



I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Wednesday, 8 November 2023
Time: 5.30pm
Location: Council Chamber
Minlaton Town Hall
57 Main Street
Minlaton

AGENDA

Ordinary Council Meeting

8 November 2023

A handwritten signature in blue ink, which appears to read "Andrew Cameron".

**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.

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1 WELCOME AND ACKNOWLEDGEMENT OF COUNTRY BY MAYOR

Meeting declared open

2 OPENING PRAYER

3 PRESENT

4 LEAVE OF ABSENCE

Nil

5 APOLOGIES

Nil

6 CONFLICT OF INTEREST

7 MINUTES OF PREVIOUS MEETING – FOR CONFIRMATION

Ordinary Council Meeting - 11 October 2023

Confidential Council Meeting - 11 October 2023

8 MOTIONS ON NOTICE

Nil

9 QUESTIONS ON NOTICE

Nil

10 QUESTIONS WITHOUT NOTICE

11 PETITIONS

Nil

12 MAYOR**12.1 MAYOR'S MONTHLY REPORT OCTOBER 2023****Document #:** 23/100747**Department:** Executive Services**PURPOSE**

To keep Elected Members updated on Mayoral activities during the month of October 2023.

RECOMMENDATION

That the report be received.

DISCUSSION

- | | |
|------------|--|
| 4 October | Attend SYP Agricultural Show – Minlaton |
| 6 October | Attend opening of the Edithburgh Jetty 150 th Anniversary Photo Exhibition. |
| 7 October | Attend Edithburgh Jetty 150 th Anniversary Celebration opening and unveiling of sculpture – Edithburgh.
Attend Edithburgh Jetty 150 th Anniversary Celebration dinner – Edithburgh. |
| 11 October | Meeting with Department for Environment and Water – Wauraltee Beach – Minlaton.
Attend Monthly Council Meeting – Minlaton. |
| 20 October | Legatus Group Charter / Strategic Plan Review Workshop – Mintaro. |
| 25 October | Information and Briefing Session – Minlaton. |
| 26 October | Country Arts SA Board Meeting [via Teams]. |
| 27 October | Ardrossan 150 th Anniversary Celebrations – Gala Dinner – Ardrossan. |
| 28 October | Ardrossan 150 th Anniversary Celebrations – Unveiling of Commemorative Plaque – Ardrossan. |
| 31 October | Attend Audit and Risk Committee Meeting – Minlaton. |

ATTACHMENTS**Nil**

13 COUNCILLORS' REPORT

Nil

INFORMATION AGENDA

INFORMATION AGENDA

14 ITEMS FOR EXCLUSION

15 RECEIPT OF INFORMATION REPORTS

16 CHIEF EXECUTIVE OFFICER**16.1 CEO ACTIVITIES - OCTOBER 2023****Document #:** 23/102011**Department:** Executive Services**PURPOSE**

To keep Elected Members informed of meetings during the month of October 2023.

RECOMMENDATION

That the report be received.

DISCUSSION

- 3 October Meeting with Russell Peake (Copper Coast CEO) – Maitland.
Meeting with DIT re Yorke Peninsula Settlement Strategy (via Teams).
- 4 October Meeting with members from Edithburgh Progress Association, Mayor Braund and Cr O’Connell re Edithburgh swimming enclosure – Edithburgh.
- 7 October Attend Edithburgh Jetty 150th Anniversary Celebration – Opening Ceremony – Edithburgh.
- 11 October Meeting with Department for Environment and Water – Wauraltee Beach – Minlaton.
Attend Monthly Council Meeting – Minlaton.
- 17 October Meeting with Adam Gray – SA Coastal Councils – via Teams.
Corporate Management Team Meeting – Maitland.
- 19 October Development Team Meeting – Maitland.
- 24 October Meeting with DIT re Yorke Peninsula Growth Areas (via Teams).
Meeting with Regional Development Yorke and Mid North – Quarterly Catch-Up – Maitland.
- 25 October Meeting with Coast Protection Board – Coastal Council CEO Forum – Adelaide.
- 26 October Attend LGFA AGM – Adelaide.
Attend LGA Conference and Annual General Meeting – Adelaide.
- 28 October Attend Ardrossan 150th Anniversary celebrations – Ardrossan.
- 29 October Attend Ardrossan 150th Anniversary celebrations – Ardrossan.
- 30 October Meeting with Hillside Mine Group re Housing / Accommodation – Maitland.
Meeting with LGRS re Scheme updates – Maitland.
- 31 October Audit and Risk Committee Meeting – Minlaton.

ATTACHMENTS**Nil**

16.2 ACTION LIST REPORT**Document #:** 23/103725**Department:** Executive Services**PURPOSE**

To keep Elected Members updated on the status of the Action List.

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**BACKGROUND**

The Action List is implemented to keep Council informed regarding the current status and outcomes of Council decisions.

DISCUSSION

The Action Lists included in the Council Agenda each month will incorporate action items from Council along with their current status.

ATTACHMENTS

1. **Action List - November 2023** [↓](#) 
2. **Completed Action List - November 2023** [↓](#) 

Council Meeting Action List

Meeting	Responsible Department	Agenda Item	Minute Number	Task	Due Date
10/05/2023	Assets and Infrastructure Services	24.1	112/2023	Food Organics Green Organics Service - Council did not endorse any option at this point in time. Staff to review further options in relation to same.	13/12/2023
10/05/2023	Development Services	25.1	113/2023	Proposed Community Land Management Plan Amendments - Community Engagement - Council deferred from making a decision to reclassify the land until a Wharf Structures Condition Assessment Manual load rating has been carried out by the State Government. Council is awaiting receipt of the report.	17/01/2024
12/07/2023	Development Services	25.3	170/2023	Arrange for the Mayor and Chief Executive Officer to sign and affix Council's Common Seal to the relevant documents necessary to execute the road closure and proposed sale for Osmond Street, Maitland.	13/12/2023
9/08/2023	Development Services	25.3	190/2023	The matter is laying on the table pending further negotiation with Amplitel Pty Ltd regarding the lease proposal.	13/12/2023
13/09/2023	Executive Services	22.5	200/2023	Draft PO014 Employee Behavioural Standards Policy is proceeding to consultation with employees and registered industrial associations.	13/12/2023
13/09/2023	Assets and Infrastructure Services	24.2	209/2023	Strategy Response To Network Level Heavy Vehicle Route Assessment And Risk Analysis - matter laid on the table.	14/02/2024
11/10/2023	Executive Services	22.2	221/2023	Consultation - Proposed ANZAC Memorial Port Clinton - Council endorsed that the ANZAC Memorial consultation undertaken did not meet the requirements of Council's Community Engagement Policy (PO057). Council to undertake its own community engagement process.	17/01/2024
11/10/2023	Assets and Infrastructure Services	24.1	223/2023	Council endorsed staff to consult with the property owners of Section 1, Dairy Road Corny Point to negotiate a lease agreement for the purpose of providing community access to the beach.	13/12/2023
11/10/2023	Development Services	25.2	227/2023	Proposed New Lease - Port Clinton Progress Association Inc. - Sent to Port Clinton Progress Association for signing.	13/12/2023
11/10/2023	Development Services	25.3	228/2023	Proposed New Lease - Ardrossan Football Club Inc. - Sent to Ardrossan Football Club for signing.	13/12/2023
11/10/2023	Development Services	25.4	229/2023	Proposed New Lease - Central Yorke Football Club Inc. - Currently out for community engagement.	13/12/2023

Council Meeting Completed Action List

Meeting	Responsible Department	Agenda Item	Minute Number	Task	Due Date
28/06/2023	Executive Services	22.1	126/2023	Council did not adopt a separate employment behavioural standard, but instead to integrate them into Council PO014 - Employee Code of Conduct Policy and require that a draft revised PO014 be prepared and returned to Council.	13/12/2023
13/09/2023	Development Services	25.2	211/2023	Permit to use public road for exclusive use (Cropping & Grazing) – Round 2 - Notice of intent to cancel permits for 5 years and re-issue for 12 months mailed 28 August 2023. Permits for 12 months effective from 29 October 2023 for the period 01 July 2023 to 30 June 2024.	8/11/2023
11/10/2023	Executive Services	22.1	220/2023	PO203 - Council Member Behavioural Management Policy was endorsed and adopted by Council. PO203 has been added to Council's Policy Manual and uploaded to Council's website.	25/10/2023
11/10/2023	Corporate and Community Services	23.1	222/2023	Council received the financial report and capital projects update report as at 30 September 2023.	25/10/2023
11/10/2023	Assets and Infrastructure Services	24.2	224/2023	Council endorsed the reallocation of 2% (\$405,114) of unallocated rate funds from the 2023/24 budget to improve road related efficiency by way of purchasing two 'freeroll' grader roller attachments and one rear blade grader attachment for road shoulder maintenance. The process has started also to secure two fulltime positions to facilitate better patrol grader utilisation.	25/10/2023
11/10/2023	Development Services	25.1	225/2023, 226/2023	Proposed Community Land Management Plan Amendments - Council received the written submissions in response to the community engagement process and endorsed to not proceed to reclassify Lot 72 in Deposited Plan 61571, Marina Drive Port Vincent from Category 1 - Reserve, to Category 3 - Public and Community Facilities.	25/10/2023
11/10/2023	Development Services	25.5	230/2023	The Mayor and Chief Executive Officer signed and affixed the Common Seal on the relevant documents relating to the new Land Management Agreement over land described as Allotment 104, Deposited Plan 128805, in the area named Sultana Point Hundred of Melville, as contained within Certificate of Title Volume 6265 Folio 643.	25/10/2023

Meeting	Responsible Department	Agenda Item	Minute Number	Task	Due Date
11/10/2023	Development Services	25.6	231/2023	Implementation of Dry Area - New Year's Eve - Stansbury - Gazette Notice to be published October 2023 and Commissioner of Police notified.	25/10/2023

16.3 UPDATE - SOUTHERN YORKE PENINSULA COMMUNITY AND MAITLAND CHILDCARE CENTRES**Document #:** 23/99654**Department:** Executive Services**PURPOSE**

To provide Elected Members with a progress report in relation to the construction of the Southern Yorke Peninsula Community Childcare Centre (Centre) in Minlaton, and provide Elected Members with a progress report in relation to enrolments and staffing levels at the Centre and the Maitland Childcare Facility.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 1 Economically Prosperous Peninsula

2 Community Connected through Infrastructure

4 Community Engaged and Supported

5 Responsible Governance and Leadership

Strategy: 1.5 Partner and build positive relationships with key stakeholders to progress tourism and business growth

1.7 Explore opportunities for 'missing or sub-standard' infrastructure (e.g. freight movement, function centre, large accommodation etc.)

1.9 Seek out, develop and deliver on economic development opportunities

4.9 Engage and advocate for improvements to community health and social outcomes

5.2 Effective leadership and informed decision making

BACKGROUND

The Centre is the outcome of co-efforts between Council and the community across several years. Council successfully secured \$2,250,000 to construct the Centre through the Black Summer Bushfire Recovery Grants Program, with the total overall budget allocation being \$4,450,000.

A tender for the construction of the Centre at 11 North Terrace, Minlaton, opened via the Tenders SA website on 2 September 2022 and closed on 10 October 2022, with Romaldi Constructions being successful. The project includes demolition of the old tennis courts and clubrooms, the construction of the new 730 square-metre Centre, carpark, external service yard, landscaping, septic soakage area and stormwater management. The Centre will have the capacity for 80 long-day care places for children aged zero to five and will require approximately 20 full-time equivalent employees. Construction began on Monday, 9 January 2023 with the Centre aiming to open in January 2024.

Following a period of public consultation, Elected Members at the 12 April 2023 Ordinary Council Meeting endorsed the terms and conditions of the proposed lease agreement between Council and Jawbem Group (now Adelaide Family Learning and Care Services (AFLCS)) for the Centre. The lease includes an initial period of two years, with an additional four by five-year rights of renewal resulting in an overall lease term of 22 years. At the same meeting, Elected Members also endorsed the terms and conditions of the proposed lease agreement between Council and AFLCS for the

Maitland Childcare Facility. This included an ongoing annual lease agreement with reviews to be conducted biannually.

DISCUSSION

AFLCS, operating under the business name Yorke Peninsula Learning and Care, have had a steady number of expressions of interest for enrolments of children at both locations. The Centres at Minlaton and Maitland currently have around 81 and 94 enrolments respectively.

The Maitland Centre is currently at 72 per cent utilisation on average per day (licensed for 40 placements per day). This is due to not all enrolments requiring full-time care placements. The Maitland Centre often receives additional bookings throughout the week and averages 27-30 children per day.

The Centre is seeking additional staff to continue to grow beyond current capacities and is exploring options to modify the Maitland Family Centre (in consultation with Council) to best serve the community.

The Centre at Minlaton will be accredited for 80 full-time placements. At this stage, utilisation percentage won't be known until the centre is in operation. At Minlaton, AFLCS is in 'information sharing' mode, supporting families to complete the work required by Centrelink to be ready for opening. Both centres are seeking qualified educators to support regulatory requirements and to expand services.

At Minlaton, 25 local staff have been interviewed and identified for employment. Resources, internet, training, and other considerations are being planned to build the staff and facility needs before the centre opens.

Romaldi Constructions have provided the following build progress update for the Minlaton Centre (past month, as of 19 October 2023):

- Floor coverings: 80% complete
- Carpark subbase: complete
- Carpark kerbs and gutters: complete
- Stormwater strip drains and sumps: 80% complete

ATTACHMENTS

1. **Photos - SYP Childcare Centre Construction - October 2023** [↓](#) 











16.4 CORRESPONDENCE RECEIVED FROM THE MINISTER FOR LOCAL GOVERNMENT**Document #:** 23/99491**Department:** Executive Services**PURPOSE**

To provide Elected Members with correspondence received from the Minister for Local Government, the Hon Geoff Brock MP, advising that the recommendations of the SA Local Government Grants Commission for the distribution of the Roads to Recovery component of the Special Local Roads Program to South Australian councils for 2023-24 were approved on 12 August 2023.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance**Strategy:** 5.2 Effective leadership and informed decision making**BACKGROUND**

The Roads to Recovery Program supports the construction and maintenance of the nation's local road infrastructure assets. The Program provides funding to local governments. Flexibility is built into the program, with funding recipients responsible for choosing road projects on which to spend their Roads to Recovery funding, based on their local priorities.

From financial years 2019-20 to 2023-24, the Australian Government will provide \$2.6 billion under the Roads to Recovery Program, with an ongoing commitment of \$500 million each year following.

DISCUSSION

Correspondence has been received from the Minister for Local Government, the Hon Geoff Brock MP, advising that the recommendations of the SA Local Government Grants Commission for the distribution of the Roads to Recovery component of the Special Local Roads Program to South Australian councils for 2023-24 were approved on 12 August 2023.

Council has been allocated \$1,157,000 for work on North Coast Road for the 2023-2024 period.

It is noted the grants are tied for the specific project mentioned above.

ATTACHMENTS

1. **Correspondence from the Minister for Local Government** [↓](#) 
2. **LGA - Special Local Roads Program** [↓](#) 

OFFICIAL

Hon Geoff Brock MP



23MINLG-0515

Mayor Darren Braund
Yorke Peninsula Council
PO Box 57
MAITLAND SA 5573
darren.braund@yorke.sa.gov.au

Dear Mayor Braund **DARREN**

I am pleased to advise that the recommendations of the South Australian Local Government Grants Commission (the Commission) for the distribution of the Roads to Recovery component of the Special Local Roads Program to South Australian councils for 2023-24 were approved by the Australian Government Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain MP, on 12 August 2023.

The recommendations were made to the Commission based on the advice of the Local Government Transport Advisory Panel and the endorsement of the Board of the Local Government Association of South Australia.

Unlike the Financial Assistance Grants, these grants are tied as they are made available under specific provisions of the *National Land Transport Act 2014* (the Act). The terms and conditions that apply to other moneys provided directly to you under the Act also apply to these grants.

The allocation to your council for 2023-24 is \$1,157,000 for work on North Coast Road.

The grants are tied for the specific project mentioned above. The Australian Government's intention is for the funding to be available as soon as required. Funding will be provided following successful completion of the works program in accordance with the Act. Moneys will be deposited into your account with the Local Government Finance Authority.

The Australian Government has requested that the Commission processes all reports on behalf of councils. The Commission has agreed to take responsibility for this task in order to ensure there are no delays in the provision of funding to councils.

Minister for Local Government | Minister for Regional Roads | Minister for Veterans Affairs
Level 10, 81 – 95 Waymouth Street Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 | DX 171
Tel +61 8 7133 1200 | Email minister.brock@sa.gov.au



OFFICIAL

In order to comply with the Act, the grant is conditional on the council providing the Commission with quarterly reports and an annual report in a format that is consistent with those provided to the Australian Government for other moneys received directly by councils under the Australian Government Roads to Recovery Program, and the provision of evidence of having met the signage requirements as set out in the funding conditions.

Quarterly and annual reports can be sent to:

Mr Peter Ilee
Executive Officer
Local Government Grants Commission
GPO Box 2329
ADELAIDE SA 5001

or via email to:

grants.commission@sa.gov.au.

It would be appreciated if you could forward a copy of this letter to the relevant council officers. Should you have any queries, please contact Mr Ilee by telephone on (08) 7133 1414 or via email to grants.commission@sa.gov.au.

Yours sincerely



Hon Geoff Brock MP
MINISTER FOR LOCAL GOVERNMENT

12/10/2023

cc Chief Executive Officer, Mr Andrew Cameron, andrew.cameron@yorke.sa.gov.au

Natalie McDonald

Subject:

FW: \$17.9 million to improve South Australian roads



\$17.9 million to improve South Australian roads

The Albanese Labor Government continues to support local government across South Australia improve road safety and reduce long-term road maintenance, with over \$17.9 million to flow to 28 projects under the latest round of the Special Local Roads Program.

Unique to South Australia, the program enables the state's 68 councils to pool together a portion of their federal road funding – and distribute it through competitive grants, which help strengthen councils' capacity to deliver local projects that are high-impact.

Stretching from Eyre Peninsula to the Limestone Coast – successful projects will transform significant and strategic local roads across the state, reducing congestion, bolstering the freight network, and improving tourist access.

The funding will support resealing and reconstruction of roads, shoulder widening, improving kerbing and guttering, along with better connecting local road networks. This includes the Stage 5 works of the Bratten Way freight route redevelopment, being delivered by the Lower Eyre Peninsula Council.

The council is entering the fifth phase of the 10-Stage, decade-long project – which will total \$18 million once completed – and has received \$940,000 through the latest Special Local Roads Program round to upgrade a 3.2-kilometre stretch of the road between Cummins and Kapinnie.

[Find out more about the Special Local Roads Program](#) – administered by the Local Government Association of South Australia.

[Find out more about the Special Local Roads Program](#) – administered by the Local Government Association of South Australia.



LGA CEO Clinton Jury, LGA President Mayor Dean Johnson, Lower Eyre Council CEO Delfina Lanzilli and Lower Eyre Council Mayor Jo-Anne Quigley with Lower Eyre Council staff Leith Blacker (Director, Infrastructure and Development), Brett Durdin (Team Leader, Works Department) and Ian Douglas (Coordinator, Works Department).

Quotes attributable to Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain MP:

"We want roads, especially in our regional areas to be safe and reliable – so that locals can drop off the kids and get to work efficiently, so that visitors can get around and experience what South Australia has to offer, and so that our supply chains can keep moving.

"That's why we've extended this program and continue to strengthen the capacity of South Australian councils to deliver priority road projects – because when all levels of government work together, local communities reap the rewards.

"Every cent counts for local councils, which is why this \$17.9 million will make a huge impact on the ground in South Australia – and mean that money saved in the immediate and long-term will be reinvested into other important local services."

Quotes attributable to SA Minister for Local Government and Regional Roads, the Hon Geoff Brock MP:

"In the current economic climate, we know councils are facing increased challenges with rising material and labour costs and have the difficult job of trying to keep rates low for residents while still maintaining essential infrastructure, like local roads, in their communities.

"We will continue to highlight to our federal partners how important it is for our councils to receive their fair share of funding when it comes to local roads."

Quotes attributable to Local Government Association of South Australia Chief Executive, Clinton Jury:

"South Australia has 11 percent of the nation's local roads and councils do an exceptional job maintaining them – however, they can't do it alone and rely on federal and state funding to carry out these important works.

"The Special Local Roads Program is just one of many infrastructure grants the LGA advocates for on behalf of councils, with Financial Assistance Grants and other federal road programs being crucial sources of funding."

Quotes attributable to Lower Eyre Peninsula Mayor, Jo-Anne Quigley:

"My council previously received funding through the program in 2019-20, 2020-21 and 2021-22 for the Bratten Way redevelopment, highlighting just how important it is.

"Without funding through the Special Local Roads Program, our council wouldn't have the capacity to complete this vital project for our region.

"The redevelopment of Bratten Way will transform this key roadway on the Eyre Peninsula to ensure it remains fit for purpose in facilitating freight transport across our state.

16.5 CORRESPONDENCE RECEIVED FROM THE MINISTER FOR LOCAL GOVERNMENT**Document #:** 23/103921**Department:** Executive Services**PURPOSE**

To provide Elected Members with a copy of correspondence received from the Hon Geoff Brock MP, Minister for Local Government.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance and Leadership**Strategy:** 5.2 Effective leadership and informed decision making**BACKGROUND**

As elected Members would be aware, the Essential Services Commission of South Australia (ESCOSA) has a new role to provide advice to individual councils every four years in relation to a council's long-term financial plan, infrastructure and asset management plan and revenue sources as outlined in the council's funding plan. Councils must publish this advice, and any response they make to it, in their annual business plan each year.

In February 2023, ESCOSA provided its advice to each of the first 15 councils, including Yorke Peninsula Council, and has subsequently published the advice on its website.

DISCUSSION

Correspondence has been received from the Hon Geoff Brock MP, Minister for Local Government in relation to the Local Government Advice Scheme, the Scheme's intent, the recommendations made for Council and Council's response. A copy of the correspondence received is attached for Elected Members information.

ATTACHMENTS

1. **Advice - Local Government Advice Scheme - Minister for Local Government** [↓](#) 

OFFICIAL

Hon Geoff Brock MP



23MINLG-0472

Mayor Darren Braund
Yorke Peninsula Council
8 Elizabeth Street
MAITLAND SA 5573
darren.braund@yorke.sa.gov.au

Dear Mayor Braund

As I trust that you are aware, the Essential Services Commission of South Australia (ESCOSA) has a new role to provide advice to individual councils every four years in relation to a council's long-term financial plan, infrastructure and asset management plan, and revenue sources as outlined in the council's funding plan. Councils must publish this advice, and any response they make to it, in their annual business plan each year.

The intent of the Local Government Advice Scheme (the Scheme) is to increase trust and confidence in councils' financial sustainability through the transparent release of information by an independent authority, that body being ESCOSA. The Scheme was established through amendments to the *Local Government Act 1999* (the Act) by the State Parliament following significant debate on rate capping during the previous term, and ultimately in a form that was supported by the local government sector at the time.

In February 2023, ESCOSA provided its advice to each of the first 15 councils comprising the first tranche, including the Yorke Peninsula Council (the Council), and has subsequently published the advice on its website. I note that ESCOSA found that the Council's short-term financial position is potentially unsustainable but noted that the Council has taken steps to achieve a sustainable position in the medium to long-term.

One of the key intents of the Scheme is to position all council members to better understand their council's financial position and performance, and I trust that you and all of your fellow Council members will take this opportunity to do just that.

ESCOSA has provided specific recommendations for changes to the Council's strategic management plans to ensure its financial sustainability, and bolster ratepayers' confidence they are paying an appropriate level of rates for council services. I am pleased to note that the Council has published responses to these recommendations. I encourage you and your fellow elected members to consider the recommendations and work through any actions that may need to be taken to fully respond to these improvements.

Minister for Local Government | Minister for Regional Roads | Minister for Veterans Affairs

Level 10, 81 – 95 Waymouth Street Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 | DX 171
Tel +61 8 7133 1200 | Email minister.brock@sa.gov.au



OFFICIAL

I emphasise that ESCOSA's advice is provided on the basis of each council's financial and asset management planning for the next ten years. Therefore, your council's response should provide you certainty that your administration is making any changes or improvements that are needed to address matters that have the potential to have significant negative impacts on your ratepayers in the future.

I am aware that some in the local government sector do not support the intent and the implementation of the Scheme. However, it must be remembered that ESCOSA is an independent body that has been tasked by the State Parliament to provide thorough and dispassionate advice to all councils on a matter that is fundamental to their good operation—their financial sustainability. To my mind, it is difficult for a council to argue that this advice is of limited value, particularly when significant risks are identified that could have detrimental impacts on ratepayers in the future.

I have always been clear that I do not support policies that seek to impose formal restraints on the ability of councils to determine what services should be provided within the context of their ratepayers' ability and willingness to pay for them. However, I also acknowledge that ratepayers' lack of understanding and trust in the decisions that their council is making in this regard underpins the broad appeal of policies such as rate capping. The Scheme was aimed directly at addressing this issue, and I urge councils to use the independent advice they receive to support their decision-making.

I strongly encourage any council or elected member with questions about the Scheme, including its costs, to contact ESCOSA by telephone on 08 8463 4444 or by using the contact form on its website at www.escosa.sa.gov.au/engage/contact to discuss these matters. ESCOSA has expressed to me its desire to work with those in the local government sector to ensure that the advice provided is well-informed by council information, and is constructive and useful.

It is also worth bearing in mind that the Scheme is still in its early stages. I intend to await the full four-year rollout before considering whether changes are warranted and deserving of future consideration by the State Parliament.

I also note that any suggestion for improvement of the Scheme from councils must be informed by community consultation that is open and truthful about the advice being received, and does not simply seek to remove an independent level of monitoring of the local government sector.

I also emphasise that mature governments understand independent oversight and transparent decision-making are fundamental to the quality of the decisions we make, and for the assurance of our residents and ratepayers that these decisions are made in their best interests and for the public good.

OFFICIAL

I trust that you and your fellow elected member colleagues will use the advice and recommendations from ESCOSA to improve decision-making within your council, as well as to ensure that your community has confidence that their council is financially sustainable and is making decisions about the rates that they contribute to your council for the greatest public good now and for the future.

Yours sincerely



Hon Geoff Brock MP
MINISTER FOR LOCAL GOVERNMENT

25/10/2023

16.6 CORRESPONDENCE RECEIVED - UPDATE FROM THE MINISTER FOR LOCAL GOVERNMENT**Document #:** 23/100464**Department:** Executive Services**PURPOSE**

To provide Elected Members with a copy of correspondence received from the Minister for Local Government, the Hon Geoff Brock MP in relation to an update from the Office for Local Government.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance and Leadership**Strategy:** 5.2 Effective leadership and informed decision making**BACKGROUND**

The Hon Geoff Brock has served as the Minister for Local Government, Minister for Regional Roads and Minister for Veterans Affairs in the Malinauskas Labor cabinet since March 2022.

Minister Brock has been experiencing some health issues but wished to provide the attached update from the Office of Local Government (the Office) (correspondence attached).

DISCUSSION

The Office will shortly release a wide-ranging discussion paper as part of the Participation and Elections Review. The paper will seek submissions and comment from the public about improving voter participation, increased diversity of candidates, and general improvements in the conduct of elections.

The Office is also preparing a draft State/Local Government Accord. The Accord will aim to provide a practical framework for councils to propose initiatives and projects, beyond a determined threshold, where they wish to partner or collaborate with State Government and seek to fast track processes in State Government that assist with the implementation of agreed proposals. Once sufficiently developed, the Accord will be forwarded to council for comment and input.

Minister Brock has indicated he will arrange a face-to-face meeting on the Yorke Peninsula as soon as he is able.

ATTACHMENTS

1. **Correspondence from Minister for Local Government** [!\[\]\(693fcb3caaca16f960792dd4ef78f66d_img.jpg\)](#) 

OFFICIAL

Hon Geoff Brock MP



23MINLG-0684

Mayor Darren Braund
Yorke Peninsula Council
PO Box 57
Maitland SA 5573
admin@yorke.sa.gov.au

Dear Mayor Braund *DARREN*

You may be aware that in recent months I have been grappling with some personal health issues.

Regrettably, this has meant that I have been unable to get out to meet with as many Mayors and their councils as I would have liked.

Initially, I took formal leave from my Ministerial duties for several weeks. Though I am still on a slow road to full recovery from the quadruple bypass heart surgery, I am now discharging my Ministerial responsibilities with support from my office.

I can advise that, in the next week or so, the Office for Local Government will release a wide-ranging discussion paper as part of the Participation and Elections Review.

The paper will seek submissions and comment from the public about improving voter participation, increased diversity of candidates, and general improvements in the conduct of council elections. I expect significant interest and constructive suggestions from the sector and look forward to reading the contributions of councils in particular.

I am also progressing the preparation of the draft State/Local Government Accord (the Accord). The Accord will aim to provide a practical framework for councils to propose initiatives and projects, beyond a determined threshold, where they wish to partner or collaborate with State Government and seek to fast track processes in State Government that assist with the implementation of agreed proposals.

When the draft Accord is sufficiently well developed from my perspective, it will be forwarded to councils for comment and input. Subsequently, further amendments will be incorporated based on feedback received and final negotiation with the Local Government Association (LGA).

I will be talking about these and other issues when I address the LGA's Annual General Meeting on 26 October 2023.

Minister for Local Government | Minister for Regional Roads | Minister for Veterans Affairs

Level 10, 81 – 95 Waymouth Street Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 | DX 171
Tel +61 8 7133 1200 | Email minister.brock@sa.gov.au



OFFICIAL

Despite my ability to pursue portfolio policies through meetings and discussions with officers and relevant stakeholders and deal with matters as they arise, I am writing to you because I am not yet as mobile as I would like to be.

Much like my approach as a local Member of Parliament for the Stuart Electorate, my personal preference is—wherever possible—to visit and meet with people “on their own turf” so I can see and get an understanding for their circumstances and operating environment. I regret that I have not been able to do that, but I want to say to you that it is my intention to get out to meet with you as soon as I am able.

In the meantime, I thank you and your council colleagues for your commitment and the work you do for your community.

Yours sincerely



Hon Geoff Brock MP
MINISTER FOR LOCAL GOVERNMENT

16/10/2023

16.7 CORRESPONDENCE RECEIVED FROM LGA RE 2022-23 SPECIAL LOCAL ROADS PROGRAM**Document #:** 23/100179**Department:** Executive Services**PURPOSE**

To provide Elected Members with correspondence received from the Chief Executive Officer of the Local Government Association, Mr Clinton Jury, in relation to the 2022-2023 Special Local Roads Program.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance and Leadership**Strategy:** 5.2 Effective leadership and informed decision making**BACKGROUND**

The Special Local Roads Program (SLRP) was established under the joint approvals of the South Australian, Commonwealth and local governments. The Program facilitates funding of significant and strategic local roads throughout the state.

Since its inception, it has supported South Australian councils to construct and maintain significant and strategic local roads that otherwise would exceed an individual council's capacity. Its existence is built on the premise that the local government sector as a whole benefits from councils pooling a portion of their road funding.

DISCUSSION

Council submitted the final report for its 2022-2023 SLRP funded project 'North Coast Road, Point Turton' on 5 September 2023.

The LGA has provided correspondence confirming that the final report has been reviewed by the Local Government Transport Advisory Panel, and has confirmed that all of the SLRP funds have been spent and that stage 1 of this multi-stage project is complete.

ATTACHMENTS

1. **Correspondence from LGA - SLRP Funding** [↓](#) 



Local Government Association
of South Australia

The voice of local government.

In reply please quote our reference: ECM 801532 AB

11 October 2023

Mr Andrew Cameron
Chief Executive Officer
Yorke Peninsula Council
PO Box 57
Maitland SA 5573

Emailed: andrew.cameron@yorke.sa.gov.au

Dear Mr Cameron,

2022-23 Special Local Roads Program (SLRP)

On 5 September 2023, Yorke Peninsula Council submitted the Final Report for its 2022-23 SLRP funded project 'North Coast Road, Point Turton' (Stage 1).

The Local Government Transport Advisory Panel (LGTAP) has reviewed the report and confirms that all SLRP funds have been spent and that stage 1 of this multi-stage project is now complete.

I congratulate you on the successful delivery of stage 1 and look forward to seeing the progress of the next stage. Thank you for your continued support of this important program.

Should you have any questions, please contact Alyssa Bates, SLRP Coordinator, via email: slrp@lga.sa.gov.au or telephone: 08 8224 2041.

Yours sincerely

Clinton Jury

Chief Executive Officer

Telephone: (08) 8224 2039

Email: cjury@lga.sa.gov.au

Copy to: Mr Andre Kompler, Director Assets and Infrastructure Services, admin@yorke.sa.gov.au

16.8 LOCAL GOVERNMENT ASSOCIATION OF SOUTH AUSTRALIA - MEMBERSHIP UPDATE**Document #:** 23/100748**Department:** Executive Services**PURPOSE**

To provide Elected Members with a copy of correspondence received from the Chief Executive Officer of the Local Government Association.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance and Leadership**Strategy:** 5.2 Effective leadership and informed decision making**BACKGROUND**

The Local Government Association (LGA) of South Australia is a membership organisation which provides quality service and leadership relevant to the needs of member councils.

It is guided by the LGA Board of Directors, supported by staff and represented by a number of nominees on a large number of State, Federal and community boards, committees and commissions.

DISCUSSION

The Chief Executive Officer of the LGA, Clinton Jury, has provided an update of some of the work the LGA has achieved over the past year (copy attached for Elected Member ease of reference).

ATTACHMENTS

1. **Local Government Association - Update** [↓](#) 



The voice of local government.

In reply please quote our reference: ECM 795419

16 October 2023

Mr Andrew Cameron
Chief Executive Officer
Yorke Peninsula Council
admin@yorke.sa.gov.au

Dear Andrew

RE: Renew your LGA membership for 2023–24 to best support the sector and your community

I wanted to take a moment to write to you and thank you for your continued membership with the LGA.

The past 12 months have been a big year for local government.

We've welcomed new council members who are making great strides for their cities and towns, and we've faced several challenges that are impacting our state. Issues like the rising cost of living, health services, skills shortages, access to housing, and environmental challenges.

As a representative for all South Australian councils, the LGA is here to help our members navigate these challenges. We advocate for your opinions. We build networks. We train, do research, and give support where it's needed most. And it is your contribution that makes this possible.

Let me share with you just some of the work from the past year that has only been possible through the ongoing commitment of our members and collective sector voice.

Advocated for you in state and federal government forums

The LGA has been working hard to get your priorities and concerns heard by those in state and federal government.

It is through this advocacy—and our work with ALGA—that we have secured millions of dollars for our councils. This helps fund game-changing projects that make our neighbourhoods better.

In the past year, we've tackled a lot of issues and brought about some fantastic wins for the sector. In 2023 alone, we have:

- Made huge strides on the housing challenges in regional South Australia through the newly established Office for Regional Housing and Regional Key Worker Housing Scheme.
- Spearheaded legislation to extend election campaign disclosures for council members—helping your council avoid expensive supplementary elections to fill vacancies.
- Drove amendments to Private Parking Areas legislation so the decision to approve fees rests with the Planning Minister and not council CEOs.

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Local Government Association
of South Australia

The voice of local government.

- Gave advice to the City of Mount Gambier and the District Council of Grant on the proposed State Government amalgamation plebiscite during the 2022 Council Elections to reduce the load on these councils.
- Had PDI Regulations amended so Riverland and Murraylands councils could build flood levees and mounds without development approvals—making our regional communities safer.
- Secured an implementation review of the PDI Act to achieve better outcomes for councils and communities.
- Lodged policy submissions on legislative reviews and inquiries to stand up for the sector on issues like Disability Inclusion, Local Nuisance and Litter, Animal Welfare, Dog and Cat Management, Housing Availability, Renewable Energy, Urban Trees, Autism Strategy, In-Home Aged Care and Planning.
- Advocated to state government for increased funding for jetties and libraries as vital community assets.

Delivered more funds and savings for your council

Your money matters. The LGA has been a fierce advocate for more funding and more grants from state and federal government to help your council get value from your membership.

Here's a snapshot of some of the value LGA has been able to create for councils this year:

- Saved councils \$25.8 million through the LGA Workers Compensation Scheme and saved \$5.6 million through the LGA Mutual Liability Scheme. This is a cumulative \$309 million more in savings for councils compared to ReturnToWorkSA membership.
- Gave out over \$1.5 million in funding through the Local Government Research and Development Scheme. These projects fund resources and programs that improve how your council operates and are vital for achieving outcomes that support the entire sector.
- Saved councils \$2.7 million through LGA Procurement direct panel access and \$9.43 million through aggregated electricity contracts.
- Secured a further three years of Supplementary Local Roads to total \$60 million to improve local roads in South Australia.
- Brought in \$3.7 million to protect our coasts through a funding partnership between all three levels of government with the SA Climate Ready Coasts program.
- Administered \$180,000 of Early Childhood Innovation grant funding from the state government to councils to improve the lives of children in your community.
- Created significant savings and value through our ongoing Legal Connect partnership with Norman Waterhouse Lawyers.

Helped build your skills and ability to do meaningful work

In 2023 we focused on how to boost your council's skills through programs that make a real impact in your community.

2



The voice of local government.

This was not only through the work of councils, but also through the partnerships we are able to build across levels of government.

Here are the standout achievements that made it easier to do important work this year:

- Developed a new Behavioural Management Framework with revised LGA Training Standards to help your council members work together to achieve stronger results.
- Established a \$6 million SA Climate Ready Coasts program with the SA Coast Protection Board and Department for Environment and Water to make our coasts more prepared to face the impacts of climate change.
- Increased funding for School-Based Immunisation Programs from 2% to 6%.
- Hosted two project officers through partnerships with Wellbeing SA and Green Industries SA to support wellbeing in our communities and waste, recycling and resource recovery in our state.
- Created a Regional Health Workforce Toolkit to help your council attract and retain skilled health workers—a huge win for our regional communities.
- Built important skills across the local government sector—with 160 courses to 2,609 participants through LGA Training (in partnership with LG Professionals SA) and 101 courses in emergency management to 1,552 people.

Delivered key administrative support to keep your council connected and resourced

As a member of the LGA, you are directly connected to the heart of the sector. Through our work, you tap into a network of support that gives you resources to fulfill your role as CEO and deliver bigger results to your community. Here's how we're making it happen:

- Built a collective marketing campaign for the sector: 'Local Councils. Where Everything Comes Together' to share the important work your council does each day.
- Hosted 124 council websites on the LGA Squiz platform—reducing the time and money spent by councils on website maintenance and keeping our communities informed on the valuable services you deliver.
- Produced 87 resources on governance and reforms to save your staff time and to give them critical information and best-practice that keeps your council safe and compliant.
- Kept the sector updated with weekly emails on state and federal government policies, templates, consultations and pressing issues—as well as updates delivered directly to you and your mayor to keep you informed on what's important.
- Managed an extensive library of resources, templates and guides on the LGA website exclusively for council staff and elected members—drastically reducing the load on your council to create these from scratch.
- Logged over 12,200 issues from members of the public on the My Local Services App including graffiti, potholes, loose pets and parking issues.



Local Government Association
of South Australia

The voice of local government.

How the LGA will help your council this year

The LGA is here to work with you through the challenges ahead and to give you advice and support where it's needed most.

We also are here to stand up for your voice and represent the sector, placing pressure on state and federal governments to deliver what matters to you. Some of the projects on the near horizon include:

- Regional liveability: support on issues like housing availability and medical workforce shortages.
- Environment: waste management, recycling and climate adaptation and mitigation projects and representation.
- Grant funding: administering major grant programs to deliver back into the sector.
- Advocacy and strengthened partnership: delivery of State-Local Government Economic Accord, research and submissions on issues affecting the sector, quarterly cabinet meetings and engagement with members of parliament.
- Infrastructure funding and grants: funding to deliver projects and maintain critical infrastructure.
- Financial Assistance Grants: continued advocacy to restore this to one percent of Commonwealth revenue.
- CWMS upgrades: projects and work to make these systems stronger.
- Building sector capability: sector training and development, and a focus on member resources to help bridge the skills gap and promote local government careers.

It is through a collective position that we can best support the sector and deliver savings, grants, and funding to help you do more for your communities.

Your membership for 2024 helps our sector achieve better results

Thank you again for your ongoing support of the LGA. Attached is your membership subscription and invoice for the 2023–24 financial year.

If you have any questions about your invoice or want more details about the value the LGA can give your council in 2024, please feel free to give me a call on 8224 2000.

I look forward to continuing to work together in the coming year.

Yours sincerely

Clinton Jury

Chief Executive Officer

Telephone: (08) 8224 2000

Email: clinton.jury@lga.sa.gov.au



The voice of local government.

Your membership at work

Our mission: Providing leadership, support, representation and advocacy on behalf of South Australian councils

As a representative for all South Australian councils, the LGA is here to help our members. Fundamentally, we support what matters to you.

We're proud to serve local councils, providing representation and leadership to a sector that's closest to South Australia's communities.

Advocating and influence

The LGA has been working hard to get your priorities and concerns heard by those in state and federal government.

As the state's peak body for local government, we provide a strong voice for our members directly to decision-makers.

- ✓ Newly established Office for Regional Housing and Regional Key Worker Housing Scheme.
- ✓ Advocated for urgent legislation to extend election campaign disclosure timing for council members.
- ✓ Defended no forced amalgamations during the 2022 Council Elections.
- ✓ Secured an implementation review of the PDI Act.
- ✓ Ran campaigns to raise awareness about funding for libraries and jetties.
- ✓ Policy submissions lodged on key issues.

As your peak body we also represented the sector, providing presentations to State Cabinet and being part of over 50 government and stakeholder committees.

LGA Board of Directors and CEO



Mayor Angela Evans



Mayor Caroline Phillips



Mayor Clare Boan



Mayor Jo-Anne Quigley



Mayor Leon Stephens



Mayor Michael Caxon



Mayor Moira Jenkins



President Dean Johnson



Mayor Gillian Aldridge OAM



Mayor Heather Holmes-Ross



CEO Clinton Jury



7/10 Membership Satisfaction Score



The voice of local government.

Funding vital projects

- ✓ \$6 million SA Climate Ready Coasts program.
- ✓ \$180,000 of Early Childhood Innovation grant funding.
- ✓ \$16m in funding for Special Local Roads Program.
- ✓ \$1.2 million in payments for Community Wastewater Management Scheme works.
- ✓ Increased funding for School-Based Immunisation Programs from 2% to 6%.

\$60m funding over 3 years
Supplementary Local Roads

\$1.5m funding
Research and Development Grants

Support

Through the LGA's work, you have access to a network of support and resources to deliver bigger results for your community.

Some of our wins as a sector:

- ✓ 124 council websites supported on LGA Website Platform.
- ✓ 12,200 issues logged on the My Local Services App.
- ✓ 87 resources on governance and reforms developed.
- ✓ Weekly emails on state and federal government policies and issuing affecting councils.
- ✓ Suite of templates and guides exclusive for local government.
- ✓ 45 council visits by LGA President and CEO.
- ✓ Legal Connect partnership with Norman Waterhouse Lawyers.

Savings for your council

- ✓ The LGA have been a fierce advocate for more funding and more grants from state and federal governments to help your council get even more value from your membership.

\$25.8m savings
LGA Workers Compensation Scheme

\$5.6m savings
LGA Mutual Liability Scheme

\$2.7m savings
LGA Procurement



BUILDING SKILLS IN LOCAL GOVERNMENT

In 2023 we focused on how to boost your council's skills through programs that make a real impact in your community.

