assets	Petty Cash	7
Liabilities	Accounts Payable	5
Revenue	Grants	5
Financial Governance	Governance	4
Total Tested		**44**

Category Results:

Overall the five categories that were tested rated very well (out of 5), please see results below:

- Strategic Financial Planning – 4.9
- Assets – 5.0
- Liabilities – 5.0
- Revenue – 5.0
- Financial Governance – 4.8

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Internal Audit Report – Corporate Purchase Card Compliance

March 2021

For Distribution:

Andrew Cameron – Chief Executive Officer
Andre Kompler – Director, Assets and Infrastructure
Roger Brooks – Director, Development Services
Sid Jain – Manager Financial Services

Background

As part of the Internal Audit Plan 2021, sample testing of Corporate Purchase Cards will be conducted randomly, to ensure compliance with PO084 Corporate Purchase Card Policy and PR115 Corporate Purchase Card Procedure. This sample testing was conducted in March 2021 with another testing sample to occur later in the year and reported at the October 2021 Audit Committee Meeting. The purpose of this testing is to ensure the process is working for Council and any improvements identified are implemented and any issues resolved as soon as possible.

The testing examined all (7) cardholders, with five randomly selected months tested between January 2020 and March 2021 for each cardholder. This does not include the CEO's Corporate Purchase Card as this is reported separately on a biennial basis to the Audit Committee.

Key Findings

On the whole, the sample testing demonstrated that the Corporate Purchase Cards process is currently effective. All transactions tested were:

- Appropriately signed off and approved within a timely manner;
- Spend appeared to be in accordance with the Corporate Purchase Card Policy and Procedure and PR126 Travel and Accommodation/Business Procedure (with two exception being specifically approved by the CEO);
- All tax receipts (or where required SF050C – *Missing documentation declaration* forms completed) were appropriately attached.

The only findings were very minor, with Internal Audit speaking directly to those mentioned below:

- One transaction for sympathy flowers gifted to a Council employee whose partner passed away. However, it should be noted that this purchase occurred in March 2020, before the updated Procedure (PR115) outlining further guidelines relating to employee gifts was implemented.
- Four (4) General Ledger codes were used that did not appear correct. These were very minor and were corrected by Finance.
- Several receipts provided were not proper invoices for tax purposes, however, for each instance a SF050C – *Missing documentation declaration* form was completed;
- Several transactions required follow up to obtain further details of the Goods or Services purchased. Communication has occurred with all card holders, to ensure improved comprehensive documenting occurs in the future.

Internal Audit Opinion

Based on the testing performed, Internal Audit is of the opinion that Corporate Purchase Card controls are currently very effective.

I would like to thank Ashlee Chadwick and all Corporate Purchase Card holders for their assistance and co-operation during the testing.

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Internal Audit Report –
Interim Governance Legislative Compliance Review

May 2021

For Distribution:
Andrew Cameron – Chief Executive Officer

For Information:
Mary Herrmann – Governance Officer
Corporate Management Team (CMT)

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Executive Summary

Background

At the December 2019 Meeting, the Audit Committee endorsed the two year Internal Audit Plan (the 'Plan') for 2020-2021. This Plan included a Legislative Compliance review initially using the Local Government Association Governance Legislation Self – Audit Tool with the intent of undertaking a high level self-assessment of compliance with the Local Government Act (LG Act) 1999.

Objectives

This overall process will allow Council and the Audit Committee to focus on any identified areas of legislation that are considered high risk that could be subject to a separate, more detailed audit in subsequent years.

Key Findings

The purpose of this Interim Report is to provide a progress update on the sections tested to date. There are 308 assessment parts within the LG Act component of this audit tool. To date, 119 sections have been tested and reported at the October 2020, February 2021 and May 2021 Audit Committee Meetings. This report addresses 42 sections (section 82 up to and including section 90, Chapter 6, Part 6 – Public access to council and committee meetings). The sections covered and tested in this report are focused on council and committee meetings. The remaining 189 parts will be conveyed as interim reports on an ongoing basis as is reasonably achievable.

Across the 42 sections tested in this report, each section was fully compliant. However, two process improvements were identified during this review. Details of these process improvements are included in Attachment 1; however a summary is provided below.

1. Finding 1

   Notice is given to each member of a Council committee of an ordinary meeting at least three clear days before the date of the meeting

Elected Members who are part of the Audit Committee and CAP are provided a copy of the ordinary meeting agenda via the 'Sharepoint' portal and email, and it is also available on Council's website. Only Council Elected Members are able to access 'Sharepoint', therefore, an email is also sent to provide Council Independent Members the Agenda. Agendas are loaded to 'Sharepoint' and Council's website, and emails are sent within the required timeframes so members are able to download the agenda for viewing.

Process improvement - It was identified that emails to Audit Committee and CAP members containing a copy of the Agenda should be consistently capture in the CM9 records system.

Consequence	Likelihood	Risk Level
Insignificant	Unlikely	Low

2. Finding 2 The Chief Executive Officer gives notice in accordance with subsections 88(1a)& (2)	Meeting agendas for Audit Committee and CAP are displayed in each of the Council offices. As discussed with Clerical Officers, if one has been distributed, they will print another upon request. Agendas are available for public viewing on Councils website. Agendas are loaded to the public website within the required timeframes. *Process improvement - It was identified that a notification email to reception to display agendas for Audit Committee and CAP meetings should be more consistent, to ensure that reception at each Council office are made aware that agendas are available for display.*	

Consequence	Likelihood	Risk Level
Insignificant	Unlikely	Low

Recommendations / Action List

1. It is recommended that discussions occur with the Secretariats of the Audit Committee and CAP to ensure they are capturing appropriate correspondence within the CM9 records system.
   Responsible Officer: Business Improvement Officer
   Due Date: Completed

2. It is recommended that discussions occur with the Secretariats of the Audit Committee and CAP to ensure correct notification emails are sent to reception to ensure they are aware that agendas are available for display.
   Responsible Officer: Business Improvement Officer
   Due Date: Completed

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Local Government Association of South Australia

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Governance Legislation Self-Audit Tool

Local Government Association of South Australia

The voice of local government.