- New Behavioural Management Framework with revised LGA Training Standards.
- Regional Health Workforce Toolkit to help your council attract and retain skilled health workers.
- 160 courses to 2,609 participants through LGA Training.
- 101 courses in emergency management to 1,552 people.
- Partnership with LG Professionals SA to strengthen training and development in the sector.
- Partnerships with Wellbeing SA, Green Industries SA and Department for Environment and Water to help councils work on environmental, recycling and wellbeing initiatives.

17 CORPORATE AND COMMUNITY SERVICES

Nil

18 ASSETS AND INFRASTRUCTURE SERVICES

18.1 LEGATUS GROUP WASTE MANAGEMENT ADVISORY COMMITTEE

Document #: 23/100988

Department: Assets and Infrastructure Services

PURPOSE

To keep Elected Members informed of the activities of the Legatus Group Waste Management Advisory Committee.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 3 Valued and Restored Environment

Strategy: 3.2 Continue to effectively manage the collection, recycling and disposal of waste
3.4 Partner with other tiers of government and non-government organisations to improve environmental outcomes

BACKGROUND

The primary function of the Legatus Group Waste Management Advisory Committee (Committee) is to provide advice and support to the Legatus Group in progressing and monitoring the 2021-2026 Legatus Group Waste and Resources Recovery Strategy and Action Plan.

The Committee is comprised of one Board Member from the Legatus Group, two (2) Chief Executive Officers from member councils, and five (5) technical/operational delegates from member councils, including the Yorke Peninsula Council, who are represented by the Director Assets and Infrastructure Services, Andre Kompler.

DISCUSSION

Attached are the draft minutes of the Legatus Group Waste Management Advisory Committee meetings held on 19 July 2023 and 19 October 2023.

ATTACHMENTS

1. LGWMAC - Draft Minutes - 19 July 2023  
2. LGWMAC - Agenda - 19 October 2023  
3. LGWMAC - Draft Minutes - 19 October 2023  

**Draft Minutes Legatus Group Waste Management Advisory Committee**

19 July 2023 10.30am

Online via Zoom

1. **Welcome / Open meeting** Chairman Mayor Mark Wasley opened the meeting at 10:30am

2. **Attendance** Members: Mayor Mark Wasley (Adelaide Plains), Stephen Rufus (Peterborough), Ivan Nolte (Copper Coast), Tom Jones (Adelaide Plains), Lynette Seccafien (Adelaide Plains), Glen Growden (Wakefield Regional Council) and Andre Kompler (Yorke Peninsula).

Non-Members: Simon Millcock and Tracey Rains (Legatus Group).

3. **Apologies** Mayor Rodney Reid.

4. **Conflict of Interest** Nil

5. **Minutes of previous meeting**

Draft Minutes from the previous meeting held on 13 April 2023 were distributed to all members with the agenda.

Motion: That the Legatus Group Waste Management Advisory Committee minutes of the 13 April 2023 be taken as read and confirmed.

Moved: Andre Kompler

Seconded: Tom Jones

Carried

6. **Business arising**

6.1 **Legatus Group Waste Management Advisory Committee**

Simon Millcock provided a report with the agenda.

Motion: That the committee notes the report and recommends that the Legatus Group during the review of the Legatus Group Charter and Strategic Plan ensures that recommendations identified in the Legatus Group Waste Resource and Recovery Strategy and Action Plan are considered.

Moved: Tom Jones

Seconded: Andre Kompler

Carried

6.2 **Regional SA Materials Recovery Facilities (MRF)**

Simon Millcock provided a report with the agenda.

Motion: That the committee notes the report.

Moved: Stephen Rufus

Seconded: Lynette Seccafien

Carried

6.3 Big Bag Recovery

Simon Millcock provided a report and power point attachment with the agenda.

Motion: That the committee notes the report and encourages member councils to be involved.

Moved: Tom Jones

Seconded: Glen Growden

Carried

6.4 Household Hazardous Waste Collection

Simon Millcock provided a report with the agenda.

Motion: That the committee notes the report and supports the delivery of Household Hazardous Waste Collections supported by Green Industries SA in the region and recommends that the Legatus Group supports this via a facilitation role with relevant councils.

Moved: Lynette Seccafien

Seconded: Andre Kompler

Carried

6.5 Waste Forum

Simon Millcock provided a report with the agenda.

Motion: That the committee notes the report and recommends:

- 1. The Legatus Group approaches the other 5 Regional LGAs, LGA and KESAB to ascertain their interest in being involved with a 2024 SA Regional Waste Conference.**
- 2. The Legatus Group CEO provides a report for the next Legatus Group Waste Management Advisory Committee meeting on this topic.**

Moved: Lynette Seccafien

Seconded: Stephen Rufus

Carried

6.6 KESAB options paper/proposal

Simon Millcock provided an attachment from KESAB Waste, and circular Economy Education Options Proposal, with the agenda. Members put forward thoughts and actions on how to progress. Simon Millcock will take these comments to Kesab for consideration.

6.7 Other matters

- 6.7.1 MoU with Lions / working with community groups.
- 6.7.2 What is happening with Municipal Solid Waste
- 6.7.3 Investigating the level of container returns in the region both for deposit and non-deposit

The meeting noted these matters have been placed on hold awaiting the outcome of the review of the Legatus Group Strategic Plan.

7. Other Business Nil

8. Close and next meeting: Meeting Closed at 11:15am and next meeting TBA



Legatus Group Waste Management Advisory Committee

AGENDA

19 October 2023 10.30am

Online Teams meeting

Meeting ID: 495 333 593 801

Passcode: 7s4pXU

1. Welcome / Open meeting

Appoint Chairperson - note Chairman Mayor Mark Wasley is on leave and is an apology for the meeting and the meeting to consider appointing a chairperson for the meeting.

2. Attendance and new members

Current members: Stephen Rufus (Peterborough), Ivan Nolte (Copper Coast), Tom Jones (Adelaide Plains), Glen Growden (Wakefield Regional Council) and Andre Kompler (Yorke Peninsula).

Note: resignation of Lynette Seccafien.

New members: The Legatus Group Annual General Meeting supported the continuation of the Legatus Group Waste Management Advisory Committee and called for expressions of interest for any current vacancies. Applications have been received from Robyn Ridsdale Sustainability Officer at The Barossa Council and Megan Renzella General Manager Infrastructure and Environment Light Regional Council.

Non-Members: Mayor Rodney Reid, Simon Millcock and Tracey Rains (Legatus Group).

Recommendation: That the Legatus Group Waste Management Advisory Committee supports the appointment of Robyn Ridsdale and Megan Renzella as members.

3. Apologies

Mayor Mark Wasley

4. Conflict of Interest

5. Minutes of previous meeting

Draft Minutes from the previous meeting held on 19 July 2023 were distributed to all members and can be found at <https://legatus.sa.gov.au/wp-content/uploads/2023/07/Draft-WMAC-19-July.pdf>
These minutes were provided to the Legatus Group at their 25 August 2023 meeting.

Recommendation: That the Legatus Group Waste Management Advisory Committee minutes of the 19 May 2023 be taken as read and confirmed.

6. Business arising

6.1 Legatus Group Business Plan and Strategic Plan Review

Author: Simon Millcock

As outlined at the last WMAC meeting the 2023/2024 Legatus Group Business Plan includes Waste Management via support for (1) the Legatus Group Community Wastewater Management Scheme Advisory Committee, (2) progress actions from the Legatus Group Waste Resource and Recovery Strategy and Action Plan and (3) delivering a Legatus Group Waste Management Forum.

The Legatus Group Waste Resource and Recovery Strategy can be found at:

https://legatus.sa.gov.au/wp-content/uploads/2022/03/Legatus_Regional-WRR-Strategy-Action-Plan_Final_04Nov21.pdf

The Legatus Group Strategic Plan is undertaking a review and Lisa Teburea from BRM Advisory is leading the review. Lisa will attend the meeting as the 19 July 2023 WMAC motion was that. "The Legatus Group during the review of the Legatus Group Charter and Strategic Plan ensures that recommendations identified in the Legatus Group Waste Resource and Recovery Strategy and Action Plan are considered."

There is no specific allocation of funds in the budget for project work and this may change following the review of the Charter and Strategic Plan. As such there is a hold on any new projects without gaining approval from the board.

Lisa will seek thoughts and feedback.

6.2 Household Hazardous Waste Collection (HHWC)

Author: Simon Millcock

Following previous reports to the committee Port Pirie Regional Council, Adelaide Plains Council, Yorke Peninsula Council and The Barossa Council were all interested in a Green Industries SA (GISA) funded project to support HHWC. The Legatus Group to assist via a facilitation role.

The Legatus Group CEO discussed with GISA to consider 3 locations Northern / Central (Yorke Peninsula) & Southern. Justin Lang GISA has confirmed that for 2023/2024 they will support 2 projects for the region. It was noted that Adelaide Plains is relatively close to NAWMA, which hosts one of the facilities that are open 7 days / week.

This will require selecting the 2 councils and discussing with them to determine when their rates notices are distributed as GISA would look to send a flyer out in the 3rd quarterly rates notice.

This is likely to be a week apart but aimed to schedule the events 10-14 days after the scheduled delivery (to maximise awareness and give residents time to clean out sheds). Best to avoid warm weather and school holidays and likely dates late April early May. It would be promoted as 9am – 3pm (but open at 8am).

The event also takes farm chemicals.

Non host councils are welcome to gather up small quantities from residents and bring to the host councils on the Friday (reduced labour commitment).

Host councils will need to provide four staff on the day to assist with unloading and traffic control / set-up.

GISA will write to each host Council CEO to formalise expectations (GISA meet cost of contractors, printing of flyer and treatment/ disposal).

For the Eyre Peninsula events they had 100-110 attendees.

Recommendation: That the committee notes the report and recommends that the Legatus Group CEO discusses options with the Yorke Peninsula, Barossa and Port Pirie Regional Councils to finalise 2 locations and dates.

6.3 Waste Forum

Author Simon Millcock

Approaches have been made to the other 5 Regional LGAs, LGA and KESAB to ascertain their interest for a 2024 SA Regional Waste Conference – there is a budget line in the current Legatus Group Business Plan to support a forum.

Initial interest has been received and there is a meeting for Regional EOs on 30 October 2023 and this will be an agenda item and further updates will be provided.

Recommendation: That the committee notes the report.

7. Other Business

8. Close and next meeting.



Legatus Group Waste Management Advisory Committee Draft Minutes

19 October 2023 10.30am Online via Teams meeting

1. Welcome / Open meeting

Meeting opened at: 10:33am - Chairman Mayor Mark Wasley is on leave and Simon Millcock CEO Legatus Group Chaired the meeting.

2. Attendance and new members

Ivan Nolte (Copper Coast), Tom Jones (Adelaide Plains), Glen Growden (Wakefield Regional Council) and Andre Kompler (Yorke Peninsula), Nathan Berry (Light Regional – for Megan Renzella) and Robyn Ridsdale (Barossa).

Non-Members: Simon Millcock, Tracey Rains (Legatus Group) and Lisa Teburea.

Report provided by Simon Millcock on the approval to continue the Advisory Committee and expressions of interest received from Megan Renzella and Robyn Ridsdale.

Motion: That the Legatus Group Waste Management Advisory Committee supports the appointment of Robyn Ridsdale and Megan Renzella as members.

Moved: Tom Jones **Seconded:** Ivan Nolte CARRIED

3. Apologies

Mayor Mark Wasley, Stephen Rufus and Megan Renzella.

4. Conflict of Interest Nil

5. Minutes of previous meeting

The draft Minutes from the previous meeting held on 19 July 2023 had been distributed.

Motion: That the Legatus Group Waste Management Advisory Committee minutes of the 19 July 2023 be taken as read and confirmed.

Moved: Ivan Nolte **Seconded:** Andre Kompler CARRIED

6. Business arising

6.1 Legatus Group Business Plan and Strategic Plan Review

Simon Millcock provided a report on the Strategic Plan Review with the agenda.

Lisa Teburea from BRM Advisory then discussed the status of the review and posed questions to the committee with all members providing feedback including the value of the Advisory Committee and

its Terms of Reference. Lisa thanked the committee for their input and will incorporate responses into the report and recommendations.

Lisa left the meeting at 11.10am

6.2 Household Hazardous Waste Collection (HHWC)

Simon Millcock provided a report with the agenda.

Motion: That the committee notes the report and recommends that the Legatus Group CEO discusses options with the Yorke Peninsula, Barossa and Port Pirie Regional Councils to finalise 2 locations and dates.

Moved: Andre Kompler **Seconded:** Tom Jones CARRIED

6.3 Waste Forum

Simon Millcock provided a report with the agenda.

Consensus for the meeting was to support a Statewide Forum.

7. Other Business

Nil

8. Close and next meeting.

Meeting Closed at: 11:19am **Next Meeting:** TBA



18.2 CONSTRUCTION AND MAINTENANCE WORKS**Document #:** 23/101707**Department:** Assets and Infrastructure Services**PURPOSE**

To provide a summary of the capital and maintenance works undertaken within Assets and Infrastructure Services throughout the month preceding the November 2023 meeting of Council.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 2 Community Connected through Infrastructure**Strategy:** 2.4 Explore provision of new infrastructure

2.5 Install and upgrade appropriate traffic control device management

2.6 Upgrade and beautification of open (recreation) spaces (e.g. playgrounds, water parks, BBQ areas etc.)

BACKGROUND

This report provides Council with a summary of the capital and maintenance works undertaken within Assets and Infrastructure Services throughout the month preceding the Council meeting.

DISCUSSION

- Roadside vegetation maintenance activities undertaken by Council are detailed in the table below:

Road Name	Start Point	End Point	Status
North			
Nalyappa Road	Coopers Beach Road	Barnes Road	Completed
South			
Twelve Mile Road	Yorke Highway	St Vincent Highway	Ongoing

- Attention to parks, gardens and reserves is ongoing, in accordance with available resources and programming.
- Approximately 88 Customer Service Requests (CSRs) have been attended to by staff throughout the reporting period, with activities including:
 - Repairs to and replacement of signage: Port Clinton, Port Rickaby, Minlaton, Stansbury, Marion Bay
 - Maintenance to public conveniences: Port Victoria, Pine Point, Ardrossan, Minlaton, Port Rickaby, Minlaton, Wool Bay, Weaners Flat, Yorketown
 - Repairs and maintenance to footpaths: Tiddy Widdy Beach, Maitland, Port Clinton, Price, Port Vincent, Yorketown, Edithburgh
 - Response to acts of illegal dumping: Black Point, Port Julia
 - Tree maintenance and planting: Port Victoria, Maitland, Port Clinton, Ardrossan

- Coastal infrastructure maintenance: Balgowan
- Sealed and unsealed road maintenance: Port Clinton, Point Turton
- Tree trimming: Maitland, Ardrossan, Port Clinton, Weetulta, Walk the Yorke
- Weed spraying: Balgowan, Chinamans Well, Port Vincent, Curramulka
- Repairs to ticket machines: Port Vincent, Point Turton, Edithburgh
- Playground equipment maintenance: Price, Port Vincent, Edithburgh, Stansbury
- Boat ramp maintenance: Edithburgh, Point Turton, Stansbury
- Stormwater infrastructure maintenance: Maitland, James Well, Port Julia
- Cemetery maintenance: Port Vincent, Minlaton, Stansbury, Edithburgh, Pink Lake
- Jetpatcher – Staff from Operations South completed a run of Jetpatching in their areas.
- Street sweeping was undertaken in the northern sectors of the Council area.
- The status of road construction and maintenance requirements is summarised in the table below, complementing 2023/2024 budget allocations and 2022/2023 roll overs:

Road	Description of Works	Status / Comments	Estimated Start Date	Estimated Completion Date
Reconstructing and Resheeting				
Nalyappa Road	Reconstruct and re sheet 2.70 km from Chapmans Road to Barnes Road	Earthworks and reforming complete. Material is currently being delivered	September	December
Dowlingville Slant Road	Reconstruct and re sheet 2.43 km from Yorke Highway to Cooke Road	Earthworks and reforming have commenced	October	January
Melton South Road	Reconstruct and re sheet a 7.25 km section from Upper Yorke Road to Wayside Road	Earthworks and reforming completed. Material currently being delivered, forming work has begun	July	November
Corny Point Road	Reconstruct and re sheet 2400m	Delivery of PM220 Completed, forming up has commenced	August	October
Heel Road	Reconstruct and re sheet 4300m	Earthworks have commenced	October	January

- Patrol Grading is ongoing throughout the district aligned with the current circuit, technique, and available resources. The following list provides general information on the output levels over the past 24-day period in respective areas (sectors):

	North	Maitland	South	Central
Output (%)	83	73	82	71
Factors influencing Patrol Grader Operators Productivity				
Annual Leave	1 x 3 days Covered by Construction	1 x 3 days 1 x 1 day Covered by Construction	1 x 3 days 1 x ½ day	2 x 3 days
Personal Leave	1 x 1 day Covered by Construction	1 x 1 day Covered by Construction		
Long Service Leave	2 x 3 days			
Workcover				1 x 1 day
TOIL			1 x ½ day	
Maintenance		1 x ¼ days	1 x ½ day	
Staff Training	1 x 1¼ days	1 x 1¼ days		

- **LRCIP Stage 3 status:**

- 24 projects funded under Local Roads and Community Infrastructure Program Phase Three (due 30 June 2024) are completed with the remaining in progress. Further details are below:
 - In progress:
 - Walking Trail Upgrades.
 - Salt Lake Tourist Trail Upgrades.
 - Lookout and Shelter – Hardwicke Bay.
 - Coastal Management Strategy Projects.
 - Completed:
 - Arthurton Main Street Beautification.
 - Maitland West Terrace Dam.
 - Minlaton Rest Centre Exterior Upgrades.
 - Bush Camp Toilets.
 - Beach Shelters Port Moorowie.
 - Corny Point Township Walking Trail.
 - Port Victoria Barbecues.
 - Balgowan Playground Shelters.
 - Port Victoria Boat Ramp Car Park Extension.
 - Ardrossan Clifftop Playground Equipment Upgrade.
 - Campground Road Upgrade (Port Julia).
 - Edithburgh Jetty Stone Seawall Repairs.
 - Marion Bay Desalination Plant User Pays System.
 - SYP Water Tower Upgrades.
 - SYP Water Tower Extension Project.
 - Maitland Town Hall Upgrades.
 - Stansbury Cemetery Fence Replacement.
 - Stansbury Grandstand Repairs.
 - Ardrossan Town Hall Salt Damp Repairs.
 - Minlaton Town Hall Fire Panel.
 - Corny Point Hall Ceiling and Window Repairs.
 - Disability Access to Port Vincent Institute.
 - Yorketown Area School Entrance Upgrade
 - Township Road Reseals.
- Guranna Wilba Minlagawingga (Good Day at Minlagawi), held on Thursday 12 October, was a hugely successful Nature Festival SA 2023 event, with over 180 children and adults participating in a variety of nature and outdoor wellbeing activities. Delivered with the support of Nharangga Aboriginal Progress Association (NAPA) and a SYP Community Hub and Wellbeing SA partnership, 17 hosts provided 19 activities. The Northern and Yorke Landscape Board supported the attendance of Animals Anonymous. Council staff are thankful for the continuing partnership with NAPA and SYP Community Hub in ensuring the event can be provided.

- **CWMS/Waste Water Treatment Plant (WWTP)**

Maitland

- Gravity drain replacement Yorketown Road
- WWTP filtration unit replacement commenced
- Gravity drain cleaning and inspections programme continuing
- Odour control system upgrade commenced

Ardrossan

- WWTP Filtration unit replacement completed
- Odour control system upgrade commenced

Port Vincent

- WWTP control switchboard PLC failure, replacement unit installed

Stansbury

- Chlorine tank repairs completed
- Irrigation system repairs completed
- Main Pitt Street pump station control switchboard failure, repairs completed

- **CWMS/Desalination Plant (Desal)**

- All back flow prevention devices annual checks completed
- Three monthly water meter readings commenced

(All CWMS, Water Schemes and Stormwater Harvesting Schemes are monitored with water quality testing in accordance with SA Health and Environmental Protection Authority (EPA) licence conditions).

ATTACHMENTS

Nil

19 DEVELOPMENT SERVICES

19.1 PRINCIPLES FOR RURAL LIVING DEVELOPMENT

Document #: 23/100828

Department: Development Services

PURPOSE

To provide Elected Members with the latest information from the State Planning Commission in regard to rezoning of land to facilitate rural living development.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Goal: 1 Economically Prosperous Peninsula

Strategy: 1.2 Deliver strategic and responsible land use planning

BACKGROUND

The current Minister for Planning (the Minister) has resolved not to support any Code Amendment seeking to facilitate rural living at this time due to concerns raised by the State Planning Commission (the Commission). The concerns raised were regarding environmental, social and economic costs that can arise, particularly with the efficient provision of infrastructure, land fragmentation and the resultant impacts on valuable primary production land.

DISCUSSION

The Commission has written to Councils in the State to confirm their shared position with the Minister on Rural Living Code Amendments. The Minister has indicated rural living proposals will only be supported where they have been identified within the new regional plans due to be completed in 2024, and where a code amendment is led by Council. Additionally, the Commission have endorsed four principles to guide proponents as to what the Commission expects to see as part of any future rural living proposals.

The summarised principles being that Rural Living development should be limited to areas where it does not:

1. Impact the future expansion of the urban area/township.
2. Result in the inefficient delivery of infrastructure and social services.
3. Result in fragmentation of valuable productive land.
4. Create land use conflicts that affect the productivity of nearby lawfully operating land uses.

It is noted that the above principles are not an exhaustive lists of the criteria to be addressed in determining Rural Living proposals.

ATTACHMENTS

1. **Correspondence from the State Planning Commission** [↓](#) 

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20722578

16 October 2023

Mayor Darren Braund
Yorke Peninsula Council

By email: darren.braund@yorke.sa.gov.au



Level 10
83 Pirie Street
Adelaide SA 5000

GPO Box 1815
Adelaide SA 5001

1800 752 664
saplanningcommission@sa.gov.au

Dear Mayor Braund

Rural Living Code Amendments

The State Planning Commission (the Commission) and the Minister for Planning (the Minister), the Hon Nick Champion MP (the Minister), have been involved in the assessment of a number of proposals to rezone land for the purposes of rural living development.

Rural living, also referred to as 'country living', involves housing development in rural areas on the fringes of townships and peri-urban areas of metropolitan Adelaide. This type of living can include some level of rural activity such as horse keeping, hobby farming or horticulture. Allotment sizes in rural living areas range from 1,200 square metres up to 20 hectares.

The rezoning of land for rural living purposes is a complex planning issue. Rural living is a legitimate lifestyle and housing choice, and councils often support rural living rezonings as a strategy to increase population and economic activity in regional communities.

However, rural living development can have environmental, social and economic costs that are significantly higher than those of standard residential development. These areas can result in the inefficient delivery of services, removal or fragmentation of viable primary production land, as well as lead to conflict with more intense surrounding farming operations.

Anecdotally, there is often an expectation for a high level of residential amenity and convenient access to services and facilities. This can result in the restriction of nearby farming operations and increased service delivery costs.

In this context, the Commission holds concerns regarding the environmental, social and economic costs that can arise from rural living development. In particular, the efficient provision of infrastructure, land fragmentation and the resultant impacts on valuable primary production land are of significant concern.

The Minister has indicated that he shares these concerns and, on this basis, has resolved not to support any Code Amendment seeking to facilitate rural living development at this time.

saplanningcommission.sa.gov.au



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The Minister has further indicated that rural living style developments will only be supported where they have been identified within the regional planning program and where the code amendment is led by Council.

On 29 June 2023, the Commission considered principles to guide the development of rural living development and to offer clear and consistent messaging across the State about what considerations must be given for identifying suitable land for rural living purposes.

The Commission has endorsed four principles, which are consistent with the overarching strategic directions of relevant State Planning Policies (SPPs). These have been expanded to include guidance to proponents as to what the Commission expects to see as part of future rural living proposals (see enclosed).

The summarised principles state that rural living development should be limited to areas where it does not:

1. Impact the future expansion of the urban area/township (SPP 6)
2. Result in the inefficient delivery of infrastructure and social services (SPP 1 & 6)
3. Result in fragmentation of valuable productive land (SPP 6 & 8)
4. Create land use conflicts that affect the productivity of nearby lawfully operating land uses (SPP 1, 8, 10 & 16)

It is also noted that the above principles are not the only criteria to be addressed in determining the suitability of Rural Living development, with responses to relevant SPPs also required.

I trust the enclosed principles assist in your understanding in determining where future rural living areas may be appropriate.

Yours sincerely



Stephanie Johnston
Acting Chair

Cc: Mr Andrew Cameron, Chief Executive Officer, Yorke Peninsula Council
Enc: The Commission's Principles for Rural Living Development (20209430)

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Principles for Rural Living Development

Preamble

The **Principles for Rural Living Development** (the Principles) have been developed by the State Planning Commission (the Commission) to assist Planning and Land Use Services (PLUS) in the application of State Planning Policies when drafting the regional plans. Specifically, the Commission and Minister have instructed that future Rural Living areas will only be contemplated where they have been identified in a Regional Plan and the subsequent Code Amendment is undertaken by the relevant Council. The Principles constitute guidance from the Commission to PLUS in determining appropriate areas where future Rural Living may be contemplated.

Rural living development to be limited to areas where it does not:

- 1. Impact the future expansion of the urban area/township:**
 - a. The proposal should demonstrate the future 'need' for rural living in the context of the overall settlement pattern and growth objectives.
 - b. Opportunities to increase rural living supply through intensification and/or development of existing rural living areas should be considered in the first instance.
 - c. The proposed rural living area must not compromise future growth fronts. Consideration can be given to the proposed configuration of local roads, size and configuration of allotments that may facilitate future densification and urban expansion.
- 2. Result in the inefficient delivery of infrastructure and social services**
 - a. Rural living occurs where it will not impede 'highest and best use' opportunities associated with available and cost-effective infrastructure access.
 - b. The proposal should be in proximity to existing roads, and accessible to key centres with a range of community facilities and services.
 - c. The proposal should include a cost benefit analysis to determine the cost of the provision of services that community expects (e.g. rubbish collection) and infrastructure (e.g. roads and stormwater systems) against the benefit of a growing population.
 - d. If the Code Amendment is proposed by a private entity, a letter from the relevant council agreeing to the required servicing.
- 3. Result in fragmentation of valuable productive land**
 - a. Consider a range of factors relevant to sustainable primary industries development to determine land use capability and productivity level. Factors include site area, accessibility, soil quality, topography, vegetation, climate (current and anticipated), access to water, potential for erosion, past and surrounding land uses.
 - b. Check PIRSA's Primary Production Priority Areas (PPPA) provisional mapping boundaries.
- 4. Create land use conflicts that affect the productivity of nearby lawfully operating land uses:**
 - a. Consider buffers and setback parameters at the interface with conflicting land uses to protect residential amenity and allow for adjoining uses and businesses to continue to operate and adapt.
 - b. Consider the application of overlays to assist with the equitable management of interface issues (such as the Interface Management Overlay, Significant Interface Management Overlay).

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19.2 INSPECTORIAL REPORT**Document #:** 23/100950**Department:** Development Services**PURPOSE**

To inform Elected Members of the activities of the Inspectorial Team.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 4 Community Engaged and Supported**Strategy:** 4.4 Continue delivering compliance and environmental health services and inspections**BACKGROUND**

This report provides Elected Members with information relating to the activities of inspectorial staff.

DISCUSSION

During the past month, Council's Rangers have undertaken patrols, inspections and investigations regarding by-law and road rules compliance, bush camping, fire prevention, nuisance complaints, pest animals (pigeons and cormorants) and dog and cat management issues.

Dog Attacks/Harassment

There have been no reported dog attacks during the reporting period.

Wandering and Nuisance Dogs

Rangers attended a property at Maitland in relation to ongoing complaints about a dog regularly wandering at large. The Rangers were unable to observe the dog wandering at large. The owner of the dog alleged to have been wandering at large has been cautioned.

Rangers have patrolled the beach at Port Rickaby following reports of dogs not being under effective control and interfering with nesting Hooded Plovers. At the time of the patrols, no dogs were sighted on the beach.

Dog barking complaints have been investigated and will continue to be monitored in Yorketown and Tiddy Widdy Beach. Rangers have also monitored the noise from barking dogs in relation to an ongoing barking complaint in Price.

Cat Control

Council continues to receive complaints in relation to unowned cats in James Well/Rogues Point, Edithburgh and Balgowan. Rangers have investigated and will continue to monitor and work with the community on reducing the impact of unowned cats.

Bush Camping

Rangers continue to conduct patrols of bush camping reserves. The number of campers using the bush camping reserves has increased, with large numbers using the facilities over the recent October long weekend. Council's Rangers commenced their patrols early over this long weekend, paying attention to campers in undesignated areas and those without permits in the designated

areas. There were forty-two (42) show cause notices issued during this reporting period, with nineteen (19) of those issued on the October long weekend.

During this report period twenty (20) expiation notices have been issued in relation to campers and it is expected that a further twenty (20) expiation notices will be issued, mostly to campers who violated Council by-laws over the October long weekend.

Boat Ramps

Routine patrols of boat ramps were undertaken to ensure that users pay for the use of the facilities. Fourteen (14) show-cause notices were issued where the launch permit/ticket could not be observed or confirmed on the EasyPark system. Cautions for failing to display the ticket are given to users who produced a valid permit/ticket and a reason as to why the ticket was not displayed. Records of cautions are maintained to determine repeat offenders.

Twelve (12) expiation notices have recently been issued in relation to boat ramp usage offences.

Traffic Management

Rangers routinely patrol townships for breaches of the Australian Road Rules, including foot patrols, paying particular attention to disabled parking bays and vehicles parking on yellow lines and footpaths.

Two (2) expiation notices were issued to the owners of vehicles for failing to angle park in Ardrossan and Minlaton.

An Ardrossan resident was also cautioned as a result of a complaint regarding their vehicle blocking a footpath.

Local Nuisance and Litter Control

Rangers have been monitoring cormorant numbers and have conducted the Cormorant Management Program at Stansbury and Port Vincent. The program will cease in approximately mid-December as a result of the increase in visitors to the area.

A complaint in relation to a noisy rooster in Arthurton has been addressed.

Fire Prevention

Rangers continue to input data into the Australian Fire Danger Rating System (AFDRS) developed by the Australasian Fire and Emergency Services Authorities Council (AFAC). The data is used to monitor the fuel curing rate and available fuel in tonnes per hectare. As all these sites are cropped, these observations are done weekly until the available fuel is 100% cured and the crops have been reaped.

Council Rangers will commence the second property inspections pursuant to Section 105 of The Fire and Emergency Services Act in late October.

As a result of the dry season, the Fire Danger Season this year commences on 1 November 2023, two weeks earlier than the traditional date of 15 November.

ATTACHMENTS

Nil

19.3 WASTEWATER SYSTEM APPLICATION DECISIONS**Document #:** 23/103630**Department:** Development Services**PURPOSE**

To inform the Elected Members of Wastewater Application decisions for the period 01 October to 29 October 2023.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 1 Economically Prosperous Peninsula**Strategy:** 1.1 Provide easier, streamlined development approval application process**BACKGROUND**

To keep Elected Members informed of Wastewater Application Decisions under delegated authority.

DISCUSSION

There were twenty-one (21) Wastewater Applications processed for the period 1 October to 29 October 2023 (refer Attachment 1).

ATTACHMENTS

1. **Approval Listing - Wastewater System Application Decisions - 01/10/2023 - 29/10/2023**



**LIST OF WASTE CONTROL APPLICATIONS & DECISIONS ISSUED BY THE ENVIRONMENTAL HEALTH OFFICERS
UNDER DELEGATION FOR THE PERIOD 1 OCTOBER TO 29 OCTOBER 2023**

Septic App. No.	Owner	Location	Proposal	Conditions	Assess. No	Decision Date	Applicant
050/087/2022	M M & P A & R H & B C Coles	(SIT 6) Pondalow Bay Road INNESTON	Holding Tank	17	118802	18 October 2023	B Coles
050/225/2022	P Phillips	(Lot 7) 1689 Gleasons Road WHITE HUT	Aerobic System	15	419622	3 October 2023	P Phillips
050/079/2023	A J & A K Murdock	(Lot 888) 111 Main Street WAROOKA	Septic & Soakage	18	109660	16 October 2023	G Wahlstedt Pty Ltd
050/095/2023	G R Kirkland	(Lot 91) 5 Perry Street EDITHBURGH	Septic & Soakage	19	439224	10 October 2023	Selecta Homes & Building Services
050/100/2023	C Kaesler	(Lot 74) Camperdown Terrace PORT MOOROWIE	Aerobic System	21	438929	24 October 2023	C Kaesler
050/101/2023	I Bastian	(Lot 11) 6 Davey Road ROGUES POINT	CWMS Connection	19	33563	6 October 2023	I Bastian
050/102/2023	M S & N Gilsmore	(Lot 100) 65 Scarlett Runner Road THE PINES	Septic & Soakage	20	436634	16 October 2023	M S & N Gilsmore
050/104/2023	R & D Durina	(Lot 11) 11 Trengove Drive POINT TURTON	Septic & Soakage	17	407189	16 October 2023	Selecta Homes & Building Services
050/106/2023	H & S Carra	(Lot 46) 17-21 First Street PORT MOOROWIE	Septic & Soakage	16	227769	17 October 2023	H & S Carra
050/109/2023	B L Warnest	(Lot 14) 26 Osprey Street PORT JULIA	Septic & Soakage	14	313841	6 October 2023	Toby Simmons Plumbing
050/115/2023	C J Hull	(Lot 5) 5/29 Stansbury Road YORKETOWN	CWMS Connection	14	424085	26 October 2023	Country Living Homes

050/121/2023	A Leppa	(Lot 246) 11 Seascape Road POINT TURTON	CWMS Connection	17	411595	6 October 2023	A Leppa
050/124/2023	J J & E Halay	(Lot 147) 6 Elias Street MAITLAND	Septic & Soakage	16	439133	13 October 2023	Selecta Homes & Building Services
050/125/2023	B Groombridge	(Lot 53) 88 Bray Road PORT VICTORIA	Aerobic System	21	425280	5 October 2023	B Groombridge
050/126/2023	B J & P J Broomhead	(Lot 20) 40 Sheoak Road THE PINES	Septic & Soakage	14	113183	3 October 2023	Spartan Plans & Building Services
050/134/2023	P J Butterfield & M A Hough	(Lot 15) 40 Seaview Court STANSBURY	CWMS Connection	12	428508	12 October 2023	Peninsula Plumbing
050/136/2023	A & Z Mutalip	(Lot 1) 27 Seaview Court STANSBURY	CWMS Connection	12	428367	18 October 2023	Longridge Group
050/139/2023	DL Tape & A L Edwards	(Lot 215) 13 Captain Hutchinson Drive POINT TURTON	Aerobic System	19	110924	12 October 2023	TMK Consulting Engineers
050/142/2023	A N Tran & A Smith	(Lot 23) 7 Sailors Street ARDROSSAN	CWMS Connection	15	429597	27 October 2023	Construction Services Australia
050/144/2023	G E Anderson	(Lot 58) 28 Clan Ranald Avenue EDITHBURGH	CWMS Connection	12	430280	27 October 2023	Longridge Group
050/148/2023	M Farrugia	(Lot 157) 9 North Terrace WOOL BAY	Aerobic System	20	217489	25 October 2023	Renowned Plumbing

19.4 DEVELOPMENT APPLICATION DECISIONS**Document #:** 23/103647**Department:** Development Services**PURPOSE**

To inform the Elected Members of Development Application decisions for the period 1 October to 29 October 2023.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN**Goal:** 1 Economically Prosperous Peninsula**Strategy:** 1.1 Provide easier, streamlined development approval application process**BACKGROUND**

To keep Elected Members informed of Development Application decisions under delegated authority.

DISCUSSION

There were forty-five (45) Development Applications processed on the SA Planning Portal for the period 1 October to 29 October 2023 (refer Attachment 1).

ATTACHMENTS

1. **Council Report Attachment - Development Application Decisions - 01/10/2023 - 29/10/2023** [↓](#) 

DEVELOPMENT APPROVALS – DEVELOPMENT ASSESSMENT PORTAL – 1 October to 29 October 2023

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
23029544	D Hosking	3 KULPARA ST CLINTON SA 5570	Verandah	Yorke Peninsula Council	11 Oct 2023	Development Approval Granted
23029377	A Polkinghorne	550 ROOLAMA RD CURRAMULKA SA 5580	Implement Shed	Yorke Peninsula Council	6 Oct 2023	Development Approval Granted
23028365	M French	18 BELMONT CR MAITLAND SA 5573	Dwelling Addition	Yorke Peninsula Council	5 Oct 2023	Development Approval Granted
23027430	C Redding, M Redding	1222 GUN CLUB RD KOOLYWURTIE SA 5575, LOT 54 GUN CLUB RD KOOLYWURTIE SA 5575	Two 250,000L Above Ground Water Tanks	Yorke Peninsula Council	22 Sept 2023	Development Approval Granted
23026654	O Balacco	30 TOWLER ST STANSBURY SA 5582	Outbuilding - Carport	Yorke Peninsula Council	19 Sept 2023	Development Approval Granted
23026477	J Launer, K Launer, S Launer	1218 RICKABY RD PORT RICKABY SA 5575, 1218 RICKABY RD PORT RICKABY SA 5575	Land Division (1 into 2)	Yorke Peninsula Council	19 Sept 2023	Development Approval Granted
23026198	J CLIFFORD	32-34 ARTHURTON RD ARDROSSAN SA 5571	Carport & Verandah	Yorke Peninsula Council	6 Sept 2023	Development Approval Granted
23026154	M Burns	34 MARINA DR PORT VINCENT SA 5581	Verandah	Yorke Peninsula Council	6 Sept 2023	Development Approval Granted
23025892	j Johnson, R Johnson	63 GLEESONS RD WHITE HUT SA 5575	Verandah	Yorke Peninsula Council	5 Sept 2023	Development Approval Granted
23025770	R CROZIER	13 ANZAC PDE STANSBURY SA 5582	Outbuilding - Shed	Yorke Peninsula Council	2 Sept 2023	Development Approval Granted

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
23023533	J Evans	27 DIAGONAL RD ARDROSSAN SA 5571	Verandah	Yorke Peninsula Council	22 Aug 2023	Development Approval Granted
23023387	DC Thomas Pty Ltd	206 MINE HILL RD MAITLAND SA 5573	Implement Shed Extension	Yorke Peninsula Council	11 Aug 2023	Development Approval Granted
23023332	S Goodman	13 KERR ST SHEAOAK FLAT SA 5581	Verandah including a deck.	Yorke Peninsula Council	11 Aug 2023	Development Approval Granted
23023078	K Godfrey, A Godfrey	6 DART CL EDITHBURGH SA 5583	Outbuilding (garage)	Yorke Peninsula Council	18 Aug 2023	Development Approval Granted
23022282	B McEgan	56 JAMES WELL RD JAMES WELL SA 5571	Verandah and deck	Yorke Peninsula Council	7 Aug 2023	Development Approval Granted
23022275	C Harley	4 BARTON RD TIDDY WIDDY BEACH SA 5571	Dwelling extension & verandah.	Yorke Peninsula Council	4 Aug 2023	Development Approval Granted
23021668	A Glazbrook	18 RELIANCE RD PRICE SA 5570	Enclose existing carport & add new carport.	Yorke Peninsula Council	27 Jul 2023	Development Approval Granted
23021566	P Waller	24 DAVIT DR BLUFF BEACH SA 5575	Land Division - 1 into 3	Yorke Peninsula Council	26 Jul 2023	Development Approval Granted
23021529	L Martin	LOT 762 RICKABY RD MINLATON SA 5575	Agricultural building (18m x 15m x 6m)	Yorke Peninsula Council	7 Aug 2023	Development Approval Granted
23020732	J Clift	18939 SPENCER HWY WAURALTEE SA 5573	Verandah	Yorke Peninsula Council	29 Sept 2023	Development Approval Granted

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
23020225	D Chapman	31 MUD ALLY FOUL BAY SA 5577	Outbuilding - Garage	Yorke Peninsula Council	20 Jul 2023	Development Approval Granted
23018783	P Butterfield	40 SEAVIEW CT STANSBURY SA 5582	Single storey detached dwelling	Yorke Peninsula Council	28 Jul 2023	Development Approval Granted
23018276	Castle Hill Pty Ltd	1522 OLD PORT VINCENT RD RAMSAY SA 5575	Implement shed extension to existing farm building and fire water tank.	Yorke Peninsula Council	26 Jun 2023	Development Approval Granted
23017387	M Anderson	1 MCPHARLIN AV PORT VINCENT SA 5581	Outbuilding (attached)	Yorke Peninsula Council	19 Jun 2023	Development Approval Granted
23017211	P Broomhead	40 SHEOAK RD THE PINES SA 5577	Dwelling Addition	Yorke Peninsula Council	3 Jul 2023	Development Approval Granted
23016944	Contech Pty Ltd	LOT 14 CORNY POINT RD CORNY POINT SA 5575	Land Division (1 into 34) Conventional, Six stages.	Yorke Peninsula Council	20 Jul 2023	Development Approval Granted
23016188	J Halay, E Halay	LOT 147 ELIAS ST MAITLAND SA 5573	Single storey detached dwelling	Yorke Peninsula Council	5 Jun 2023	Development Approval Granted
23015108	Yorke Peninsula Council	LOT 3008 BLACK POINT DR BLACK POINT SA 5571	Entrance Wall & Welcome Sign	Yorke Peninsula Council	28 Jun 2023	Development Approval Granted
23014429	r goodes	16 SECOND ST WAROOKA SA 5577	Outbuilding (shed & attached carport)	Yorke Peninsula Council	26 Jul 2023	Development Approval Granted
23013942	A LEPPA	11 SEASCAPE RD POINT TURTON SA 5575	Two storey detached dwelling, retaining wall & fence & outbuilding (shed)	Yorke Peninsula Council	7 Jun 2023	Development Approval Granted

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
23013400	B Warnest	26 OSPREY ST PORT JULIA SA 5580	Single storey detached dwelling	Yorke Peninsula Council	12 May 2023	Development Approval Granted
23011147	G Linke	2 COLLINS BEACH CT THE PINES SA 5577	Dwelling Addition and Renovation	Yorke Peninsula Council	2 May 2023	Development Approval Granted
23010185	A Ceravolo	3 ESPLANADE BALGOWAN SA 5573	Verandah and carport	Yorke Peninsula Council	13 Apr 2023	Development Approval Granted
23009689	V Jurina	11 TRENGOVE DR POINT TURTON SA 5575	Single storey detached dwelling with UMR porch and carport	Yorke Peninsula Council	25 Jul 2023	Development Approval Granted
23009624	E Norman	71 JAMES WELL RD JAMES WELL SA 5571	Dwelling extension . deck extension with verandah at front of dwelling.	Yorke Peninsula Council	6 Apr 2023	Development Approval Granted
23009428	G Varricchio	6 WARRAWEE RD STANSBURY SA 5582	Variation of Development Application 21040429 Increase carport height and clad boundary side of C...	Yorke Peninsula Council	6 Apr 2023	Development Approval Granted
23009394	A Renshaw, S Renshaw	2 MULKRA CT PORT VINCENT SA 5581	Proposed Carport to rear area to store and protect Caravan. The carport will be open and measure ...	Yorke Peninsula Council	4 Sept 2023	Development Approval Granted
23008107	P Leonard, J Leonard	LOT 78 DAVIT DR BLUFF BEACH SA 5575	Single storey detached dwelling, verandahs, alfresco & garage UMR	Yorke Peninsula Council	23 Mar 2023	Development Approval Granted
23006258	G Kirtland	5 PERRY ST EDITHBURGH SA 5583	Single storey detached dwelling.	Yorke Peninsula Council	1 May 2023	Development Approval Granted
23005628	C Kaesler	LOT 74 CAMPERDOWN TCE PORT MOOROWIE SA 5576	Single storey detached dwelling	Yorke Peninsula Council	6 Jun 2023	Development Approval Granted

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
22039512	I Bastian	6 DAVEY RD ROGUES POINT SA 5571	Demolish existing dwelling and construct an elevated dwelling with deck	Yorke Peninsula Council	28 Nov 2022	Development Approval Granted
22035194	B Groombridge	88 BRAY RD PORT VICTORIA SA 5573	Pool house, verandah, inground swimming pool & freestanding spa.	Yorke Peninsula Council	21 Oct 2022	Development Approval Granted
22033363	J Short	703 BEEGOODYE WELLS RD MINLATON SA 5575	Single Storey Detached Dwelling	Yorke Peninsula Council	30 Sept 2022	Development Approval Granted
21028261	T Helps	33 JAMES WELL RD JAMES WELL SA 5571	Outbuilding	Yorke Peninsula Council	22 Sept 2021	Development Approval Granted
21014933	Adam and Amber Murdock	111 MAIN ST WAROOKA SA 5577	Detached Dwelling	Yorke Peninsula Council	30 Jun 2021	Development Approval Granted

20 VISITORS TO THE MEETING

Kirri White and Sven Kirkwood – Item 25.1 – Land Management Agreement – Request Waiver – Lot 269 Bush Track Parsons Beach

DEBATE AGENDA

DEBATE AGENDA

21 MAYOR

Nil

22 CHIEF EXECUTIVE OFFICER

22.1 POLICY UPDATE - PO105 COUNCIL CEREMONIES AND CIVIC EVENTS POLICY

Document #: 23/95811

Department: Executive Services

PURPOSE

To seek Council's endorsement of the updated Policy PO105 Council Ceremonies and Civic Events Policy.

RECOMMENDATION

That Council endorse and adopt the updated PO105 Council Ceremonies and Civic Events Policy for inclusion in Council's Policy Manual and on Council's website.

LINK TO STRATEGIC PLAN

Goal: 5 Responsible Governance and Leadership

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

BACKGROUND

The PO105 Council Ceremonies and Civic Events Policy is due for review after last being updated in February 2020. This policy provides guidelines for Council events such as Australia Day, ANZAC Day, citizenship ceremonies and other civic events.

DISCUSSION

PO105 Council Ceremonies and Civic Events Policy has been reviewed and revised. Attached is a marked up version to enable Elected Members to see the specific changes and we have also attached a clean copy for ease of reference. The changes include:

- Australia Day – The removal of the Minlaton Town Hall as the venue for the Australia Day Celebration. The Australia Day Celebration has been held at the Maitland Town Hall for the past two events, and may be moved to different Council venues throughout the council area, as determined by the Mayor, in consultation with the Elected Members and Chief Executive Officer.
- Removal of the reference to the Corporate Uniform Memo Guidelines.
- A number of grammar corrections/amendments/deletions have been made to ensure the Policy is a compact and concise document relating to the conduct of Council ceremonies and events.
- The removal of the need for community groups to provide the number of attendees at their ANZAC Day event, as this requirement was not helpful to the even distribution of funds.
- Change to the Complaints section to bring the Policy in line with other Council policies.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Executive Assistant to the Mayor and CEO
- Executive Support Officer

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

- Nil

POLICY IMPLICATIONS

PO105 Council Ceremonies and Civic Events Policy



BUDGET AND RESOURCE IMPLICATIONS

A budget allocation of \$6,000 is provided for ANZAC Day support, other Civic Events are at the discretion of the Mayor and CEO. Funding is also incorporated into the budget for Citizenship Ceremonies conducted by the Mayor.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

It is essential that Council has the appropriate policies and delegations in place to ensure legislative compliance.

ATTACHMENTS

1. **PO105 - Council Ceremonies and Civic Events Policy - marked up**  
2. **PO105 - Council Ceremonies and Civic Events Policy - Clean**  



COUNCIL POLICY

Council Ceremonies and Civic Events

Policy Number:	PO105		
Strategic Plan Objective:	4. Community Engaged and Supported		
Policy Owner:	Executive Services	Record Number:	16/14150[v7]
Responsible Officer:	Executive Assistant to CEO & Mayor	Minute Reference:	020/2020 12/02/2020
Date Adopted:	12/02/2020	Next Review Date:	February 2024 February 2022 November 2027

1. POLICY OBJECTIVES

The objective of this policy is to ensure that all Council ceremonies and cCivic eEvents are conducted appropriately, effectively and within the allocated budget.

2. SCOPE

This policy applies to all Council ceremonies and events including Australia Day, cCitizenship ceremonies, cCivic eEvents and support provided for ANZAC Day community ceremonies.

3. POLICY STATEMENT

3.1. Acknowledgement of Country

~~That All future Council meetings, and formal public meetings and events hosted by Council should include, in their opening, an Acknowledgement of Country.~~

3.2. Australia Day

The Australia Day Celebration will be held on Australia Day ~~in the Minlaton Town Hall or an alternative~~ a location as determined by the Mayor ~~and in consultation with the Elected Members and the Chief Executive Officer.~~

Nominations for the Australia Day Awards will be called for in accordance with Australia Day Council guidelines. To be eligible for Australia Day Awards (State and Federal) the nominees must be Australian Citizens, for the local Australia Day Citizen of the Year and other Community Awards, this requirement can be waived at the discretion of the Mayor.

~~Once nominations have closed, t~~he Mayor will manage the selection process to assess all nominations ~~forms received prior to the closing date.~~ Announcement of the winners will be made at the Australia Day Event.

PO105 – Council Ceremonies and Civic Events Policy

3.3. Citizenship Ceremonies

The Mayor is the Minister's representative and authorised to officiate over Citizenship Ceremonies as and when required. If the Mayor is unavailable for whatever reason authorisation is provided to the Chief Executive Officer to preside over the ceremony. All Citizenship Ceremonies will be conducted in accordance with the requirements of the Australian Citizenship Ceremonies Code.

The ~~d~~Dress ~~c~~Code for Citizenship Ceremonies should reflect the significance of the occasion ~~and as such –Conferees will be advised–~~ 'smart casual' attire is suitable.

~~Council staff should refer to the Corporate Uniform Memo Guidelines whilst incorporating the 'smart casual' attire.~~

3.4. ANZAC Day

Council ~~will is committed to supporting support~~ the community to participate in ANZAC Day celebrations across the Council area, as recognition of the national day set aside to commemorate Australia's service men and women who served ~~the our~~ nation with pride and valour in wars, conflicts and peace keeping operations.

~~The legacy of ANZAC day embodies the values of courage, determination and mateship, characteristics which define all Australians.~~

~~It is essential that Council supports and encourages all communities and particularly young Australians, to recognise ANZAC Day and to ensure that the history behind this national day of commemoration is passed on to future generations.~~

Council will provide an annual budget allocation ~~of~~ \$6,000 per annum to be used to subsidise ANZAC Day events and to encourage community involvement.

Funding shall be used for the advertising of events in the local media and the purchase and distribution of floral wreaths to be provided to community groups, upon request to the Chief Executive Officer.

Distribution of the remaining funds will be made to community groups, at the discretion of the Chief Executive Officer ~~and will be used generally to assist with encouraging participants to attend the event and will be based on providing numbers of attendees at their event to Council.~~

A maximum of \$400 will be provided to any community group.

Bublawie Military Museum will be provided with an amount of \$200 to support their ANZAC Day event.

3.5. Civic Events

Other Civic Events will be held at the discretion of the Mayor and Chief Executive Officer. Council holds a community civic event to celebrate National Volunteers Week in May each year.

4. COMPLAINTS

Any complaints relating to this policy ~~can be made in writing are to be directed~~ to the Chief Executive Officer ~~for attention.~~ Complaints will be managed in accordance with Council's Complaints Policy PO147.

5. REVIEW

This policy will be reviewed ~~within every four (4) years of being adopted, then each four years thereafter~~ and as deemed necessary in consideration of in accordance with any

PO105 – Council Ceremonies and Civic Events Policy

changes to legislation, relevant standards, codes and ~~Australia Day Council~~ guidelines, or where Council need occurs.

6. TRAINING

Training needs will be reviewed as part of Council's Training Plan and as necessary in consideration of performance reviews, changes to legislation and relevant standards, codes and guidelines.

7. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

8. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

~~PO001 Work Health Safety and Injury Management Policy~~
PO091 Risk Management Policy

9. REFERENCES AND LEGISLATION

Australia Day Council guidelines
Australian Citizenship Ceremonies Code
~~Acknowledgement of Country~~

10. COUNCIL DELEGATION

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

11. VERSION HISTORY

Version No	Issue Date	Description of Change
1	08/04/2008	<u>Minor Revision.</u>
2	08/06/2010	<u>Minor Revision.</u>
3	10/04/2013	<u>Full Revision.</u>
4	11/05/2016	<u>Full Revision.</u>
5	13/03/2019	<u>Full Revision.</u>
6	12/02/2020	<u>Minor Revision.</u>
7	<u>31/08/2023</u>	<u>Full Revision.</u>



COUNCIL POLICY

Council Ceremonies and Civic Events

Policy Number:	PO105		
Strategic Plan Objective:	4. Community Engaged and Supported		
Policy Owner:	Executive Services	Record Number:	16/14150[v7]
Responsible Officer:	Executive Assistant to CEO & Mayor	Minute Reference:	020/2020 12/02/2020
Date Adopted:	12/02/2020	Next Review Date:	February 2022 November 2027

1. POLICY OBJECTIVES

The objective of this policy is to ensure that all Council ceremonies and civic events are conducted appropriately, effectively and within the allocated budget.

2. SCOPE

This policy applies to all Council ceremonies and events including Australia Day, citizenship ceremonies, civic events and support provided for ANZAC Day community ceremonies.

3. POLICY STATEMENT

3.1. Acknowledgement of Country

All Council meetings, formal public meetings and events hosted by Council should include, in their opening, an Acknowledgement of Country.

3.2. Australia Day

The Australia Day Celebration will be held on Australia Day at a location as determined by the Mayor in consultation with the Elected Members and the Chief Executive Officer.

Nominations for the Australia Day Awards will be called for in accordance with Australia Day Council guidelines. To be eligible for Australia Day Awards (State and Federal) the nominees must be Australian Citizens, for the local Australia Day Citizen of the Year and other Community Awards, this requirement can be waived at the discretion of the Mayor.

Once nominations have closed, the Mayor will manage the selection process to assess all nominations. Announcement of the winners will be made at the Australia Day Event.

PO105 – Council Ceremonies and Civic Events Policy

3.3. Citizenship Ceremonies

The Mayor is the Minister's representative and authorised to officiate over Citizenship Ceremonies as and when required. If the Mayor is unavailable for whatever reason authorisation is provided to the Chief Executive Officer to preside over the ceremony. All Citizenship Ceremonies will be conducted in accordance with the requirements of the Australian Citizenship Ceremonies Code.

The dress code for Citizenship Ceremonies should reflect the significance of the occasion and as such 'smart casual' attire is suitable.

3.4. ANZAC Day

Council is committed to supporting the community to participate in ANZAC Day celebrations across the Council area, as recognition of the national day set aside to commemorate Australia's service men and women who served our nation with pride and valour in wars, conflicts and peace keeping operations.

Council will provide an annual budget allocation of \$6,000 per annum to be used to subsidise ANZAC Day events and to encourage community involvement.

Funding shall be used for the advertising of events in the local media and the purchase and distribution of floral wreaths to be provided to community groups, upon request to the Chief Executive Officer.

Distribution of the remaining funds will be made to community groups, at the discretion of the Chief Executive Officer.

A maximum of \$400 will be provided to any community group.

Bublacowie Military Museum will be provided with an amount of \$200 to support their ANZAC Day event.

3.5. Civic Events

Other Civic Events will be held at the discretion of the Mayor and Chief Executive Officer. Council holds a community civic event to celebrate National Volunteers Week in May each year.

4. COMPLAINTS

Any complaints relating to this policy can be made in writing to the Chief Executive Officer . Complaints will be managed in accordance with Council's Complaints Policy PO147.

5. REVIEW

This policy will be reviewed every four (4) years and as deemed necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, or where Council need occurs.

6. TRAINING

Training needs will be reviewed as part of Council's Training Plan and as necessary in consideration of performance reviews, changes to legislation and relevant standards, codes and guidelines.

7. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

PO105 – Council Ceremonies and Civic Events Policy**8. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS**

PO091 Risk Management Policy

9. REFERENCES AND LEGISLATION

Australia Day Council guidelines

Australian Citizenship Ceremonies Code

10. COUNCIL DELEGATION

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

11. VERSION HISTORY

Version No	Issue Date	Description of Change
1	08/04/2008	Minor Revision.
2	08/06/2010	Minor Revision.
3	10/04/2013	Full Revision.
4	11/05/2016	Full Revision.
5	13/03/2019	Full Revision.
6	12/02/2020	Minor Revision.
7	31/08/2023	Full Revision.

22.2 AUDITED GENERAL PURPOSE FINANCIAL STATEMENTS 2022/2023**Document #:** 23/102894**Department:** Executive Services**PURPOSE**

For Council to receive and endorse the 2022/2023 audited General Purpose Financial Statements and management representation letter.

RECOMMENDATION

That the Council:

1. Endorse the General Purpose Financial Statements for the year ended 30th June 2023;
2. Receive and note the Management Representation Letter provided to Council's External Auditor; and
3. Receive and note the Audit Management Letter provided by Council's External Auditor.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance**Strategy:** 5.1 Openness and transparency of reporting Council's performance

5.2 Effective leadership and informed decision making

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

5.5 Undertake effective risk management

BACKGROUND

As required by the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011, the General Purpose Financial Statements (Statements) for the year ended 30 June 2023 have been prepared and audited.

The Statements have been prepared using Model Financial Statement templates and comply with the Australian Accounting Standards.

The Statements, including notes, associated reports and Audit Management Letter were considered and endorsed by Council's Audit and Risk Committee at its meeting on Tuesday 31 October 2023 and the Committee recommended that they be endorsed by Council. The Audit and Risk Committee also received and noted the Management Representation Letter and endorsed the signing of the Certification of Auditor Independence by the CEO and Presiding Member.

David Papa (Partner) and Matthew Brunato (Senior Manager Audit and Assurance) at Council's external auditor, Bentleys SA Audit Partnership (Bentleys) attended the Audit and Risk Committee meeting on Tuesday 31 October 2023, answering questions and providing commentary on the Statements and audit findings.

DISCUSSION

The attached Statements and Notes provided under separate cover (Attachment 1) to this report have been audited by Council's external auditors, Bentleys, who have provided audit opinions free of any qualifications.

Formal confirmation of audit completion has been provided through the provision of the Audit Management Letter (Attachment 5) and opinions contained within the Statements (Attachment 1).

The Management Representation letter (Attachment 2) has also been finalised and is attached for the Audit and Risk Committee's information.

During the Audit, Bentleys raised with Council staff inquiries and amendments relating to formatting, disclosures, grant funding, classifications, accrued leave balances, asset capitalisation, asset additions, asset disposals, asset revaluations and presentation. These amendments have been actioned to the satisfaction of the auditors and did not have any material impact on the Statements.

A brief financial analysis of the Statements is as follows.

Operating Result

Council's Operating Result in 2022/2023 is a surplus of \$2.96m, which is an increase of \$1.62m in comparison to its 2021/2022 results. The 2021/2022 operating result was a surplus of \$1.34m.

The key drivers behind the improved 2022-2023 operating result are increases to grants, subsidies and contributions income of \$2.36m, rate income of \$1.24m, investment income \$0.41m and user charge income \$0.33m being offset by increased expenditure of materials, contracts and other expenses \$1.42m, depreciation \$0.82m and employee costs of \$0.81m.

A more detailed analysis of the movements (compared to 2021/2022) in Council's various income and expenditure streams as shown on the Statement of Comprehensive Income for 2022/2023 is presented in the table below.

It should be noted that Council continues to receive a significant level of income from available one-off and stimulus grants, such as the Local Roads and Community Infrastructure Program which inflate the income line. In real terms the operating surplus, if adjusted for additional stimulus grants would be significantly lower once corresponding expenditure is accounted for.

	Change (\$)	Change (%)	Comments
Income			
Rates & Service Charges	+\$1.24m	+5%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ General Rates: \$970k ➤ Waste Charges: \$197k
Statutory Charges	+\$22,000	+3%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ Development Fees: \$29k ➤ Septic Application and Inspection Fees: \$39k <u>Major Decreases:</u> <ul style="list-style-type: none"> ➤ Other registration fees: \$47k
User Charges	+\$0.33m	+6%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ Bush Camping: \$234k ➤ YP Leisure Options: \$94k
Grants, Subsidies and Contributions	+\$2.36m	+53%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ LRCIP grants: \$2.2m ➤ Financial Assistance Grants: \$200k (note timing)

	Change (\$)	Change (%)	Comments
Investment Income	+\$0.41m	+393%	Due to increased average cash balance and increased interest rates.
Reimbursements	+\$0.28m	+154%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ Insurance reimbursements: \$160k (change in accounting treatment of Income Protection and Workers Compensation reimbursement with corresponding increase to employee costs)
Other	+\$59,000	+36%	<u>Major Decreases:</u> <ul style="list-style-type: none"> ➤ Risk Incentive funding and award: \$41k
TOTAL INCOME VARIANCE	+\$4.70m	+13%	
Expenses			
Employee Costs	+\$0.81m	+8%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ Salaries and Wages: \$882k (of which \$160k relates to change in accounting treatment of Income Protection and Workers Compensation reimbursements with corresponding increase to reimbursement income plus \$55k for additional part-time ranger position) <u>Major Decreases:</u> <ul style="list-style-type: none"> ➤ Employee Leave: \$62k
Materials, Contracts & Other	+1.42m	+10%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ Leased jetty maintenance: \$299k ➤ Fuel: \$206k ➤ Waste management: \$136k ➤ SA Water tower mural project: \$105k ➤ Plant and machinery maintenance contracts: \$90k ➤ Energy costs: \$73k ➤ Cleaning: \$60k ➤ Professional services (cormorant eradication): \$55k ➤ Insurances: \$46k ➤ ESCOSA Local Government Advice: \$40k

	Change (\$)	Change (%)	Comments
			<ul style="list-style-type: none"> ➤ Local Government election expenses: \$39k ➤ Water usage: \$30k
Depreciation, Amortisation & Impairment	+\$0.82m	8%	<u>Major Increases:</u> <ul style="list-style-type: none"> ➤ Buildings & Structures: \$821k (NB: revaluation) ➤ Plant Equipment & Other: \$219k <u>Major Decreases:</u> <ul style="list-style-type: none"> ➤ Transport Infrastructure: \$234k
Finance Costs	+\$37,000	13%	Repayment of outstanding loans as per loan schedules.
TOTAL EXPENDITURE VARIANCE	+\$3.08m	+9%	
NET IMPACT TO OPERATING SURPLUS/ (DEFICIT)	+\$1.62m	+121%	

For more detail on Council's Operating Result (actual and adjusted), income and expenditure please refer to the Statement of Comprehensive Income, Notes 2 and 3, in Attachment 1.

Capital Expenditure

In 2022/2023 Council capital works and projects expenditure totalled of \$21.4m (2021/2022: \$12.1m), of which \$15.2m was spent on renewal and replacement of existing assets, while \$6.2m was spent on upgrades and new assets. It should be noted that a number of 2022/2023 projects remained unstarted or incomplete at year end and were rolled over to 2023/2024 for completion, impacting the total spent on capital expenditure. Delays in project completion were due to various factors such as pressures created through increased construction activity leading to non-availability of materials and a shortage of contractors and increases to the number of projects required to be completed due to the receipt of one-off stimulus grant funding.

While \$4.9m in grants, contributions and subsidies were received specifically for new/upgraded assets in 2022/2023, Council received additional one-off grants totalling \$2.1m which were used to undertake capital works but have been classified as operating income in accordance with Accounting Standards.

For more detail on Council's capital expenditure, change in depreciation, assets and revaluations please refer to the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Notes 1, 3, 4 and 7 in Attachment 1.

Cash Flows

Council's cash and cash equivalents decreased by \$6.0m over the course of the year ended 30 June 2023, from an opening balance of \$14.1m to a closing position of \$8.1m.

Of the \$8.1m cash and cash equivalents held as at 30th June 2023, approximately \$0.3m represents grant funding received in advance for projects not completed in 2022/2023. The cash and cash equivalents balance as at 30 June 2023 also includes \$0.2m in restricted cash balances relating to Open Space Contributions and amounts held by Council on behalf of certain community trust funds.

For more detail on Council's cash flows please refer to the Statement of Cash Flows and Notes 2(h) and 11 in Attachment 1.

Financial Indicators

Operating Surplus Ratio

Council's Operating Surplus Ratio (OSR) (Indicator 1 in Note 15 of Attachment 1) is 7.3%, an increase of 3.5% compared to 2021/2022. As mentioned earlier in this report the key drivers behind this decline can be attributed to the net impact of increases to grants, subsidies and contributions income of \$2.4m, rate income of \$1.2m, investment income \$0.4m and user charge income \$0.3m being offset by increased expenditure of materials, contracts and other expenses \$1.4m, depreciation \$0.8m and employee costs of \$0.8m.

Through its Long Term Financial Plan (LTFFP) and annual budgets, Council's emphasis will continue to be on maintaining a surplus position in line with sector targets. Council's LTFFP is updated annually to get a better understanding of how its current financial performance will impact future financial performance.

Net Financial Liabilities Ratio

Council's Net Financial Liabilities Ratio (NFLR) of 2% (Indicator 2 in Note 15 of Attachment 1) is 4% higher than the previous year and continues to remain well below Council's maximum allowable ceiling of 100%.

Council continues to retain capacity to borrow funds for capital expenditure in future years should the need arise. The impact of increased borrowings and associated repayment obligations on operating results and financial assets must be considered in any new financing arrangement.

Asset Renewal Funding Ratio

Council's Asset Renewal Funding Ratio (ARFR) is 60% which is a 33% decrease on the previous year and far below its target of at least 100%. Despite a \$5m increase in capital renewal expenditure in 2022/2023 when compared to the prior year the ARFR ratio result declined due to an increased capital renewal expenditure target, being \$13.9m higher than the target for 2021/2022. Annual capital renewal expenditure targets are set with reference to Council's asset management plans and as such the required level of expenditure fluctuates from year to year.

Through its LTFFP, up to date Asset Management Plans, annual budgets and capital works programs, Council's emphasis should be on having a ratio greater than 100% in line with its LTFFP target.

For more detail on Council's financial indicators please refer to Note 15 in Attachment 1.

Report on Financial Results Compared to Adopted Budget

Regulation 10 of the Local Government (Financial Management) Regulations requires the preparation in each year, for the previous financial year, a report showing the audited financial results compared with Council's adopted budget.

This report has been prepared in the format required by the Regulations and recommended in section 3 of the LGA's Financial Sustainability Information Paper 25 – Monitoring Council Budget Performance. The Report on Financial Results is attached (Attachment 3) for the Committee's consideration, with reasons provided for any variances generally greater than 5%.

Comparison to Long Term Financial Plan (LTFFP)

The 2022/2023 audited Statements have been compared to Council's 2022/2023 LTFFP and the comparison is attached to this report (Attachment 4) with reasons stated for significant variations (generally > 5%).

COMMUNITY ENGAGEMENT PLAN

Level 1 – Inform

The Audited Statements and Auditor's Report will be made publicly available via Council's website as part of Council's 2022/2023 Annual Report.

CONSULTATION PROCESS

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

- Corporate Management Team
- Manager Financial Services
- Accountant Financial Operations
- Accountant Financial Management

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

- Bentleys SA Audit Partnership

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Financial implications are as detailed in the body of this report and the attached Statements, Notes and reports.






RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

Model Financial Statements

ATTACHMENTS

1. **Audited General Purpose Financial Statements and Notes 2022-2023 (under separate cover)** 
2. **Management Representation Letter 2022-2023** [↓](#) 
3. **Report on Financial Results Compared to Adopted Budget 2022-2023** [↓](#) 
4. **Report on Financial Results Compared to LTFP 2022-2023** [↓](#) 
5. **Audit Management Letter 2022-2023** [↓](#) 

YORKE PENINSULA COUNCIL

PRINCIPAL OFFICE:
8 Elizabeth Street, Maitland
ALL CORRESPONDENCE TO:
PO Box 57, MAITLAND, SA 5573
Telephone (08) 8832 0000
Email: admin@yorke.sa.gov.au
Website: www.yorke.sa.gov.au



31 October 2023

Our Ref: 23/101579

Bentleys SA Audit Partnership
Level 5, 63 Pirie Street
ADELAIDE SA 5000

Dear Mr Papa

RE: AUDIT FOR YORKE PENINSULA COUNCIL FOR THE YEAR ENDED 30 JUNE 2023

This representation letter is provided in connection with your audit of the financial statements of Yorke Peninsula Council for the year ended 30 June 2023 for the purpose of forming an opinion whether, in all material respects, the financial statements are presented fairly in accordance with the Local Government Act 1999, Local Government (Financial Management) Regulations 1999 and Australian Accounting Standards so as to present a view which is consistent with your understanding of Yorke Peninsula Council's financial position, the results of its operations and its cash flows.

We acknowledge our responsibility for the preparation of the financial statements including adequate disclosure. We also acknowledge our responsibility for the implementation and operation of accounting and internal control systems that are designed to prevent and detect fraud and error.

We confirm, to the best of our knowledge and belief, the following representations:

- We have implemented and maintained sufficient internal controls and processes within the Council and ensure all elected controls regarded as 'core' have been complied with.
- There have been no irregularities involving management or employees who have a significant role in the accounting and internal control systems or that could have a material effect on the financial statements;
- We have disclosed to you all significant facts relating to any frauds or suspected frauds known to us that may have affected the entity;
- We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud;
- We have made available to you all books of account and supporting documentation and all minutes of meetings. Where minutes have not been prepared for recent meetings, a summary of decisions taken at those meetings has been made available to you;
- We confirm the completeness of the information provided regarding the identification of related parties, and balances and transactions with related parties;
- The financial statements are free of material misstatements, including omissions;
- We believe the effects of those uncorrected financial report misstatements noted by you or your staff during the audit are immaterial, both individually and in aggregate to the financial report taken as a whole;
- The Council has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance;

BRANCH OFFICES
MINLATON
YORKETOWN

- We have disclosed to you all known incidences of possible or actual non-compliance with laws and regulations whose effects should be considered when preparing the financial report;
- The following have been properly recorded and, when appropriate, adequately disclosed in the financial statements:
 - The identity of, and balances and transactions with, related parties;
 - Losses arising from sale and purchase commitments;
 - Agreements and options to buy back assets previously sold;
 - Assets pledged as collateral.

- We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements;
- The Council has satisfactory title to all assets and there are no liens or encumbrances on the company's assets, except for those that are disclosed in notes to the financial statements;
- We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent;
- There have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or Notes thereto;
- All claims that have been received in connection with litigation do not require adjustment of or disclosure in the financial statements or Notes thereto;
- There are no formal or informal set-off arrangements with any of our cash and investment accounts. We have no other line of credit arrangements;
- There are reasonable grounds to believe that the Council will be able to pay its debts as and when they become due and payable.



CEO

31/10/2023

Date



Finance Manager

31/10/2023

Date

Yorke Peninsula Council					
2022/2023 Report on Financial Results - Audited Results Compared to Adopted Budget					
STATEMENT OF COMPREHENSIVE INCOME					
	2022/23 Audited Actual \$('000)	2022/23 Original Budget \$('000)	Variance \$('000)	Variance (%)	Comment
INCOME					
Rates	25,668	25,597	71	0.3%	<u>Increases:</u> > Sanitation & Garbage: \$32k > CWMS \$15k > Fines Raised: \$4k > Landscape Levy \$6k > General Rates: \$13k > Rebates Mandatory: \$8k (lower) <u>Decrease:</u> > Rebates Discretionary: \$7k (higher)
Statutory Charges	653	394	259	66%	<u>Increases:</u> > Development Application Fees: \$105k > Fines & Expiations: \$12k > Other Statutory charges: \$5k > Animal Control: \$13k > Septic Tank Administration Fee: \$39k
User Charges	5,980	4,641	1,339	29%	<u>Increases:</u> > Caravan Parks: \$877k > YP Leisure Options: \$96k > Bush Camping Permits: \$347k > Sundry User Charges: \$12k > Water Usage Charges: \$35k <u>Decreases:</u> > Refuse Collection & Disposal: \$19k
Grants, subsidies, contributions - Capital	2,108	3,567	3,215	90%	<u>Increases:</u> > Local Roads & Community Infrastructure Partnerships: \$2.1M > Local Government Infrastructure Partnership: \$770k > Financial Assistance Grants (General Purpose and Identified Local Roads): \$439k
Grants, subsidies, contributions - Operating	4,674				
Investment Income	518	103	415	403%	<u>Increases:</u> > Loans to Community Groups: \$2k > LGFA investment income: \$405k > Bank and other: \$8k
Reimbursements	469	139	330	237%	<u>Increases:</u> > Income protection reimbursed wages and salaries: \$121k > Workers compensation reimbursed wages and salaries: \$39k > Insurance reimbursements: \$87k
Other Income	222	108	114	106%	<u>Increases:</u> > Workers Compensation Special Distribution: \$13k > YP Leisure Options Sundry Income: \$18k > ATO Fuel Rebate: \$7k > Asset Valuation Rebate: \$10k > Sundry income: \$30k
Total Revenues	40,292	34,549	5,743	17%	

Yorke Peninsula Council					
2022/2023 Report on Financial Results - Audited Results Compared to Adopted Budget					
	2022/23 Audited Actual \$('000)	2022/23 Original Budget \$('000)	Variance \$('000)	Variance (%)	Comment
EXPENSES					
Employee costs	10,511	10,472	39	0%	<u>Increases:</u> > Leave: \$39k > Salaries and wages: \$155k (note: capitalised wages \$221k less than budgeted) <u>Decreases:</u> > Superannuation: \$45k > Other employee costs: \$80k (includes reclassification provision allocated to salaries and wages)
Materials, contracts & other expenses	14,967	14,229	738	5%	<u>Increases:</u> > Audit fees: \$14k > Caravan park management fees: \$217k (corresponding to increase in caravan park income) > Port Vincent Foreshore Caravan Park building maintenance: \$40k > Energy costs: \$82k > Fuel: \$205k > Jetty maintenance: \$227k > SA Water Tower Mural Project: \$114k > Footpath maintenance: \$35k > Contractual plant and machinery maintenance: \$75k > Prior expenditure from capital work in progress reclassified as operating expense: \$60k > Foreshore maintenance: \$48k > Contractual cleaning: \$46k > Computer equipment: \$22k > Contribution to Care in Motion (formerly YP Community Transport): \$18k <u>Decreases:</u> > Plant and Machinery Parts: \$14k > Equipment leases: \$17k > Boat ramp dredging: \$70k > Boat ramp dredging strategy: \$30k > ERP Replacement Program: \$495k (rolled to 2023/2024)
Depreciation	11,532	11,115	417	4%	<u>Increases:</u> > Buildings & Structures: \$666k > Plant, Equipment, and Other Assets: \$69K > Impairment: \$43k <u>Decreases:</u> > Transport Infrastructure: \$370K
Finance Costs	323	314	9	3%	Regular repayment of outstanding loans as per schedule
Total Expenses	37,333	36,130	1,203	3%	
OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	2,959	(1,581)	4,540	287%	
Physical resources free of charge	0	0	0	100%	
Asset disposal and fair value adjustments	(848)	0	(848)	(100)%	\$506k of asset write-offs and loss of \$432k on Land and Building disposal have reduced by gains of \$82k of Motor Vehicles & Major plants, \$9k of Minor Plant.
Amounts specifically for new assets	4,936	756	4,180	553%	<u>Increases:</u> > North Coast Road: \$1.1M > SYP Childcare: \$1.6M > Heavy Vehicle Safety and Productivity program round 7: \$605k > Regional Commodities & Freight Routes: \$770k
NET SURPLUS/(DEFICIT)	7,047	(825)	7,872	(954)%	
Other Comprehensive Income					
Changes in revaluation surplus - IPP&E	19,709	0	19,709	(100)%	Land and Building revaluation conducted on 01/07/2022.
Total Other Comprehensive Income	19,709	0	19,709	(100)%	
TOTAL COMPREHENSIVE INCOME	26,756	(825)	27,581	(3,343)%	

Yorke Peninsula Council					
2022/2023 Report on Financial Results - Audited Results Compared to Adopted Budget					
STATEMENT OF FINANCIAL POSITION					
	2022/23 Audited Actual \$('000)	2022/23 Original Budget \$('000)	Variance (\$)	Variance (%)	Comment
ASSETS					
Current Assets					
Cash & Equivalent Assets	8,061	3,170	4,891	154%	Higher closing cash balance due to: > Increased levels of grant funding received at the year end: \$2.1m > Flow on effects of higher than anticipated closing balance at 21/22 year end
Trade & Other Receivables	2,647	1,726	921	53%	<u>Increases:</u> > Rates - General and other: \$68k > Debtors - general: \$463k > Accrued Revenue: \$23k > Prepayments: \$232k > GST recoupment: \$226k <u>Decreases:</u> > Loans to community organisations: \$8k > Council rates postponement scheme: \$11k
Inventories	658	424	234	55%	Increased inventory due to \$300k in rubble stockpiled.
Total Current Assets	11,366	7,046	4,320	61%	
Non-Current Assets					
Financial Assets	246	245	1	0.4%	
Infrastructure, Property, Plant & Equipment	304,470	286,416	18,054	6%	Net impact of asset additions, disposals, depreciation and revaluation.
Total Non-Current Assets	304,716	286,661	18,055	6%	
Total Assets	316,082	293,707	22,375	8%	
LIABILITIES					
Current Liabilities					
Trade & Other Payables	2,593	2,250	343	15%	Reflects carry over grant income for future period recognised as receive in advance.
Borrowings	1,260	1,520	(260)	(17)%	Decreased due to no new borrowings and repayment of existing loans.
Provisions	2,326	2,342	(16)	(1)%	<u>Decreases:</u> > Retirements and resignation of long term employees
Total Current Liabilities	6,179	6,112	67	1%	
Non-Current Liabilities					
Trade & Other Payables	161	22	139	100%	CWMS land management agreement liability was not reflected in 2022/23 budget
Borrowings	5,479	6,364	(885)	(14)%	<u>Decreases:</u> Decreased due to being no new borrowings during the period and reclassifying existing loans from Non current to current.
Provisions	121	220	(99)	(45)%	<u>Decreases:</u> > Retirements and resignation of long term employees and reclassifying existing provisions from Non current to current.
Total Non-Current Liabilities	5,761	6,606	(845)	(13)%	
Total Liabilities	11,940	12,718	(778)	(6)%	
NET ASSETS					
NET ASSETS	304,142	280,989	23,153	8%	
EQUITY					
Accumulated Surplus	(7,134)	(10,789)	3,655	(34)%	Refer to reasons in Statement of Comprehensive Income
Asset Revaluation Reserve	306,409	286,700	19,709	7%	Due to revaluations undertaken on Land and Building on 01/07/2022.
Other Reserves	4,867	3,352	1,515	45%	Budget estimate was only an indicative figure based on best estimates. Year end figure is actual amount in reserve based on actual income received and operating and capital expenditure undertaken during 2022/23.
TOTAL EQUITY	304,142	279,263	24,879	9%	

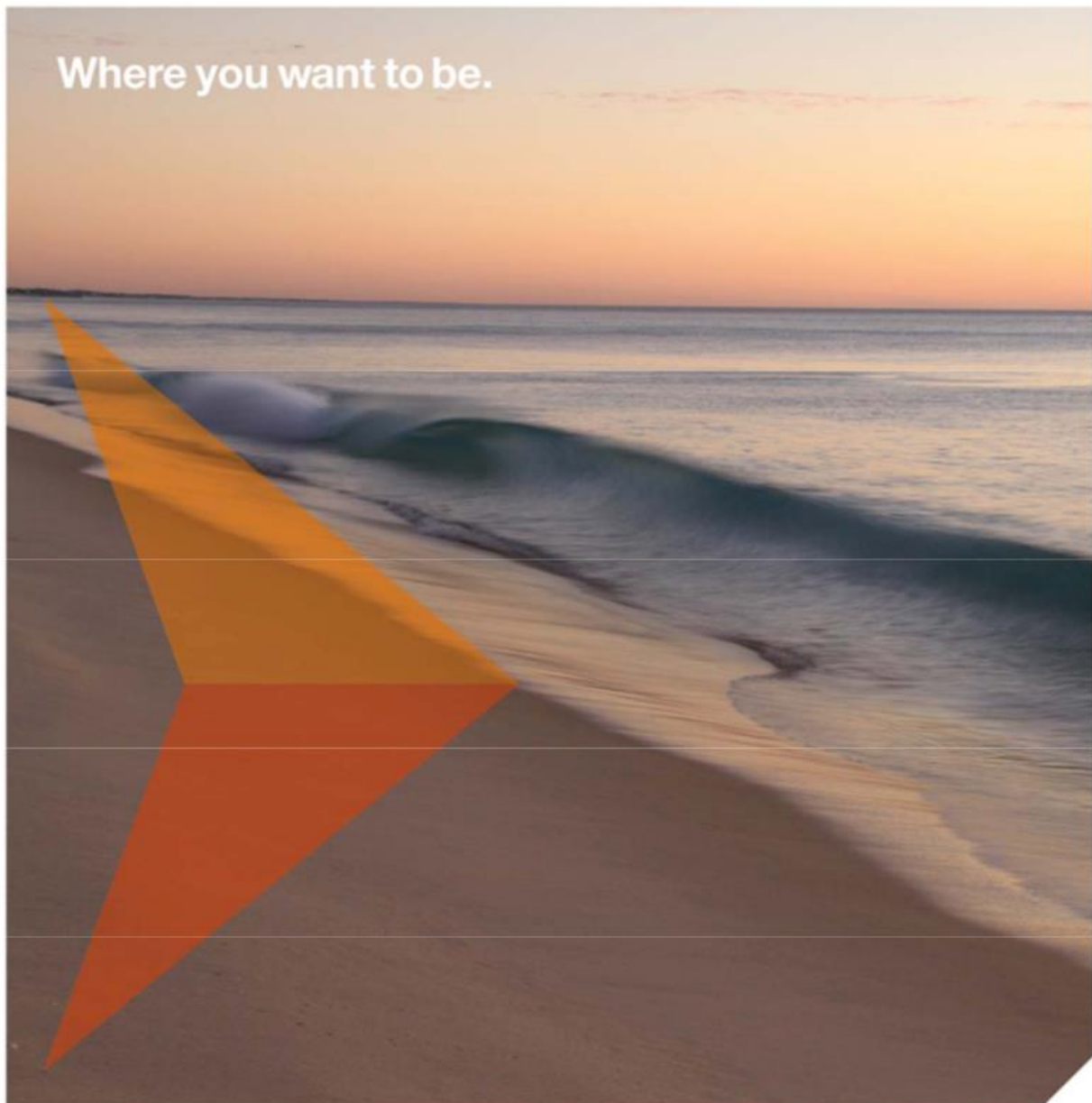
Yorke Peninsula Council					
2022/2023 Report on Financial Results - Audited Results Compared to Adopted Budget					
UNIFORM PRESENTATION OF FINANCES					
	2022/23 Audited Actual \$('000)	2022/23 Original Budget \$('000)	Variance (\$)	Variance (%)	Comment
Operating Revenues	40,292	34,549	5,743	17%	Refer to reasons in Statement of Comprehensive Income
less Operating Expenses	(37,333)	(36,130)	(1,203)	3%	Refer to reasons in Statement of Comprehensive Income
Operating Surplus/(Deficit) before Capital Amounts	2,959	(1,581)	4,540	287%	
Less: Timing adjustment for grant revenue	(98)	0	(98)	0%	Opening and closing balance difference of the Financial Assistance Grant received in advance.
Adjusted Operating Surplus/(Deficit) before Capital Amounts (a)	2,861	(1,581)	4,442	(281)%	
Less: Net Outlays on Existing Assets					
Capital Expenditure on Renewal/Replacement of Existing Assets	(15,114)	(11,375)	(3,739)	33%	Increases: > Land, Buildings & Structures: \$446k > Plant & Equipment and other assets: \$557k > CWMS: \$27k > Transport: \$2.2M > Stormwater: \$167k > Water: \$15k > Work in Progress: \$302k
add back Depreciation, Amortisation & Impairment	11,532	11,115	417	4%	Refer to reasons in Statement of Comprehensive Income
add back Proceeds from Sale of Replaced Assets	449	343	106	31%	Reflective of additional vehicle trades unbudgeted in the adopted 2022/23 budget and better than estimated trade-in values on major plant.
Net Outlays on Existing Assets (b)	(3,133)	83	(3,216)	(3,875)%	
Less: Net Outlays on New and Upgraded Assets					
Capital Expenditure on New/Upgraded Assets	(6,193)	(660)	(5,533)	838%	Increases: > Plant & Equipment and other assets: \$183k > CWMS: \$2k > Stormwater: \$393k > Water Scheme: \$44k > Land, Buildings & Structures: \$345k > Transport: \$2M > Work in Progress: \$2.5M
add back Amounts Specifically for New/Upgraded Assets	4,936	756	4,180	553%	Refer to reasons in Statement of Comprehensive Income
add back Proceeds from Sale of Surplus Assets	3	0	3	100%	Sale of surplus property assets was not envisaged as part of the 2022/23 budget
Net Outlays on New and Upgrade Assets (c)	(1,254)	96	(1,350)	(1,406)%	
Net Lending / (Borrowing) for Financial Year (a) - (b) - (c)	(1,526)	(1,402)	(124)	9%	
KEY FINANCIAL INDICATORS					
Financial Indicator	2022/23 Audited Actual \$('000)	2022/23 Original Budget \$('000)	Variance (\$)	Variance (%)	Comment
Operating Surplus Ratio - %	7.3%	(4.6%)	N/A	11.9%	Result of better than forecast operating result
Net Financial Liabilities Ratio - %	2%	22%	N/A	(19%)	Result of higher closing cash and equivalents and lower loan balances. Refer to comments in Statement of Financial Position above.
Asset Renewal Funding Ratio - %	60%	43%	N/A	17%	Actual result achieved reflects completion of a significant portion of projects rolled over from 2021/2022 into 2022/2023.