Governance Legislation Self-Audit Tool

Date: June 2020

Prepared by: Amanda Pitt & Brianna Wood

Audit Objective

Using the Local Government Association Governance Legislation Self – Audit tool, undertake a high level self-assessment of compliance with the Local Government Act 1999.

This process will allow Council and the Audit Committee to focus on any identified areas of legislation that are considered high risk that could be subject to a separate, more detailed audit in subsequent years.

Personnel Interviewed

Name	Position	Date Interviewed
Mary Herrmann	Governance Officer	10/06/2020
Sue Beech	Property Tenure Officer	30/09/2020
Sid Jain	Manager Financial Services	30/09/2020

Background

The audit tool focusses on the Local Government Act 1999 and related Regulations. It is noted at the outset that there are a number of matters of legal compliance in the Local Government Act 1999 that could be the subject of a separate, more detailed audit. This audit tool targets:

- Local Government Act 1999
- Local Government (General) Regulations 2013
- Local Government (Financial Management) Regulations 2011
- Local Government (Procedures at Meetings) Regulations 2013
- Code of Conduct for Council Members
- Code of Conduct for Council Employees

This governance legislation self-audit tool is provided for councils to identify areas where they are:

- Fully compliant **(green)**
- Partially compliant **(yellow)**
- Non-compliant **(red)**

This Governance Legislation Self-Audit Tool has been prepared by the Local Government of SA (LGA) for use by its member councils. The LGA is the statutory peak body for Local Government in South Australia, representing all 68 councils in the State.

This publication was first developed in 2006 and was last updated in July 2019.

Please note – that any areas that the Business Improvement Officer considered an independent assessment could not be undertaken, this was not completed by the Business Improvement Officer and an alternative source of assessment should be sought. This is because independence is impaired due to the Business Improvement Officers involvement in undertaking this portion of work in daily operations.

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Local Government Act 1999

82(1)	The Chief Executive Officer has called a special meeting of the council in accordance with this section	Fully Compliant	Calling of Special Meetings. The CEO must at the request of - 1. Principal member of the council; or 2. At least three members of the council or 3. A council committee at which at least three members of the council vote in favour of the making of the request, Tested three Special Meetings: • 29 July 2020 – request made by Mayor in writing to CEO on 22 July 2020 (Record 20/69603) • 24 June 2020 – request made by Mayor in writing to CEO on 17 June 2020 (Record 20/59589) • 27 November 2019 – request made by Mayor in writing to CEO on 20 November 2019 (Record 20/22724) All documentation was sighted as correct and within correct timeframes.
83(1)	Each member of Council is given at least three clear days' notice of an ordinary meeting	Fully Compliant	Members are provided with a copy of the notice of ordinary meeting agenda via the 'Sharepoint' portal. Members are able to download the agenda for viewing. Following agendas tested: • 10 February 2021 – available from 5 February 2021 • 12 August 2020 – available from 6 August 2020 • 11 March 2020 – available from 6 March 2020 • 11 December 2019 – available from 5 December 2019
83(2)	In the case of a special meeting, Council members are given at least four hours' notice of the meeting	Fully Compliant	Members are provided with a copy of the notice of special meeting agenda via the 'Sharepoint' portal. Members are able to download the agenda for viewing. Following agendas tested:

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			• 29 July 2020 – available from 24 July 2020 • 24 June 2020 – available from 19 June 2020 • 27 November 2019 – available from 26 November 2019 • 28 August 2019 – available from 23 August 2019
83(3)	Notice of a meeting of the Council complies with the requirements of this section	Fully Compliant	Tested a sample of five Council Agendas and information published to YPC website from 2020 and 2019, and confirmed that all had following characteristics: - Be in writing - Set out date, time and location of meeting - Be signed by CEO - Contain / accompanied by agenda. Following agendas tested: - 11 November 2020 - 10 June 2020 - 15 January 2020 - 9 October 2019 - 10 July 2019 Noted that the implementation of InfoCouncil application has automated all of this information for each meeting.
83(4)	The Chief Executive Officer provides an agenda to members with items that are described with reasonable particularity and accuracy, and supplies a copy of any documents or reports that are to be considered at the meeting (as far as this is practicable)	Fully Compliant	As part of the testing performed above, confirmed that reports were summarised for each agenda item. InfoCouncil has uniformed majority of the way reports are documented.
83(6)& (7)	Notice is given to Council members in accordance with this requirements of these sections	Fully Compliant	Meeting agendas are provided through the 'Sharepoint' portal within the required notice of a meeting. Members are able to access and download the agenda once placed on 'Sharepoint'. An automatic alert is sent to each members email address advising that new content is available for viewing. A copy of all meeting agendas are also available from the Council Offices and on Councils website.

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83(8)	The Chief Executive Officer maintains a record of all notices of meetings given under this section to members of the Council	Fully Compliant	Records of all notices of meetings are kept through our CM9 Records Management System. They are also available for viewing on Council's website dating back to 2014. Prior to this they are available per request through Council's Principal Office. Tested five Agendas across 2019 – 2021. All were saved correctly in the CM9 record system. Records tested: 21/31771, 21/4754, 20/104939, 20/74222, 19/108815
84(1)	The Chief Executive Officer gives notice to the public of the times and places of meetings of the Council	Fully Compliant	Tested a sample of five Council Agendas and information published to YPC website from 2020 and 2019 and confirmed that all had following characteristics: - Be in writing - Set out date, time and location of meeting - Be signed by CEO - Contain / accompanied by agenda. Following agendas tested: - 11 November 2020 - 10 June 2020 - 15 January 2020 - 9 October 2019 - 10 July 2019 Noted that the implementation of InfoCouncil application has automated all of this information for each meeting.
84(1a)	The Chief Executive Officer gives notice in accordance with this subsection	Fully Compliant	Tested most recent agenda and confirmed that 10 March 2021 meeting agenda was on display in the Minlaton and Maitland office and available on Councils website (free of charge) As discussed with Clerical Officers, if one has been distributed, they will print another on request.
84(2)	The notice is given at least three clear days before the date of the meeting for ordinary meetings, and as soon as practicable after the time	Fully Compliant	Agendas are available for public viewing on Councils website. Agendas are loaded to the public website