Yorke Peninsula Council					
2022/2023 Comparison of Audited Financial Results to Long Term Financial Plan					
STATEMENT OF COMPREHENSIVE INCOME					
	2022/23 Audited Actual \$(’000)	2022/23 LTFFP Forecast \$(’000)	Variance \$(’000)	Variance (%)	Comment
INCOME					
Rates	25,668	25,155	513	2%	Increases: > Waste collection: \$185k > General Rates: \$210k > CWMS: \$17k > Fines Raised: \$88k > Landscape Levy \$12k
Statutory Charges	653	390	263	67%	Increases: > Building/Planning Fees: \$139k > Sundry (Property search fees): \$9k > Fines & Expiations: \$12k > Septic tank applications/inspections: \$57k > Animal Control: \$13k <i>(Building Inspections: \$33k included in the Building/Planning fees above, is classified as Reimbursements in Budget)</i>
User Charges	5,980	4,595	1,385	30%	Increases: > Hall & Equipment Hire/ Property Lease Fees: \$7k > Commercial activity revenue (Bush camping and rentals): \$322k > Caravan Parks: \$950k > Cemetery Fees: \$2k > Water Usage Charges: \$64k > YPLO: \$72k Decreases: > Refuse Collection & Disposal: \$13k > Sundry: \$18k > Boat Ramp Fees: \$2k
Grants, Subsidies and Contributions - Capital	2,108	3,177	3,605	113%	Increases (not forecast): > Local Roads and Community Infrastructure Program: \$2.1m > Special Local Roads - North Coast Road (Stage 1): \$1.2m
Grants, Subsidies and Contributions - Operating	4,674				
Investment Income	518	104	414	398%	Increases: > Higher than anticipated cash balance and interest rate.
Reimbursements	469	147	322	219%	Increases: > Insurance Reimbursements: \$242k > Other Reimbursements: \$40k > Community Group Reimbursements: \$3k > Govt Agencies Reimbursements: \$47k > Administrative Reimbursements: \$22k <i>(Building Inspections: \$33k included in the Budget under reimbursements, is classified as Statutory charges in Actual figures)</i>
Other Income	222	142	80	56%	Increases: > Sundry Expenses: \$86k > Writeback of Land Rehabilitation Provision: \$17k Decreases: > ATO Fuel Rebates: \$23k
Total Revenues	40,292	33,710	6,582	20%	

Yorke Peninsula Council					
2022/2023 Comparison of Audited Financial Results to Long Term Financial Plan					
	2022/23 Audited Actual \$(’000)	2022/23 Original Budget \$(’000)	Variance \$(’000)	Variance (%)	Comment
EXPENSES					
Employee costs	10,511	10,223	288	3%	Increases: > Additional 0.37 FTE Ranger position: \$55k > Change in accounting treatment of income protection, workers compensation and paid parent leave (previously netted off, corresponding increase to income lines): \$212k
Materials, contracts & other expenses	14,967	13,860	1,107	8%	Increases: > Fuel: \$293k > Jetty maintenance: \$242k > Caravan Park Management Fees: \$239k (associated with increased user charges income) > Contractual maintenance for major plant and fleet vehicles: \$130k > SA Water Tower Mural Project: \$120k > Energy: \$76k
Depreciation	11,532	11,115	417	4%	Increases: > Buildings & Structures: \$666k > Plant, Equipment and Other Assets: \$69k > Impairment: \$43k Decreases: > Transport Infrastructure: \$370k
Finance Costs	323	309	14	5%	Regular repayment of outstanding loans as per schedule
Total Expenses	37,333	35,507	1,826	5%	
OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	2,959	(1,797)	4,756	-265%	
Physical resources free of charge	0	0	0	100%	Not forecast in the LTFP due to the inability to accurately estimate value prior to receipt of assets
Asset disposal and fair value adjustments	(848)	0	(848)	(100)%	Not forecast in the LTFP due to the inability to accurately estimate adjustment value prior to being undertaken
Amounts specifically for new and upgraded assets	4,936	756	4,180	100%	Increases: > Special Local Roads - North Coast Road (Stage 1): \$1.2m > Local Government Infrastructure Partnership Program (Upgrade of regional commodity and freight roads): \$768k > Airstrip Grants (Maitland, Minlaton and Yorketown): \$600k > SYP Community Child Care Centre: \$1.6M
NET SURPLUS/(DEFICIT)	7,047	(1,041)	8,088	-777%	
Other Comprehensive Income					
Changes in revaluation surplus - IPP&E	19,709	0	19,709	0%	Land and Building revaluation conducted on 01/07/2022.
Total Other Comprehensive Income	19,709	0	19,709	-100%	
TOTAL COMPREHENSIVE INCOME	26,756	(1,041)	27,797	-2670%	

Yorke Peninsula Council					
2022/23 Comparison of Audited Financial Results to Long Term Financial Plan					
STATEMENT OF FINANCIAL POSITION					
	2022/23 Audited Actual \$('000)	2022/23 LTFP Forecast \$('000)	Variance (\$)	Variance (%)	Comment
ASSETS					
Current Assets					
Cash & Equivalent Assets	8,061	2,922	5,139	176%	Higher closing cash balance due to: > Increased levels of grant funding received at the year end: \$2.1m > Flow on effects of higher than anticipated closing balance at 21/22 year end
Trade & Other Receivables	2,647	1,687	960	57%	<u>Increases:</u> > General Debtors: \$786k > GST Recoupment: \$234k > Prepayments: \$112k <u>Decreases:</u> > Rates Debtors: \$173k > Accrued Revenue: \$1k
Inventories	658	411	247	60%	<u>Increases:</u> > Stores & Materials: \$249k <u>Decreases:</u> > Trading Stock: \$2k
Total Current Assets	11,366	5,020	(5,020)	-100%	
Non-Current Assets					
Financial Assets	246	245	1	0%	
Infrastructure, Property, Plant & Equipment	304,470	282,187	22,283	8%	Net impact of capital additions, disposals, depreciation and revaluation impacts.
Total Non-Current Assets	304,716	282,432	22,284	8%	
Total Assets	316,082	287,452	17,264	6%	
LIABILITIES					
Current Liabilities					
Trade & Other Payables	2,593	2,201	392	18%	<u>Increases:</u> > Grants in Advance: \$138k > Accrued Employee Expenses: \$68k > Amounts held in Trust: \$378k > Accrued Expenses - Other: \$238k <u>Decreases:</u> > Goods and Services: \$350k > Payments received in advance other: \$79k
Borrowings	1,260	1,511	(251)	-17%	Repayments of Loans
Provisions	2,326	2,341	(15)	-0.6%	<u>Decreases:</u> > Remediation Provision: \$3k > Employee Provisions: \$12k
Total Current Liabilities	6,179	6,053	126	2%	
Non-Current Liabilities					
Trade & Other Payables	161	30	131	100%	CWMS land management agreement liability excluded from LTFP modelling.
Borrowings	5,479	6,357	(878)	(14)%	Repayments of Loans
Provisions	121	219	(98)	(45)%	<u>Decreases:</u> > Employee Provisions: \$66k > Remediation Provisions: \$32k
Total Non-Current Liabilities	5,761	6,606	(845)	(13)%	
Total Liabilities	11,940	12,659	(719)	(6)%	
NET ASSETS					
NET ASSETS	304,142	274,793	17,983	7%	
EQUITY					
Accumulated Surplus	(7,134)	(15,216)	8,082	(53)%	Refer to reasons in Statement of Comprehensive Income
Asset Revaluation Reserve	306,409	286,700	19,709	7%	Due to revaluations undertaken on Land and Building on 01/07/2022.
Other Reserves	4,867	3,309	1,558	47%	Budget estimate was only an indicative figure based on best estimates. Year end figure is actual amount in reserve based on actual income received and operating and capital expenditure undertaken during 2022/23.
TOTAL EQUITY	304,142	274,793	29,349	11%	

Yorke Peninsula Council					
2022/2023 Comparison of Audited Financial Results to Long Term Financial Plan					
UNIFORM PRESENTATION OF FINANCES					
	2022/23 Audited Actual \$('000)	2022/23 LTFP Forecast \$('000)	Variance (\$)	Variance (%)	Comment
Operating Revenues	40,292	33,710	6,582	20%	Refer to reasons in Statement of Comprehensive Income.
<i>less Operating Expenses</i>	(37,333)	(35,507)	(1,826)	5%	Refer to reasons in Statement of Comprehensive Income.
Operating Surplus/(Deficit) before Capital Amounts	2,959	(1,797)	4,756	(265)%	
<i>Less: Timing adjustment for grant revenue</i>	(98)	-	(98)	0%	Opening and closing balance difference of the Financial Assistance Grant received in advance.
Adjusted Operating Surplus/(Deficit) before Capital Amounts (a)	2,861	(1,797)	4,658	(259)%	
Less: Net Outlays on Existing Assets					
Capital Expenditure on Renewal/Replacement of Existing Assets	(15,114)	(11,550)	(3,564)	31%	Increased capital projects completed in 2022/2023 with 2021/2022 roll over projects completed and grant funded works undertaken.
<i>add back Depreciation, Amortisation & Impairment</i>	11,532	11,115	417	4%	Refer to reasons in Statement of Comprehensive Income
<i>add back Proceeds from Sale of Replaced Assets</i>	449	292	157	54%	Reflective of additional vehicle trades unbudgeted in the adopted 2022/23 budget and better than estimated trade-in values on major plant.
Net Outlays on Existing Assets (b)	(3,133)	(143)	(2,990)	2,091%	
Less: Net Outlays on New and Upgraded Assets					
Capital Expenditure on New/Upgraded Assets	(6,193)	(255)	(5,938)	2,329%	Increased capital projects completed in 2022/2023 with 2021/2022 roll over projects completed and grant funded works undertaken.
<i>add back Amounts Specifically for New/Upgraded Assets</i>	4,936	756	4,180	100%	Refer to reasons in Statement of Comprehensive Income
<i>add back Proceeds from Sale of Surplus Assets</i>	3	0	3	100%	Sale of surplus property assets was not envisaged as part of the 2022/23 budget
Net Outlays on New and Upgraded Assets (c)	(1,254)	501	(1,755)	(350)%	
Net Lending / (Borrowing) for Financial Year (a) - (b) - (c)	(1,526)	(1,439)	(87)	6%	
KEY FINANCIAL INDICATORS					
Financial Indicator	2022/23 Audited Actual \$('000)	2022/23 LTFP Forecast \$('000)	Variance (\$)	Variance (%)	Comment
Operating Surplus Ratio - %	7.3%	(5.3%)	N/A	12.7%	Result of better than forecast operating result
Net Financial Liabilities Ratio - %	2%	23%	N/A	(21%)	Result of higher closing cash and equivalents and lower loans. Refer to comments in Statement of Financial Position above.
Asset Renewal Funding Ratio - %	60%	45%	N/A	15%	Positively impacted by completion roll over of unfinished 2021/22 projects rolled into 2023/24.



Where you want to be.



October 2023

Yorke Peninsula Council

Final Report of Audit Findings

David Papa, Partner
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dpapa@adel.bentleys.com.au | [bentleys.com.au](https://www.bentleys.com.au)

➤ Advisors ➤ Accountants ➤ Auditors

Yorke Peninsula Council // October 2023

Executive summary

We are providing our final report on the audit of Yorke Peninsula Council for the year ended 30 June 2023.

Dear Mr Rob Reiman

We have conducted our year end audit of Yorke Peninsula Council for the year ended 30 June 2023 and report to management and those charged with governance the following matters for information purposes and for consideration of implementation or corrective action.

At the conclusion of our testing, using the information obtained we determined if there were any material matters or concerns that would impact the decision-making ability of the users of the financial report.

No material matters have been raised, and the following matters reported to management are immaterial and will not impact on your opinions:

Financial statement matters –

1. Transfer of assets from Capital WIP to IPPE
2. High level of annual leave accrued

We intend on issuing an unmodified audit opinion over the financial report of Yorke Peninsula Council.

We would like to take this opportunity to thank management and staff for the assistance provided to us during the course of our audit.

Sincerely,



David Papa

Partner,
+61 8 8372 7900
dpapa@adel.bentleys.com.au

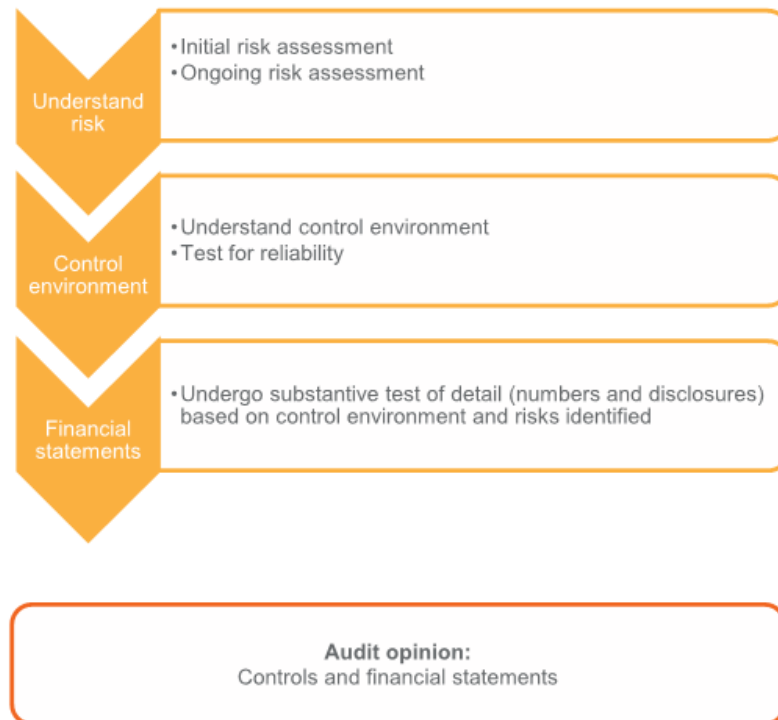


Audit approach

Helping businesses achieve their goals and aspirations.

Bentleys SA's audit approach is based on organisational and financial risk. We develop an understanding of risks for your organisation that relate to the financial statements based on our understanding of your people, your organisation and your sector. This understanding helps us build an audit program that is tailored to you each year and enables us to form an opinion on your financial statements through a target "risk based" approach. The benefits of this approach are:

- Audit efficiency
- Increased organisational assurance
- A review of your control environment
- Timely and effective audits



Identified audit risks

We have identified financial statement risk relating to this year's audit.

Risks identified at planning

Area

Opening Balances

Risk

There is a risk that the opening balances from the previous period are materially misstated.

Audit Approach

Upon discussion with management, it was agreed that our team will perform testing over the comparative figures at an additional cost. This will enable us to gain comfort on the opening balances and comply with the requirements of the Auditing Standards.

Outcome

Satisfactory

Area

Asset revaluation

Risk

The revaluation assessment and timing process for land, building and other structure assets may be incorrect.

Audit Approach

Obtained the independent valuations for buildings and infrastructure and reconcile back to the movement in the fixed asset registers and asset revaluation reserve.

Outcome

Satisfactory





Identified audit risks

<p>Area</p> <p>Internal controls</p>
<p>Risk</p> <p>Key internal controls may not be operating effectively, resulting in error or misstatement in management or statutory financial reporting.</p>
<p>Audit Approach</p> <p>We performed testing over the control environment based on the testing cycle in our audit plan.</p>
<p>Outcome</p> <p>Satisfactory.</p>
<p>Area</p> <p>Revenue recognition</p>
<p>Risk</p> <p>There is a risk that grant revenue for capital works may be incorrectly recognised due to the majority roll over of 2022 capital works projects into 2023.</p>
<p>Audit Approach</p> <p>We have reviewed selected grant agreements and based on the AASB 15 and AASB 1058 we made an assessment if grant had been accurately classified as revenue in advance.</p>
<p>Outcome</p> <p>Satisfactory</p>



Identified audit risks

Area

Capital WIP and Project Costs

Risk

There is a risk that capital WIP may contain material misstatements, errors, or omissions that could have a significant impact on the financial statements of the council. An inappropriate rate for overhead costs may be used.

Audit Approach

Obtained an understanding of key processes and performed audit procedure to ensure controls in place were operating effectively.

Performed substantive testing over a sample of capitalised costs during the year and ensured the cost allocation to the projects was accurate.

Selected a sample of projects that had been capitalised during the year and compared the date the asset was ready for use to the date it was entered into the fixed asset register and depreciated from.

Outcome

Satisfactory. We found the allocation of capitalised costs to relevant project codes to be accurate and the allocation of overheads to be reasonable.

Refer to the matter on page 7 for matters identified relating to the transfer of assets to the fixed asset register.



Financial statement matters for the year

We bring the following financial statement matters to your attention in relation to your financial statements

Issue

1. Transfer of assets from Capital WIP to IPPE

Observation

During our testing of capital WIP and the transfer of completed assets to their respective Infrastructure, Property, Plant and Equipment (IPPE) categories, we identified several assets that had been commissioned and were ready for use during the financial year but were not transferred from Capital WIP until 30 June 2023.

Risk

Material understatement in depreciation expense.

Significance

We performed an assessment for the understatement in depreciation in the current year and found the amount to be immaterial. As such, this will not impact our audit opinion over the financial report.

However, this may become material in future periods depending on the value of assets capitalised in the year and the operating surplus.

Recommendation

We recommend assets be transferred from capital WIP to IPPE and depreciated from the date the asset is deemed ready for use.

Management response

The audit team have correctly identified Council's historical practice of transferred Capital Work in Progress (WIP) to Infrastructure, Property, Plant and Equipment (IPPE) at 30 June instead of when commissioned and ready for use. This practice excludes motor vehicles and heavy plant and machinery which have been capitalised from date of purchase historically.

We acknowledge that for the 2022-2023 financial year this approach has been assessed as having an immaterial impact but presents a potential risk for future periods. In consideration of this assessment Council staff will take steps to ensure the date at which capital WIP is added to its asset register and subsequently depreciated corresponds with the point in time the asset is commissioned and identified ready for use or at the least correlates with the month at which the asset is commissioned and identified ready for use in Councils monthly capital projects update report for all capital WIP projects from 1 July 2023 onwards.





Financial statement matters for the year

Issue

2. High level of annual leave accrued

Observation

We identified 7 employees who have accrued over 304 hours of annual leave.

Implications

There are several implications of excessive leave balances, including:

- Higher employee costs in the future due to salary increases
 - Work, health and safety implications
 - Disruptions to service delivery when employees eventually take lengthy periods of leave; and
 - Employee fraud remaining undetected
-

Significance

As this matter does not result in a material misstatement, it will not impact our audit opinion over the financial report.

However, management should still put procedures in place to encourage staff to take their leave on a regular basis.

Recommendation

Employees should be encouraged to use their entitlements to allow them to stay refreshed and allow for some rotation of duties. Monitoring of high leave balances should take place on a regular basis.

Management response

Council policy (PO173) Leave Management (the policy) provides guidance to staff in relation to the management of employee leave entitlements and has been attached for your reference.

The audit team have correctly identified the existence of seven (7) Council employees with annual leave entitlement balances over 304 hours limit established by the policy.

In accordance with the policy employees with a leave balance exceeding the allowable thresholds are required, in consultation with their manager/supervisor to discuss and document their future leave arrangements using the standard form (SF395) Individual Leave Management Plan. The policy has a requirement for the CEO to approve any delay in the taking of leave beyond twelve (12) months from the start of the plan.



Financial statement matters for the year

Should an employee be unable to agree upon an individual leave management plan or fail to comply with an approved plan the CEO may direct the employee to take leave providing a minimum of 60 days' notice to the employee.

Of the seven (7) employees identified to have an annual leave entitlement balance exceeding the 304 hours limit at 30 June 2023, only five (5) continue to have a leave balance exceeding 304 hours as at 20 October 2023.

Of these employees, four (4) have provided notice of intention to take annual leave during the next 12 months and/or have a leave management plan in place. The final staff member who had an excessive leave balance at year end had subsequently reduced their annual leave balance in August and has now, only recently, exceeded the threshold again. As such, this staff member's supervisor will be notified to implement a new plan following the next pay period.

Managers and Supervisors are notified of excessive leave balances periodically to ensure enforcement of policy requirements. We believe no further action is required in relation to this audit finding.



Yorke Peninsula Council // October 2023

Matters for those charged with governance

Fraud

Whilst fraud is not the primary consideration when conducting an external audit, we have not identified any fraud as a result of our audit.

We believe it is important for management to continually consider and assess the control environment of the entity to identify areas where fraud can occur and ensure that those opportunities are removed and or monitored to reduce the risk and impact of fraud.

Legal compliance

Through our audit procedures we have not become aware of any non-compliance with applicable laws and regulations.

Financial reporting and accounting policies

We believe the accounting policies elected for the Council are reasonable and their application provides sufficient information for use of the decision makers.

Going concern

As part of our assessment, we considered the appropriateness of the going concern assumption concluded by the Council and management. Our procedures indicate that this assumption is fair and that the going concern convention is appropriate.

Cooperation with management

The management team has been helpful and cooperative throughout the conduct of this year's audit.



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➤ Advisors ➤ Accountants ➤ Auditors

22.3 ADOPTION OF THE 2022-2023 ANNUAL REPORT**Document #:** 23/98231**Department:** Executive Services**PURPOSE**

For Council to consider, approve and adopt the Annual Report for 2022-2023.

RECOMMENDATION

That Council adopts the Annual Report for 2022-2023, which includes the adopted financial statements of Council and incorporates the Legatus Group Annual Report and their financial statements.

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

BACKGROUND

Under Section 131 of the Local Government Act 1999, Council is required to prepare and adopt the Annual Report prior to 30 November of each year. The draft Annual Report 2022-2023 is provided as a separate cover attachment.

DISCUSSION

The draft Annual Report 2022-2023 outlines all information required by the Local Government Act 1999 in addition to providing a thorough record of Council's undertakings and achievements for the 2022-2023 financial year. This includes how works and initiatives have aligned with the goals of Council's Strategic Management Plan, Long Term Financial Plan and Annual Business Plan.

The Annual Report includes Council's Adopted Financial Statements as required by legislation. The Financial Statements are adopted prior to inclusion in the Annual Report.

The Annual Report and Adopted Financial Statements of the Legatus Group, a committee established under Section 43 of the Local Government Act 1999, are also included as required by legislation.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Corporate Management Team
- Community Development and Engagement Officer
- Manager Economic Development and Business Sustainability
- Manager Financial Services
- Relevant Council staff

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

- Nil

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Important issues of legislative compliance, transparency and accountability are included in the Annual Report. Refer Sec 131 of the Local Government Act 1999.

ATTACHMENTS

1. Draft 2022-2023 Annual Report (under separate cover) 

23 CORPORATE AND COMMUNITY SERVICES

23.1 EDITHBURGH TIDAL POOL SHARK DETERRENT NET

Document #: 23/72023

Department: Corporate and Community Services

PURPOSE

For Elected Members to consider accepting full care and control of the Edithburgh tidal pool shark deterrent net.

RECOMMENDATION A

That Council accept to take full care and control of the Edithburgh Tidal Pool Shark Deterrent Net and engage a contractor to undertake the recommended assessment and monitoring requirements as presented.

or

RECOMMENDATION B

That Council does not accept to take full care and control of the Edithburgh Tidal Pool Shark Deterrent Net.

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

There is a tidal rock pool constructed on the shore at Edithburgh, approximately 350m north of the town jetty, opposite George Street. This tidal pool has an area of water around it which is proposed to be netted off to help prevent sharks accessing the area. On 8 September 2021, a letter addressed to Council from Keryn Dawes (Edithburgh Tidal Pool Committee) advised that there has been multiple requests, by many Edithburgh residents, to further investigate the possibility of installing a shark deterrent net in this location. Several discussions have ensued between Council, the Edithburgh Progress Association and consultant engineers (Terry Magryn – Consultant Mining, Civil, Structural and Coastal Engineering) around the proposed design, installation and maintenance requirements of the netting.

An in-water net is proposed to be installed around an area of open water at the Edithburgh Tidal Pool to reduce the incidence of sharks in the public swimming area outside the tidal pool. The net has been designed to extend out from the shore in five (5) individual sections. Each section of net varies in length between 13 meters and 17.7 meters. Sections of net are configured so that they connect to the shore (net 1 and the curtain net), to existing piles and to the adjacent net.

The proposed net arrangement can be found in Attachment 1 – Shark Net Layout Plan.

DISCUSSION

Council has gained advice from Local Government Association of South Australia Mutual Liability Scheme (LGAMLS) regarding compliance as Community Insurance would only take on damage insurance and this would only be for vandalism or damage from impact damage (e.g., a boat). The LGAMLS rules say that members are indemnified for all civil liability risks, with no exclusions, and that Members also have a corresponding obligation to take reasonable risk management measures

to prevent a liability claim arising. That obligation to manage risks to a reasonable standard is important because the LGAMLS is a discretionary mutual fund (a form of self-insurance for the sector as a whole) and the LGASA Mutual Pty Ltd Board can decline to indemnify a particular civil liability situation if it has reasonable grounds to believe that the Member was not managing that risk in a diligent enough manner.

Given the research and preparatory work that had been done by Council and its engineering consultants (Magryn), and with the addition of some risk management measures such as warning signs about not getting too close to the netting (as well as other risks – tidal movement, depth indicators, supervising your children, other marine hazards if any), the LGAMLS would have no reason to decline to indemnify Council for the net if any incident occurred (Attachment 2).

Council's ability to get the LGAMLS to cover the net itself hasn't been in question, the contention has been centred on the activities relating to the Assessment and Monitoring Recommendations detailed in Magryn's report (Attachment 3). Both Council and Edithburgh Progress Association's ability to get public liability insurance to cover these activities has been the issue.

Staff are aware that shark deterrent nets/enclosures have been deployed in numerous locations across the Southern, Eastern and Western States. Council staff initiated discussions with the Copper Coast Council (Wallaroo seasonal swimming enclosure), and the Shire of Esperance – James Street Beach Enclosure (WA) investigating maintenance and inspections requirements, including insurance coverage, on each of their nets. Both Council's use contractors to carry out maintenance and inspection requirements, and both state that they "do not have any other special insurance" additional to the cover which is provided by the LGAMLS. Indicative contractor costs being - annual install/deploy approx. \$4,000 each, and monthly inspections approx. \$3,000 each. Ongoing annual costs of approx. \$14,000 excluding any additional repair/maintenance costs.

Assessment and Monitoring Recommendations

Assessment and monitoring recommendations have been set out by Magryn Engineering Consultants (Attachment 3). It is proposed that the nets are to be installed over the summer season only (December to February). Outside of this period, the nets are to be removed and stored on land. It is noted that the area inside the nets should be regularly monitored (several times each day) by lifesavers or volunteers, and if a shark is noted inside the nets, the area should be evacuated until the shark is released. Any release of a trapped shark needs to be formally reported.

Most of the net structure is located underwater and any damage may not be apparent from the surface or from the shore. Each month, and immediately following a storm event, the line of nets should be inspected from underwater by a suitably qualified, licenced, accredited and insured operator. Maintenance inspection reports are to be formally reported on.

Above surface components are to be visually inspected and reported on by the lifesaver or tidal pool volunteer(s) on a weekly basis.

Other things to consider

- Cost of engaging and utilising contractors to undertake the required installation, decommissioning, maintenance and monitoring has not been budgeted for.
- Insurance costs for the net have not been budgeted for.
- Signage costs.
- Materials and construction of replacement netting in the event of damage.
- Environmental impact (sea floor, accumulation of litter, sea grass and marine growth, trapping of marine animals).
- Vandalism/misuse.
- Anchor/fixation point preparation – noted in conversation with contractor (WhyDive) that the pre-preparation (removal of surface debris, lagging, etc) of the steel piles is important for longevity.

Edithburgh Progress Association have formally asked (Attachment 4) that Council accept (be gifted) the shark deterrent net free of charge, with the ideal outcome being for Council to take out the required insurance coverage of the net, engage a suitably experienced, qualified and accredited

contractor to undertake the required inspection, installation and removal requirements, with the Progress Association supporting Council's undertakings by providing both in-kind and financial support (an estimated \$14,000 per annum committed 2023-2025). Should the recommendation to take full care and control of the net and engage a contractor to undertake assessment and monitoring recommendations be endorsed, a Management Plan, including a Memorandum of Understanding (MoU) with Progress, will be established outlining the obligations of both parties, including, but not limited to, financial contributions (no financial obligation for Council) and routine sea-level visual inspections for the first two years, pending a formal review at that time.

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
- Governance Officer
- Operations Manager
- Senior Safety Advisor (Audit and Risk)
- Senior Safety Advisor (High Risk)

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

- Edithburgh Progress Association
- Local Government Association of South Australia Mutual Liability Scheme
- Local Community Insurance Services
- Magryn Engineering Consultants
- Copper Coast Council
- Shire of Esperance (WA)
- Tony Bramley (WhyDive – Whyalla)

POLICY IMPLICATIONS

PO091 Risk Management Policy

PO128 Asset Management Policy

BUDGET AND RESOURCE IMPLICATIONS

Funding for the whole-of-life costs of the proposed shark deterrent net will require additional budget adjustments beyond those already accommodated for in this year's Annual Budget and Council's Long Term Financial Plan.

Edithburgh Progress Association will be invoiced for actual costs incurred.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Association of South Australia Mutual Liability Scheme

Local Government Act 1999

ATTACHMENTS

1. **Shark Protection Net Assessment - Magryn Engineering** [↓](#) 
2. **Public Liability Cover - Local Government Risk Services** [↓](#) 
3. **Assessment and Monitoring Recommendations - Magryn Engineering** [↓](#) 
4. **Request for Acceptance - Edithburgh Tidal Pool Shark Deterrent Net - Edithburgh Progress Association** [↓](#) 



**Shark Protection Net Assessment
Edithburgh Tidal Pool
Edithburgh**

For: Yorke Peninsula Council
Att: Mr. S. Goldsworthy

22005
17 March 2022

SCOPE

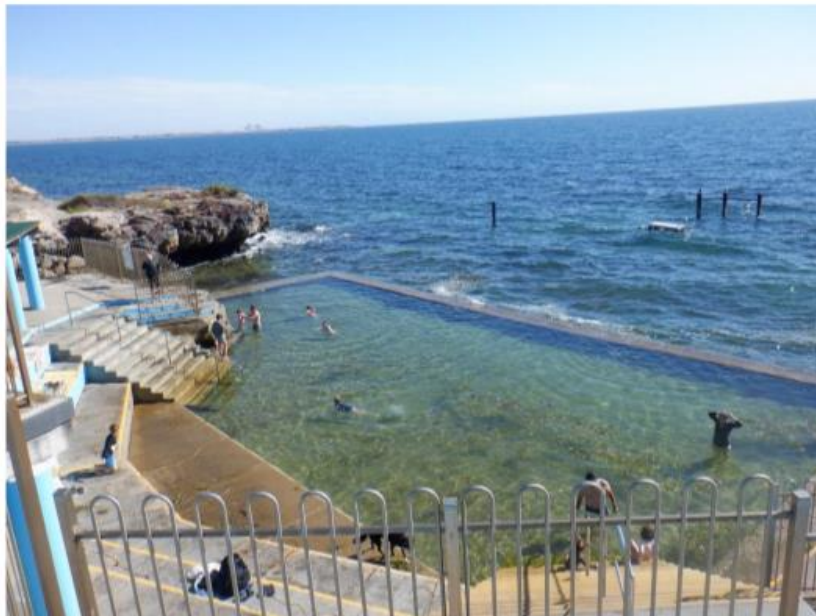
An in-water net is proposed to be installed around an area of open water at the Edithburgh Tidal Pool to reduce the incidence of sharks in the public swimming area outside the tidal pool. This net extends from two rocky sections of coast out to a distance of approximately 30m from shore.

It must be noted that this installation is a shark deterrent net, and not a shark proof net. Sharks may be able to enter the netted swim area due to:

- Gaps in the netting,
- Damage to the netting,
- Via the curtain escape area along the southern edge.

The netting/treatment of the curtain escape area along the southern edge of the netted area is not included in the scope of this document.

This report reviews the suitability of the proposed net and net support structure.



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SHARK NET 22005

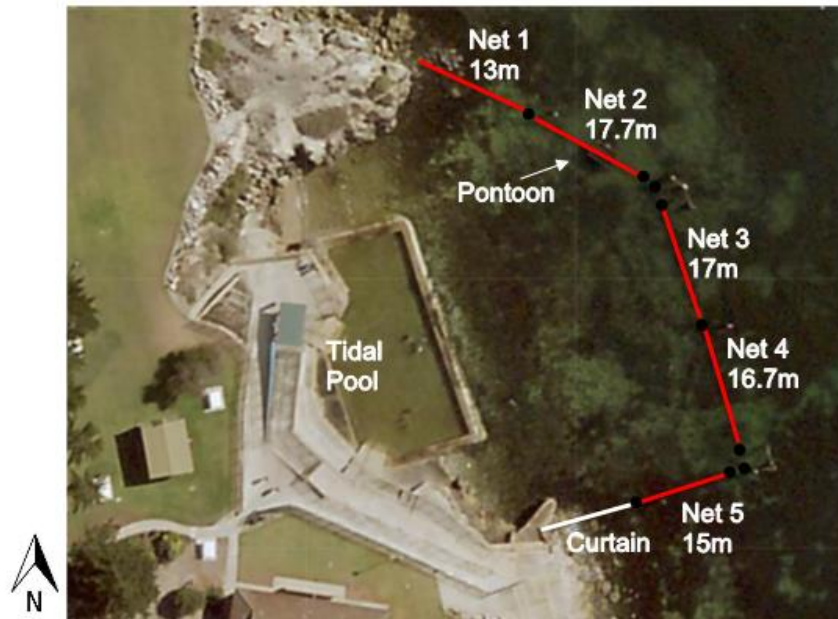
GENERAL

There is a tidal rock pool constructed on the shore at Edithburgh, approximately 350m north of the town jetty, opposite George St. This tidal pool has an area of water around it which is proposed to be netted off to help prevent sharks accessing the area.



Magryn & Associates Pty. Ltd.

SHARK NET 22005



There are 5 sections of net, ranging from 13m to 17.7m long, strung between piles driven into the sea bed and the shore.

It is proposed that the nets will traverse:

- Net 1 at the northern end from the rocky shore out to a single pile, which is a distance of 13m.



Magryn & Associates Pty. Ltd.

SHARK NET 22005

- Net 2 along the northern end, from the single pile to a group of 3 corner piles which is a distance of 17.7m. There is a floating pontoon anchored adjacent to this net.
- Net 3 along the eastern side from the northern corner group of 3 piles to a single pile, which is a distance of 17m.



- Net 4 along the eastern side from central single pile to the southern corner group of 3 piles, which is a distance of 16.7m.
- Net 5 along the southern side from the southern corner group of 3 piles to a central single pile, which is a distance of 15m.



- There is to be a curtain escape net along the southern side from the single central pile to the rocky shore, the design and specification of

Page 4

Magryn & Associates Pty. Ltd.

SHARK NET 22005

which is not included in this report. This curtain net is operable to remove any trapped animals or accumulation of weed.

The rocky shore anchor points for the nets are eyebolts anchored into the rock.



The groups of 3 piles at the southern and northern corners of the enclosure all have cross beams between the tops of the piles.



Magryn & Associates Pty. Ltd.

SHARK NET 22005

The piles are typically 250 square hollow section and reportedly 17mm thick, installed in 1980 by driving nominally 11m into the seabed. The crossbeams are 125 equal angle.

The tops of the piles and crossbeams are heavily rusted, however, the lower sections of the piles are in good condition with some marine growth and minimal corrosion.



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Magryn & Associates Pty. Ltd.

SHARK NET 22005

PROPOSED NET ARRANGEMENT

The proposed net arrangement is as follows:

- Net to be tuna cage netting, comprising 4mm fibre rope in a 100x100mm grid.
- Top net supported on white polystyrene floats (interconnected with 10mm rope) with the net suspended using 10mm rope with 450kg rated shark clips, and another 13mm fibre rope along the top edge of the net.



- The net is in 5 separate panels 13 to 17.7m long each, suspended between piles. The panels are joined with 100mm shark clips.
- The top of the net is nominally 200 to 300mm below the water surface level, so that the surface weed floats over.
- There are no weights on the bottom of the net, which hangs down in the water column. The nominal water depth at the outer section of the net enclosure is 4m maximum.
- The floats, nets and top support rope are connected to the piles with blue slider rings around the piles which raise and lower with changing water depths.

Page 7

Magryn & Associates Pty. Ltd.

SHARK NET 22005



- There is an orange A2 plastic float midway between piles for increased visibility to vessels.



- The panels and ropes will be installed with a 2m bow in the top net support rope between piles to reduce the loading onto the piles.

Page 8

Magryn & Associates Pty. Ltd.

SHARK NET 22005

It is proposed that the net will be installed for a 3 month period over each summer, then removed for cleaning and storage, ready for reinstallation the following summer.

METHOD OF OPERATION

The nets are hung in sections between existing steel driven piles which are located along the required alinement of the nets.

The nets will be installed for only 3 months per year over summer. After this they will be removed for cleaning and repair and moved to storage prior to being reinstalled for the next season.

The nets are supported on floats along the surface, suspended 200 to 300mm below water surface level to allow any surface weed to float over. This arrangement allows the top of the net to adjust with changing water levels. The nets hang down under the floats to the seabed below.

The floats along the top of the nets have orange high visibility floats mid distance between steel support piles for increased safety.

WATER LEVEL VARIATION

The water level at site varies with tidal action, and other atmospheric effects which are super-imposed on the tides. These atmospheric effects include:

- Air pressure variation. A low air pressure level will produce an increase in the sea level of up to 0.3m.
- Storm surge. Wind action may push the water up against the coastline causing an increase in water level. This is very pronounced at the top of the gulfs, but less significant at the base of the gulf (where Edithburgh is located) or on an open coast.
- Wave action will provide water level variation as a wave passes, but also the still water level on the shore side of the wave breaker zone is higher than the still water level out at sea, due to the energy expended in the wave breaking.
- Sea level rise over time due to climate change effects. This is predicted to be 0.3m to 2050, and an additional 0.7m to 2100.

Current tidal water levels at site are:

Mean High Water Springs (MHWS)	2.0m CD (Chart Datum)
Mean Sea level (MSL)	1.2m CD
Indian Springs Low Water (ISLW)	0.0m CD

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Magryn & Associates Pty. Ltd.

SHARK NET 22005

This gives an extreme tidal variation of 2m. Additional to this, the current 1 in 100 year Average Return Interval high water event level is approximately 1.8m above Mean Sea Level, or 3.0m CD.

The tide level at the time of inspection at site was approaching a low water level of 0.2m CD.

Based on this, the water level at MHWS would be near the tops of the piles, with a water depth up to 4m.

LOAD ASSESSMENT

The loads on the nets and supporting posts are due to water/wave action on the nets, which are transferred into tension in the top edge support ropes. This rope tension provides a pull on the supporting SHS piles.

The wave/water loading is dependent on:

- The maximum water velocity through the net. This will be produced by a breaking wave.
- The width of loading of the wave over the net. Given that only the top of the net is restrained this loading width has been taken as 1m.
- The span of the rope between support posts (maximum 17.7m) and the deflection of that rope from a straight line. More deflection in the rope results in a lower tension force in the rope. The rope will be installed with a nominal 2m deflection, and the loading calculations are based on this.

The maximum water depth at MHWS is approximately 4m. This will allow a maximum breaking wave height of 3.1m. any waves larger than this will break in deeper water, and hence are not the critical design case.

Calculations have been undertaken (and are attached) for wave loading onto the nets assuming:

- 3.1m high breaking wave on the nets.
- A wave period of 10 seconds. Shorter period waves will not be as critical.
- The water particle velocity at breaking equals the wave celerity (which is the definition of wave breaking).
- The wave face is parallel to the net so that the entire net is loaded at one moment. This is unlikely to be the case as a breaking wave is likely to impact only a section of the net at any time.
- The wave loading applies to the floats and 1m top section of net only. The wave effect below the surface rapidly reduces, and the bottom of the net at the seabed is not restrained, allowing it to move with the wave impact.

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Magryn & Associates Pty. Ltd.

SHARK NET 22005

Using the above, the tension in the longest net (17.7m) allowing a 2m category deflection is approximately 55kN. This load is applied to the main 13mm support rope at the top of the net.

This is a working load in the rope of 55kN. The breaking load of the rope should be in excess of 55kN, given that failure of a top support rope in a storm event will not be a catastrophic event, but will require repair after the storm.

These ropes will act in tension due to loads applied from the wave action, and these tension loads will be transferred to the steel 250mm SHS piles, which will need to support the loads in cantilever from the seabed. The height of the piles from the seabed was measured at site, and the capacity of the piles checked. The piles are adequate for the loads from the net support ropes.

NET SPECIFICATION AND ARRANGEMENT

This document details the arrangement for the net construction. Refer attached drawing 22005-1 for a general arrangement of a single net panel.

The net panels shall be installed and inspected by divers for suitable placement at the start of each summer. They shall be removed at the end of each summer (duration of placement approximately 3 months), cleaned of marine growth, repaired and stored until the next placement.

For Magryn & Associates Pty. Ltd.



T. Magryn
CP Eng.



Attachment: Structural Calculations SC22005
General Arrangement drawing 22005-1 rev A.

From: [REDACTED]
Sent: Tuesday, 20 June 2023 11:10 AM
To: Tim Haylock
Subject: RE: Shark Net info

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the Council's IT Team.

Hi Tim,

Thanks for mentioning this to me at Kapunda at the Forum – sorry I am only now getting back to you in writing.

Yes, I confirm the law is still the same as below, and the Scheme will still cover Council for public liability for it, on the usual conditions (see Clause 13.2 and 13.3 in the [Scheme Rules](#)) i.e. that Council has assessed the risks and put appropriate risk management measures in place for the Shark Net. That would involve applying Council's asset management plans and procedures, e.g. regular inspections, maintenance when required, etc


Hope you're staying warm and well, cheers

Kind regards,
Juanita

Juanita Lovatt | Legal and Compliance Officer | Local Government Association Mutual Liability Scheme
Pronouns | She/her/hers
JLT Risk Solutions Pty Ltd | Level 1, 148 Frome Street, Adelaide Australia 5000



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I acknowledge the traditional owners of the land on which I live and work and pay my respects to elders past and present. 

From: Tim Haylock [REDACTED]
Sent: Wednesday, 7 June 2023 10:45 AM
To: Lovatt, Juanita [REDACTED]
Subject: FW: Shark Net info

CAUTION: This email originated outside the company. Do not click links or open attachments unless you are expecting them from the sender.

Juanita, I hope you are well and if you are going to Kapunda tomorrow I will see you there.

I'm just wondering if the status of the below email is still the same. Council is looking to take ownership of the shark net to ensure we can meet all requirements of Risk and Safety.

Would it be presumptuous to assume the scheme will still cover public liability?

Kind regards

Tim.

Tim Haylock | Senior Safety Advisor (Audit and Risk)
Yorke Peninsula Council | Principal Office – Maitland Ph: (08) 8832 0000
Email: [REDACTED] | Web: www.yorke.sa.gov.au

From: Lovatt, Juanita <[REDACTED]>
Sent: Tuesday, August 9, 2022 4:32 PM
To: Tim Haylock <[REDACTED]>; Calliss, Jo <[REDACTED]>
Subject: RE: Shark Net info

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the Council's IT Team.

Hi Tim,

Jo is away for a few days, but I'm happy to address the question of cover.

The LGAMLS Scheme Rules say that Members are indemnified for all civil liability risks, with no exclusions – and that Members also have a corresponding obligation to take reasonable risk management measures to prevent a liability claim arising.

That obligation to manage risks to a reasonable standard is important because the Scheme is a discretionary mutual fund (a form of self-insurance for the sector as a whole) and the LGASA Mutual Pty Ltd Board can decline to indemnify a particular civil liability situation if it has reasonable grounds to believe that the Member was not managing that risk in a diligent enough manner.

Given the research and work that has been done by Council and its engineering consultants (Magryn), and with the addition of some risk management measures such as warning signs about not getting too close to the netting (as well as other risks – tidal movement, depth indicators, supervising your children, other marine hazards if any), I believe that the Scheme would have no reason to decline to indemnify Council for the shark net if any incidents occur.

If you would like to run past us proposed signage of any other RM measures, always happy to help!

Cheers Tim, thanks for getting in touch.

Kind regards,
Juanita

Juanita Lovatt | Legal and Compliance Officer | Local Government Association Mutual Liability Scheme
Pronouns | She/her/hers

JLT Risk Solutions Pty Ltd | Level 1, 148 Frome Street, Adelaide Australia 5000



LGRS is a division of JLT Risk Solutions Pty Ltd (ABN 69 009 098 864 AFS Licence No: 226827) and is a business of Marsh McLennan.

I acknowledge the traditional owners of the land on which I live and work and pay my respects to elders past and present.



From: Tim Haylock <[REDACTED]>
Sent: Tuesday, 9 August 2022 3:53 PM
To: Calliss, Jo <[REDACTED]>
Cc: Lovatt, Juanita <[REDACTED]>
Subject: RE: Shark Net info

CAUTION: This email originated outside the company. Do not click links or open attachments unless you are expecting them from the sender.

Good afternoon Jo, I have attached some specifications that have been given to us from Progress Association.

We have reviewed the documentation but are still unsure about its compliance. Would you be able to seek from the scheme if we would be covered should anyone suffer injury or death whilst engaged with the net in the water (caught).

Have been advised that only community insurance will take on damage insurance and this would only be for vandalism or damage from boat or floating object.

Appreciated.

Kind regards

Tim.

Kind Regards,

Tim

Tim Haylock

Senior Safety Advisor (Audit and Risk)

Yorke Peninsula Council | Principal Office – Maitland Ph: (08) 8832 0000

Email: [REDACTED] | Web: www.yorke.sa.gov.au

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**DOG AND CAT
REGISTRATION****DUE AUGUST 31**www.dogsandcatsonline.com.au

From: Calliss, Jo <[REDACTED]>**Sent:** Tuesday, 26 July 2022 2:13 PM**To:** Tim Haylock <[REDACTED]>**Cc:** Lovatt, Juanita <[REDACTED]>**Subject:** Shark Net info

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please contact the Council's IT Team.

Hi Tim,

Juanita mentioned you are looking for some information re: shark net risk assessments. Unfortunately I don't have a risk assessment to share but District Council of Ceduna have provided the attached document which provides some information about their structure that you may find useful in undertaking your own assessment. Risks to consider may include:

- Engineering/design of structure, (suitability for location, conditions)
- Materials & construction of netting, floats, piles, barriers, pontoons, (availability, strength, longevity, slips, visibility, functionality)
- Installation, (competence of contractors, access, machinery movement, weather conditions)
- Inspections & maintenance requirements, (frequency, expertise, will there be a need for diving or removal of the net)
- Equipment failure
- Environmental impact, (sea floor, accumulation of litter, sea grass & marine growth, trapping of marine mammals)

- Deliberate damage/vandalism/misuse

I hope this helps.

Jo Callis | Strategic Risk Consultant | **Local Government Risk Services**

Pronouns | She/her/hers

JLT Risk Solutions Pty Ltd | Level 1, 148 Frome Street, Adelaide Australia 5000

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**Assessment and Monitoring Recommendations
Shark Deterrent Nets
Edithburgh Tidal Pool
Edithburgh**

For: Yorke Peninsula Council
Att: Mr S Goldsworthy

Project No.: 22005
Date: September, 2023
Revision B

SCOPE OF WORK

Nets are installed around the Edithburgh Tidal Pool as a deterrent against sharks entering the near shore area frequented by swimmers.

This document is to outline the recommended assessment and monitoring requirements for the net.

This is an updated report which clarifies the frequency of inspections.

GENERAL

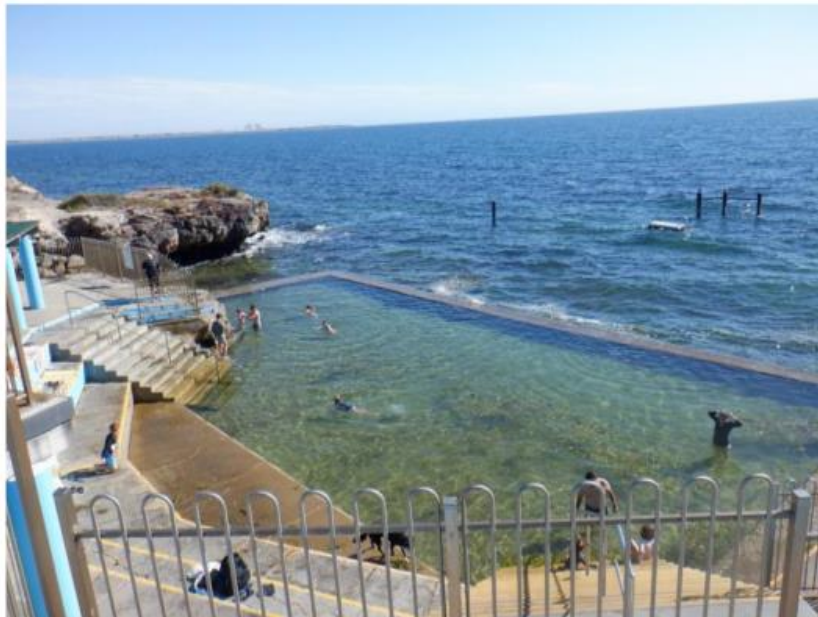
Edithburgh is located on the eastern shore of Yorke Peninsula, near the base of Gulf St Vincent. It has a tidal rock pool constructed on the shoreline, approximately 350m north of the town jetty, opposite George St. The pool has an area of water around it which is netted off over summer to help deter sharks from accessing the area, and make it safer for swimmers.

The netting is a shark deterrent only and not a shark barrier.

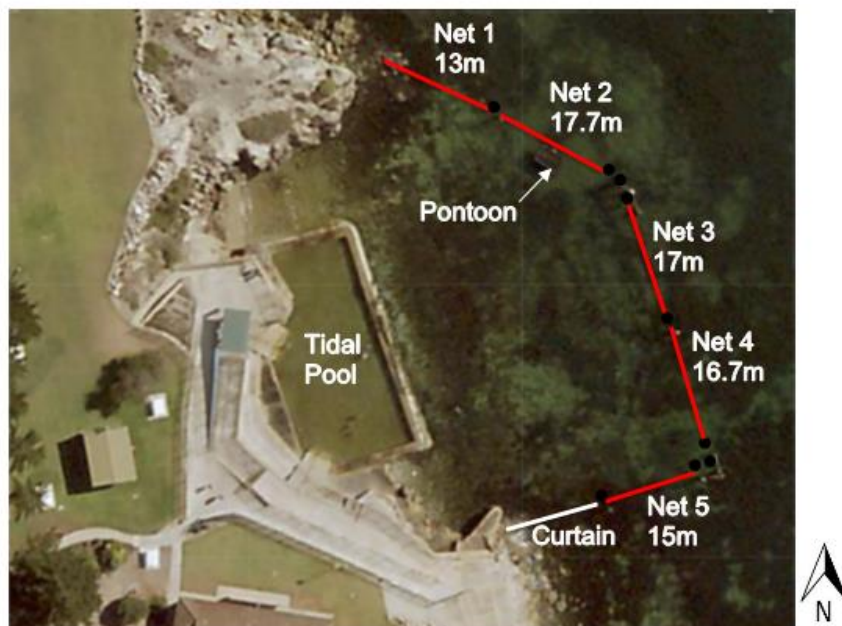


Magryn & Associates Pty. Ltd.

DESIGN NOTES 22009B



There are 5 sections of net, ranging from 13m to 17.7m long, strung between piles driven into the sea bed and the shore.



Page 2

Magryn & Associates Pty. Ltd.

DESIGN NOTES 22009B

The piles in the water are steel 250mm square hollow sections driven into the seabed, with two groups of three piles at the corners (between nets 2 & 3, and nets 4 & 5) and single piles elsewhere (between nets 1 & 2, 3 & 4 and 5 & the curtain net).

The shore connection points for the nets are steel eyebolts set into the rock.



The proposed net arrangement is as follows:

- Net to be tuna cage netting, comprising 4mm fibre rope in a 100x100mm grid.
- Top net supported on white polystyrene floats (interconnected with 10mm rope) with the net suspended using 10mm rope with 450kg rated shark clips, and another 13mm fibre rope along the top edge of the net.
- The nets are in 5 separate panels 13 to 17.7m long each, suspended between piles. The panels are joined with 100mm shark clips.
- The top of the net is nominally 200 to 300mm below the water surface level, so that the surface weed floats over.
- There are no weights on the bottom of the net, which hangs down in the water column. The nominal water depth at the outer section of the net enclosure is 4m maximum.
- The floats, nets and top support rope are connected to the piles with blue slider rings around the piles which raise and lower with changing water depths.
- The last section of net along the southern side is a curtain net, able to be retracted to clear the protected area of a shark or seaweed.
- There is an orange A2 plastic float midway between piles for increased visibility to vessels.
- The panels and ropes will be installed with a 2m bow in the top net support rope between piles to reduce the loading onto the piles.

Page 3

Magryn & Associates Pty. Ltd.

DESIGN NOTES 22009B

It is proposed that the net will be installed for a 3 month period over each summer, then removed for cleaning, repair and storage, ready for reinstallation the following summer.

The nets are hung in sections between existing steel driven piles which are located along the required alignment of the nets.

The nets will be installed for only 3 months per year over summer. After this they will be removed for cleaning and repair and moved to storage prior to being reinstalled for the next season.

The nets are supported on floats along the surface, suspended 200 to 300mm below water surface level to allow any surface weed to float over. This arrangement allows the top of the net to adjust with changing water levels. The nets hang down under the floats to the seabed below.

The floats along the top of the nets have orange high visibility floats mid distance between steel support piles for increased safety.

Refer to the attached drawing 22005-1.

INSPECTION AND MONITORING RECOMMENDATIONS

It is proposed that the nets are to be installed over the summer season only, for a nominal period of 3 months. Outside of this period the nets are to be removed and stored on land.

The netting is shark deterrent only, and is not a shark barrier. Sharks may enter and swim inside the net area, which is undesirable.

Hence, the water area inside the nets should be monitored (for sharks) by lifesavers or volunteers, and if a shark is noted inside the nets the area should be evacuated until the shark is released. Please note, this is a general inspection of the water area, not an inspection of the shark deterrent net.

Any release of a shark trapped should be formally reported.

Most of the net structure is located underwater and any damage may not be apparent from the surface or from shore.

Each month and immediately after a storm event the line of nets should be inspected from underwater by a diver and formally reported on.

At the end of each summer season. The nets should be removed for:

- assessment and formal report on defects noted
- repair as required
- storage

Page 4

Magryn & Associates Pty. Ltd.

DESIGN NOTES 22009B

Additionally, at the end of each summer season the steel piles should be inspected underwater by a diver for excessive corrosion and/or movement. The shore connection points should also be inspected and reported on formally.

Recommended inspection report sheets for these different inspections are attached.

For Magryn & Associates Pty. Ltd.



T. Magryn
CPEng.

Attachments:

- Monthly net inspection report
- End of season on land inspection of nets
- End of season inspection of piles and shore connections points.

Page 5



EDITHBURGH PROGRESS
ASSOCIATION INC

PO Box 62
EDITHBURGH SA 5583

edithburgh.progress@internode.on.net

Andrew Cameron
CEO
Yorke Peninsula Council
8 Elizabeth Street
Maitland 5573

12 July 2023

RE: SWIMMING BARRIER NET

Dear Andrew

The Edithburgh Progress Association passed a motion at the meeting last night to gift the new Swimming Barrier Net to the Yorke Peninsula Council. The ideal outcome is for the Yorke Peninsula Council to take ownership of the net and insurance with Progress supporting Council in kind and financially to meet the installation, inspection requirements and removal of the net each swimming season.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mick O'Connell", is written over a faint, illegible printed name.

Mick O'Connell
Acting Chair
Edithburgh Progress Association

23.2 SALUTING THEIR SERVICE GRANT APPLICATION - VIETNAM VETERANS MEMORIAL WALK**Document #:** 23/97112**Department:** Corporate and Community Services**PURPOSE**

To seek Council approval to proceed with the necessary planning steps and subsequently apply for the Federal Government's Saluting Their Service Commemorative Grant in order to create a Vietnam War Memorial Walk between Coobowie and Edithburgh.

RECOMMENDATION

That Council endorse staff proceeding with planning the Vietnam War Memorial Walk in partnership with Roger Hogben and John Edwards, including community consultation, and then applying for the Federal Government's Saluting Their Service Commemorative Grant for the project.

LINK TO STRATEGIC PLAN**Goal:** 1 Economically Prosperous Peninsula

2 Community Connected through Infrastructure

Strategy: 1.3 Improve visitor experiences, including tourism infrastructure, signage, information and support

1.9 Seek out, develop and deliver on economic development opportunities

2.6 Upgrade and beautification of open (recreation) spaces (e.g. playgrounds, water parks, BBQ areas etc.)

BACKGROUND

Local residents Roger Hogben and John Edwards have developed plans for a large-scale Vietnam War Memorial Walk (Memorial Walk) along a stretch of the existing Walk the Yorke trail between Coobowie and Edithburgh. The key aspect of the plan is to add signs featuring information about Australia's involvement in the Vietnam War, along with seating, and potentially archways at each end of the Memorial Walk.

The Memorial Walk would be dependent upon funding through the Federal Government's Saluting Their Service Commemorative Grant Program, which offers up to \$150,000 for major projects. The grant program is open year-round with the next application deadline being 6 February 2024. There are no co-contributions required.

DISCUSSION

The Memorial Walk would pay tribute to Australia's involvement in the Vietnam War. It has the potential to create a tourist attraction, function as an educational tool for future generations, and enhance awareness of the Walk the Yorke trail. Lead organisers, Roger Hogben and John Edwards, intend to have the Memorial Walk officially opened on 18 August 2025, as this date marks 50 years since Australia's involvement in the Vietnam War ended.

Signage along the trail would highlight all units posted to the Vietnam conflict, including National Service and civilians, making it the first of its kind in Australia. The Memorial Walk would be South Australia's only Vietnam War Memorial Walk. Specifically, the Memorial Walk would entail two (2) entry/exit signs or archways, two (2) honour roll boards of a maximum 1.8 metres height (one (1) at each end to explain why the Memorial Walk exists), ten (10) boards of a maximum 1.8 metres height detailing all units involved, 15 smaller boards, and six (6) bench seats. Mr Hogben and Mr Edwards

intend for each sign to be black plasma cut on a white background for ease of reading. All wording will be submitted to the Australian War Memorial for factual verification. Several signs, including any archways, would be subject to development approval and thorough community consultation.

The organisers have identified the stretch of Walk the Yorke trail between Coobowie and Edithburgh as the preferred location. The walk currently takes about 1 hour and 15 minutes at a leisurely pace without stopping. The existing path was chosen as it is in good condition, offers coastal views, is generally away from roads, and is largely obscured by vegetation so the proposed signs would not distract motorists. Further, there are facilities such as cafes and other local businesses at each end which could benefit economically.

The cost of the project, as currently proposed, is approximately \$165,000 (ex GST). This is based on received quotes being \$130,000 (ex GST) for the production of all signs and seating, \$32,000 (ex GST) for support structures, and \$3,000 for installation.

The Federal Government's Saluting Their Service Commemorative Grants Program is open year-round. Major grants of up to \$150,000 must be for significant projects including new war or peace memorials and must commemorate the service and sacrifice of service personnel beyond the local community. Local Government organisations are eligible to apply, but individuals are not. Projects must be completed within 12 months of the start date of the grant agreement. The next application deadline is February 2024, and this target date would need to be met – and the grant successful – for the Memorial Walk to be completed in time for an official opening on 18 August 2025 (Vietnam Veterans' Day).

It is proposed that key staff work with Mr Hogben and Mr Edwards to progress the project before applying for grant funding due to the following still being required:

- Precise planning including where exactly to start and finish the Memorial Walk, and any additional infrastructure required i.e., car parking;
- Specific signage designs, sizes and locations;
- Community consultation to determine wider sentiment and shape final decision making; and
- Options for additional fundraising, or for slightly reducing the scale of the project to fit within the maximum grant total of \$150,000.

However, Council endorsement is being sought for the grant application now for two reasons. The first is to confirm it is worth staff members' efforts to progress the project; the second is to ensure the information can be collected, and consultation completed, in time for a grant application in February. This is particularly important given businesses and trades will likely be unavailable during the Christmas/New Year period.

Community support offered to date is attached to this report.

The Memorial Walk aligns well with Council's Walk the Yorke Upgrade initiative, through which contractor Open Trails Australia has recently completed a thorough audit of the entire trail. This audit was endorsed as part of the 2022-23 Capital Works Program and was the first major step toward refreshing the Walk the Yorke in accordance with item 5.8 of the Yorke Peninsula Council Economic Development and Tourism Strategy Action Plan 2022-26, the primary focus of which is developing the trail for tourism.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

General community consultation has not occurred for this report, however this report if endorsed would lead to a 21-day consultation period, including direct consultation with any residents/property owners who may be particularly affected, once exact details of signage and placement have been proposed.

CONSULTATION PROCESS

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

- Chief Executive Officer
- Manager Economic Development and Business Sustainability

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

- Roger Hogben
- John Edwards

POLICY IMPLICATIONS

PO121 External Grant Funding Policy

BUDGET AND RESOURCE IMPLICATIONS

Council already has a maintenance schedule for the Walk the Yorke trail, and this project would not create additional mowing or maintenance requirements. Based on quotes obtained, an additional \$15,000 (ex GST) would be required for the project. If endorsed, Council staff will work with Mr Hogben and Mr Edwards on options to cover this amount such as sponsorships or other external opportunities, or to slightly reduce the scale of the project to fit within the \$150,000 maximum grant amount available via the Saluting Their Service program.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

All quotes obtained for signage to date are for marine grade, anti-graffiti materials. If the grant is successful, suppliers will be chosen in accordance with Council's PO058 Purchasing and Procurement Policy. All emblems used will be formally approved by the appropriate Brands Managers for the Department of Defence.

ATTACHMENTS

1. Letters Of Support - Vietnam War Memorial Walk [↓](#) 

Letters Of Support



Coobowie Progress Association Inc

8th September 2023

To whom it may concern,

The Coobowie Progress Association would like to support the community member's proposal regarding a Vietnam War Memorial Walk between Coobowie and Edithburgh. The proposal utilises and enhances existing infrastructure which has been supported and established by the Coobowie Progress Association and others. The impact of the proposed project will be broad and have a positive impact on both the direct community of Coobowie but also more broadly the Southern Yorke Peninsula region.

We look forward to supporting this project to reach its full potential and have numerous volunteers at the ready to support and contribute.


Michael Beelitz
President
Coobowie Progress Association Inc

Edithburgh Golf Club

RE: Edithburgh Memorial Walk.

To whom it may concern.

Today I had a meeting with Mr Roger Hogben and Mr John Edwards as the Golf Clubs representative. Secretary / Treasurer re: the plans to develop a Veterans Memorial Walk along the picturesque Edithburgh to Coobowie section of the Walk the Yorke trail on the Yorke Peninsula pending allocation of funding.

I was consulted as to where the signage and seating may be placed, also including, widening and hot mix (bitumen) the path. It would be an asset for our current walkers also the disabled using their scooters and walkers when walking their dogs, the Golf Course would not be disadvantaged in any way and to have more seating available would be an asset to view our beautiful coastline

I believe the initiative and the endless hours spent by these two gentlemen to arrive to this decision is commendable.

Having this walk to honour servicemen and women past and present from all conflicts of our armed forces would be a wonderful way to say thankyou. It would be something Edithburgh and the whole of the Yorke Peninsular would be proud of.

To have this in South Australia will increase tourism, be helpful in mental health, and give families a place to visit and reflect.

As a war widow and Secretary of the Edithburgh RSL /Sub branch I fully support this proposal and hope that all involved, get behind it.

I am humbled to be involved and anything I can do to assist to make this happen I certainly will.



Regards

Kay Collins

Treasurer/ Secretary : Edithburgh Golf Club

Secretary Edithburgh RSL / Sub Branch

Edithburgh Museum Inc



Edithburgh SA 5583

Dear Sir/Madam

At a recent meeting of the Edithburgh Museum, Mr. John Edwards, made a presentation to our committee regarding the establishment of a "Vietnam Veteran's War Memorial" walk. The proposed route was from Edithburgh to nearby Coobowie.

WE as a committee fully endorse the proposal and would love to see the "walk" added to the existing "Edithburgh- Coobowie Walking Trail" which is now part of the "Walk the Yorke" trail.

We believe the project would achieve many objectives but mainly to give due respect to those who served in Vietnam and would act as a huge drawcard for visitors to Yorke Peninsula and South Australia. The proposed memorabilia and signage would attract many former veterans, their relatives and friends and others interested in the past and theatres of service. Great consideration has been given to the disabled and provision of comfort and safety.

The plans as outlined by both John and Roger Hogben are worthy of further consideration. Please accept this as our letter of support.

Yours sincerely

A handwritten signature in black ink that reads "Keryn Dawes".

Keryn Dawes

Chairperson, Edithburgh Museum Inc

**EDITHBURGH PROGRESS ASSOCIATION**PO Box 62, EDITHBURGH, 5583 · www.edithburgh.org.au18th August 2023

To whom it may concern,

Edithburgh Progress Association fully supports the proposed *Vietnam Veterans War Memorial Walk*, particularly given the number of local Vietnam Veterans within and across the Yorke Peninsula, including here at Edithburgh.

Following initial discussions with Mr Roger Hogben, it appears that the walking track between Coobowie and Edithburgh, part of the iconic Walk the Yorke trail, is perfectly suited for a 'memorial trail'. The walking path between Coobowie and Edithburgh is approximately 5.5 kilometres long; a sound bituminised surface with facilities at both ends.

The walk with the appropriate signage would not only highlight Australia's military involvement in the Vietnam War, but also provide a sound history and recognition of the outstanding contribution made by individual Australians from Yorke Peninsula.

Stan Szczypiorski | Chairperson

Edithburgh Progress Association Incorporated

Re: Edithburgh Memorial walk

1 email in thread.

Email 1 of 1

Date: September 13, 2023 5:16 PM +09:30

[REDACTED]

Hi Kay, how does this look?

To Whom It May Concern;

I have been informed of plans to develop a veteran's memorial walk, along the Edithburgh to Coobowie section of the Walk the Yorke trail on the Yorke Peninsula, pending funding being allocated.

As the Edithburgh RSL Sub-Branch President, I think this is a fantastic initiative. Currently this particular section of the trail is quite frequently used by visitors to the area along with locals. It is a very picturesque location and quite peaceful.

Having a memorial walk honouring our veterans from all conflicts, and across all of our armed forces, is a great way to pay our respect to all our men and women who have served, including those who paid the ultimate sacrifice. As far as I know, this will be the first of its kind in the state, perhaps across the country, and as such, I believe it will see people marking Edithburgh as a destination specifically to view the walk.

As the Edithburgh RSL Sub Branch President, and a resident of Edithburgh, I fully support this proposal. Should you have any further questions, please feel free to contact me [REDACTED]

Regards

Nathan Mulholland

President

Edithburgh RSL Sub Branch



5 September 2023

Support for Vietnam Veterans Memorial Walk – Edithburgh to Coobowie

I write in support of plans to construct a nationally recognised Vietnam Memorial Walk on Yorke Peninsula as a prized community asset and new tourism attraction for the region.

A vision of local Vietnam Veterans, proposed is a themed Commemorative walking trail project for the 5.3 kilometres from Edithburgh to Coobowie, featuring entrance and exit archways, story boards, walkway, seating and remembrance signage.

If brought to fruition, such a project would become a first in South Australia and would appropriately coincide with the 50th anniversary since the end of Australia’s involvement in the Vietnam War.

I especially commend the vision to construct a memorial walk that specifically showcases and commemorates the sacrifices of the soldiers conscripted during the divisive Vietnam National Service years of 1965-1972.

It is envisaged the project would have significant national tourism value as well as be attractive for school excursions.

It is also considered the memorial walk project well complements the existing infrastructure (bitumen/gravelled) in situ for the award-winning and scenic Walk the Yorke walking trail that circumnavigates the entire Yorke Peninsula coastline including the nominated section from Edithburgh to Coobowie for this proposal.

I thus fully endorse any funding application for the Vietnam Veterans Memorial Walk project and do so with my best wishes for success.

Yours sincerely

Fraser Ellis MP
Member for Narungga



MR IVO DROPOLIC



EDITHBURGH SA.

SUPPORT FOR VIETNAM VETERANS' WALK

I WRITE IN SUPPORT OF PLANS TO CONSTRUCT A
NATIONALLY RECOGNISED VIETNAM VETERANS WALK

THE PROPOSED STRUCTURES AND SIGNAGE HAVE
BEEN WELL THOUGHT OUT AND WILL HONOUR ALL SERVICES
SERVED

Yours Sincerely
IVO DROPOLIC

August 17, 2023

Mr Nick Perry
Manager Economic Development & Business Sustainability
Yorke Peninsula Council
MAITLAND

Hi Nick

RE: Vietnam Veterans' Walk – Edithburgh/Coobowie

I believe you have been talking with John and Roger about their idea to establish a Vietnam Veterans' Walk between Edithburgh and Coobowie.

Having discussed the proposal with John I would like to throw my support behind the idea given that I know that we have a number of local veterans plus others that have moved to the area and become involved with local RSL Clubs, plus of course those who make up our travelling grey nomads.

As the path is already part of the Walk the Yorke it would seem to be not overly expensive to expand it to accommodate those in wheel chairs and/or using gophers, with the added benefit of facilities at either end of the walk.

It's location along this stretch of coast is certainly ideal for those looking for a gentle walk and places to sit for quiet contemplation as they look out to sea – things that are often sought by Veterans no matter what age.

In addition, a dedicated Vietnam Veterans' Walk would also certainly add another unique aspect to Walk the Yorke.

Regards



Jenny Oldland

From: John Schumann
Sent: Tuesday, 19 September 2023 3:16 PM
Subject: From John Schumann

G'day Roger and John,

Thanks very much for sending this through. I do hope you get your project up because it is very worthwhile.

Clearly, you have done a great deal of work and put a great deal of thought into this. My only suggestion would be that you have a good look at the Anzac Memorial Garden in Macclesfield in the Adelaide Hills.

<https://www.macclesfieldsa.com/macclesfield-anzac-memorial-garden>

I would strongly encourage you to have a look at what they have done. It is very creative, emotional and evocative. They have moved beyond signage, benches and the other more traditional installations.

There is a bit about it online - Facebook et cetera.

It's a bit hard for me to describe but it seems to me that they have engaged the local artists – sculptors, mosaic artists, carvers - and they have used smaller artefacts within the space very intelligently and creatively. It is really quite impressive.

I'm sure you will be able to make contact with Kim Beazley and, perhaps, Brendan via the Australian War Memorial. In the first instance, I would suggest you make contact with the office of the Director, Matt Anderson. He is a good guy and would certainly point you in the right direction and along the right channels.

I do know that Brendan is now living in London and holding a very senior position in the Boeing Corporation. His current situation would make helping you and advancing your cause a little bit difficult - as much as I'm sure he would like to.

If you need a connection to the Virtual War Memorial, please let me know and I can make that linkage for you.

With my very best wishes

John Schumann

John Schumann



Ray Agnew

██████████
Stansbury
South Australia 5582

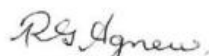
To whom it may concern

I strongly support the proposal to have the section of the Walk the Yorke walking trail, between Coobowie and Edithburgh named The Vietnam Veterans Walk in recognition of the significant contribution of Vietnam veterans in the nation's involvement in that war from 1962 to 1973 and in our communities since.

60,000 men and women risking their lives each day in the service of their country served in Vietnam. Tragically 523 died and of those who survived 20 – 30 % have suffered from Post Traumatic Stress Disorder.

Vietnam Veterans have significantly raised our awareness about mental health and wellbeing. Their experiences have helped society's understanding of complex issues like PTSD and the unacceptably high rates of suicide in our defence and veteran communities.

Lest we forget.



Ray Agnew OAM JP

(Thirty-five years of local government involvement on Yorke Peninsula including Mayor from 2006-2018.)

From: Beltchev, Rose (R. Sharkie, MP)
Sent: Tuesday, 12 September 2023 3:43 PM
Subject: Yorke Peninsula Vietnam War Memorial Walk

Dear Roger and John

Thank you for contacting the office of Rebekha Sharkie MP to share your proposal for the Yorke Peninsula Vietnam War Memorial Walk. Rebekha has read your email and asked that I respond on her behalf.

Rebekha was most grateful to receive the draft presentation for your proposal ahead of your upcoming meeting with the Yorke Peninsula Council on Friday. She was pleased to read that you have also gained wide-reaching support for this project and that your local State and Federal Members have agreed to align their advocacy with this admirable cause.

Rebekha wishes you all the very best with your presentation and the project ahead.

Kind regards

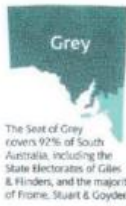
Rose Beltchev
Constituent Adviser, Immigration and Youth Policy

Office of Rebekha Sharkie MP
Federal Member for Mayo



**Rebekha
Sharkie MP**
Federal Member for Mayo

The information contained within this email may be confidential and/or subject to parliamentary privilege and/or otherwise legally privileged. If you are not the intended recipient, access to it is unauthorised. Any disclosure, copying, distribution or action taken or omitted to be taken in reliance on it is prohibited and may be unlawful.



ROWAN RAMSEY MP
 PARLIAMENT OF AUSTRALIA • HOUSE OF REPRESENTATIVES
 Federal Member for Grey



Mr Roger Hogben
 [Redacted]

To Whom It May Concern

I am reaching out to convey my full support for ex-serviceman Roger Hogben and John Edwards as they aim to secure a Saluting Their Service Grant so that they may create a Vietnam War Memorial Walk. They are working closely with the YP Council to develop the first Vietnam Memorial walk in South Australia to commemorate the sacrifices of the more than 60,000 Australians who participated in the Vietnam War. YP Council have been enormously supportive of this project and plan to lodge an application for funding under the Saluting their Service (Major Grants) package.

It is an unfortunate part of our history that some of these soldiers faced an unfriendly reception upon their return. As we move forward, it is our duty to ensure that their sacrifices are not only remembered but also understood by future generations. The Vietnam Memorial Walk is a step towards amending historical mistakes, creating a space for both learning and tribute.

The chosen location for this walk, situated between Edithburgh and Coobowie, is suited for this purpose. With its well-maintained pathway, amenities at both ends, and proximity to four schools, this location offers accessibility and educational outreach potential. The future students at these schools will greatly benefit from having such a significant historical memorial within reach which will foster a sense of national pride and understanding.

The envisaged entry and exit signage, designed to be legible from both directions and incorporating an archway displaying the insignia of the three main services, will incorporate essential elements like honour rolls. In addition to these, further signage could highlight the insignias of smaller units, corps, wings, and even civilian units, ensuring that no contribution goes unacknowledged.

Thank you for your time and consideration. I look forward to seeing the positive changes this project will bring to our community.

Yours sincerely

ROWAN RAMSEY MP

Federal Member for Grey

23rd October 2023

RER: JCF





Vietnam Veterans Association of Australia
Copper Coast Sub-Branch

MOONTA SA 5558

21 September 2023

Roger Hogben

Dear Roger and John Edwards

Following your discussion with us at our Committee Meeting held at the Vietnam Veterans' Copper Coast Sub-Branch Military Road Moonta, we agree to your proposal of a Vietnam Memorial Walk between Edithburgh and Coobowie.

The plan to build a Vietnam Memorial Walk honouring all Vietnam Veterans would be a permanent acknowledgement of our young Australians who served their country from Yorke Peninsula and around Australia. It is important to our Veterans' that generations to come can read the history of the Vietnam War and that they are not forgotten. As tourism is essential for local economic growth, a project such as this would provide not only a memorial for our military history but a destination for visitors and locals to walk in this ideal setting, sit on a bench and read our story.

The members of the Vietnam Veterans' Copper Coast Sub-Branch fully support the efforts of Roger and John as they go forward with their proposal for the Vietnam Memorial Walk.

Yours sincerely

Keith Wilkinson
President
VVAA Copper Coast Sub-Branch



RSL
SA/NT

Yorketown Sub-Branch Inc

To whom it may concern

Yorketown RSL Sub-Branch was recently approached to provide feedback on a proposed "Vietnam War Memorial Walk" between Edithburgh and Coobowie utilising the in-place "Walk the Yorke" trail.

Following perusal of the documentation presented and discussions with the organisers of the proposed walk, this Sub-Branch has no hesitation in providing our whole hearted support of the project.

Based on this support I have approached RSL SA/NT (State Branch HQ) to have the project placed on the agenda for discussion at their next board meeting.

Happy to discuss.

Gregory J Crotty

Gregory J Crotty JP
President

[REDACTED]
21 Oct 2023

Returned & Services League of Australia (Yorketown Sub-Branch Inc)
[REDACTED]

To Roger – Yp council

Re your proposed Vietnam vet memorial along the walking trail from Coobowie to Edithburgh. I think for the benefit of acknowledgment to the vets this would be a great idea also it would be a long standing reminder of all that served during that conflict, as well as inform all that walk along the trail the dedication and sacrifice of all personnel who served and gave their lives selfishly for others.

Regards

Darren Smith

Owner/ proprietor

Coobowie Shop



23.3 REQUEST FOR ACCEPTANCE - FREE OF CHARGE ASSET - MAITLAND AND DISTRICT LIONS CLUB**Document #:** 23/100210**Department:** Corporate and Community Services**PURPOSE**

Council has been approached by the Maitland and District Lions Club seeking to gift the Maitland and District Lions Shelter at the Maitland Cemetery to Council as a "Free of Charge" asset.

RECOMMENDATION

That Council accept the donation of the Maitland and District Lions Club Shelter at the Maitland Cemetery as an asset "Free of Charge" and authorise the shelter to be added to Council's asset register.

LINK TO STRATEGIC PLAN**Goal:** 2 Community Connected through Infrastructure

4 Community Engaged and Supported

Strategy: 2.6 Upgrade and beautification of open (recreation) spaces (e.g. playgrounds, water parks, BBQ areas etc.)

4.5 Foster productive working relationships with Progress Associations

BACKGROUND

The Maitland and District Lions Club has formally requested Council accept the Maitland and District Lions Club Shelter located at the Maitland Cemetery, as a donated asset free of charge. The request and associated information are located in Attachment 1 for Elected Members' information.

DISCUSSION

On 2 February 2022 Council was contacted by the Maitland and District Lions Club advising it had been brought to their attention that there was a need for some sort of structure for the comfort of people (shade and shelter) attending the Maitland Cemetery. Discussion ensued between Council and the Maitland and District Lions Club and a Development Application was submitted and approved (Attachment 2 – Engineering Certificate) for the construction of a 6x6 metre shelter with a hip roof that is constructed of cream and green Colourbond. Council was advised of the completion of the shelter on 22 September 2023 by way of letter and invitation to attend the "official" gifting of the structure to the community. This invitation wasn't sent onto the Elected Body due to the nature of the invitation officially gifting the structure when the appropriate avenues weren't followed for Council to formally accept the asset as a gift.

If the donation of this asset is accepted by Council, insurance for the shelter for approximately \$18,000 covering the cost of replacement and installation will cost approximately \$40 including GST per annum. Should Council accept the donation of this asset they will be responsible for all inspections, maintenance, and insurance of the shelter.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

The community will be notified via the distribution of the Council Minutes from this meeting.

CONSULTATION PROCESS

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

- Corporate Management Team
- Operations Manager
- Asset Manager
- Senior Safety Advisor (Audit and Risk)

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

- Maitland and District Lions Club

POLICY IMPLICATIONS

PO124 Asset Accounting Policy

PO128 Asset Management Policy

BUDGET AND RESOURCE IMPLICATIONS

Should the donated asset be accepted, Council would incur additional insurance costs of approximately \$40.00 including GST per annum. The asset would also be depreciated over a period of 30 years resulting in depreciation charges of \$599.76 per annum. Council would also be responsible for maintenance costs.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

If accepted, all risks associated with the asset would rest with Council as is the case for all other Council assets.

ATTACHMENTS

1. **Advice - Gift to Council - Shelter Maitland Cemetery - Maitland & District Lions Club Inc**
[!\[\]\(e84f4dc0518e2685b866048632d78d45_img.jpg\) !\[\]\(6f06992deed1c766d6daef1d83491cc1_img.jpg\)](#)
2. **Engineering Certificate - Maitland and District Lions Club** [!\[\]\(0a4a328abaa178eddaf71925ede2b4e6_img.jpg\) !\[\]\(cc3057811dc4ac2edefb2c09d2773b84_img.jpg\)](#)

23:98719

RECEIVED
12 OCT 2023

BY:.....



Maitland & District Lions Club Inc.
PO Box 55
Maitland SA 5573
Email: maitlandlionsclub@gmail.com

11th October 2023

Hi Lauren McSkimming,

Re – The gifting of the Maitland & District Lions Shelter at the Maitland Cemetery.

In answer to your questions, we forward the following

- Details of what the asset is:
6 x 6mtr carport with a hip roof that is cream and green Colourbond.
- Value of Asset:
Our cost of construction was \$17,993.00.
- A certificate of compliance for installation.
As this was past through planning SA and YP Council, YP Council should have all the necessary documentation.
- Formal Letter of gifting:
This has been completed.
- A copy of the minutes from the meeting where this was discussed and approved:
Attached.

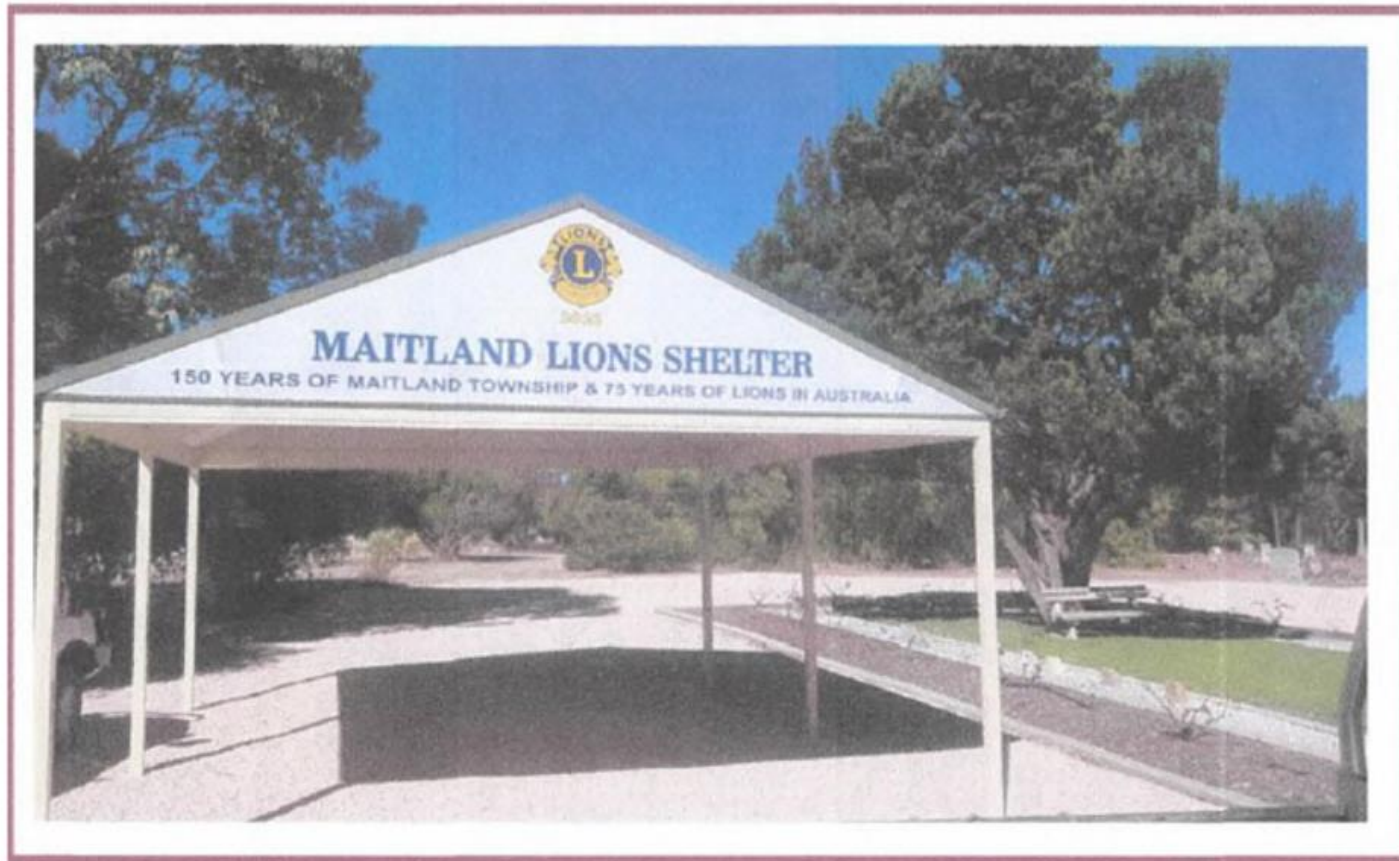
We have had the dedication of the Maitland District Lions Club shelter on Tuesday 10th October, disappointed that no councillor's where able to attend.

If you require any further information, please contact me at phone number below.

Regards

Jan Marschall
President






23/98719

Certificate for Engineer Approved Structures and Drawings

This certification covers the following job:

Job No. : 2398	Computer File : Jan_Marschall
Customer : Jan Marschall / Maitland Cemetary	
Address : Maitland Cemetary, Robert Street Maitland 5573	
Builder : Pulse Constructions SA Pty Ltd, BLD 266887	Date : 12/08/22
Signature : 	

1. General:

The design was prepared using the software design package called CcBuilder. All data is by others. It is a condition of use of this design package that the user indemnifies LYSAGHT for all loss or damage that may arise out of incorrect input data.

The above job must be read in conjunction with all the documentation provided. If there are any discrepancies between the design and the Engineering in the 1000 series drawings, the drawings shall take precedence. The drawing to use in building is the current revision, based on the date the job drawings are printed. Any errors, inconsistencies or omissions in the documentation, software, engineering or drawings must be reported to the licensor of this system. The existence of no errors does not absolve the Builder of checking and building a structure which should perform satisfactorily. If doubt exists the licensor must be consulted.

Reliance on the outputs of the software does not relieve the Builder of their Statutory obligations or responsibilities.

Where the designed structures are attached to an existing building, the structural adequacy of the existing building and the connection of the new structure to the existing building is excluded from these designs and certificate and are to be confirmed by others prior to construction. Where any doubt exists as to the adequacy of the existing structure to support the load imposed, advice should be sought from a suitably qualified person prior to commencement of construction.