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	that notice of the meeting is given to members in the case of special meetings		within the required timeframes for ordinary and special meetings. Following agendas tested: • 10 February 2021 (Ordinary) available on website 5 February 2021 • 14 October 2020 (Ordinary) available on website 9 October 2020 • 29 July 2020 (Special) available on website 24 July 2020 • 11 March 2020 (Ordinary) available on website 6 March 2020 • 27 November 2019 (Special) available on website 25 November 2019
84(3)	A copy of a notice and agenda under this section must be available for purchase on payment of a fee fixed by the Council	Fully Compliant	Tested most recent agenda and confirmed that 10 March 2021 meeting agenda was on display in the Minlaton and Maitland office and available on Council's website (free of charge). As discussed with Clerical Officers, there are very limited requests for copies of agendas and minutes. Within the Fees and Charges register – the reprinting of Council Documents is included.
84(4)	The notice and agenda are kept on public display and on the website until completion of the relevant meeting	Fully Compliant	Tested most recent agenda and confirmed that 10 March 2021 meeting agenda was on display in the Minlaton and Maitland office until the day after the meeting. The agenda was available on the Council website prior to the meeting and stays on the website under *'Agendas and Minutes'* for public viewing.
84(5)& (6)	The Chief Executive Officer ensures that a reasonable number of copies of any document or report supplied to members of the Council for consideration at a meeting of the Council are available for inspection by members of the public in accordance with this section	Fully Compliant	Tested most recent agenda and confirmed that 10 March 2021 meeting agenda was on display in the Minlaton and Maitland office and available on Councils website (free of charge). This included the extensive attachments that were included as separate items in that meeting agenda.

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86	Members of a council have acted in accordance with the procedures for meetings established by this section	Fully Compliant	Discussed the meeting procedures with Governance Officer and CEO and noted the following: 1. Principal Member (Mayor) presides at meeting of Council. This was tested and confirmed for the 5 meeting dates tested above by reviewing minutes from each meeting that Mayor Darren Braund has presided over the meeting 2. No Principal a Deputy will preside. All meetings tested above were presided by the Mayor. This was evident in the general Council meeting minutes of 14 April 2021 and special Council meeting minutes of 29 July 2020. 3. If no Mayor or Deputy – the CEO will preside until a person is chosen. 4. Decision at a meeting be decided by majority vote. 5. All members present (subject to provision of act) must vote 6. The Mayor (or presiding member) does not have a deliberative vote, however if equal has a casting vote 7. Refer to chairperson (not applicable at YPC) 8. Tested a sample from each of the 5 meeting dates tested above and confirmed that voting for a sample of debate agenda reports were in accordance with point 4,5 and 6 above.
87(1)	Ordinary meetings of Council committees are held at times and places appointed by the Council or, subject to a decision of the Council, the Council committee	Fully Compliant	**Audit Committee** Per the Audit Committee Terms of Reference, the Audit Committee meet at least four (4) times a year at appropriate times in the reporting and audit cycle and otherwise as required. At present the Audit Committee meet five (5) times per year. These meetings are generally held on the 4th Tuesday of the month. The meetings are held in the Council Chambers, Minlaton Town Hall.

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			At the December Audit Committee Meeting each year, the Audit Committee endorse the Audit Committee meeting dates for the following year as part of the work plan. Reviewed and sighted minutes of the December 2020 and December 2019 where the following year work plans and meeting dates were endorsed. **Council Assessment Panel (CAP)** CAP meetings are scheduled for the 4th Tuesday of each month at the Council Chamber, Minlaton Town Hall, commencing 9.30am, unless otherwise advised. This meeting schedule has been operational from when the Committee was first established.
87(2)	The Council or committee has taken into account the matters in this subsection when appointing a time for the holding of an ordinary meeting of a committee	Fully Compliant	**Audit Committee** Meetings are generally held on the 4th Tuesday of the month. The meetings are held in the Council Chambers, Minlaton Town Hall. At the December Audit Committee Meeting each year, the Audit Committee endorse the Audit Committee meeting dates for the following year as part of the work plan. Audit work plans are prepared in accordance with the meetings to ensure members are aware of the nature and purpose of each meeting. **CAP** CAP meetings are scheduled for the 4th Tuesday of each month at the Council Chamber, Minlaton Town Hall. All members are aware of the nature of each meeting as per the CAP terms of reference and meeting procedures.
87(4)	Notice is given to each member of a Council committee of an ordinary meeting at least three clear days before the date of the meeting	Fully Compliant	**Audit Committee** Members are provided with a copy of the ordinary meeting agenda via the 'Sharepoint' portal and email, and is also available on Council's website. Only Council

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			Members are able to access 'Sharepoint', therefore, an email is also sent to provide Independent Members the Agenda. Agendas are loaded to 'Sharepoint' and Councils website, and emails are sent within the required timeframes so members are able to download the agenda for viewing. Following agendas tested: • 23 February 2021 – available from 17 February 2021 • 1 December 2020 – available from 26 November 2020 • 25 August 2020 – available from 19 August 2020 • 25 February 2020 – available from 20 February 2020 **CAP** Agendas are sent to members via email as a drop box file and loaded to Councils website within the required timeframes. Members are able to download the agenda for viewing. Following agendas tested: • 8 December 2020 – available from 26 November 2020 • 22 September 2020 – available from 14 September 2020 • 28 July 2020 – available from 21 July 2020 • 24 March 2020 – available from 20 March 2020 Issue identified. *Process improvement - It was identified that emails to Audit Committee and CAP members containing a copy of the Agenda should be consistently capture in the CM9 records system.*
87(7)	Notice is given to each member of a Council committee of a special meeting at least four hours before the commencement of the meeting	Fully Compliant	**Audit Committee** As stated in the Audit Committee Terms of Reference, a special meeting of the Committee may be called in accordance with the Local Government Act 1999.

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			No special meetings recorded dating back to the inaugural meeting on 30 October 2007, so unable to perform any testing. **CAP** No special meetings recorded dating back to 2014 where current files can be viewed, so unable to perform testing.
87(8)	Notice of a committee meeting meets the requirements of this section	Fully Compliant	**Audit Committee** Tested a sample of five Audit Committee Agendas and information published to YPC website from 2020 and 2019 and confirmed that all had following characteristics: - Be in writing - Set out date, time and place of meeting - Contain / accompanied by agenda. Following agendas tested: - 1 December 2020 - 25 August 2020 - 25 February 2020 - 29 October 2019 - 28 May 2019 **CAP** Tested a sample of five CAP Agendas and information advice published to YPC website from 2020 and 2019 and confirmed that all had following characteristics: - Be in writing - Set out date, time and place of meeting - Contain / accompanied by agenda. Following agendas tested: - 8 December 2020 - 28 July 2020 - 24 March 2020 - 26 November 2019 - 27 August 2019

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			Noted that the implementation of InfoCouncil application has automated all of this information for each meeting.
87(9)	The Chief Executive Officer provides an agenda to members of a Council committee with items that are described with reasonable particularity and accuracy, and supplies a copy of any documents or reports that are to be considered at the meeting (as far as this is practicable)	Fully Compliant	As part of the testing performed above, confirmed that reports were summarised for each agenda item. InfoCouncil has uniformed majority of the way reports are documented.
87(11)& (12)	Notice is given to members of a Council committee in accordance with this requirements of these subsections	Fully Compliant	Meeting agendas are provided through the 'Sharepoint' portal within the required notice of a meeting. Members are able to access and download the agenda once placed on 'Sharepoint'. A copy of all meeting agendas are also available from the Council Offices. In addition, members are sent the agenda via email.
87(13)	The Chief Executive Officer maintains a record of all notices of meetings given under this section	Fully Compliant	Records of all notices of meetings are kept through our CM9 Records Management System. They are also available for viewing on Council's website dating back to 2014. Prior to this, they are available per request through Council's Principal Office. Following agendas tested as recorded in the CM9 records systems and on Councils website: • 10 March 2021 • 9 September 2020 • 13 May 2020 • 13 November 2019 (Records SC20/67 & SC19/43)
88(1)	The Chief Executive Officer gives notice to the public of the times and places of meetings of a Council committee	Fully Compliant	**Audit Committee** Tested a sample of five Audit Committee Agendas and information published to YPC website from 2020 and 2019 and confirmed that all had the following characteristics: - Be in writing - Set out date, time and place of meeting - Contain / accompanied by agenda.

			Following agendas tested: - 1 December 2020 - 25 August 2020 - 25 February 2020 - 29 October 2019 - 28 May 2019 **CAP** Tested a sample of five CAP Agendas and information advice published to YPC website from 2020 and 2019 and confirmed that all had following characteristics: - Be in writing - Set out date, time and place of meeting - Contain / accompanied by agenda. Following agendas tested: - 8 December 2020 - 28 July 2020 - 24 March 2020 - 26 November 2019 - 27 August 2019 Noted that the implementation of InfoCouncil application has automated all of this information for each meeting.
88(1a)& (2)	The Chief Executive Officer gives notice in accordance with these subsections	Fully Compliant	**Audit Committee** Tested most recent agenda and confirmed that 23 February 2021 meeting agenda was on display in the Minlaton and Maitland office. As discussed with Clerical Officers, if one has been distributed, they will print another upon request. Agendas are available for public viewing on Councils website. Agendas are loaded to the public website within the required timeframes. Following agendas tested: • 1 December 2020 available on website from 26 November 2020

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			• 25 August 2020 available on website from 19 August 2020 • 29 October 2019 available on website from 23 October 2019 • 28 May 2019 available on website from 21 May 2019 **CAP** Tested most recent agenda and confirmed that 27 April 2021 meeting agenda was on display in the Minlaton and Maitland office. As discussed with Clerical Officers, if one has been distributed, they will print another upon request. Agendas are available for public viewing on Councils website. Agendas are loaded to the public website within the required timeframes. Following agendas tested: • 8 December 2020 available on website from 26 November 2020 • 28 July 2020 available on website from 21 July 2020 • 24 March 2020 available on website from 16 March 2020 • 26 November 2019 available on website from 19 November 2019 Issue identified. *Process improvement - It was identified that a notification email to reception to display agendas for Audit Committee and CAP meetings should be more consistent, to ensure that reception at each Council office are made aware that agendas are available for display.*
88(3)	A copy of a notice and agenda under this section must be available for purchase on payment of a fee fixed by the Council	Fully Compliant	**Audit Committee and CAP** Meeting agendas are displayed in Council Offices for public viewing.

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			As discussed with Clerical Officers, there are very limited requests for copies of agendas. Within the Fees and Charges register – the reprinting of Council Documents is included.
88(4)	The notice and agenda are kept on public display and on the website until completion of the relevant meeting	Fully Compliant	**Audit Committee** Tested most recent agenda and confirmed that 23 February 2021 meeting agenda was on display in the Minlaton and Maitland office until the day after the meeting. The agenda was available on the Council website prior to the meeting and remains on the website under *'Agendas and Minutes'* for public viewing. **CAP** Tested most recent agenda and confirmed that 27 April 2021 meeting agenda was on display in the Minlaton and Maitland office. The agenda was available on the Council website prior to the meeting and remains on the website under *'Agendas and Minutes'* for public viewing.
88(5)& (6)	The Chief Executive Officer ensures that a reasonable number of copies of any document or report supplied to members of the Council for consideration at a meeting of the Council are available for inspection by members of the public in accordance with these subsections	Fully Compliant	**Audit Committee** Tested most recent agenda and confirmed that 23 February 2021 meeting agenda was on display in the Minlaton and Maitland office. This included the extensive attachments that were included as separate items in that meeting agenda. **CAP** Tested most recent agenda and confirmed that 27 April 2021 meeting agenda was on display in the Minlaton and Maitland office. This included the extensive attachments that were included as separate items in that meeting agenda.
89(1)	The procedure of a council committee meeting is as prescribed by legislation, as determined by the council, or as determined by the council committee itself.	Fully Compliant	**Audit Committee** This is evident and documented through the Committees Terms of Reference (TOR) and through