2. Notes:

- This certificate indicates that the design and details on the approved drawings are certified structurally adequate for their intended use as non-habitable, single story, Class10A structures defined in the current National Construction Code (NCC) (also known as the BCA) which may be attached to an existing structure or freestanding.
- These standard details are only suitable for houses that conform to the requirements of Australian Standard AS 4055-2012, Wind Loads for Housing and the BCA 2019.
- The structures are generally not suitable in areas where the loading is from snow. The structure with snow loads should be designed separately using the appropriate standard by a suitably qualified Engineer.
- The roof sheeting is normally designed for 'Foot traffic is not allowed' (excludes panel roofing). Any loads during installation to the sheeting shall be carried by propping from underneath. Where the roof is not capable of taking the maintenance load (termed non-trafficable roof), a "Foot traffic is not allowed" sign must be permanently displayed at two points on the inside of the beams.
- Concrete slabs are not covered by this certificate. It is the Builder's responsibility to ensure that if the posts are connected to a slab, that slab is capable of resisting both the dead load and uplift forces or should be checked by a suitably qualified Engineer prior to construction. This certificate shall be read in conjunction with the List of Construction Drawings as given on the Job Checking Summary.
- The approved details on the 1000 series drawing show structures and their attachments to existing houses. The Builder must inspect the existing structure to ascertain its condition



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Drawing No.
999 Rev A1

File: Drwg 999 Engineer Approved Certificate CcBuilder valid to 30June 2022.docx

Printed: 26 July 2021 Page 1/4

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upper connection type SIDE
lower connection type FOOT1 (select from footing options below > dia_300, 450, 600 or Pad)
Footing options ...
User selected footing ... 300 dia, length = 700 (vol=0.05m3) 467 post embedment into footing
Optional if need to change on site ... 450 dia, length = 600 (vol=0.10m3)
Optional if need to change on site ... 600 dia, length = 600 (vol=0.17m3)
Optional if need to change on site ... Pad, length,width,height = 500 (vol=0.13m3)

Post_6 (PS90)
calculated length 2400
calculated load 4.0 kN
upper connection type SIDE
lower connection type FOOT1 (select from footing options below > dia_300, 450, 600 or Pad)
Footing options ...
User selected footing ... 300 dia, length = 600 (vol=0.04m3) 400 post embedment into footing
Optional if need to change on site ... 450 dia, length = 600 (vol=0.10m3)
Optional if need to change on site ... 600 dia, length = 600 (vol=0.17m3)
Optional if need to change on site ... Pad, length,width,height = 400 (vol=0.06m3)

Checked...
OK.

Checking Infills ...Model No:1
Checked...
OK.

Checking Attachments...Model No:1
Checked...
OK.

I have checked this document and found no errors. (Software Version = 8.7.1a)

Signature: Date: 12/4/22
Name: Kellen VanHook Position: sales

23/98719

u b

Hi Goldy

Builders details; for structure at Maitland Cemetery

Name; A P Semmens



23198719



Statement of Compliance

Planning, Development and Infrastructure Act 2016

This form is an approved form for the purposes of issuing a statement of compliance under regulation 104(3) of the Planning, Development and Infrastructure (General) Regulations 2017.

This statement of compliance is provided for the building or building work described below:

Address or location of building: 12-24 CENTENARY AV MAITLAND SA 5573	
Description of building work: Shelter	
Date of development authorisation: 4 Oct 2022	Development number: 22023436

In accordance with the notice issued with the building consent, this statement is accompanied by the following attached certificates, reports or other documents:

;

Part A – Licensed building work contractor’s statement:

This part of the statement must be completed and signed by the main building work contractor responsible for carrying out the relevant building work, or if there is no such person, by a registered building work supervisor (which includes an architect) or a building certifier or a person who the relevant authority is satisfied is appropriately qualified to provide and sign the statement. The person signing Part A must not be the same person who is signing Part B of the statement.

I certify the following:

- The building work described above (disregarding any variation of a minor nature that has no adverse effect on the structural soundness of the building, or on the health of the occupants of the building, or any variation undertaken with the consent of the relevant authority) has been performed in accordance with the documents referred to in Part B of the Statement; including:

For a Class 1 building, the building:

- (a) is structurally sound and weatherproof Yes N/A
- (b) has all approved personal hygiene and other facilities installed Yes N/A
- (c) has any required bushfire protection system installed Yes N/A
- (d) has all required smoke alarms installed and tested Yes N/A
- (e) has had all service connections under regulation 104(8) made in accordance with the requirements of the relevant service supplier or regulating authority Yes N/A

For a Class 2 to 9, the building:

- (a) has had all service connections under regulation 104(8) made in accordance with the requirements of the relevant service supplier or regulating authority Yes N/A
- (b) has had all requirements under regulation 94 relating to essential safety provisions satisfied and the required *Form 2 - ESP Compliance certificate* is attached Yes N/A



23198719

Part B – Owner’s statement:

This part of the statement must be signed by the owner of the relevant land, or by someone acting on his or her behalf (who is not the person signing Part A of the statement).

I certify the following:

1. The documents (including all contract documents, amendments, attachments, instructions, annotations, variations and clarifying correspondence) issued for the purposes of the building work described above (disregarding any variation of a minor nature that has no adverse effect on the structural soundness or safety of the building, or on the health of the occupants of the building, or any variation undertaken with the written consent of the relevant authority) are consistent with the relevant development approval issued on 4 Oct 2022.
2. Any conditions of approval relating to the building work have been satisfied.
3. All uncompleted items not included in the building contract that are part of the development authorisation will be completed within the time specified in legislation.

Signed: 
text.


Date: 02/010/23 [Click here to enter](#)

If being lodged electronically please tick to indicate agreement to this declaration.

Name: Ian Marschall for the Maitland & District Lions Club.

Status/Position: President.

Address: 

Contact telephone number: 

Email: 

A copy of this completed and signed Statement of Compliance must be forwarded by the person signing Part A of the statement to the local council when the notice of completion is given under regulation 93(1)(f). A copy must also be provided to the person or body that will be issuing the certificate of occupancy, if it is not the council. Provision of this statement to these parties may occur via the SA planning portal.

Pursuant to section 216(1) of the Planning, Development and Infrastructure Act 2016, a person must not perform building work, or cause it to be performed, except in accordance with technical details, particulars, plans, drawings and specifications approved under the Act. Maximum penalty: \$60,000.

Pursuant to section 217 of the same Act, a person must not, in furnishing information under this Act, make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular). Maximum penalty: \$20,000.

23/98719

23/91627



Maitland & District Lions Club Inc.

Email: maitlandlionsclub@gmail.com
PO Box 55
Maitland SA 5573

22nd September 2023

Yorke Peninsula Council
Elizabeth Street, Maitland SA 5573
Email: admin@yorke.sa.gov.au

Dear YP Council,

The Maitland & District Lions Club over the last few months have completed the construction of the "Lions Shelter" at the Maitland Cemetery.

We believe it is a worthwhile addition to the Maitland Community offering shelter and a place for reflection.

As was our intent to gift this structure to the community through the YP Council we would like to formalise the gift to the council on 10th October by holding a short service at the Maitland Cemetery at 11am.

Maitland & District Lions Club members are proud of their achievement and hold an interest in the maintenance of their projects, if in the future there is a need for any maintenance the Lions Club would consider helping and keeping the shelter in good condition.

Please accept this gift of the "Lions Shelter"


Ian Marschall

President
Maitland & District Lions Club.

WE SERVE



23/98719



Maitland & District Lions Club Inc
Minutes of meeting held 3rd October 2023

Lions Den, Roger Terrace. Maitland

Present: Lions Christa Wood, Alan Parkins, Phillip Ogg, John Byers, Bev Battams Chair Ian Marschall, Ivor Carter, Secretary Dot Marschall, Bernice Carter & treasurer David Battams. Visitor 2nd Vic D.G. Raymond Najar.

Apologies: Eugene Darmody & Mal McCauley

Minutes of previous meeting held moved by Dot Marschall and seconded by David Battams All in favour. Carried.

Business Arising:

1. Opening of pergola at cemetery will be on 10th October invitations have gone out to representatives of Progress Assoc, YP Council, Skinner Funerals Moonta, McQueen Funerals Minlaton Past DG Zig Osis & wife, LCI representative Yvonne Bradford & Ken. Ian to call quick meeting with members before date to finalise preparations. Ivor has offered his sound system for the even and those wishing may attend lunch at Yorke Valley hotel.
2. Calendars: Dot has made contact with YP Times and is moving along with preparation for art work.
3. Making Strides: remember to forward your numbers to Petera Stacey.
4. Maitland Music Festival: referred general business.
5. Water tank in BBQ unit - ongoing.

Correspondence In:

- YP Council – Pergola (email)
- Maitland AH & F Society – membership
- Rotary Services Club SA – Invitation
- Skin Screening Sub Committee Invitation to submit application for screening unit in Maitland.

Correspondence Out:

- YP Council- Pergola Cemetery

President's report.

Ian thanked everyone for changing the date of meeting so we are able to have 2nd VDG Raymond Najar attend our meeting, also those that volunteered for the YP Field Days, Ian has spoken with Kathy from the Diabetes Association and she wished to thank our club for attending and supporting The Diabetes Association.

Treasurers Report:

General Purpose Account:

Administration Account:



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Special Purpose Account:
Term Deposit:



Dave had accounts for Insurance and Registration of BBQ unit and moved that these be passed for payment 2nd Phillip Ogg All in favour. Carried

David Battams moved his report be accepted 2nd Phillip Ogg.
All in favour. Carried

Tail Twister:

Alan spoke on various items duly fining himself for and entertaining few minutes on his recent stay at the local hospital.

Christmas Cake Chairman.

Cakes have been ordered and await delivery.

Lion Tamer:

Christa reported that we have 95% attendance with 1 visitor today.

Works Committee Chair:

Phillip advised that as the weather maybe warming up that we need to have working bee to clean up and prepare trailer for our begging of the local BBQ's. Phillip will call meeting in due course for working bee. Ian asked Phillip to let Terry at newsagency know dates of BBQ's.

General Business:

1. Ivor reported on behalf of his committee the name of the event to be called "Maitland Music Fair" and to be held on 20th April 2024 at the Maitland Area School grounds Ivor and committee will continue to meet to put together flyers and work on finer details of day and bring back to meeting.

2. **Opening of Pergola:**

Arrangement in process as per Business Arising.

3. **Banking Account:**

Dave spoke about bank account and for our convenience that it if could get cards attached to our account with Bank SA to pay accounts, after short discussion by members it was agreed to move forward with this.

Motion:

Checking account to now be able to do online and have 2 cards attached to account Dave Battams & Ian Marschall to hold cards with maximum drawing at one time \$500.00 this will be a debit card 2nd Phillip Ogg. All in favour carried.

4. **Supervisor Course-** Ian to talk with YP council to see if this was still necessary and will let member know of outcome from YP council.

5. **Shelter at Cemetery.**

Ian explained that Maitland Lions needed to write letter to YP Council explaining that the Lions shelter will be gifted to Council with YP Council them taken over the shelter and insurance, we ask that the Lions signs continue to be on shelter and if necessary, Maitland Lions club to help with maintenance and up-keep of the shelter.

23/98719

Motion:

Moved by Dave Battams that Maitland Lions Club Inc. wish to gift the shelter erected at the Maitland Cemetery to YP Council bearing in mind that the Maitland Lions Club signs to remain intact on shelter 2nd Christa Wood. All in favour Carried.

6. Show Society.

It was decided by motion from Dot Marschall that we pay membership to Show Society again this year with gift payment of \$300.00 and \$60.00 for extra 4 tickets to show for 2024 2nd by Christa Wood. All in favour. Carried

7. Dave Battams moved that we apply for Skin Cancer screening unit again for 2024 2nd Christa Wood. All in favour Carried.

Meeting closed at 12.30pm

Next meeting of Maitland Lions is a Dinner Meeting on 24th October at VY Hotel at 12.00 for 12.30 start

Yorke Peninsula Council
**BUILDING CONSENT
GRANTED**
subject to conditions
4/10/2022

Certificate for Engineer Approved Structures and Drawings


This certification covers the following job:

Yorke Peninsula Council DEVELOPMENT APPROVAL GRANTED subject to conditions 4/10/2022	Job No. : 2398	Computer File : Ian_Marschall
	Customer : Ian Marschall / Maitland Cemetary	
	Address : Maitland Cemetary, Robert Street Maitland 5573	
	Builder : Pulse Constructions SA Pty Ltd BLD 266887	Date : 28/9/22
	Signature : <i>Kallen</i>	

1. General:
The design was prepared using the software design package called CcBuilder. All data is by others. It is a condition of use of this design package that the user indemnifies LYSAGHT for all loss or damage that may arise out of incorrect input data.
 The above job must be read in conjunction with all the documentation provided. If there are any discrepancies between the design and the Engineering in the 1000 series drawings, the drawings shall take precedence. The drawing to use in building is the current revision, based on the date the job drawings are printed. Any errors, inconsistencies or omissions in the documentation, software, engineering or drawings must be reported to the licensor of this system. The existence of no errors does not absolve the Builder of checking and building a structure which should perform satisfactorily. If doubt exists the licensor must be consulted.
 Reliance on the outputs of the software does not relieve the Builder of their Statutory obligations or responsibilities.
 Where the designed structures are attached to an existing building, the structural adequacy of the existing building and the connection of the new structure to the existing building is excluded from these designs and certificate and are to be confirmed by others prior to construction. Where any doubt exists as to the adequacy of the existing structure to support the load imposed, advice should be sought from a suitably qualified person prior to commencement of construction.

2. Notes:

- This certificate indicates that the design and details on the approved drawings are certified structurally adequate for their intended use as non-habitable, single story, Class10A structures defined in the current National Construction Code NCC 2019 Volume 2 Amendment 1 (also known as the BCA) which may be attached to an existing structure or freestanding. .
- These standard details are only suitable for houses that conform to the requirements of Australian Standard AS 4055-2012 , Wind Loads for Housing and the NCC 2019 Volume 2 Amendment 1 .
- The structures are generally not suitable in areas where the loading is from snow. The structure with snow loads should be designed separately using the appropriate standard by a suitably qualified Engineer.
- The roof sheeting is normally designed for 'Foot traffic is not allowed' (excludes panel roofing). Any loads during installation to the sheeting shall be carried by propping from underneath. Where the roof is not capable of taking the maintenance load (termed non-trafficable roof), a "Foot traffic is not allowed" sign must be permanently displayed at two points on the inside of the beams.
- Concrete slabs are not covered by this certificate. It is the Builder's responsibility to ensure that if the posts are connected to a slab, that slab is capable of resisting both the dead load and uplift forces or should be checked by a suitably qualified Engineer prior to construction. This certificate shall be read in conjunction with the List of Construction Drawings as given on the **Job Checking Summary**.



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Drawing No.

999 Rev A1

File: Drwg 999 Engineer Approved Certificate CcBuilder valid to 30June 2023.docx Printed: 14 June 2022 Page 1/4

Yorke Peninsula Council
BUILDING CONSENT GRANTED
 subject to conditions
 4/10/2022

Yorke Peninsula Council
DEVELOPMENT APPROVAL GRANTED
 subject to conditions
 4/10/2022

The approved details on the 1000 series drawing show structures and their attachments to existing houses. The Builder must inspect the existing structure to ascertain its condition and suitability for attachment of the new structure. The additional loads from the new structure must be checked against the strength of the existing structure. Where the Builder has any doubt, a Civil/Structural Engineer should be engaged to check the adequacy of the existing structure and its connections to carry the extra loads from the proposed awning.

3. Job Specific Documents

The job must be read in conjunction with the following documentation:

- The CcBuilder plans produced by the software.
- The signed **Job Checking Summary**
- The plans submitted for the Development Application (DA).
- The Development Approval from the local Council/Shire (where applicable) including any imposed conditions.
- The relevant 1000 series drawings for the job as listed in the **Job Checking Summary**.
- The printed summary of components listed by the software.
- Any relevant NCC 2019 Volume 2 Amendment 1 or statutory requirements not covered by the above documentation.
- Any additional engineering by the Builder's/Owner's Engineer.
- Any third party supplier's manufacturing product design data, drawings and engineering.

4. Reference Standards

The following standards, documents and drawings have been used in the preparation of design tables, drawings and data referred to as engineering for individual structures.

- CcBuilder 1000, series drawings
- Published building data submitted by third party suppliers
- NCC 2019 Volume 2 Amendment 1 (also known as BCA Building Code of Australia) Vol 2 Clauses Part 2.1 and Part 3.0
- AS1170.0 .1 & .2: 2011 Loading Code for permanent, transient and wind loads
- AS 4055- 2012 - Wind Loads on Housing
- AS 4100-1998 - Steel Structures code
- AS/NZS 4600:2018 – Cold Formed Steel Structures code
- AS 2870-2011 - Residential Slabs and Footings
- AS 3566.1-2002 - Self Drilling Screws – mechanical properties
- AS 3600:2018 - Concrete Structures code
- AS 1684-2010 - Residential Timber-framed Construction
- NASH Standard Part 1 – Residential and Low Rise Steel Framing

5. What the certification is based on:

Only individual models are covered by the software without any variations. Some important assumptions for the existing structure in the design of each model are covered by the following:

- There is no interconnection assumed between individual models or structures i.e. the loads must be capable of being satisfactorily transferred from one structure to the other eg roof to wall, wall to floor or floor to support structure and footings.
- The designed structure shall be within geometry limitations as described in Section 1.2 of AS 4055-2012
- The minimum connections must be made as detailed on the 1000 series drawings using the supplied Lysaght approved components shown on the drawings and in the specifications.
- There are no assumptions made about the suitability of the structure being attached to.



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Drawing No.
999 Rev A1

Yorke Peninsula Council
BUILDING CONSENT
GRANTED
 subject to conditions
 4/10/2022

Yorke Peninsula Council
DEVELOPMENT
APPROVAL
 subject to conditions
 4/10/2022

The engineering rules cover attached and free-standing structures as defined on the drawings for each structure type. The maximum size and details of the structures are covered on the 1000 series drawings.

The steel frames, cladding and structural steel members must be protected against corrosion as specified in NCC 2019 Volume 2 Amendment 1, Section 3.4.4.4 or equivalent

6. EXPLANATIONS:
 This certification is only valid if there are no 'errors' in the Job Checking Summary produced by the software and it is signed.

- This certificate only covers a limited range of structures detailed on the CcBuilder plans and 1000 series drawings This certificate does not apply to any structure outside the engineering limits specified in the 1000 series drawings.
- Reinforced concrete slabs are excluded from this certification and must be checked or designed by a local Civil/Structural Engineer and separately inspected and certified.
- Where the design is attached to an existing structure, the design is engineered to be supported by the existing structure and independent posts. The interconnection and load transfer of roofing loads to the existing structures and tie-downs are excluded from this certification.
- Separate engineering must be sought for structures subject to earthquake, snow, flood, solar panels loading and Class P sites according to the requirements of the NCC 2019 Volume 2 Amendment 1.
- Attached metal floors and decks require 3rd party verification and certification for compliance with NCC 2019 Volume 2 Amendment 1

7. Explanations:

- Custom Orb 3 deg roof pitch is believed to be suitable for Home Improvement structures. However if higher water resistance and drainage capacity are required other roof cladding profiles such as Flatdek should be specified. Alternatively Custom Orb roof pitch should be increased to at least 5 deg.
- Flatdek I and Flatdek II have identical spanning capacities in cyclonic areas

Authorisation by Engineer

I, **Alexander Filonov** , hereby certify that the structures with accompanying drawings have been approved by me and are capable of withstanding the dead loads, transient and wind loads for the Australian Standard Wind Classification defined in AS4055 and the relevant Australian codes of practice previously outlined. This certificate is issued with reference to the current NCC 2019 Volume 2 Amendment 1 (also known as the BCA), Part A5.2(1)(e)(i and ii)

The roof frame and sheeting, except insulated panel roofing, is normally designed for " Foot traffic is not allowed" for a maximum 0.5 kN Concentrated Load and Wind Loads unless it has been upgraded to a maintenance related load, termed a "non-trafficable roof". "Non-trafficable" roof is designed for Concentrated Load of 1.1kN, UDL 0.25kPa minimum and Wind Loads. The correct two supplied metal signs "Foot traffic is not allowed" must be permanently fixed in a prominent position diagonally opposite each other on the inside face of the beams whenever roof was designed as "Foot traffic is not allowed". The engineering has been checked by me and signed off on individual drawings. This certificate is subject to the stated conditions and notes and that the structure is built in accordance with the approved drawings.

There must be no errors in the computer generated "Job Checking Summary". This summary and the first page of this certificate must be signed by the Designer/Builder. This certificate only covers the following individual structures:

- Flat Skillion roof, Flat Skillion with Gable insert, attached and freestanding.
- Pitched roof with or without collar-tie attached and freestanding



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Yorke Peninsula Council
BUILDING CONSENT GRANTED
 subject to conditions
 4/10/2022

Yorke Peninsula Council
DEVELOPMENT APPROVAL GRANTED
 subject to conditions
 4/10/2022

Decks, attached and freestanding.
 Freestanding Gazebo structures



Date: **14 June 2022**

Approved for structures by Lysaght and its authorised resellers of the Lysaght Living range of verandahs, patios and carports.

Unless this document bears the appropriate site details, signature and a date it is not authorised. If there is any doubt as to the authenticity or use of this certification please contact the person below.

ALEXANDER FILONOV. ME, GradDip (Struc), MIE Aust, CPEng, NPER
Civil & Structural Engineer
Lysaght Building Solutions

Qualifications:

Member Institution of Engineers, Australia
 CPEng Chartered Professional Engineer
 NPER

Registered Professional Engineer, Queensland
 Registered Professional Engineer, Victoria
 Accredited Building Practitioner, Tasmania

Membership N° 1296608
 Member of Civil & Structural Colleges
 Structural
 RPEQ No. 08094 Civil
 PE0003374 - Civil
 CC4719P Engineer Civil

Terms of Validity
 This certificate applies to structures created with the use of the CcBuilder system software after 30 June 2022 and up to 30 June 2023.
Valid for Software Version 8.7.1 onward only



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Drawing No.
999 Rev A1

23.4 REQUEST FOR ACCEPTANCE - FREE OF CHARGE ASSET - ARDROSSAN PROGRESS ASSOCIATION**Document #:** 23/100503**Department:** Corporate and Community Services**PURPOSE**

For Council to consider accepting the Ardrossan Pump Track as a 'Free of Charge' asset from Ardrossan Progress Association.

RECOMMENDATION

That Council accept the donation of the Ardrossan Pump Track as an asset 'Free of Charge' and authorise the pump track to be added to Council's asset register.

LINK TO STRATEGIC PLAN**Goal:** 2 Community Connected through Infrastructure

4 Community Engaged and Supported

Strategy: 2.6 Upgrade and beautification of open (recreation) spaces (e.g. playgrounds, water parks, BBQ areas etc.)

4.5 Foster productive working relationships with Progress Associations

BACKGROUND

Ardrossan Progress Association (Progress) has formally requested Council accept the Ardrossan Pump Track as a donated asset free of charge. The formal request (Attachment 1), minutes from their meeting held on 20 September 2023 (Attachment 2) and a copy of the presentation presented to the Elected Body at the Information and Briefing Session held on 25 October 2023, are provided for Elected Members' information.

DISCUSSION

The Ardrossan Skate Park Committee surveyed Ardrossan residents in 2018, and there was an overwhelming need for a wheeled sport facility in Ardrossan with 165 children signing a petition to have a wheeled sport facility in town. Progress has since purchased and started construction of the modular pump track, however, they have been unable to obtain the necessary public liability insurance for the facility and hence has requested to gift the asset to Council. Progress has indicated that on handover of the pump track it will be fully assembled with artificial turf installed, plus two (2) signs noting the safe use rules. Progress will continue to lease and have control over the land upon which the pump track is situated.

The asset to be gifted to Council is a modular pump track with a replacement value of \$150,000.

If the donation of this asset is accepted by Council, the cost of insurance to cover the cost of replacement and installation will be approximately \$350 including GST per annum. Should Council accept the donation of this asset, Council will be responsible for all inspections, maintenance, and insurances of the pump track.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

The community will be notified via the distribution of the Council Minutes from this meeting.

CONSULTATION PROCESS

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

- Corporate Management Team
- Manager Economic Development and Business Sustainability
- Asset Manager
- Senior Safety Advisor (Audit and Risk)
- Wheeled Sports Working Party

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

- Ardrossan Progress Association

POLICY IMPLICATIONS

PO124 Asset Accounting Policy

PO128 Asset Management Policy

BUDGET AND RESOURCE IMPLICATIONS

Should the donated asset be accepted, Council would incur additional insurance costs of approximately \$350 including GST per annum. The asset would also be depreciated over a period of 15 years resulting in depreciation charges of \$10,000.00 per annum. Council would also be responsible for maintenance costs of the facility.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

If accepted, all risks associated with the asset would rest with Council as is the case for all other Council assets.

ATTACHMENTS

1. **Advice - Gift to Council - Ardrossan Pump Track - Ardrossan Progress Association** [↓](#) 
2. **Meeting Minutes - Ardrossan Progress Association - 20/09/2023** [↓](#) 
3. **Presentation - Ardrossan Pumptrack - Ardrossan Progress Association** [↓](#) 



6th October 2023

Nick Perry
Yorke Peninsula Council
P.O. Box 57
Maitland
S.A. 5573

Re: **Ardrossan Pumptrack**

Dear Nick

The Ardrossan Progress Association have invested \$150,000.00 in purchasing a Parkitect World Cup Pumptrack and have partly assembled it on two of the old tennis courts in Ardrossan. It has been assembled as to the manufacturer's specifications and a letter of compliance is not required.

We have replaced aging fencing infrastructure by supplying and installing new black tubular fencing to the front of the area.

It is currently not in a fully operational state due to the inability of being able to get liability Insurance as we do not come under the auspices of a Council or a Municipal body. As a result of not being able to raise insurance for the Pumptrack we are asking if Council would accept the gifting of this Asset in order for the track to be covered under the liability insurance through the Yorke Peninsula Council.

In support of this letter of request we have attached the following:

- A presentation which can be shared detailing the proposed handover conditions
- A copy of the minutes from the last meeting

We ask that this request is included in the agenda for this months meeting. In attendance at the meeting will be Margie Gaisford the Support Services Manager for Ardrossan Progress to field any questions that you have.

Yours Faithfully

A handwritten signature in blue ink that reads "M F Gaisford".

Margie Gaisford
Support Services Manager

cc. Ben Thompson

PO BOX 44
ARDROSSAN SA 5571
P: 08 8837 4195
E: progress@ardrossan.sa.au
ABN 24 336 808 231

making ardrossan a better place to live & work

Ardrossan Progress Association Inc
Minutes for Committee Meeting, Tuesday 12th September 2023, 6.30 pm
Ardrossan Information Centre (VIC) Meeting Room

		Item	Proposed Motion, That -	Est. Time
	1	Welcome	Rikki welcomed everyone	
	2	Attendees	Rikki Parkinson, Adrian Oster, Scott Teakle, Kalli-Anne Eglinton, Kevin Betterman, Jamie Elsworthy, Ben Braund, David Woodroofe, Margie Gaisford, Shane Fowles, Sonya Fowles	
		Apologies	Richard Carruthers	
	3	Conflict of Interest declarations	Ben Braund has a conflict of interest with the Carols night	
Attached or circulated separately	4	Confirmation of minutes of the meeting held on the 8 th August 2023 at 6.30pm at the Ardrossan Information Centre.	That the minutes of the previous meeting be approved. Moved by Adrian Oster and seconded by Kevin Betterman, Carried	
		Business Arising:		
		• [REDACTED]	[REDACTED]	
		• Site Agreement for Annual Site Licence Holders	We are still working on the upgraded site licence agreement, the lawyer has sent back his comments on the changes we have made.	Rikki, Margie
		• Donations to clubs and sporting groups	Kallie moved that the Association sponsor the bowling club with \$500.00 for 2023/24 season and Ben seconded the motion. The committee discussed having a \$500 limit for sponsoring community and sporting clubs annually unless it is a special event.	Margie
	• Flags for the main street	New flags have been ordered and will go up as soon as the 150 celebration is finished	Margie	
	• 150 years	Volunteer jobs for the 150 celebration – Kallie will send out a roster list of jobs and the committee will let Kallie know what they can help with.	Kallie	

**Ardrossan Progress Association Inc
Minutes for Committee Meeting, Tuesday 12th September 2023, 6.30 pm
Ardrossan Information Centre (VIC) Meeting Room**

5	Caravan Park Report	<p>The new Villa will be finished the end of October, new furniture will arrive the first week of November allowing bookings to be taken from the middle of November.</p> <p>Sales are down again this month but this is because we haven't had the same number of powered sites as last year due to moving annual site licence holders and we don't have as many cabins booked by tradespeople.</p> <p>The income from annual site holders are also down as we have had a few leave the park.</p> <p>We will eventually have three more powered sites than we had before which will increase the income of the park.</p> <p>One of the permanents is in one of the cabins at the moment while they are moving to the new site.</p> <p>We need to get the new crab cooking table in the Caravan Park. Shane will get the old Crab cooker removed this week ready to install the new tables.</p> <p>The managers would like to have a two-to-five-year plan for the Caravan Park so they can budget and work towards projects.</p> <p>Todd from Ardrossan Earth Moving will be coming to clear the last of the rubble on the powered sites tomorrow Scott and Toby are coming in next week to do the electrical and plumbing.</p> <p>Shane and Sonya left the meeting at 6.45pm</p>	Kevin
6	Parkitect Pump Track	<p>Rikki and Adrian had a meeting with Stephen Goldsworthy and they discussed jet patching the rest of the tennis courts and spoke about Softfall around the pump track and garden beds and landscaping.</p>	

Ardrossan Progress Association Inc
Minutes for Committee Meeting, Tuesday 12th September 2023, 6.30 pm
Ardrossan Information Centre (VIC) Meeting Room

			<p>We want to get it up and running quickly, The track only needs an hours work to complete it.</p> <p>Council will be approached in regard to accepting the Pumptrack as a gift, but the Track needs to remain in Ardrossan.</p>	
	7	Proposed development of the scout hall area	The Ardrossan Child Care Committee are meeting with Council to discuss options for development.	
	8	Town Signs	Kallie sent out an email with the pictures of the signs to the committee. The committee looked at the pictures, the Quotation for the signs was \$3000.00 the committee agreed to complete this project in January 2024	
	9	Fishing Competition	The committee decided to ask Jennie to plan the fishing competition and the following committee people are willing to help on the day: Jamie, Kallie, David, Scott, and Ben	Margie
	10	Treasurers Report	Margie presented the Treasurers report and moved that the report be accepted, Scott seconded the motion which was carried.	
Attached or circulated separately	11	Chairman's Report	<p>Grant application included solar for the cabin so Rikki has spoken to Yorke Solar to provide a quote for the same system as on the other two cabins.</p> <p>Letters went out to the Annual Site Licence Holders who needed to do Fire Safety work on their sites on the 28th and 29th August.</p> <p>Rikki met with the Council today to discuss progress with the Fire safety work in the caravan park.</p> <p>Following the meeting today Rikki wrote to the BFSC today to ask for an extension for the annual site licence holders who have substantially started the works required on their sites for miscellaneous works.</p> <p>There are 14 firewalls to be built, Rikki has written to the BFSC for an extension for</p>	Rikki

**Ardrossan Progress Association Inc
Minutes for Committee Meeting, Tuesday 12th September 2023, 6.30 pm
Ardrossan Information Centre (VIC) Meeting Room**

		<p>those people actively completing the works extension request to between October 30th – 13th November.</p> <p>Rikki requested the police to have a more active presence in the Caravan Park. Have not seen evidence of this- Rikki to follow up.</p> <p>Margie and Rikki have done the role description for the new person Margie is working on the Advertisement for the new role.</p> <p>Grounded art event – thank you to all who helped with the Grounded Art show which was open for 9 days and had about 463 people through. Five pieces of Art were sold for about \$500.00. The open night at Ardrossan had about 23 people attend and cost \$800.00 with donated wine of \$250.00 and bar sales by the Golf club of \$100.00. Feedback has been that there should just be one opening night in future.</p>	Margie
12	Work Health Safety	Nothing to report	
13	ACAMS	The new shed is now up and will be getting set up.	
14	Tidy Towns	<p>The new framework for the shade cloth is up.</p> <p>The RSL garden is doing well, we have only lost a couple of plants which will be replaced.</p> <p>The continuance of Tidy Towns is still being discussed within the group, Kevin has made it clear to the members that he doesn't want to continue as leader.</p> <p>Council is helping with spraying weeds on verges.</p> <p>The Caravan Park gardens need work as they are overgrown and need removal of bushes and then replace with taller growing trees planted in their place to</p>	

Ardrossan Progress Association Inc
Minutes for Committee Meeting, Tuesday 12th September 2023, 6.30 pm
Ardrossan Information Centre (VIC) Meeting Room

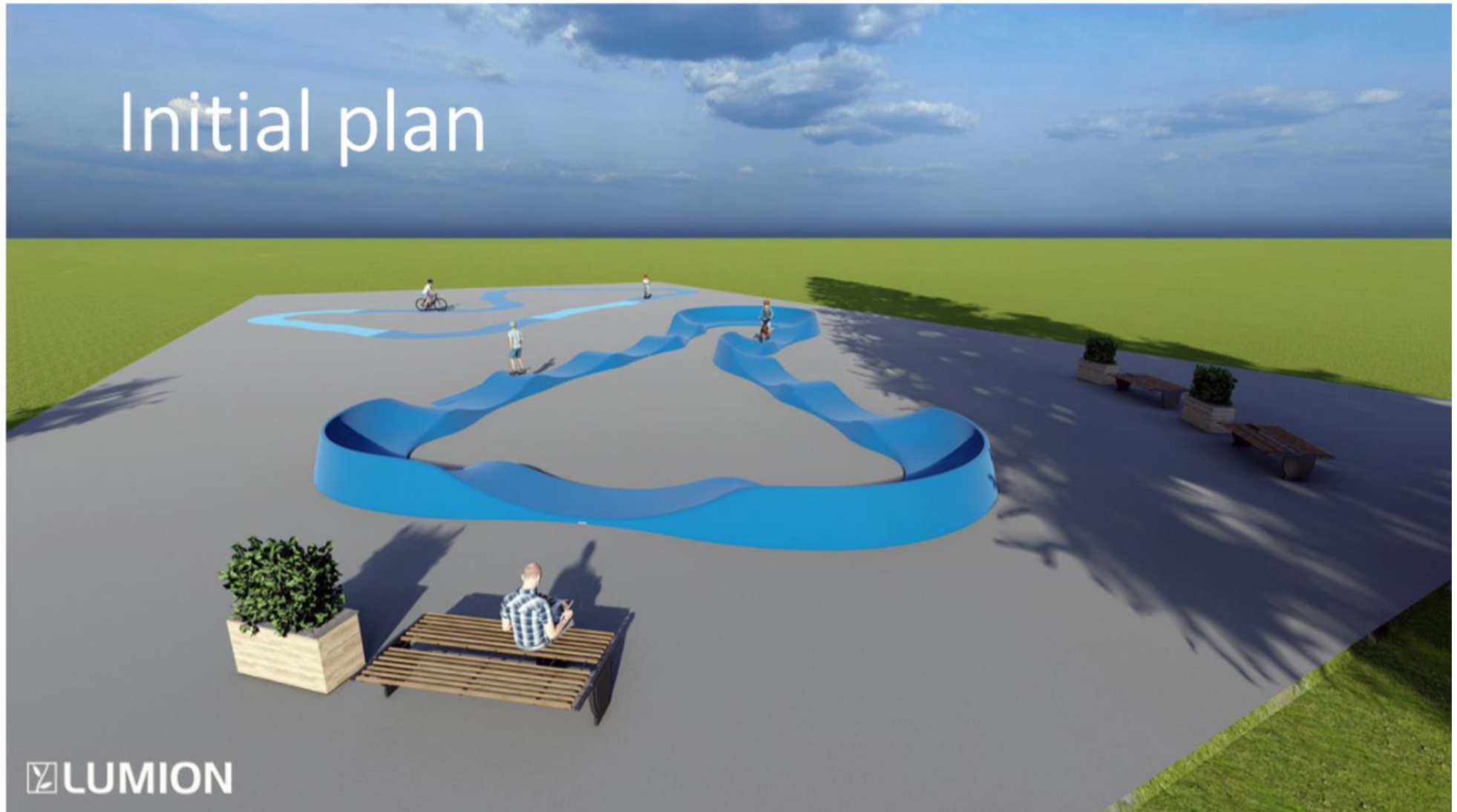
			assist with maintenance and better viewing of the roadway for drivers. Price for vests and long-sleeved shirt each member will be obtained from J28.	
	15	Correspondence: <ul style="list-style-type: none"> • Ardrossan Heritage Museum • Ardrossan RSL • Yorke Peninsula Carpets • Ardrossan Bowling Club • Light Church 	Ardrossan Heritage Museum is celebrating its 50 th anniversary on 6 th October and the committee are invited to attend. The Soldiers Memorial Gardens will have an official reopening on the 19 th September at 12.30, the committee are invited to attend Quotation for artificial lawn for the Pump track \$6985.00 Ardrossan Bowling Club sponsorship for \$500.00 Ardrossan Light Church wrote to ask for Sponsorship for the Ardrossan Carols and Fireworks. Kevin moved and Scott seconded the motion that we contribute \$3000.00 towards the 2023 celebration.	
Any Other Business				
	16	Ardrossan Christmas Street Party - Friday the 22 nd put it in the Antics		Margie
	17	Nomination of new committee people – the committee has vacancies for two new committee people one for a one-year term and one for a two-year term.		
	18	RAA electric car charging stations – not doing the ones at the caravan park but doing the ones near the RAA service station.		
	19	Constitution – the committee discussed the constitution and agreed Margie would email the suggested changes to the committee on Thursday to be ratified by email to go into the Country Times next week.		Margie
	20	Market – The committee discussed the Markets and decided they will think of why we have markets and what we can do to make it work better and email each other with ideas during the month then discuss it at the next meeting.		All
Date, Time and Location of next Meeting			24 th October 2023 at 7pm	



Ardrossan Pumptrack

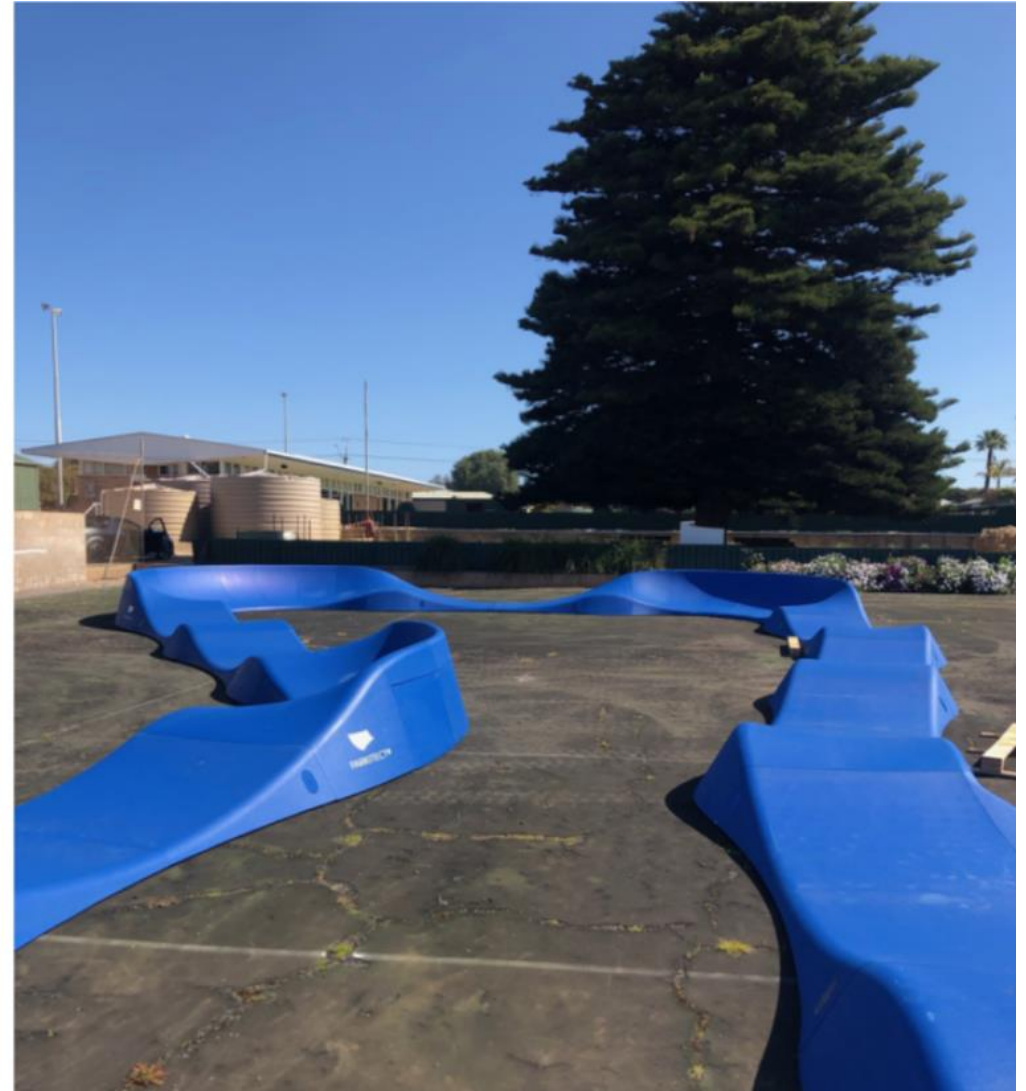
Why should Ardrossan have a Pumptrack

- Ardrossan is the largest community on the Yorke Peninsula and has the least infrastructure for children and teenage residents and visitors to the area.
- Ardrossan Skate Park Committee did a survey of Ardrossan and there was an overwhelming need for a wheeled sport outlet in Ardrossan with 165 children signing a petition to have a wheeled sport facility in town in 2018.
- Council's wheeled sport Survey of York Peninsula in 2021, the majority of the respondents were from Ardrossan which indicates the high need for this type of facility in this community.