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			the minutes of meetings. Both the TOR and minutes from meeting are available on Councils website. Viewed and checked TOR and minutes of meetings on website. **CAP** This is evident and documented through the Committees Terms of Reference (TOR) and meeting procedures, and through the minutes of meetings. The TOR, meeting procedures and minutes from meeting are available on Councils website. View and checked TOR, meeting procedures and minutes of meetings on website. Noted that InfoCouncil has uniformed the way proceedings are recorded in the form of the minutes.
90(1)	Subject to this section, meetings of a Council or Council committee are conducted in a place open to the public	Fully Compliant	All council and council committee meetings are held in the Council Chambers, Minlaton Town Hall, 57 Main Street, Minlaton. This venue is accessible and open to the public. Tested four agendas per year for Council, Audit Committee and CAP/DAP dating back to 2014. Agendas show the above location on the front of the agendas. There were however, a few exceptions where Zoom meetings were undertaken during the COVID19 pandemic.
90(2),(3), (4) & (5)	A Council or Council committee meeting excluding the public is held in accordance with these subsections	Fully Compliant	PO015 *Access to Council and Committee Meetings and Documents Code of Practice* in place and available on Council's website. The policy was updated in April 2020 to incorporated additional alterations, due to the COVID pandemic. The policy outlines and mentions in details each of the subsections. Tested three Council Agenda's containing Confidential items as follows:

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			• 10 February 2021 – 2 x confidential items in accordance with sections 90(2) and (3)(k) and 90(2) and (3)(d)(ii) • 11 November 2020 – 1 x confidential item in accordance with sections 90(2) and (3)(k) • 8 July 2020 – 2 x confidential items in accordance with sections 90(2) and (3)(b)(i) and 90(2) and (3)(a). Reporting on these confidential items were recorded correct in the Agendas and the Minutes. Noted that the implementation of InfoCouncil application has assisted in automating this information. Confidential Items are also reported in Councils Annual Reports. Tested three Annual Reports as follows: • 2019/2020 • 2018/2019 • 2017/2018
90(7)	If an order is made under s90(2), a note is made in the minutes of the making of the order and the grounds on which it is made; the basis on which the order falls within each ground; and, if relevant, the reason why the dealing with the matter in the open is not in the public interest	Fully Compliant	Tested minutes from three Council meetings containing Confidential items as follows: • 10 February 2021 – 2 x confidential items in accordance with sections 90(2) and (3)(k) and 90(2) and (3)(d)(ii) • 11 November 2020 – 1 x confidential item in accordance with sections 90(2) and (3)(k) • 8 July 2020 – 2 x confidential items in accordance with sections 90(2) and (3)(b)(i) and 90(2) and (3)(a). Reporting on these confidential items were recorded correct in the Minutes and as per this section. Noted that the implementation of InfoCouncil application has assisted in automating this information.
90(8a) (a) & (b)	Council has adopted a policy on the holding of informal gatherings and the informal gatherings held comply with the policy	Fully Compliant	PO017 – *Informal Gatherings* is in place and available on Council's website. The policy was updated in April

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			2020 to incorporate additional alterations, due to the COVID19 pandemic. The policy outlines and covers each of the subsections. Within the policy, Council has determined to hold informal gatherings in the nature of workshops on the fourth Wednesday of each month, usually held in the Minlaton Council Chambers and commencing at 5.30pm, subject to the CEO's determination that there is appropriate subject matter. These meetings will be open to the public wherever possible. A list of agenda topics are prepared and made available to the public on the Council's website.
90(8b)	The policy made under s90(8a) complies with the regulations (Local Government (General) Regulations 2013, Reg 8AB)	Fully Compliant	PO017 – *Informal Gatherings* is in place and complies with the regulations (Local Government (General) Regulations 2013, Reg 8AB). Tested a sample of five workshop agendas from 2021 and 2020 and confirmed that all had the following characteristics: - Place, date and time - The matter/s to be discussed - Place open to the public Following workshop agendas tested: - 7 April 2021 - 24 March 2021 - 24 February 2021 - 25 November 2020 - 23 September 2020
90(8d)	The policy made under s90(8a) is available for inspection without charge at the principal office and on the council website	Fully Compliant	PO017 – *Informal Gatherings* is available on Council's website and states that it is available for inspection at Council's Principal Office during office hours.

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MEMORANDUM

To: Audit Committee Members

From: Brianna Wood – Business Improvement Officer

Date: 01/04/2021

Subject: **Recent Information Technology (IT) Activity**

Purpose

This memo provides an outline of recent activities and testing that has occurred within Councils IT department.

Cyber Security

On 2 February 2021, the Auditor-General's (AG's) Department tabled three (3) separate reports (Reports) on the "Examination of Cyber Security' within three local government bodies (Port Augusta City Council, City of Prospect and City of Port Adelaide Enfield). These Reports are available for public viewing on the Auditor-General's Department website https://www.audit.sa.gov.au/publications/_2021

The Reports made a number of recommendations across the following areas:

- Security governance
- System security
- Change management
- Back up operations, disaster recovery and incident response
- Vulnerability assessment

The AG's Reports reiterated that 'Information and Communications Technology (ICT) systems play an important role in the day-to-day operations of a council and in servicing ratepayers.

Due to the operational and personal nature of the information handled in a council environment, cyber security is an important area of inherent risk that must be managed. Strong cyber security controls are critical to a council delivering on its commitment to protect its community, employees and operations from cyber threats'.

The Reports were intended to be of assistance not only to the three Council's, but all other councils and public authorities, as it focusses on issues that are common across the local government sector.

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To ensure that Yorke Peninsula Council's (YPC) ICT systems are in line with the AG's recommendations, the Chief Executive Officer (CEO) requested that the Business Improvement Officer undertake the following:

1. Review and workshop with relevant IT employees, the recommendations from the Reports; and
2. Ascertain whether there are learnings and/or improvements that can be incorporated into YPC internal policies, procedures and processes.

A report outlining the results of this work as well as any identified further actions required by YPC will be distributed in the coming months. These will be included as part of the regular follow up of Agreed Audit Actions processes.

Microsoft

On 2 March 2021, Microsoft released information regarding multiple exploits being used to compromise instances of Microsoft Exchange Server. Malicious hackers were exploiting these vulnerabilities to compromise Microsoft Exchange servers exposed to the internet, enabling access to email accounts and to enable further compromise of the Exchange server and associated networks.

On 3 March 2021, YPC IT department became aware of vulnerabilities through multiple channels and that night coordinated with Council's Network Engineer (Chris Bennett) to patch all vulnerabilities.

On Friday 5 and Saturday 6 March 2021 news articles began circulating that there was a Chinese based organisation exploiting the vulnerability using automated attacks and had gained remote access to approximately 30,000 US servers and 8,000 servers in Australia.

The ABC later reported that only 10% of US government organisations had implemented the patch. Therefore, this would put YPC in the top 90% and given the night patching that occurred on the Wednesday 3 March 2021, probably the top 95% world-wide.

This is great effort by Councils IT department and indicates measures that have been put in place are effective.

Disaster Recovery

In March 2021, the IT department ran a test of YPCs disaster recovery environment.

The test was successful, and employees have begun putting together a list of tasks to fix and enhance the process.

If the process had been undertaken in real time, Council would have been operational within approximately four hours of the Maitland Office site being completely destroyed or compromised. This consists of remote access to all key applications and data including Authority, CM9 and Magiq.

Implementation of Agreed Actions

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

1. Internal audit activities;
2. Internal controls self-assessments; and
3. External audit activities.

The comment information has been provided by each of the individual Responsible Officers.

1. Internal Audit Activities

Mobile Devices Review – October 2018

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Mobile Devices Asset Disposal **Risk Level** Low	To improve this internal housekeeping matter, the IT team and CMT will consider an appropriate process for the disposal of mobile device assets that are no longer required for YPC purposes. This process will need to take into consideration both the PO072 Disposal of Land and Other Assets (parts where applicable) and also device security/privacy controls.	Leader Systems & Technology	30/06/19	30/06/21	Completed	The list below outlines recent disposal of mobile devices: • 2x lots of nil value devices have been disposed via eWaste collection (completed) • 1x lot of mobile devices to be disposed of via Mobile Muster as approved by CEO (expected completion 31/05/2021) • 1x lot of devices with internal data storage, but nil value, to be destroyed via Iron Mountain Secure IT Asset disposition service (expected completion 31/05/2021) An ongoing annual review of surplus equipment is to be completed. Next review approximately March 2022.

Cemetery Review – May 2019

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Authority Cemetery Module **Risk Level** Low	It is recommended that: • A long term strategy or plan (5-10years) for the management of cemetery information (for example investing money to enhance functionality within Authority or continue to maintain systems and spreadsheets outside of the application) is developed. • Staff work together with external consultants (Mosel Steed) to look at integrating visual maps onto a system as part of the long term strategy.	Property Tenure Officer	30/06/20	31/05/21	**Completed**	Long Term Plan for Cemetery Mapping and Data Collection completed and to be reviewed by CMT in May.

Operations Inspections Process – September 2019

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Efficiency Undertaking Inspections **Risk Level** Low	It is recommended that: • A Project team work with IT staff with a view to improving the efficiency of the inspections process (possibly in relation to developing or implementing an online system or automated forms).	Leader Systems & Technology – *position currently vacant*	30/06/20	31/12/21	**In Progress**	Development of CAR currently being undertaken, utilising existing Intranet online form building functionality. CAR workflows 95% complete. Final review and modification to be carried out in consultation with People Culture & Safety (PC&S) Department. PC&S has given feedback and requested changes to CAR (75% complete - expected completion 30/06/2021) CAR online reporting functionality will be developed once the CAR is finalised. (proposed completion 30/09/2021).

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
2. Training and Guidance in Conducting Inspections **Risk Level** Low	Ensure all staff that are undertaking inspections are provided with training and guidance on the requirements, expectations and technical aspects of inspections.	Training Advisor – *position currently vacant*	30/06/20	30/09/21	In Progress	New Online Training Portal (Litmos) is set up and has the ability to host online learning modules created internally by Council Staff. Training Advisor, High Risk Advisor and Senior Safety Advisor will work towards creating an 'Awareness Training for Non-Compliance Inspections' SCORM training package and allocate to staff who undertake non-compliance inspections. On hold until the Training Advisor role is filled (currently vacant).
3. Monitoring and Follow Up of Inspection Findings **Risk Level** Low	It is recommended that as part of discussions to improve the efficiency of the inspection process through an online system, the following is considered: • Any findings / hazards identified automatically create a CAR entry • Previous inspection reports are available for viewing to be compared against.	Leader Systems & Technology – *position currently vacant*	30/06/20	01/04/21	Completed	An online system has been developed and testing is underway. This Finding now closely relates to Finding 1 (above) and will be addressed collectively.

Review of ICAC Recommendations (relating to the City of Playford Review) – January 2020

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Organisational Values **Risk Level** Low	1. YPC Staff Values document needs to be reviewed and updated, this will occur in conjunction with performance appraisal process update. 2. As part of a current review, the Code of Conduct Policy to possibly include YPC Staff Values statement.	Manager People Culture & Safety	31/12/20	30/06/21	In Progress	Quotation has been received regarding organisational value workshops and CMT are reviewing the scope at 4th May 2021 CMT meeting.

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
2. Policy Development Lifecycle **Risk Level** Low	1. An automated workflow within CM9 (Records Management System) will be developed. This will systematically manage the lifecycle of policy creation and updates in accordance with PR125. This includes automated workflows for: - Periodic review and consultation - Approval - Publication - Advice / Communications to Staff - Training requirements	Senior Records Officer	30/06/20	31/07/21	In Progress	Training was completed in February 2021 and the workflow went live in March 2021. Work instructions are also now completed and PR125 is currently under review (including work flow).
3. Records Management Refresher Training **Risk Level** Low	With the decommissioning of the network drives and additional functions soon being implemented into the Records Management system, it will be prudent for staff to undertake refresher training. This will include training in the search functionality and registering email correspondence.	Senior Records Officer	31/08/20	31/08/21	In Progress	A report on training requirements was submitted by Manager People Culture & Safety to CMT in March 2021. A Training Plan was agreed upon and will be implemented by Records and Training Staff.
4. Performance Management Process **Risk Level** Low	An action to review the entire performance appraisal process and performance management system, including key stakeholders in the development, will be undertaken.	Manager People Culture & Safety	31/03/20	30/11/21	In Progress	A review of the performance appraisal process and performance management system has commenced, currently investigating the service delivery (preferably online embedded into current system).