On Handover

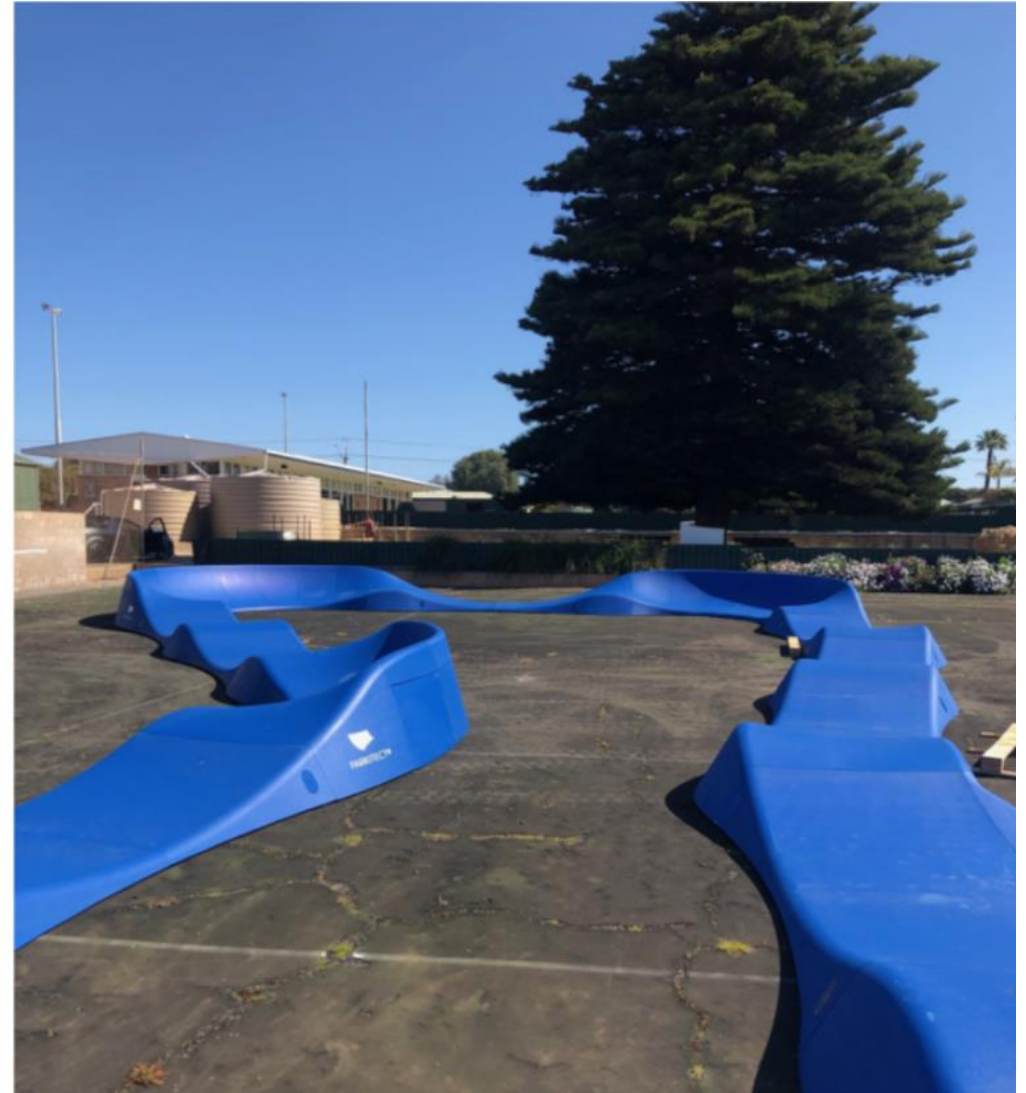
- The Pumptrack will be fully assembled.
- The instillation of artificial turf inside the pump track has been fully approved and paid for and will be installed on the 12th October.
- Two signs noting the safe use rules have been ordered with instillation to be on both entry gates.



On Handover

Further to this over the next six month the following items will be included in the tennis court area in consultation with and approval with Yorke Peninsula Council Work Teams:

- planter boxes and planting of shrubs to enhance the ambience of the area
- two Picnic tables in the area to encourage families to use the space as a destination for celebrations and events
- A painted track for younger children with road signs as a learning opportunity



Notice to Pumptrack Users

Wheeled Sports involves an element of risk.

Users of this Pumptrack use the facility at their own risk

And are responsible for following these safety rules.

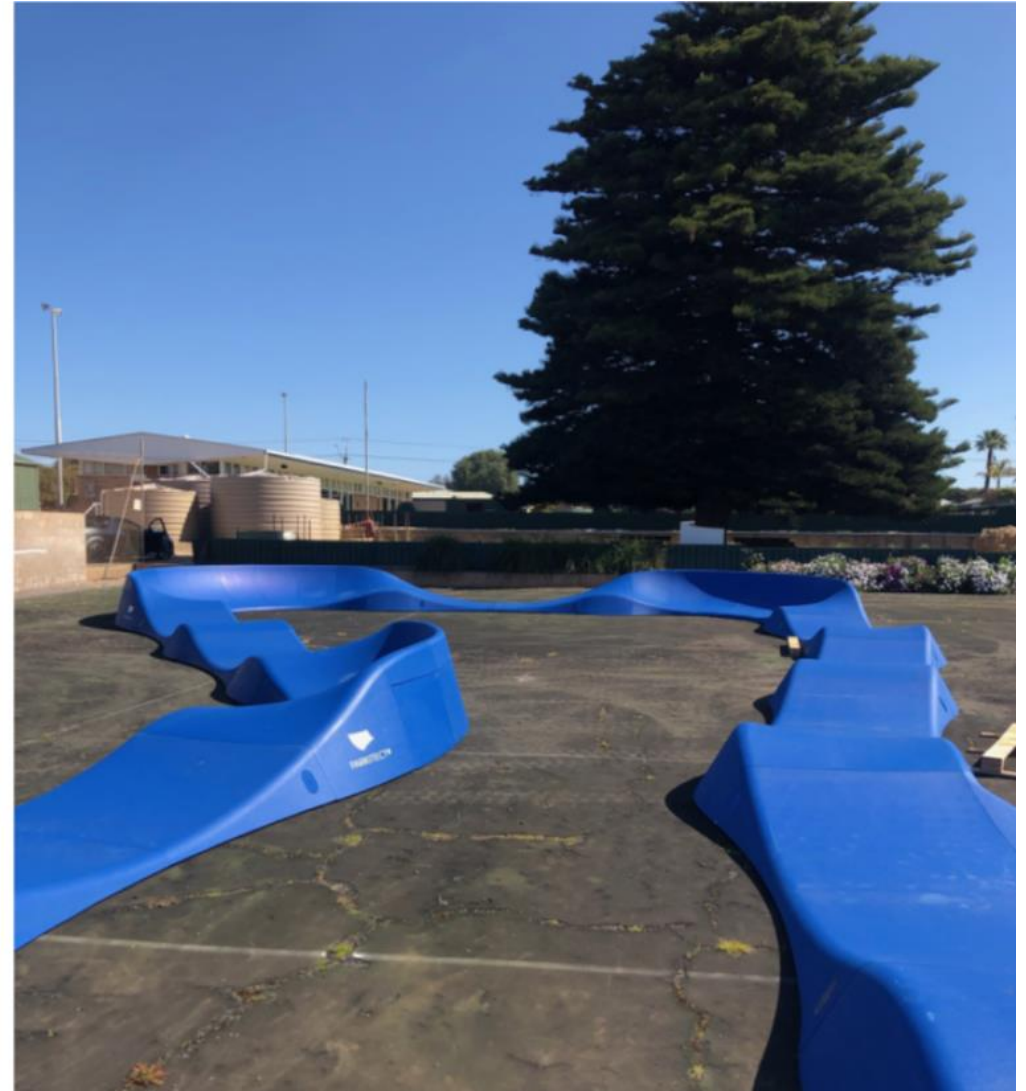
This pumptrack is for the use of all bikes, scooters, skate boards and rollerblades.

Go-Karts and motorised vehicles are NOT allowed on the track.

Children under the age of 12 MUST be supervised by an adult.

- Helmets MUST be worn at all times
- Riders MUST wear protective equipment whilst using the track
- MAXIMUM 4 riders on the track at any one time
- Riders MUST ride in the same direction at all times
- Keep a safe distance between riders
- Riders MUST ride the track within their limits
- Riders to stay in control at all times & able to stop when needed
- Watch for riders when entering and exiting the track
- Track may be used during daylight hours only
- Do not ride the track in wet weather conditions
- No smoking or glass allowed within & around the track area
- No-one to enter the centre area of the track
- No somersaults or inverted manoeuvres of any kind on the track

HOW TO RIDE A PUMPTRACK www.modularpumptrack.com.au/howto



In Closing

- The Ardrossan Progress Association has been trying for eight months to get liability insurance for the Pumptrack and because we don't come under the auspices of a Council or a Municipality we have not been successful
- The Ardrossan Progress Association Committee would like to donate/gift the Pumptrack to the York Peninsula Council in order for it to be fully insured so that the community and the visitors to the area have the benefit of the use of this infrastructure.
- Thank you for taking the time to review our request and for giving us the opportunity to present this project to you.

23.5 POLICY REVIEW - PO089 ELECTED MEMBER ALLOWANCES AND BENEFITS POLICY**Document #:** 23/100511**Department:** Corporate and Community Services**PURPOSE**

To seek Council's endorsement of the updated PO089 Elected Member Allowances and Benefits Policy.

RECOMMENDATION

That Council endorse the updated PO089 Elected Member Allowances and Benefits Policy as presented.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance and Leadership**Strategy:** 5.3 Meet all legislative requirements and compliance with Council's internal controls
5.6 Continuous improvement of Council processes**BACKGROUND**

PO089 Elected Member Allowances and Benefits Policy (Policy) outlines the process and instance by which Council will reimburse reasonable expenses incurred by Elected Members.

A complete update and review of this Policy and SF095 Elected Member Expense Reimbursement Form was undertaken in December 2022 when the newly elected Council was endorsed.

DISCUSSION

Elected Member incurred expenses for accommodation costs have been updated to reflect the current Taxation Determination TD2023/3. The Policy has been amended to reflect these recommendations (Attachment 1).

Other small changes and insertions include:

- Updated meal allowances
- Removed incidentals to be in line with PR126 Allowances and Benefits Procedure
- Updated Council delegations
- Updated definitions table

The Audit and Risk Committee endorsed the updated Policy at its meeting held on 31 October 2023 and recommended that Council adopts the Policy as presented.

A copy of the proposed changes is provided in Attachment 1 and a clean version in Attachment 2 for ease of reference.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Corporate Management Team

- EA to the CEO and Mayor
- Manager Financial Services
- Executive Services Support Officer

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

- Nil

POLICY IMPLICATIONS

PO013 Elected Members Training and Development Policy

PO015 Code of Practice for Access to Council and Committee Meetings

PO088 Elected Members Use of Council Supplied Electronic Equipment Policy

PO091 Risk Management Policy

PFC123 Process for Managing Complaints and Breaches under the Code of Conduct for Council Members PR148

PO135 Elected Members Training and Development Policy

PO138 Caretaker Policy

PO147 Complaints Policy

PO156 Internal Financial Control Policy

PO171 Public Interest Disclosure Policy

BUDGET AND RESOURCE IMPLICATIONS

It is not anticipated that these changes will impact Council's budget in the foreseeable future.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

It is essential that Council has the appropriate policies and delegations in place to ensure consistency, probity and legislative compliance.

Local Government Act 1999

Local Government (Elections) Act 1999

Statutes Amendment (Local Government Review) Act 2021

Independent Commission Against Corruption Act 2012

Ombudsman Act 1972

Public Interest Disclosure Act 2018

Commonwealth Income Tax Assessment Act 1997

Freedom of Information Act 1991

Determination of the Remuneration Tribunal Allowances for Members of Local Government Councils

ATO's Taxation Determination

ATTACHMENTS

1. **PO089 Elected Member Allowances and Benefits Policy - Track Changes** [!\[\]\(ddc19a23e30f1f3d6106553c33d041a6_img.jpg\) !\[\]\(26079111cab75e50c845ff07e86bf74f_img.jpg\)](#)
2. **PO089 Elected Member Allowances and Benefits Policy - No Track Changes** [!\[\]\(ca74b112273d1cfd7320c5ba86dad354_img.jpg\) !\[\]\(8bb30f9cbc8a7707c8d42fa350cf9bcd_img.jpg\)](#)



COUNCIL POLICY

Elected Member Allowances and Benefits

Policy Number:	PO089		
Strategic Plan Objective:	5. Responsible Governance and Leadership		
Policy Owner:	Director Corporate and Community Services	Record Number:	16/6361[v8] / 16/6361[v9]
Responsible Officer:	Manager Financial Services	Minute Reference:	250/2022
Date Adopted:	14/12/2022	Next Review Date:	November 2026

2.1. POLICY OBJECTIVES

The Yorke Peninsula Council (Council) will ensure that the payment of Elected Members' allowances, the reimbursements of expenses and the provision of benefits by ~~the~~ Council is accountable and transparent and in accordance with the Local Government Act 1999 (~~the~~ Act) and the Local Government (Members Allowances and Benefits) Regulations 2021~~10~~ (~~the~~ Regulations).

This policy sets out the provisions of the Act and Regulations in respect of Elected Member allowances, expenses, benefits, the provision of facilities and support to ensure consistency and legislative compliance. This Policy also specifies, in accordance with Section 77-(1)(b) of the ~~Local Government~~ Act, the types of expenses that will be reimbursed without the need for specific Council approval every time a claim is made.

3.2. SCOPE

This policy applies to all Elected Members, including the Mayor of Council.

4.3. DEFINITIONS

Refer to Attachment 1.

5.4. POLICY STATEMENT

5.4.1. Policy Principles

- Elected Members should not be out of pocket as a result of performing and discharging their Council functions/duties.
- To assist Elected Members in performing or discharging their official functions and duties they are entitled to a range of necessary facilities, services and support and to be reimbursed for expenses as specified in this policy.

PO089 – Elected Member Allowances and Benefits Policy

- Elected Members expenses, reimbursements, facilities, services and support must be actually and necessarily incurred in performance and discharge of their official functions/duties, which will be assessed in accordance with their defined role in the Act.
- Continued professional training and development for Elected Members.
- Accountability to the community for the use of public monies.

5.2.4.2. Allowances

- Elected Member allowances are determined by the Remuneration Tribunal on a four-yearly basis before the designated day in relation to each set of periodic elections held under the Local Government (Elections) Act 1999. ~~Yorke Peninsula~~ Council falls within Group 3 in the current Remuneration Tribunal Determination with an initial Elected Member allowance of \$15,381.
- The allowance for the Mayor is equal to four (4) times the annual allowance for Elected Members.
- Deputy Mayor or Deputy Chairperson or an Elected Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowance for Elected Members. The level of allowance is payable at a maximum of one and a quarter times only once and does not multiply for each of the qualifying criteria.
- An allowance determined by the Tribunal will take effect from ~~the first ordinary meeting of the Council held after~~ the conclusion of the relevant periodic election. Elected Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index (All groups index for Adelaide) as published by the Australia Bureau of Statistics.
- Council has determined that these allowances be paid quarterly in arrears starting from the election date. Payments are made to Elected Members on or before the 23rd day of February, May, August and November. The allowance paid to the Mayor is paid monthly in advance.
- An additional allowance, in the form of a sitting fee, is also payable for Elected Members who are Chairpersons of other Council committees (who are not a deputy mayor or presiding member of a prescribed committee that is required by legislation) in accordance with the Determination of the Remuneration Tribunal Allowances for Members of Local Government Councils. An allowance of \$188 per meeting limited to an aggregate amount of \$1,129 per annum.
- An allowance under this section is to be paid in accordance with any requirement set out in the Regulations (unless the Elected Members declines to accept payment of an allowance in accordance with section 76(12) of the Act).
- A statement of earnings will be provided upon request to Elected Members at the conclusion of each financial year.

5.3.4.3. Mandatory Reimbursements (Section 77(1)(a))

- Elected Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred by the Elected Member for travel within the Council area and associated with attendance at a 'prescribed meeting'.
- Elected Members are entitled to reimbursements for child/dependant care expenses actually or necessarily incurred by the Elected Member as a consequence of the Elected Member's attendance at a prescribed meeting.

PO089 – Elected Member Allowances and Benefits Policy

Child/dependant care is not reimbursed if the care is provided by a person who ordinarily resides with the Elected member.

5.4.4.4. Council Approved Reimbursements (under Section 77(1)(b))

The additional prescribed expenses incurred by Elected Members, which do not fall within the categories of allowances or mandatory reimbursements outlined above, but which have been approved by Council for reimbursement under section 77(1)(b) of the Act are as follows:

- Reasonable travelling expenses incurred by Elected Members both within and outside the Council area as a consequence of the Elected Member’s attendance at a function or activity on the business of Council other than for which the Member is reimbursed under section 77(1)(a).
- Travelling expenses incurred where the Member has been invited or officially appointed as Council’s delegate or as a representative of Council.
- A travel time allowance is provided for Elected Members (excluding the Mayor) of non-metropolitan Councils in relation to the distance between the Elected Member’s usual place of residence within the Council area and the Council’s principal office at Maitland, via the most direct route by road. This allowance is in addition to any expense reimbursement.
- Expenses incurred for accommodation costs where Elected Members are attending approved meetings, conferences, seminars, training courses or similar activity. The nightly limits for accommodation are:

City	Maximum Limit per person
Adelaide	\$ 235208 .00
Brisbane	\$257.00
Canberra	\$246.00
Darwin	\$293.00
Hobart	\$ 235496 .00
Melbourne	\$ 26528 .00
Perth	\$ 26545 .00
Sydney	\$ 2654 .00
Rural	Refer to the ATO guidelines at the time
International	Refer to the ATO guidelines at the time

- Expenses for meals ~~and~~ refreshments ~~and incidentals~~ where Elected Members are attending approved meetings, conferences and seminars where meals are not provided. The maximum daily limits for meals are:

Breakfast:	\$ 35.00 25 .00
Lunch:	\$ 40.00 30 .00
Dinner:	\$ 60.00 50 .00
Incidentals:	— \$20.00

(These limits are roughly based on the guidelines set out in the ATO’s Taxation Determination TD2023/3 and should be reviewed annually).

Please note: the limits above apply per item, per day and these items cannot be aggregated to enable an overspend on an individual item(s) due to

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underspend on another individual item(s). For example: spending \$10 on breakfast plus \$10 on lunch does not entitle a person to claim a dinner limit of \$105. (These limits are roughly based on the guidelines set out in the ATO's Taxation Determination TD2022/10 and should be reviewed annually).

- Elected Members are to make a reasonable attempt to use Council vehicles as a priority when undertaking official functions/duties or car pool with other Elected Members/staff utilising Council vehicles.
- Whilst travelling on Council business, the driver is personally responsible for all traffic infringement notices or parking fines incurred.

To ensure that Elected Members remain accountable to the community for the use of public monies, the following types of allowances and expenditure is **not** considered appropriate ~~for Yorke Peninsula Council~~:

- Providing gifts to Elected Members for special occasions or service recognition (for example birthdays, Christmas and other occasional gifts).
- Non business related expenses including, but not limited to:
 - Mini bar;
 - In-house movies;
 - Valet parking (unless there are no other cheaper parking alternatives available);
 - Travel expenses incurred during any personal element of a business trip (i.e. trip has been approved and extended to allow for some personal leave on either side of the trip); and
 - Meals, accommodation and other incidental expenses incurred by 'other people' not associated with Council or relevant to the business portion of the trip (i.e. a partner joins you for all or part of the trip).

5-6.4.5. Process for Approval, Booking and Reimbursement

- All travel and accommodation that incurs expenses must be approved prior to the travel/accommodation being booked and/or undertaken. The Chief Executive Officer (CEO) must approve all intrastate travel. Council must approve all interstate and international travel taking into account PO135 Elected Members Training and Development Policy for training/development requests.
- All approved travel/accommodation must be booked through the EA to the CEO and Mayor, who will ensure that the travel is booked in an economical manner.
- If suitable accommodation is unable to be sourced through the EA to the CEO and Mayor within the rate limits, approval will be sought from the CEO to book higher priced accommodation with the reasons/rationale documented. If an Elected Member decides to stay at a higher priced establishment without the approval of the CEO, then they are responsible for those extra costs, Council should not be charged for these additional costs.
- Airline tickets are not transferable and cannot be used to offset any other costs, including the cost of other persons accompanying the Elected Member.
- Elected Members intending to claim travel reimbursement, must complete and sign Council's SF095 Elected Members Expense Reimbursement Form.

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Elected Members are responsible for submitting these claims and they must be received by the EA to the CEO and Mayor for processing each quarter, to tie in with budget and budget review requirements.

- Where appropriate, reimbursements must be supported by a tax invoice/receipt that meets ATO requirements. These requirements are outlined below:
 1. The receipt is intended to be a tax invoice – i.e. it should have the words Tax Invoice printed on the document.
 2. The supplier's identity is clear.
 3. The supplier's Australian Business Number (ABN) is clear.
 4. The date the invoice was issued is clear.
 5. A brief description of the items or services sold, including the quantity (if applicable) and the price.
 6. The GST amount (if any) payable, this can be shown separately, or, if the GST amount is exactly one eleventh of the total price, a statement such as 'total price includes GST' is acceptable.
 7. The extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST).
 8. For sale amounts over \$1,000, Council's identity and/or ABN should be reflected on the invoice.
 9. If the supplier is not registered for GST, such as a charity or overseas supplier, then a general receipt outlining date, supplier's identity, purpose and amount is sufficient. EFTPOS receipts are not acceptable as a tax invoice. Unclaimed travel expenses cannot be offset against some other expense or facility.

5.7.4.6. Facilities, Services and Support

In addition to allowances and the reimbursement of expenses, Council have determined the following facilities, services and forms of support are appropriate for use by Elected Members, to assist them to perform or discharge their official functions and duties (pursuant to Section 78 of the Act):

- Information Technology services and equipment including a personal computing device and associated software; electronic communications services (email and internet access); and technical and maintenance support.
- Meals and refreshments where appropriate whilst attending Council meetings, Council committee meetings, briefings, training and workshops.
- Name badge.
- Council business cards.
- Insurance – Section 80 of the Act requires that Council insures its Elected Members against risk associated with the performance or discharge of their official duties. Elected Members and their partners/spouses are covered under the following Council insurance policies while engaged in or on any activity directly or indirectly connected with or on behalf of Council, travelling to and from such activity (cover is subject to policy limitations and applicable excess(s)):
 - Journey and Personal Accident Insurance – provides cover for Elected Members (and their accompanying partners/spouse) Civil Liability.

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In addition to the facilities and support outlined above, Council has resolved to make available to the Mayor (and any Acting Mayor appointed during the Mayor's absence) the following to assist them in performing and discharging their official functions and duties:

- A suitable Council owned and maintained vehicle to be used to undertake official Council functions/duties, including to attend functions and other meetings. Council acknowledges the geographical area of the Yorke Peninsula will involve incidental, minor, infrequent and irregular limited private use of the Council vehicle within South Australia when on Council business.
- A mobile phone.
- Office space.
- Provision of executive clerical support.
- Provision of media and communications support.

The provision of these facilities, services and support will be made available to all Elected Members, including the Mayor, on the following basis:

- Such provision is necessary or expedient for the Elected Member to perform ~~his/her~~ their official functions/duties.
- The facilities remain the Council's property regardless of whether they are used off site or not, and will be returned to Council at the end of each term in office.
- Each Elected Member is solely responsible for those facilities released into their care/control for the duration of their term in office – if the facility is damaged or lost, the Elected Member should provide a written report to the CEO.
- They are not to be used for a private purpose or any other purpose unrelated to the official Council functions and duties, unless such usage has been specifically pre-approved by the Council and the Elected Member has agreed to reimburse Council for any additional cost or expenses associated with that usage.
- These facilities or services must not be used for campaign or election purposes.

5.8.4.7. Register of Allowances and Benefits

Pursuant to Section 79(1) and (2) of the Act, the CEO must maintain a Register (R003 Elected Members Allowances and Benefits Register) ~~in which he or she will to~~ ensure on a quarterly basis that a record is kept of:

- The annual allowance payable to an Elected Member.
- Any expenses reimbursed under Section 77(1)(b).
- Other benefits paid or provided for the benefit of the Elected Member by the Council.
- Any changes in the allowance or benefit payable to or provided for the benefit of Elected Members.
- Provisions of a reimbursement of benefit not previously recorded in the register.
- The mandatory travel and care reimbursements paid under Section 77(1)(a) of the Act are not required to be recorded in the register, however to provide full transparency these amounts are included.

The register is available on Council's website or for inspection, free of charge, at Council's offices. Copies or extracts of the Register are available for purchase upon payment of a fixed fee (as detailed in Council's Fees and Charges Register).

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6.5. COMPLAINTS

Complaints about this policy or non-compliance with [this](#) policy can be made in writing to the CEO. Complaints will be managed in accordance with Council's Complaints Policy (PO147).

7.6. REVIEW

This policy will lapse at a general election at which time the newly elected Council will be required to adopt a policy dealing with Elected Member allowances, reimbursements and benefits for their term in office at the Inaugural Council Meeting. The policy will also be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines, audit findings, any corrective actions/controls arising from risk assessment and/or hazard/incident reports, audit findings and stakeholder feedback.

8.7. TRAINING

Elected Members are provided with appropriate training to enable them to meet the requirements of this policy. Training needs will be reviewed annually as part of Council's Elected Member Training Plan and as necessary in consideration of any changes to legislation and relevant standards, codes, guidelines and audit findings.

9.8. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

10.9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

PO015 Access to Council and committee Meetings and Documents Code of Practice

PO091 Risk Management Policy

PO088 Elected Members Use of Council Supplied Electronic Equipment Policy

PO135 Elected Members Training and Development Policy

PO138 Caretaker Policy

PO147 Complaints Policy

PR148 Code of Conduct for Council Members Complaints

PO156 Internal Financial Control

R003 Elected Members Allowances and Benefits Register

SF095 Elected Members Expense Reimbursement Form

11.10. REFERENCES AND LEGISLATION

Local Government Act 1999

Local Government (Elections) Act 1999

Statutes Amendment (Local Government Review) Act 2021

Independent Commission Against Corruption Act 2012

Ombudsman Act 1972

Public Interest Disclosure Act 2018

Public Interest Disclosure Regulations 2019

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Commonwealth Income Tax Assessment Act 1997
 Freedom of Information Act 1991
 Determination of the Remuneration Tribunal Allowances for Members of Local Government Councils
 ATO's Taxation Determination
 Behavioural Standards for Council Members
 Local Government Equip Model [Council Members' Allowances and Benefits](#) Policy
 Local Government (Member Allowance and Benefits) Regulations 2010

11. COUNCIL DELEGATION

12. [Any applicable delegations are available on Councils website via the Delegations register via https://yorke.sa.gov.au/about-us/forms-plans-and-publications/register/](https://yorke.sa.gov.au/about-us/forms-plans-and-publications/register/)

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate and Community Services

19.12. VERSION HISTORY

Version No	Issue Date	Description of Change
1	08/05/2013	Revised and Updated
2	13/05/2015	Revised and Updated
3	13/07/2016	Revised and Updated
4	14/12/2016	Revised and Updated
5	13/02/2019	Revised and Updated
6	085/09/2021	Legislative Update
7	09/03/2022	Legislative Update
8	14/12/2022	Legislative Update
<u>9</u>		Legislative Minor Revision Update

PO089 – Elected Member Allowances and Benefits Policy**ATTACHMENT 1: DEFINITIONS**

Term/Reference	Definition
ABN	Australian Business Number
ATO	Australian Taxation Office
CEO	Chief Executive Officer
Dependant	A dependant of the Elected Member requiring full time care
EA to CEO and Mayor	Executive Assistant to the CEO and Mayor
Eligible Journey	A journey (in either direction) between the principal place of residence or a place of work, of an Elected Member, and the place of the prescribed meeting
Council functions/duties	In accordance with the Elected Member role as defined within the Act and includes, but is not limited to, attendance at Council functions e.g. Mayoral functions, citizenship ceremonies, meetings of community groups, official visits and organisations as an appointed delegate of Council (but not to attend meetings of community groups, individuals or organisations when fulfilling the role of a local representative)
Incidentals	An incidental travel expense can be claimed via the claim reimbursement process. An incidental is only permitted where travel involves at least one night away from home. Examples of the types of incidentals that may be claimed up to the daily limit are: newspapers, morning and/or afternoon tea expenses and snacks
Prescribed meeting	A meeting of the Council or Council Committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly related to the performance or discharge of the roles or duties of the member (section 77(1)(a) of the Act)



COUNCIL POLICY

Elected Member Allowances and Benefits

Policy Number:	PO089		
Strategic Plan Objective:	5. Responsible Governance and Leadership		
Policy Owner:	Director Corporate and Community Services	Record Number:	16/6361[v9]
Responsible Officer:	Manager Financial Services	Minute Reference:	250/2022
Date Adopted:	14/12/2022	Next Review Date:	November 2026

1. POLICY OBJECTIVES

The Yorke Peninsula Council (Council) will ensure that the payment of Elected Members' allowances, the reimbursements of expenses and the provision of benefits by Council is accountable and transparent and in accordance with the Local Government Act 1999 (Act) and the Local Government (Members Allowances and Benefits) Regulations 2010 (Regulations).

This policy sets out the provisions of the Act and Regulations in respect of Elected Member allowances, expenses, benefits, the provision of facilities and support to ensure consistency and legislative compliance. This Policy also specifies, in accordance with Section 77(1)(b) of the Act, the types of expenses that will be reimbursed without the need for specific Council approval every time a claim is made.

2. SCOPE

This policy applies to all Elected Members, including the Mayor of Council.

3. DEFINITIONS

Refer to Attachment 1.

4. POLICY STATEMENT

4.1. Policy Principles

- Elected Members should not be out of pocket as a result of performing and discharging their Council functions/duties.
- To assist Elected Members in performing or discharging their official functions and duties they are entitled to a range of necessary facilities, services and support and to be reimbursed for expenses as specified in this policy.

PO089 – Elected Member Allowances and Benefits Policy

- Elected Members expenses, reimbursements, facilities, services and support must be actually and necessarily incurred in performance and discharge of their official functions/duties, which will be assessed in accordance with their defined role in the Act.
- Continued professional training and development for Elected Members.
- Accountability to the community for the use of public monies.

4.2. Allowances

- Elected Member allowances are determined by the Remuneration Tribunal on a four-yearly basis before the designated day in relation to each set of periodic elections held under the Local Government (Elections) Act 1999. Council falls within Group 3 in the current Remuneration Tribunal Determination with an initial Elected Member allowance of \$15,381.
- The allowance for the Mayor is equal to four (4) times the annual allowance for Elected Members.
- Deputy Mayor or Deputy Chairperson or an Elected Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowance for Elected Members. The level of allowance is payable at a maximum of one and a quarter times only once and does not multiply for each of the qualifying criteria.
- An allowance determined by the Tribunal will take effect from the conclusion of the relevant periodic election. Elected Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index (All groups index for Adelaide) as published by the Australia Bureau of Statistics.
- Council has determined that these allowances be paid quarterly in arrears starting from the election date. Payments are made to Elected Members on or before the 23rd day of February, May, August and November. The allowance paid to the Mayor is paid monthly in advance.
- An additional allowance, in the form of a sitting fee, is also payable for Elected Members who are Chairpersons of other Council committees (who are not a deputy mayor or presiding member of a prescribed committee that is required by legislation) in accordance with the Determination of the Remuneration Tribunal Allowances for Members of Local Government Councils. An allowance of \$188 per meeting limited to an aggregate amount of \$1,129 per annum.
- An allowance under this section is to be paid in accordance with any requirement set out in the Regulations (unless the Elected Member declines to accept payment of an allowance in accordance with section 76(12) of the Act).
- A statement of earnings will be provided upon request to Elected Members at the conclusion of each financial year.

4.3. Mandatory Reimbursements (Section 77(1)(a))

- Elected Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred by the Elected Member for travel within the Council area and associated with attendance at a 'prescribed meeting'.
- Elected Members are entitled to reimbursements for child/dependant care expenses actually or necessarily incurred by the Elected Member as a consequence of the Elected Member's attendance at a prescribed meeting.

PO089 – Elected Member Allowances and Benefits Policy

Child/dependant care is not reimbursed if the care is provided by a person who ordinarily resides with the Elected member.

4.4. Council Approved Reimbursements (under Section 77(1)(b))

The additional prescribed expenses incurred by Elected Members, which do not fall within the categories of allowances or mandatory reimbursements outlined above, but which have been approved by Council for reimbursement under section 77(1)(b) of the Act are as follows:

- Reasonable travelling expenses incurred by Elected Members both within and outside the Council area as a consequence of the Elected Member's attendance at a function or activity on the business of Council other than for which the Member is reimbursed under section 77(1)(a).
- Travelling expenses incurred where the Member has been invited or officially appointed as Council's delegate or as a representative of Council.
- A travel time allowance is provided for Elected Members (excluding the Mayor) of non-metropolitan Councils in relation to the distance between the Elected Member's usual place of residence within the Council area and the Council's principal office at Maitland, via the most direct route by road. This allowance is in addition to any expense reimbursement.
- Expenses incurred for accommodation costs where Elected Members are attending approved meetings, conferences, seminars, training courses or similar activity. The nightly limits for accommodation are:

City	Maximum Limit per person
Adelaide	\$235.00
Brisbane	\$257.00
Canberra	\$246.00
Darwin	\$293.00
Hobart	\$235.00
Melbourne	\$265.00
Perth	\$265.00
Sydney	\$265.00
Rural	Refer to the ATO guidelines at the time
International	Refer to the ATO guidelines at the time

- Expenses for meals and refreshments where Elected Members are attending approved meetings, conferences and seminars where meals are not provided. The maximum daily limits for meals are:

Breakfast:	\$35.00
Lunch:	\$40.00
Dinner:	\$60.00

(These limits are roughly based on the guidelines set out in the ATO's Taxation Determination TD2023/3 and should be reviewed annually).

Please note: the limits above apply per item, per day and these items cannot be aggregated to enable an overspend on an individual item(s) due to underspend on another individual item(s). For example: spending \$10 on

PO089 – Elected Member Allowances and Benefits Policy

breakfast plus \$10 on lunch does not entitle a person to claim a dinner limit of \$105.

- Elected Members are to make a reasonable attempt to use Council vehicles as a priority when undertaking official functions/duties or car pool with other Elected Members/staff utilising Council vehicles.
- Whilst travelling on Council business, the driver is personally responsible for all traffic infringement notices or parking fines incurred.

To ensure that Elected Members remain accountable to the community for the use of public monies, the following types of allowances and expenditure is **not** considered appropriate:

- Providing gifts to Elected Members for special occasions or service recognition (for example birthdays, Christmas and other occasional gifts).
- Non business related expenses include, but are not limited to:
 - Mini bar;
 - In-house movies;
 - Valet parking (unless there are no other cheaper parking alternatives available);
 - Travel expenses incurred during any personal element of a business trip (i.e. trip has been approved and extended to allow for some personal leave on either side of the trip); and
 - Meals, accommodation and other incidental expenses incurred by 'other people' not associated with Council or relevant to the business portion of the trip (i.e. a partner joins you for all or part of the trip).

4.5. Process for Approval, Booking and Reimbursement

- All travel and accommodation that incurs expenses must be approved prior to the travel/accommodation being booked and/or undertaken. The Chief Executive Officer (CEO) must approve all intrastate travel. Council must approve all interstate and international travel taking into account PO135 Elected Members Training and Development Policy for training/development requests.
- All approved travel/accommodation must be booked through the EA to the CEO and Mayor, who will ensure that the travel is booked in an economical manner.
- If suitable accommodation is unable to be sourced through the EA to the CEO and Mayor within the rate limits, approval will be sought from the CEO to book higher priced accommodation with the reasons/rationale documented. If an Elected Member decides to stay at a higher priced establishment without the approval of the CEO, then they are responsible for those extra costs, Council should not be charged for these additional costs.
- Airline tickets are not transferable and cannot be used to offset any other costs, including the cost of other persons accompanying the Elected Member.
- Elected Members intending to claim travel reimbursement, must complete and sign Council's SF095 Elected Members Expense Reimbursement Form. Elected Members are responsible for submitting these claims and they must be received by the EA to the CEO and Mayor for processing each quarter, to tie in with budget and budget review requirements.

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- Where appropriate, reimbursements must be supported by a tax invoice/receipt that meets ATO requirements. These requirements are outlined below:
 1. The receipt is intended to be a tax invoice – i.e. it should have the words Tax Invoice printed on the document.
 2. The supplier's identity is clear.
 3. The supplier's Australian Business Number (ABN) is clear.
 4. The date the invoice was issued is clear.
 5. A brief description of the items or services sold, including the quantity (if applicable) and the price.
 6. The GST amount (if any) payable, this can be shown separately, or, if the GST amount is exactly one eleventh of the total price, a statement such as 'total price includes GST' is acceptable.
 7. The extent to which each sale on the invoice is a taxable sale (that is, the extent to which each sale includes GST).
 8. For sale amounts over \$1,000, Council's identity and/or ABN should be reflected on the invoice.
 9. If the supplier is not registered for GST, such as a charity or overseas supplier, then a general receipt outlining date, supplier's identity, purpose and amount is sufficient. EFTPOS receipts are not acceptable as a tax invoice. Unclaimed travel expenses cannot be offset against some other expense or facility.

4.6. Facilities, Services and Support

In addition to allowances and the reimbursement of expenses, Council have determined the following facilities, services and forms of support are appropriate for use by Elected Members, to assist them to perform or discharge their official functions and duties (pursuant to Section 78 of the Act):

- Information Technology services and equipment including a personal computing device and associated software; electronic communications services (email and internet access); and technical and maintenance support.
- Meals and refreshments where appropriate whilst attending Council meetings, Council committee meetings, briefings, training and workshops.
- Name badge.
- Council business cards.
- Insurance – Section 80 of the Act requires that Council insures its Elected Members against risk associated with the performance or discharge of their official duties. Elected Members and their partners/spouses are covered under the following Council insurance policies while engaged in or on any activity directly or indirectly connected with or on behalf of Council, travelling to and from such activity (cover is subject to policy limitations and applicable excess(s)):
 - Journey and Personal Accident Insurance – provides cover for Elected Members (and their accompanying partners/spouse) Civil Liability.

In addition to the facilities and support outlined above, Council has resolved to make available to the Mayor (and any Acting Mayor appointed during the Mayor's absence) the following to assist them in performing and discharging their official functions and duties:

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- A suitable Council owned and maintained vehicle to be used to undertake official Council functions/duties, including to attend functions and other meetings. Council acknowledges the geographical area of the Yorke Peninsula will involve incidental, minor, infrequent and irregular limited private use of the Council vehicle within South Australia when on Council business.
- A mobile phone.
- Office space.
- Provision of executive clerical support.
- Provision of media and communications support.

The provision of these facilities, services and support will be made available to all Elected Members, including the Mayor, on the following basis:

- Such provision is necessary or expedient for the Elected Member to perform their official functions/duties.
- The facilities remain the Council's property regardless of whether they are used off site or not, and will be returned to Council at the end of each term in office.
- Each Elected Member is solely responsible for those facilities released into their care/control for the duration of their term in office – if the facility is damaged or lost, the Elected Member should provide a written report to the CEO.
- They are not to be used for a private purpose or any other purpose unrelated to the official Council functions and duties, unless such usage has been specifically pre-approved by the Council and the Elected Member has agreed to reimburse Council for any additional cost or expenses associated with that usage.
- These facilities or services must not be used for campaign or election purposes.

4.7. Register of Allowances and Benefits

Pursuant to Section 79(1) and (2) of the Act, the CEO must maintain a Register (R003 Elected Members Allowances and Benefits Register) to ensure on a quarterly basis that a record is kept of:

- The annual allowance payable to an Elected Member.
- Any expenses reimbursed under Section 77(1)(b).
- Other benefits paid or provided for the benefit of the Elected Member by the Council.
- Any changes in the allowance or benefit payable to or provided for the benefit of Elected Members.
- Provisions of a reimbursement of benefit not previously recorded in the register.
- The mandatory travel and care reimbursements paid under Section 77(1)(a) of the Act are not required to be recorded in the register, however to provide full transparency these amounts are included.

The register is available on Council's website or for inspection, free of charge, at Council's offices. Copies or extracts of the Register are available for purchase upon payment of a fixed fee (as detailed in Council's Fees and Charges Register).

PO089 – Elected Member Allowances and Benefits Policy

5. COMPLAINTS

Complaints about this policy or non-compliance with this policy can be made in writing to the CEO. Complaints will be managed in accordance with Council's Complaints Policy (PO147).

6. REVIEW

This policy will lapse at a general election at which time the newly elected Council will be required to adopt a policy dealing with Elected Member allowances, reimbursements and benefits for their term in office at the Inaugural Council Meeting. The policy will also be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines, audit findings, any corrective actions/controls arising from risk assessment and/or hazard/incident reports, audit findings and stakeholder feedback.

7. TRAINING

Elected Members are provided with appropriate training to enable them to meet the requirements of this policy. Training needs will be reviewed annually as part of Council's Elected Member Training Plan and as necessary in consideration of any changes to legislation and relevant standards, codes, guidelines and audit findings.

8. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

PO015 Access to Council and committee Meetings and Documents Code of Practice

PO091 Risk Management Policy

PO088 Elected Members Use of Council Supplied Electronic Equipment Policy

PO135 Elected Members Training and Development Policy

PO138 Caretaker Policy

PO147 Complaints Policy

PR148 Code of Conduct for Council Members Complaints

PO156 Internal Financial Control

R003 Elected Members Allowances and Benefits Register

SF095 Elected Members Expense Reimbursement Form

10. REFERENCES AND LEGISLATION

Local Government Act 1999

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Independent Commission Against Corruption Act 2012

Ombudsman Act 1972

Public Interest Disclosure Act 2018

Public Interest Disclosure Regulations 2019

PO089 – Elected Member Allowances and Benefits Policy

Commonwealth Income Tax Assessment Act 1997

Freedom of Information Act 1991

Determination of the Remuneration Tribunal Allowances for Members of Local Government Councils

ATO's Taxation Determination

Behavioural Standards for Council Members

Local Government Equip Model Council Members' Allowances and Benefits Policy

Local Government (Member Allowance and Benefits) Regulations 2010

11. COUNCIL DELEGATION

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12. VERSION HISTORY

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2	13/05/2015	Revised and Updated
3	13/07/2016	Revised and Updated
4	14/12/2016	Revised and Updated
5	13/02/2019	Revised and Updated
6	085/09/2021	Legislative Update
7	09/03/2022	Legislative Update
8	14/12/2022	Legislative Update
9		Minor Revision

PO089 – Elected Member Allowances and Benefits Policy**ATTACHMENT 1: DEFINITIONS**

Term/Reference	Definition
ABN	Australian Business Number
ATO	Australian Taxation Office
CEO	Chief Executive Officer
Dependant	A dependant of the Elected Member requiring full time care
EA to CEO and Mayor	Executive Assistant to the CEO and Mayor
Council functions/duties	In accordance with the Elected Member role as defined within the Act and includes, but is not limited to, attendance at Council functions e.g. Mayoral functions, citizenship ceremonies, meetings of community groups, official visits and organisations as an appointed delegate of Council (but not to attend meetings of community groups, individuals or organisations when fulfilling the role of a local representative)
Prescribed meeting	A meeting of the Council or Council Committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly related to the performance or discharge of the roles or duties of the member (section 77(1)(a) of the Act)

23.6 POLICY REVIEW - PO008 BAD DEBTS - DELEGATION OF AUTHORITY**Document #:** 23/100627**Department:** Corporate and Community Services**PURPOSE**

To seek Council's endorsement for the updated PO008 Bad Debts – Delegation of Authority Policy.

RECOMMENDATION

That Council endorse and adopt the updated PO008 Bad Debts – Delegation of Authority Policy as presented for inclusion in Council's Policy Manual and on Council's website.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance and Leadership**Strategy:** 5.3 Meet all legislative requirements and compliance with Council's internal controls
5.6 Continuous improvement of Council processes**BACKGROUND**

PO008 Bad Debts – Delegation of Authority Policy (Policy) outlines Council's delegated authority to the Chief Executive Officer (CEO) to write off individual bad debts under the conditions detailed in Section 143 of the Local Government Act 1999.

DISCUSSION

A complete update and review of this Policy has recently been conducted in line with its scheduled periodic review.

Changes include:

- Update to training section
- Update to delegation section

The Audit and Risk Committee has endorsed the updated Policy. A copy of the proposed updated Policy with changes shown in markup is provided (Attachment 1), and a copy without markup (Attachment 2) for Elected Member ease of reference.

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

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

- Nil

POLICY IMPLICATIONS

PO008 Bad Debts – Delegation of Authority

BUDGET AND RESOURCE IMPLICATIONS

Nil

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Local Government Act 1999

Without appropriate policies, procedures and delegations in place, Council is placed at risk of non-compliance with legislation, particularly in the internal financial controls and/or the inability to write off bad debts in a timely and efficient manner.