Review of Auditor General's Recommendations (relating to corporate card use and management) – May 2020

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Elected Members Expenditure Guidelines **Risk Level** Low	YPC should document guidelines into the PO089 to formalise the appropriate and inappropriate types of expenditure i.e. any Mayoral or council paid Christmas dinner / events and providing gifts to elected members for service recognition. Furthermore, the CEO will discuss the provision of alcohol as part of refreshments for Council meetings and workshops, with the Elected Body.	Business Improvement Officer	31/07/20	30/06/21	In Progress	PO089 Elected Member Entitlements, Facilities, Services and Expenses review and update is complete. An update of this Policy will be presented to Council at the June meeting.

Accounts Payable Review – August 2020

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Breach of Purchasing Methods & Limits **Risk Level** Moderate	1. Continue progressing the Procurement Project to incorporate the requirements of PR097 into an updated and broader ranging 'Procurement Procedure' and further encapsulate a number of procurement and purchasing processes. 2. As part of the Procurement Project, perform a risk assessment and the cost benefits of the cumulative spend requirements within the current PO058 policy. 3. As a result of the cumulative spend risk assessment process and consultation with CMT, if the policy remains the same, implement an online tool to report on current cumulative spend for suppliers 4. Investigate the implementation of the Vendor Panel system, allowing staff to select a set of pre-qualified suppliers that have already been through a prequalification tender and quoting system.	Manager Financial Services	31/12/20	30/06/21	In Progress	Actions 1, 2 and 4 are in progress. Manager Financial Services is currently undertaking the process of investigating and implementing the Vendor Panel. Action 3 has been completed. The online reporting tool has been implemented.
2. Create an Information Sheet for ANZ token use **Risk Level** Low	It is recommended that a user friendly Information Sheet is created to assist those who are required to use ANZ tokens.	Manager Financial Services	31/12/20	30/06/21	In Progress	Development of Information Sheet has commenced and will be completed within the revised due date timeframe.

Governance Legislative Compliance Review – September 2020

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
PO057 Community Engagement Policy Update **Risk Level** Low	It is recommended that PO057 Community Engagement Policy is reviewed and updated to specifically mention inspection protocols.	Manager Business & Public Relations	30/06/21	-	In Progress	PO057 Community Engagement Policy review and update should be completed within the revised due date timeframe.

Governance Legislative Compliance Review – January 2021

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Provision of facilities and support **Risk Level** Low	It is recommended that PO088 Elected Members Use of Council Supplied Electronic Equipment Policy is reviewed, updated and published to the website.	Leader Systems & Technology	30/06/21	-	Completed	Policy endorsed and approved at the March 2021 Council Meeting (CARRIED 035/2021 (10/03/2021).

Governance Legislative Compliance Review – May 2021

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Notice to Council Committee of an Ordinary Meeting **Risk Level** Low	It is recommended that discussions occur with the Secretariats of the Audit Committee and CAP to ensure they are capturing appropriate correspondence within the CM9 records system.	Business Improvement Officer	31/05/21	-	Completed	Communication sent to Secretariats to ensure they are capturing appropriate correspondence within the CM9 records system.
2. CEO gives adequate meeting notice **Risk Level** Low	It is recommended that discussions occur with the Secretariats of the Audit Committee and CAP to ensure correct notification emails are sent to reception to ensure they are aware that agendas are available for display.	Business Improvement Officer	31/05/21	-	Completed	Correspondence sent to Secretariats to ensure moving forward notification emails are sent to reception asking them to display the agenda when they are available.

NDIS Review – January 2021

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Breaches of Policy Notification Timeframes **Risk Level** Low	1. Review SF399 and clearly define notification timeframes (as outlined in PO174 - 2 hours, 24 hours and 4 days). 2. Arrange training in incident reporting for volunteers and the incident management process for all Support Officers. 3. Allocate time within the work day for Support Officers to undertake the incident management process. This includes the completion on any ABC forms or case notes as well as completed and/or commencing the incident management process.	YPLO Coordinator	31/05/21	-	Completed	1. Advice created to support staff to complete incident notification within the timeframes and to ensure this process is implemented correctly from the commencement of employment. 2. Discussion with newly appointed YPLO Support Workers regarding WHS induction and Client Incident Reporting was included in the new employee induction process. This is supported with on the job training to assist with the completion of forms. Volunteer induction includes WHS processes, with a copy of the form provided and a flow chart of the processes. Client Incident Reporting discussion with instructions about the process with volunteers via Staff & Volunteer Meetings occurred in July and December 2020 and included within the minutes of the meeting. 3. This has been implemented from the commencement of employment for new support staff. Staff have time allocated at the end of the shift to complete administrative tasks including incidental documentation.
2. Records Management **Risk Level** Low	It is recommended that priority is given to ensure that YPLO are capturing any completed hard copy files from June 2016 until now, within Councils records management system (CM9).	YPLO Coordinator	31/07/21	-	In Progress	All hard copy files have been collected and the process of capturing these records into CM9 has commenced. Further work in this area is to be completed, including cross-checking members client files in CM9 for saved documentation.

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
3. Documentation Review and Update **Risk Level** Low	It is recommended that a review of YPLO documentation relating to incident and information management is undertaken and updated as required.	YPLO Coordinator	31/07/21	-	In Progress	People Culture & Safety Support Officer has reviewed the documentation work flow and provided samples of newly designed graphics to streamline the processes in an easy-to-read format. Feedback to be sought through consultation with staff and volunteers regarding the ease in capturing incidents and capturing improvements that will prevent or improve the ability of YPLO to provide a safe environment. Documentation of this process to be captured via Staff & Volunteer Meetings.

2. Internal Controls Self-Assessments

Internal Financial Controls Self-Assessment Action Plans – March 2019

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Changes in Project Scope **Risk Level** Low	Budget reporting and amendment policy should be amended to specifically address changes in project scope, i.e. - it could be a requirement to report changes in scope to CMT even when there is no change to budget allocation.	Manager Financial Services	30/09/19	30/06/21	In Progress	As previously reported, this policy review has commenced however is not finalised due to other higher priorities. Low level risk, a housekeeping matter.

3. External Audit Activities

External Audit Management Report – April 2020 Attendance (Report Received June 2020)

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. End of Day Cash Float Reconciliation Process **Risk Level** Moderate	To further strengthen internal controls, it is recommended that an independent Officer be required to verify that the reconciliation has been completed and that all cash is appropriately accounted for and secured at the end of each day.	Manager Financial Services	30/09/20	30/06/21	In Progress	PR002 Banking and Cash Handling Procedure consultation has been completed, staff feedback to be addressed and document finalised.
2. Contract Management processes including Contracts Register *(recently consolidated a number of Findings into this one action)* **Risk Level** Moderate	1. As previously reported in our External Audit Management Report issued in June 2019, the Council has not maintained an up to date Contracts Register for all contracts held with external suppliers. 2. To further strengthen internal controls surrounding contract management, given the wide variety of contractors engaged to perform services for Council across a number of different business units, we recommend additional procedures be implemented to ensure that at all times, Council has a centralised contracts register that has up-to-date engagement details recorded for all contracts held with external contractors engaged and to ensure that the supplier/ contractor meets their obligations. 3. From time to time, all contracts held by Council should be subjected to formal independent review, to ensure that terms, conditions, entitlements and responsibilities are appropriately addressed and any expired contracts are re-tendered as applicable.	Manager Financial Services	31/12/20	30/06/21	In Progress	1. Council has established Contracts Monitor (including data entry) which integrates with Vendor Panel. Staff will also be trained on this automated process shortly. 2. The implementation of Vendor Panel (an online tool which will serve as a central repository of all its suppliers) is currently being implemented. 3. Procedures will be updated to ensure the register is kept up to date and staff take responsibility for ensuring its accuracy at all times. Further procedures will include criteria for independent reviews, their frequency and a process for renewal/retendering of expired contracts before they are due to expire.

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
3. External Site Visits *(reported as Inventory Safeguarding previously)* **Risk Level** Low	As a result of our interviews conducted with staff and our observations of the operations in place, we noted the following: • Entry into the site appears to be unrestricted during business hours, potentially leaving the site vulnerable to unauthorised access and/or stock not being securely stored. • Fuel usage is recorded through manual paper records kept at the fuel pump which is not under surveillance or monitored. Fuel usage is reconciled monthly by Council's Finance staff based on manual readings of the fuel tank levels recorded and manual paper records taken from the fuel pump. • There are no recorded stocktakes performed of the minor inventory items and low value tools held at the depot. We recommend that Council puts in place additional controls to mitigate the risk of stock and/or fuel being inappropriately accessed. In making this recommendation, we recommend that security controls in place at all Council depot and work sites be reviewed.	Director Assets and Infrastructure Services	31/12/20	30/06/21	In Progress	CCTV quotes have been obtained and a 2021-2022 budget submission requested for consideration. An automated fuel management system proposal has been requested for consideration in a 2021-2022 budget submission.
4. Budgeted Asset Depreciation **Risk Level** Moderate	Given that Council has developed its draft FY2021 budget as at the time of preparing this Report, we recommend that consideration be given as to the potential impact of movement in estimated depreciation expense as a result of the valuations being performed above. Also, noted as a matter to be addressed 'Budget Depreciation – FY2021' within Audit Completion Report FY Ended 30 June 2020 (received October 2020).	Manager Financial Services	31/12/20	30/06/21	Completed	Reviewed as part of Quarter Budget Review (QBR) 3.

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
5. Infrastructure & Asset Management Plan **Risk Level** Moderate	Once asset valuations have been completed as per above, recommend that Council undertakes an update to its IAMP and Long Term Financial Plan to ensure that updated assumptions regarding future maintenance funding, asset replacement cost and forecasted depreciation expense is reflected. Also, noted as a matter to be addressed 'Asset Management Plans & Long Term Financial Plan (LTFP)' within Audit Completion Report FY Ended 30 June 2020 (received October 2020). Updates to Council's LTFP for these costs plus updated forecasted increases in annual depreciation will need to be updated in the next review of Council's LTFP.	Manager Financial Services Asset Manager	30/04/21 31/01/21	- 28/02/21	Completed Completed	The LTFP was adopted by Council at the April 2021 Council Meeting. CARRIED 059/2021 (14/04/2021). The revised LTFP will reflect the updated AMPs. Community Wastewater Management System (CWMS), Transport, Stormwater Infrastructure and Water Infrastructure Asset Management Plans have been updated and were endorsed by Council in March 2021. The financial projections have been utilised by finance staff when reviewing the LTFP.

External Audit Management Report – Audit Completion Report Financial Year Ended 30 June 2020 (Report Received October 2020)

Finding Name	Agreed Action	Responsible Officer	Due Date	Revised Due Date	Status	Comments
1. Asset Disposals **Risk Level** Moderate	We note that Council recorded a loss on disposal on renewed assets of $2.895M in FY2020 ($1.36M FY2019). This indicates that assets may have potentially been replaced prior to their estimated expiry/replacement date. We recommend that Council reviews its asset replacement program against recorded estimated remaining useful lives in its asset register to ensure that they are consistent for asset replacement timing and depreciation calculation purposes.	Asset Manager	30/04/21	-	Completed	During Q2 and Q3 (between September and March) each year, an annual review of assets useful lives is undertaken by the Asset Manager in conjunction with the Manager Financial Services (or nominated finance team representative). Review completed in January 2021, Assets Due to Expire 2020-21 spreadsheet. (record # 21/24112).
2. IT Access Review **Risk Level** Low	We recommend that a complete review of all user IT access be undertaken and changes made where appropriate to ensure that all staff have access granted to system programs, modules and network folders as required.	Leader Systems & Technology – *position currently vacant*	30/04/21	30/06/21	In Progress	Review has commenced. IT to consult with application leaders/owners regarding user access (i.e. Assets & Infrastructure Services Department and Conquest access etc.).

9 GENERAL BUSINESS

10 NEXT MEETING

Tuesday 31 August 2021

11 CLOSURE