ATTACHMENTS

1. Draft - PO008 Bad Debts - Delegation of Authority - Mark Up [↓](#) 
2. Draft - PO008 Bad Debts - Delegation of Authority - No Mark Up [↓](#) 



COUNCIL POLICY

Bad Debts – Delegation of Authority

Policy Number:	PO008		
Strategic Plan Objective:	5. Responsible Governance and Leadership		
Policy Owner:	Chief Executive Officer	Record Number:	16/13846[v3]
Responsible Officer:	Director Corporate and Community Services	Minute Reference:	295/2019 (11/12/2019)
Date Adopted:	11/12/2019	Next Review Date:	November 2023 November 2023 <u>November 2027</u>

1. POLICY OBJECTIVES

To expedite the write off of debts where the individual debt does not exceed \$1,000:

- If Council has no reasonable prospect of recovering the debt; or
- If the costs of recovery are likely to equal or exceed the amount to be recovered.

2. SCOPE

This Policy applies to all sundry debts raised by Council.

3. POLICY STATEMENT

That pursuant to Section 44 of the Local Government Act 1999, Council delegate authority to the Chief Executive Officer to write off individual bad debts not exceeding \$1,000 under the conditions detailed in Section 143 (Writing off Bad Debts) of the Local Government Act 1999

4. COMPLAINTS

Complaints about this policy can be made in writing to Council's Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy PO147.

5. REVIEW

This policy will be reviewed every four (4) years and as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

PO008 – Bad Debts – Delegation of Authority Policy

6. TRAINING

Council is committed to supporting employees in complying with this Policy/Procedure. Training will be developed by the responsible officer in consultation with the Training Administration Officer.

Training needs will be reviewed, as necessary, in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings or corrective actions/controls arising from risk assessments/ hazard or incident reports.

~~Training will be provided to employees as deemed necessary.~~

7. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

8. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

PO139 Treasury Management Policy

PO027 ~~Expiation Notices – Not Paid~~ Business Continuity Policy

PO048 Management and Recovery of Outstanding Debts Policy

PO147 Complaints Policy

9. REFERENCES AND LEGISLATION

Local Government Act 1999

10. COUNCIL DELEGATION

~~10.~~ Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/register/>

Details of Delegation:	
Delegate:	

11. VERSION HISTORY

Version No	Issue Date	Description of Change
1	08/06/2010	Full Revision.
2	29/10/2019	Minor Revision.
3	11/12/2019	Minor Revision.
4		<u>Minor Revision.</u>



COUNCIL POLICY

Bad Debts – Delegation of Authority

Policy Number:	PO008		
Strategic Plan Objective:	5. Responsible Governance and Leadership		
Policy Owner:	Chief Executive Officer	Record Number:	16/13846[v3]
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- PO048 Management and Recovery of Outstanding Debts Policy
- PO147 Complaints Policy

9. REFERENCES AND LEGISLATION

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Version No	Issue Date	Description of Change
1	08/06/2010	Full Revision.
2	29/10/2019	Minor Revision.
3	11/12/2019	Minor Revision.
4		Minor Revision.

23.7 FINANCIAL REPORT AS AT 31 OCTOBER 2023**Document #:** 23/101402**Department:** Corporate and Community Services**PURPOSE**

For Council to consider the financial report and capital projects update report as at 31 October 2023.

RECOMMENDATION

That Council receive the financial report and capital projects update report as at 31 October 2023.

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

A financial report and capital projects update report (projects over \$25,000) is presented monthly for Council's consideration in accordance with Policy PO142 Budget Reporting and Amendment. These reports encompass results to the end of the calendar month preceding each scheduled Council meeting.

DISCUSSION

The attached financial reports are submitted with the following qualifications, comments and notes:

- Actuals included in the Uniform Presentation of Finances (UPF) are as incurred at close of business on the last day of the month being reported and may be subject to end of month adjustments. Any such adjustments will be incorporated in the following monthly report.
- The reports do not include year-end income and expense accruals.
- Both reports include year to date commitments i.e. orders raised but not yet paid for.
- **Attachment 1 - Uniform Presentation of Finances (UPF)**
 - Note 1 - Rates, Service Charges (Waste, CWMS and Water), Landscape Levy and Rate Rebates, totalling approximately \$28.4m, have been raised for the 2023/2024 financial year but are only due and payable either in full in September 2023 or by quarterly instalments in September 2023, December 2023, March 2024 and June 2024.
 - Note 2 - includes income from building and planning activity of approximately \$74,000, dog and cat registration fees of \$42,000 and septic tank registration fees of approximately \$26,000.
 - Note 3 – approximate income of \$1.7m collected for user charges (boat ramps, caravan parks, cemetery fees, hall hire, etc.) of which approximately \$1.3m relates to Caravan Parks and \$110,000 to Bush Camping.

- Note 4 – combined operating and capital grants, subsidies & contributions of approximately \$1.3m received to date (Note: a further \$330,000 in unearned grant income is currently recorded as a liability in Council's balance sheet. This grant funding is to be recognised as income progressively as relevant capital expenditure and project milestones occur in accordance with the relevant accounting standards).
- Note 5 - approximately \$343,000 of investment, reimbursements and miscellaneous income.
- Note 6 - commitments of approximately \$3.4m with \$2.3m being for waste management services.
- Note 7 - depreciation for four months of the financial year has been included in the YTD expenditure being approximately 33% of the 2023/2024 annual adopted budget estimate (depreciation forecasts will be updated in next month's report following endorsement of the September quarter budget review which includes depreciation adjustments).
- Notes 8 and 9 - commitments of approximately \$1.8m (including rollovers) for various capital projects, details of which can be found in Attachment 2 of this report.
- **Attachment 2 – Capital Projects Update Report**
 - All Year-to-Date expenditure in this report includes invoices paid to date and orders outstanding. The total of this amount is then compared against the current budget to provide the budget remaining.
 - It should be noted that the month end balances in the capital report are different to those in Attachment 1 – UPF. This is due to the UPF reflecting the actuals as at the last day of the month, whereas the capital report includes several month end adjustments, corrections to existing purchase orders and raising of new ones, backdated journals and correction of incorrectly allocated amounts. Making these adjustments means the report shows expenditure incurred as well as expenditure forecast for the remainder of the year along with budget remaining against each project.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

- Manager Financial Services
- Budget and Project 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

This is the fourth update for the 2023/2024 financial year. After four months of the year, overall financial performance is forecast to decline against Council's endorsed Budget. This decline is due to significant increasing adjustments to forecast depreciation following the revaluation of Council's buildings and structures. These adjustments are further explained in the September quarterly budget review which is to be considered by Council at this meeting.

Expenditure on capital projects, including commitments, is increasing as projects advance into procurement, construction and delivery phases. After four months in the 2023/2024 financial year, 74% of the 2023/2024 budgeted capital funds remain uncommitted.

It should be noted that Council's 2022/2023 Annual Financial Statements have now been finalised and will impact Council's 2023/2024 forecast financial positions and ratios. The details of this impact have been included, along with adjustments proposed to Council 2023/2024 budget in the September quarterly budget review to be considered by Council at this meeting.

Presently the adjustments have not been included in the financial reports attached to this Council report but will be included in future financial reporting pending endorsement by Council.

Projects that were not commenced or incomplete (for various reasons) at the end of 2022/2023 have been rolled over to 2023/2024 for completion. Council endorsed the rollovers at its August 2023 meeting. These amounts have been included in both the capital projects update report and the UPF.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Monthly financial reporting provides a transparent and comprehensive reporting regime that allows Council to track performance against financial targets established in its annual budget.

Council risks being perceived as not being transparent if financial performance is not reported periodically and Elected Members could be asked to make decisions without knowing the impact on Council's financial position.

There is a significant risk that non-achievement of agreed milestones for grant funded capital projects could result in a delay in Council receiving grant funds, not receiving funds or having to return funds already received. This would have a significant negative impact on Council's budget and cash flow.

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

1. **Uniform Presentation of Finances - October 2023 Update** [↓](#) 
2. **Capital Projects Update Report - October 2023** [↓](#) 

YORKE PENINSULA COUNCIL UNIFORM PRESENTATION OF FINANCES AS AT 31 OCTOBER 2023							
	2023/24 YTD Actuals \$'000	2023/24 Commitments \$'000	2023/24 YTD Expenditure (Incl Commitments) \$'000	Notes	2023/24 Full Year Revised Budget \$'000	2023/24 Full Year Budget Revisions \$'000	2023/24 Full Year Adopted Budget \$'000
Income							
Rates	28,438		28,438	1	28,423		28,423
Statutory Charges	170		170	2	408		408
User Charges	1,661		1,661	3	5,101		5,101
Grants, Subsidies and Contributions - Capital	702		702	4	1,990	241	1,749
Grants, Subsidies and Contributions - Operating	599		599		2,608	123	2,485
Investment Income	159		159		168		168
Reimbursements	131		131	5	171		171
Other Income	53		53		124		124
	31,913		31,913		38,992	364	38,629
Expenses							
Employee Costs	3,550	2	3,552		11,291		11,291
Materials, Contracts and Other Expenses	4,682	3,414	8,095	6	16,737	1,645	15,093
Depreciation, Amortisation and Impairment	3,820		3,820	7	11,461		11,461
Finance Cost	38		38		279		279
	(12,090)	(3,416)	(15,505)		(39,768)	(1,645)	(38,123)
Operating Surplus/ (Deficit)	19,823	(3,416)	16,408		(775)	(1,281)	506
Timing adjustment for grant revenue							
Adjusted Operating Surplus (Deficit)	19,823	(3,416)	16,408		(775)	(1,281)	506
Net Outlays on Existing Assets							
Capital Expenditure on renewal and replacement of Existing Assets	(2,244)	(732)	(2,976)	8	(10,546)	(648)	(9,898)
Add back Depreciation, Amortisation and Impairment	1,910		1,910		11,461		11,461
Add back Proceeds on Sale of Assets	42		42		174	25	149
	(292)	(732)	(1,024)		1,089	(623)	1,712
Net Outlays on New and Upgraded Assets							
Capital Expenditure on New and Upgraded Assets	(1,265)	(1,062)	(2,326)	9	(9,799)	(2,841)	(6,959)
Amounts received specifically for New and Upgraded Assets	496		496		3,788	837	2,952
Add back Proceeds for Sale of Surplus Assets							
	(768)	(1,062)	(1,830)		(6,011)	(2,004)	(4,007)
Annual Net Impact to Financing Activities (surplus/(deficit))	18,763	(5,209)	13,554		(5,697)	(3,908)	(1,789)

Note : Totals may not add due to rounding

Yorke Peninsula Council Monthly Capital Projects Update as at 31 October 2023																																																										
Project Details by Asset Class	Responsible Directorate	Expected Finish Date	Project Management Stages Complete							YTD Actuals	Commitments	YTD Expenditure (incl Commitments) (\$)	Total Budget (\$)	Budget Remaining (\$)	Budget Remaining (%)	Comments																																										
** Only projects \$25,000 and greater are individually listed below, however the totals shown are for the entire asset class.			<table border="1"> <thead> <tr> <th colspan="7">LEGEND</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> </tr> </thead> <tbody> <tr> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> </tr> <tr> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> </tr> <tr> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> </tr> <tr> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> <td>●</td> </tr> </tbody> </table>							LEGEND							1	2	3	4	5	6	7	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●							
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			Planning	Design	Approval	Services	Procurement	Delivery	\$3,509,225	\$1,791,095	\$5,300,321	\$20,345,560	\$15,045,239	74% TOTAL																																												
Buildings & Other Structures																																																										
45750 - Interment Wall - Port Vincent Cemetery	DS	Jun-23	●	●	N/A	N/A	●	●	\$0	\$23,091	\$23,091	\$25,400	\$2,309	9%	[Rolled over from 2022/23] Survey has been done, contractor has been engaged.																																											
47525 - Miniatur Child Care Centre [BSBRGP]	ES	Dec-23	●	N/A	N/A	N/A	●	●	\$900,503	\$909,936	\$1,810,439	\$2,048,439	\$238,000	12%	[Rolled over from 2022/23] Work in progress, anticipated completion by December 2023.																																											
60205 - Point Turton CP - Upper Level Amenities	CCS	Jun-23	●	●	●	●	●	●	\$0	\$10,665	\$10,665	\$320,756	\$310,091	97%	[Rolled over from 2022/23] Tenders endorsed and contractor appointed to undertake project in 2023/2024, development application is in process. Contractor engaged to build a retaining wall.																																											
44626 - Stansbury Seawall	CCS	Jun-24	●	●	●	N/A	●	●	\$3,273	\$0	\$3,273	\$331,000	\$327,727	99%	Development application lodged.																																											
44656 - Marion Bay Boat Ramp	CCS	Jun-26	●	●	●	N/A	●	●	\$4,720	\$0	\$4,720	\$3,800,000	\$3,795,280	100%	Concluding application for DA which will require minor modification to design. Building authority approval to be sought following coastal protection approval and DA conclusion. Tender evaluation panel to meet in Nov-23. Also concurrently Council's Director A&I is working with the SA DIT on securing a land tenure license to occupy the maritime zone past the Mean High Water Mark and DIT lodgement of notices pertaining to native title not extinguished at the ramp location. Resolution of land tenure and native title are two conditions to be satisfied before letting of a construction contract.																																											
60200 - Point Turton Caravan Park Storage Shed	CCS	Dec-23	●	●	●	N/A	●	●	\$3,807	\$15,231	\$19,039	\$40,000	\$20,961	52%	Development application is lodged and supplier selected.																																											
45794 - Port Rickaby Caravan Park Water Supply Upgrade	CCS	Dec-23	●	●	N/A	N/A	●	●	\$161,485	\$4,273	\$165,758	\$176,945	\$11,187	6%	Project is near completion and park has fully reopened to visitors.																																											
60006 - Port Rickaby caravan park Dump Point	CCS	Jun-24	●	●	●	N/A	●	●	\$0	\$1,860	\$1,860	\$49,420	\$47,560	96%	Wastewater engineer engaged and has attended site.																																											
Total Buildings & Other Structures									\$1,083,158	\$965,057	\$2,048,215	\$6,840,025	\$4,791,810	70%																																												
CWMS Infrastructure																																																										
44254 - Maitland w/wtp, Buffer tank, odour control system, roofing, shed roller door, tank aerators and Drain replacement	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$22,553	\$30,614	\$53,167	\$115,500	\$62,333	54%	Odour control system materials purchased, new aerators ordered, planning for other projects has commenced, awaiting quotations.																																											
44253 - Yorketown Miniatur Road and Warooka CWMS pump station switchboard renewal and flowmeter	CCS	Apr-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$80,000	\$80,000	100%	Planning commenced, quotations to be sourced once finalised.																																											
44260 - Port Vincent caravan park main pump station monitoring system, Ventnor St. valve, Marina Station Pump 2 and w/wtp waste Pump replacement	CCS	Dec-23	●	N/A	N/A	N/A	●	●	\$0	\$25,090	\$25,090	\$25,251	\$161	1%	Purchase orders placed for monitoring system and Marina pump station pump, w/wtp pumps and valving, awaiting installation.																																											
44264 - Point Turton w/wtp Install pre-treatment filtration system, replacement of irrigation pump 2 and AAT tank aerators	CCS	Jun-24	●	●	N/A	N/A	●	●	\$0	\$31,610	\$31,610	\$118,790	\$87,180	73%	New Aerators purchased awaiting installation, quotations being sourced for other works.																																											
Total CWMS Infrastructure									\$22,553	\$150,754	\$173,307	\$394,721	\$221,414	56%																																												
Land																																																										
45797 - Yorketown Main Street Beautification (formerly Charles Street Land Purchase)	DS	Jun-20	N/A	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$100,000	\$100,000	100%	[Rolled over from 2022/23] Budget allocation to be retained for potential contribution towards future Main Street beautification works.																																											
Total Land									\$0	\$0	\$0	\$100,000	\$100,000	100%																																												
Furniture and Fittings																																																										
40031 - Office Equipment (Replacement furniture)	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$1,287	\$1,398	\$2,685	\$5,000	\$2,315	46%	Order placed for a Lounge Chair and Workstation self assessments are currently out to staff - will need to wait for them to come back in to assess further purchasing.																																											
Total Furniture and Fittings									\$1,287	\$1,398	\$2,685	\$5,000	\$2,315	46%																																												
Plant, Equipment & Other Assets																																																										
40026 - Various Coastal Management Strategy Projects [LRCP Phase 3]	CCS	Jun-24	●	●	N/A	N/A	●	●	\$54,013	\$0	\$54,013	\$54,013	\$0	0%	[Rolled over from 2022/23] Beach access stairs at Magazine Bay and Wool Bay steps completed. Other Coastal Management Projects to be undertaken will depend on the budget remaining for LRCP Phase 3.																																											
44500 - Major Plant Replacement - Vibratory Roller	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$195,000	\$195,000	100%	Tenders panel evaluation report to Nov-23 Council meeting.																																											
62002 - Major Plant Replacement - Patrol Grader	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$515,000	\$515,000	100%	Tenders panel evaluation report to Nov-23 Council meeting.																																											
61203 - Major Plant Replacement - Utes	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$66,289	\$66,289	\$66,000	-\$289	0%	Purchase orders have been raised and awaiting delivery times.																																											
62020 - Major Plant Replacement - Semi Water Tanker - North	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$120,000	\$120,000	100%	No tenders received, awaiting acceptance of quotation.																																											
61210 - Fleet Vehicle Replacement	CCS	Nov-23	●	N/A	N/A	N/A	●	●	\$112,736	\$51,138	\$163,874	\$198,344	\$34,470	17%	1 x delivery in August, 1 x delivered in September, 1 x due for delivery in November 2023 (committed) 1 x not yet ordered (remaining budget)																																											
40030 - ICT Equipment (Monitors & Computers Replacement, Video Editing Laptop)	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$14,916	\$0	\$14,916	\$35,700	\$20,784	58%	Monitors and video editing laptop received, others not ordered yet.																																											
Total Plant, Equipment & Other Assets									\$224,766	\$131,649	\$356,415	\$1,254,386	\$897,971	72%																																												
Transport Infrastructure																																																										
59650 - Yorketown Airstrip - Runway Lighting Upgrade [Support Regional Aviation Program]	CCS	Jul-23	●	N/A	N/A	N/A	●	●	\$189,361	\$482	\$189,843	\$194,180	\$4,337	2%	[Rolled over from 2022/23] Completed in July 2023, budget adjustment to be requested.																																											
54102 - Unsealed Roads Intersection Upgrades	CCS	Jul-23	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$193,000	\$193,000	100%	[Rolled over from 2022/23] Project in planning phase.																																											
45053 - Arthurton Main Street Upgrade [LRCP Phase 3]	CCS	Jun-23	●	●	N/A	N/A	●	●	\$104,437	\$0	\$104,437	\$40,781	-\$63,656	-156%	[Rolled over from 2022/23] Completed, budget adjustment to be requested. Invoice to be sent to Arthurton Progress for further contribution of funds towards the project.																																											
45046 - Hardwicke Bay Shelter & Boat Ramp Carpark [LRCP Phase 3]	CCS	Jun-23	●	●	N/A	N/A	●	●	\$39,179	\$0	\$39,179	\$37,737	-\$1,442	-4%	[Rolled over from 2022/23] Footings completed.																																											
57117 - Edith Street Medium Strip Extension - Edithburgh	CCS	Oct-23	●	●	●	N/A	●	●	\$39,141	\$6,370	\$45,511	\$64,000	\$18,489	29%	Completed.																																											
57118 - James Wells Kerb/ Road Repairs	CCS	Oct-23	●	●	●	N/A	●	●	\$5,145	\$0	\$5,145	\$28,000	\$22,855	82%	Completed.																																											
54021 - Gleasons Rd - Marion Bay Rd to Liddiards Rd	CCS	Oct-23	●	N/A	N/A	N/A	●	●	\$81,215	\$0	\$81,215	\$123,512	\$42,297	34%	Commenced, expected to complete in end of October 2023.																																											
53519 - South Coast Rd - Yorke Hwy to Meehan Hill	CCS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$293,097	\$293,097	100%	Scheduled to commence in May 2024 for completion in June 2024.																																											
54091 - Heel Rd - Sheoak Beach Rd to Goldsmith Beach Rd	CCS	Dec-23	●	N/A	N/A	N/A	●	●	\$14,383	\$0	\$14,383	\$454,889	\$440,506	97%	Scheduled to commence in October 2023 for completion in June 2024.																																											
57119 - Town Rehabilitation South	CCS	Apr-24	●	N/A	N/A	N/A	●	●	\$640	\$0	\$640	\$659,522	\$658,882	100%	Scheduled to commence in January 2024 for completion in April 2024.																																											
54101 - New Honiton Rd - Trougbridge Hill Rd to Goldsmith Beach Rd	CCS	May-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$128,850	\$128,850	100%	Scheduled to commence in April 2024 for completion in May 2024.																																											
57108 - Corny Point Rd - Brutus Rd to Turton Rd	CCS	Nov-23	●	N/A	N/A	N/A	●	●	\$288,178	\$5,197	\$293,375	\$331,016	\$37,641	11%	Projected completion in November 2023.																																											
57116 - Dust Suppression	CCS	Apr-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$50,000	\$50,000	100%	Scheduled to commence and completion in April 2024.																																											
54027 - Nalyappa Rd - Coopers Rd to Barnes Rd	CCS	Dec-23	●	N/A	N/A	N/A	●	●	\$56,604	\$227,724	\$284,328	\$408,200	\$123,872	30%	Works commenced projected finish December 2023.																																											

Yorke Peninsula Council Monthly Capital Projects Update as at 31 October 2023															
Project Details by Asset Class	Responsible Directorate	Expected Finish Date	Project Management Stages Complete						YTD Actuals	Commitments	YTD Expenditure (incl Commitments) (\$)	Total Budget (\$)	Budget Remaining (\$)	Budget Remaining (%)	Comments
53011 - Mellon South Rd - Upper Yorke Rd to Wayside Rd	AIS	Nov-23	●	N/A	N/A	N/A	●	●	\$292,032	\$102,571	\$394,603	\$676,020	\$281,417	42%	Works commenced projected finish November 2023. Budget adjustment to be requested on completion.
54077 - Sandy Church Rd - Spencer Hwy to 3.45 Km East	AIS	Mar-24	●	N/A	N/A	N/A	●	●	\$1,331	\$0	\$1,331	\$501,232	\$499,901	100%	Scheduled to commence in November 2023 for completion in March 2024.
57109 - Patch Work North - Various Rds	AIS	Jun-24	●	N/A	N/A	N/A	●	●	\$62,982	\$0	\$62,982	\$791,995	\$729,003	92%	Works commenced.
57112 - Patch Works South - Various Rds	AIS	Jun-24	●	N/A	N/A	N/A	●	●	\$108,601	\$68,144	\$176,745	\$476,680	\$299,935	63%	Works commenced.
54099 - Dowlingville Slant Rd - Yorke Hwy to Cook Rd	AIS	Dec-23	●	N/A	N/A	N/A	●	●	\$14,512	\$0	\$14,512	\$200,424	\$185,912	93%	Works commenced scheduled for completion in December 2023.
49500 - Reseal Allocation	AIS	Jun-24	●	N/A	N/A	N/A	●	●	\$735,954	\$0	\$735,954	\$1,735,902	\$999,948	58%	[Rolled over from 2022/23] Expenditure to date reflects completion of 2022/2023 reseal program in July 2023. Ordinarily, over a large seal campaign, Council's contract manager (Works Manager) would adjust down the quantum of areas to be resealed to reconcile back to Council's seal budget but such was complicated by the timing of council works being spread over 6 months through weather impacts and having to fit in with Department of Infrastructure and Transport. Making for quantities of work likely to be done very difficult to predict. Overspend compounded by decision to reduce the seal budget by approximately \$220k to accommodate the unbudgeted Clinton Road rain damage repairs flagged as unbudgeted around the time of the works. Current year program will be reduced to remaining budget allocation. Tender panel evaluation report to Nov-23 meeting.
54102 - Intersection Upgrades	AIS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$17,073	\$17,073	\$607,716	\$590,643	97%	Relevant intersections have been identified and inspected by Assets Manager.
52490 - Rubble Raising	AIS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$500,000	\$500,000	100%	In planning stage.
57535 - Sealed Road Rehabilitation Stabilisation Works	AIS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$250,000	\$250,000	100%	Roads have been identified, project planning has commenced.
49499 - Additional Roads (works to be assigned)	AIS	Jun-24	●	N/A	N/A	N/A	●	●	\$0	\$0	\$0	\$202,557	\$202,557	100%	Budget to be reallocated for the purchase of grader attachments. Refer Council resolution 224/2023.
57024 - North Coast Road Upgrade (Stage 2)	AIS	Jun-24	●	●	N/A	N/A	●	●	\$23,218	\$9,994	\$33,212	\$2,300,000	\$2,266,788	99%	Contract for the project has been awarded to Bild Infrastructure. Project to commence in November 2023.
60040 - Maitland Plane Tree Root Control (Robert Street Concept Design)	AIS	Jun-20	●	●	N/A	N/A	●	●	\$5,200	\$0	\$5,200	\$136,431	\$131,231	96%	[Rolled over from 2022/23] Concept design being altered for future Council endorsement. Budget adjustment to be requested, increase to project budget due to sale of a Maitland township road reserve.
Total Transport Infrastructure									\$2,083,825	\$460,689	\$2,544,514	\$11,409,255	\$8,864,741	78%	
Stormwater Infrastructure															
40080 - Minlaton Depot Stormwater Works	AIS	May-22	●	●	●	N/A	●	●	\$0	\$0	\$0	\$37,061	\$37,061	100%	[Rolled over from 2022/23] Design finalised, quotations to be sourced across multiple trades.
44304 - Stormwater Drainage - Corny Point Road	AIS	Jun-23	●	●	N/A	N/A	●	●	\$20,190	\$15,046	\$35,236	\$38,100	\$2,864	8%	[Rolled over from 2022/23] Survey work completed and design works commenced.
59425 - Stormwater - Maitland Drainage [LRCIP] & [LRCIP Phase 3]	AIS	Jun-23	●	●	N/A	N/A	●	●	\$73,446	\$0	\$73,446	\$68,861	-\$4,585	-7%	[Rolled over from 2022/23] Completed. Budget adjustment to be requested.
59433 - Edithburgh - Gillerton Terraces Drainage works -Stage 3	AIS	Jun-24	●	●	N/A	N/A	●	●	\$0	\$0	\$0	\$62,000	\$62,000	100%	Quotes have received, to be evaluated and awarded in Nov-23.
59449 - Maitland Western stormwater dam spillway installation stage 2	AIS	Dec-23	●	●	N/A	N/A	●	●	\$0	\$44,858	\$44,858	\$50,000	\$5,142	10%	Purchase order issued for construction works.
Total Stormwater Infrastructure									\$93,636	\$59,904	\$153,540	\$256,022	\$102,482	40%	
Water Scheme Infrastructure															
44283 - Hardwicke Bay water scheme increased storage capacity	AIS	Dec-23	●	●	N/A	N/A	●	●	\$0	\$21,645	\$21,645	\$80,000	\$58,355	73%	New tank pad installed and new tank purchased installed, awaiting required plumbing works.
Total Water Scheme Infrastructure									\$0	\$21,645	\$21,645	\$86,150	\$64,505	75%	

Note : Totals may not add due to rounding.

23.8 SEPTEMBER QUARTERLY BUDGET REVIEW 2023-2024**Document #:** 23/101407**Department:** Corporate and Community Services**PURPOSE**

For Council consideration and endorsement of the September quarterly budget review (as at 30 September 2023) of Council's 2023/2024 Budget and associated financial statements, ratios and changes.

RECOMMENDATION

That Council endorse the 2023/2024 September 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**Strategy:** 5.1 Openness and transparency of reporting Council's performance

5.2 Effective leadership and informed decision making

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

5.5 Undertake effective risk management

BACKGROUND

Regulation 9 of the Local Government (Financial Management) Regulations 2011 sets out the requirements relating to the review of budgets for Council.

Council's policy PO142 Budget Reporting and Amendment requires quarterly budget reviews i.e. September, December and March. This is the first (as at 30 September 2022) of the three (3) quarterly budget reviews for the 2023/2024 financial year.

DISCUSSION

Budget managers in all directorates have completed a review of their 2023/2024 budgets as at 30 September 2023 and all adjustments allowed in accordance with policy PO142 have been included in the attached documents (Attachments 1 - 7).

Budgets have been 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; and

- Status of capital projects including consideration of projects rolled over from 2022/2023 for completion in the current financial year (refer Council decision in August 2023).

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

Budgeted Operating Surplus/ (Deficit)

As a result of proposed adjustments in this review, and previously endorsed budgets for projects/expenditure rolled over from 2022/2023, Council's forecast Operating Deficit for 2023/2024 is \$1.5m. This is a decline of \$2.0m to the adopted 2023/2024 forecast Operating Surplus of \$0.5m.

The decrease to Council's budgeted operating bottom line is due to a forecast operating expenditure increase of \$2.4m which is only partially offset by an increase to operating income of \$0.4m. The key drivers behind the expenditure increase are \$1.6m in operating projects which were rolled over from 2022/2023 and \$0.8m increase to forecast depreciation expense.

It should be noted that the portion of Financial Assistance Grant (FAG) allocations for the current year which were paid in advance in 2022/2023 have not been removed from the current year budget under the assumption that, as in previous years, the advance payment of FAG will continue.

Major Impacts

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

- **Depreciation on Buildings and Structures – operating expenditure** - \$609,426 increase to depreciation expense to reflect impact of the recently endorsed 1 July 2022 revaluation of Buildings and Structures asset class and subsequent depreciation forecast generated by Council's asset management system.
- **Depreciation on Plant, Equipment and Other Assets – operating expenditure** - \$193,398 increase to depreciation expense based upon significant increase in value of capitalised assets in 2022/2023 (up \$1.0m on prior year) and subsequent depreciation forecast generated by Council's asset management system.
- **Depreciation on Airfield (Transport) Assets – operating expenditure** - \$27,920 increase to depreciation expense based upon asset management system forecasts following 2022/2023 year end capitalisation capital works to Maitland, Minlaton and Yorketown airfields.
- **Workers Compensation Premiums – operating expenditure** - \$37,050 decrease to workers compensation insurance budget based on actual premiums payable in 2023/2024. Original budget was \$354k.
- **Asset Disposal Income – income below the line** - \$35,000 increase to asset disposal income predicated upon future sale of Osmond Street Road Reserve to Maitland Lutheran School which is dependent upon positive outcome in relation to road process order.
- **Maitland Robert Street Project – capital renewal expenditure** - \$35,000 increase to project budget based on quarantine of future anticipated proceeds from sale of Osmond Street Road Reserve to Maitland Lutheran School which is dependent upon positive outcome in relation to road process order.

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 (Attachments 1 - 7).

Budgeted Capital Expenditure

Council's proposed capital expenditure budget, after the proposed first quarter budget review adjustments and previously adopted budgets for projects/expenditure rolled over from 2022/2023, is \$20.4m. This includes the initially adopted budget of \$16.9m to which projects/expenditure rolled over from 2022/2023 adopted by Council worth \$3.5m were added in August 2023. Adjustments of \$40,000 are proposed 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 (Attachments 1 - 7).

Of the proposed budget of \$20.4m, \$10.6m is budgeted to be spent on renewal and replacement of existing assets, while \$9.8m is budgeted to be spent on upgrade of existing assets and acquisition of new assets.

Budgeted Cash Flow & Net Lending/ (Borrowing)

Following the proposed adjustments in this budget review, endorsed roll over expenditure being included in this year's budget and adjustment of opening balances in line with 2022/2023 audited General Purpose Financial Statements, Council's forecast closing cash and cash equivalents as at 30 June 2024 is \$1.4m which is an increase of approximately \$0.2m to the original adopted budget. This increase can be attributed to a better-than-expected closing cash position as at 30 June 2023 which was primarily due to the net impact of grants received but not spent, including advance payment of financial assistance grants, and incomplete projects rolled over to 2023/2024.

The proposed end of year Net Borrowing position has increased from the originally adopted \$1.8m to \$5.6m. This is primarily due to the impact of budgets rolled over from 2022/2023 for incomplete or unstarted projects.

More detail on the movements in net lending/ (borrowing) for the financial year can be found in the Budgeted Uniform Presentation of Finances (Attachment 6).

Budgeted Financial Indicators (Ratios)

As a result of proposed changes in this budget review, and inclusion of projects/expenditure rolled over from 2022/2023, forecasts for Council's Financial Indicators have changed.

Council's Operating Surplus Ratio is forecast to be -4.0%, which is a decline of 5.3% compared to the original adopted Budget. The reasons for this have been detailed earlier in this report. The forecast ratio is below Council's LTFP minimum target of breakeven or 0%.

The Net Financial Liabilities Ratio has decreased marginally from 24% forecast originally to 21%. The positive variance is due to the higher-than-expected closing cash position as at 30 June 2023 following finalisation of the 2022/2023 Financial Statements. The forecast ratio remains well within Council's LTFP target of 100%.

Council's forecast Asset Renewal Funding Ratio is forecast to be 60%, a 4% increase to the original forecast. The increase is primarily due to projects/expenditure rolled over from 2022/2023 for completion in 2023/2024 and the decision to budget for \$9.8m in new/upgrade capital projects in 2023/2024. It should also be noted that Council's asset renewal target per asset management plans for 2023/2024 is \$17.6m. This target is higher than the average target over the last four (4) years of \$14.6m. Over the last four (4) years Council has averaged an Asset Renewal Funding Ratio of 82%.

This forecast Asset Renewal Funding Ratio will be achieved if Council completes all budgeted capital renewal projects in 2023/2024. The forecast ratio is well below Council's current 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:

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

- Accountant – Financial Operations

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

- Nil

POLICY IMPLICATIONS

PO142 Budget Reporting and Amendment Policy

BUDGET AND RESOURCE IMPLICATIONS

Budget and resource implications are as detailed in this report and as presented in the attached reports and statements (Attachments 1 – 7).








RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

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

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

1. **Proposed Summary of Changes - Quarterly Budget Review - September 2023** [↓](#) 
2. **Budgeted Statement of Comprehensive Income 2023-2024** [↓](#) 
3. **Budgeted Statement of Financial Position 2023-2024** [↓](#) 
4. **Budgeted Statement of Cash Flows 2023-2024** [↓](#) 
5. **Budgeted Statement of Changes in Equity 2023-2024** [↓](#) 
6. **Budgeted Uniform Statement of Finances 2023-2024** [↓](#) 
7. **Budgeted Financial Indicators (Ratios) 2023-2024** [↓](#) 

YORKE PENINSULA COUNCIL 2023/2024 BUDGET SUMMARY OF PROPOSED CHANGES - SEPTEMBER (QUARTER 1) BUDGET REVIEW			
Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
OPERATING INCOME			
User Charges	1	\$3,531	Increase budget for lease income from Ardrossan Caravan Park following provision of 2022/2023 financial results from Ardrossan Progress and subsequent refresh to current year lease calculation.
	2	\$117	Increase budget for lease income from Port Clinton Caravan Park following provision of 2022/2023 financial results from Port Clinton Progress and subsequent refresh to current year lease calculation.
	3	\$631	Increase budget for lease income from Price Caravan Park following provision of 2022/2023 financial results from Price Progress and subsequent refresh to current year lease calculation.
	4	(\$5,690)	Decrease budget for lease income from Edithburgh Caravan Park following provision of 2022/2023 financial results from Edithburgh Progress and subsequent refresh to current year lease calculation.
	5	\$1,038	Increase budget for lease income from Coobowie Caravan Park following provision of 2022/2023 financial results from Coobowie Progress and subsequent refresh to current year lease calculation.
	6	(\$859)	Decrease budget for lease income from Stansbury Caravan Park following provision of 2022/2023 financial results from Stansbury Progress and subsequent refresh to current year lease calculation.
Grants, subsidies and contributions	7	\$6,398	Increase Aboriginal Lands - Municipal Services Program Grant to match grant actual allocation for 2023-2024. [Refer note 15]
	8	\$15,648	Increase operating grant budget for final instalment of 2022/2023 Regional Transport Subsidy payment. Unintentionally overlooked for back dating into 2022/2023 as part of year end process.
	9	\$14,300	Increase for anticipated wage subsidy payments, offset by increased training expenditure. [Refer notes 10, 13 and 21]
Reimbursements	10	\$2,589	Increase budget to reflect reimbursement of higher education fees, offset by increased training expenditure. [Refer note 9, 13 and 21]
OPERATING EXPENDITURE			
Employee Costs	11	\$8,685	Net increase to income protection insurance budget based on actual premiums payable in 2023/2024. Original budget was \$186k
	12	(\$37,050)	Net decrease to workers compensation insurance budget based on actual premiums payable in 2023/2024. Original budget was \$354k
	13	(\$4,355)	Decreasing adjustment to reflect reallocation of salaries to cover labour hire expenses for vacant position. [Refer notes 9, 10 and 21]
Materials, contracts & other expenses	14	\$598	Increase Aboriginal Lands - Municipal Services Program (MUNS) Grant expenditure line to match actual grant allocation for 2023-2024. Note: adopted expenditure budget exceeded forecast grant allocation which has now been corrected through this adjustment. [Refer note 7]
	15	\$1,888	Increase budget for payment of insurance settlement funds received in 2022/2023 to Edithburgh Caravan Park.

YORKE PENINSULA COUNCIL 2023/2024 BUDGET SUMMARY OF PROPOSED CHANGES - SEPTEMBER (QUARTER 1) BUDGET REVIEW			
Type	Note #	Amount Increase/ (Decrease)	Reason for Variance
Materials, contracts & other expenses (continued...)	16	(\$6,863)	Allocate Caravan Park Emergency Fund budget to capital renewal to fund replacement of air-conditioner at Port Vincent Caravan Park Manager Residence. [Refer to note 27]
	17	(\$8,779)	Net decrease to Public Liability, Asset and Motor Vehicle insurance budgets based on actual premiums payable in 2023/2024. Original budget was \$617k
	18	(\$5,500)	Reallocate hall maintenance budget to fund construction of new steps Port Vincent kiosk. [Refer note 34]
	19	\$2,516	Increase budget to fund purchase of a 12 month extended warranty and inclusive repairs package for Council's large drone. [Refer note 28]
	20	\$4,658	Increase budget to fund the purchase of extended warranty for Council's data storage server. [Refer note 29]
	21	\$21,244	Net increase to budget to fund higher education professional development and external labour hire to fill vacancy. Covered by wage subsidy payments, reimbursements and reductions to employee costs. [Refer notes 9, 10 and 13]
Depreciation	22	\$609,426	Increase depreciation expense for buildings and structures asset class following inclusion of 1 July 2022 revaluation data and 2022/2023 capitalisation based on asset management system forecast.
	23	\$27,920	Increase depreciation expense budget for airfields (sub class of transport assets) based on asset management system forecast following 2022/2023 year end capitalisation of upgrade and renewal works to Maitland, Minlaton and Yorketown airfields.
	24	\$193,398	Increase depreciation expense budget for Plant, Equipment and Other Assets based on asset management system forecast following 2022/2023 year end capitalisation.
CAPITAL INCOME			
Asset Disposals	25	\$35,000	Increase income to account for potential future sale of Osmond Street Road Reserve to Maitland Lutheran School pending successful outcome of road process order. [Refer note 26]
CAPITAL EXPENDITURE - RENEWAL			
Capital Expenditure - Renewal	26	\$35,000	Increase budget for Maitland Main Street Project to account for potential future sale of Osmond Street Road Reserve to Maitland Lutheran School pending successful outcome of road process order. [Refer note 25]
	27	\$6,863	Increase capital renewal budget for Port Vincent Caravan Park to facilitate replacement of air-conditioner at Port Vincent Caravan Park Manager Residence. [Refer note 16]
	28	(\$2,516)	Decrease computer renewal budget to fund purchase of a 12 month extended warranty and inclusive repairs package for Council's large drone. [Refer note 19]
	29	(\$4,658)	Decrease computer renewal budget to fund the purchase of an extended warranty for Council's data storage server. [Refer note 20]
	30	\$5,500	Reallocate hall maintenance budget to fund construction of new steps Port Vincent kiosk. [Refer note 20]

YORKE PENINSULA COUNCIL 2023/2024 BUDGET BUDGETED STATEMENT OF COMPREHENSIVE INCOME					
	2023/2024 Revised Budget \$('000)	2023/2024 September Budget Adjustments \$('000)	2023/2024 Rolled Over Budget Adjustments \$('000)	2023/2024 Adopted Budget \$('000)	Notes
INCOME					
Rates	28,423			28,423	
Statutory Charges	408			408	
User Charges	5,100	(1)		5,101	1-6
Grants, subsidies, contributions - Capital	1,991		241	1,750	
Grants, subsidies, contributions - Operating	2,644	36	123	2,485	7-9
Investment Income	167			167	
Reimbursements	173	2		171	10
Other Income	124			124	
Total Income	39,030	37	364	38,629	
EXPENSES					
Employee costs	11,258	(32)		11,290	11-13
Materials, contracts and other expenses	16,747	9	1,645	15,093	14-21
Depreciation	12,292	831		11,461	22-24
Finance Costs	275		(4)	279	
Total Expenses	40,572	808	1,641	38,123	
OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	(1,542)	(771)	(1,277)	506	
Amounts received specifically for New or Upgrade assets	3,788		835	2,952	
Asset disposal and fair value adjustments	0			0	
NET SURPLUS/(DEFICIT)	2,246	(771)	(442)	3,458	
Other Comprehensive Income					
Changes in revaluation surplus - IPP&E	0			0	
Total Other Comprehensive Income	0	0	0	0	
TOTAL COMPREHENSIVE INCOME	2,246	(771)	(442)	3,458	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL 2023/2024 BUDGET BUDGETED STATEMENT OF FINANCIAL POSITION					
	2023/2024 Revised Budget \$('000)	2023/2024 September Budget Adjustments \$('000)	2023/2024 Rolled Over Budget Adjustments \$('000)	2023/2024 Adopted Budget \$('000)	Notes
ASSETS					
Current Assets					
Cash & Equivalent Assets	1,357	58	190	1,109	
Trade & Other Receivables	2,018	1	196	1,821	
Inventories	573	1	127	445	
Total Current Assets	3,948	60	513	3,375	
Non-Current Assets					
Financial Assets	151		5	146	
Infrastructure, Property, Plant & Equipment	312,355	(825)	17,804	295,376	
Total Non-Current Assets	312,506	(825)	17,809	295,522	
Total Assets	316,454	(765)	18,322	298,897	
LIABILITIES					
Current Liabilities					
Trade & Other Payables	3,118	5	(25)	3,138	
Borrowings	1,311		(60)	1,371	
Provisions	2,289			2,289	
Total Current Liabilities	6,718	5	(25)	6,798	
Non-Current Liabilities					
Trade & Other Payables	57		(5)	62	
Borrowings	4,935		(255)	5,190	
Provisions	194		1	193	
Total Non-Current Liabilities	5,186	0	(259)	5,445	
Total Liabilities	11,904	5	(284)	12,243	
NET ASSETS	304,550	(770)	18,606	286,654	
EQUITY					
Accumulated Surplus	(6,726)	(770)	39	(4,156)	
Asset Revaluation Reserve	306,409	19,709		286,700	
Other Reserves	4,867		757	4,110	
TOTAL EQUITY	304,550	18,939	796	286,654	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL 2023/2024 BUDGET BUDGETED STATEMENT OF CASH FLOWS					
	2023/2024 Revised Budget \$('000)	2023/2024 September Budget Adjustments \$('000)	2023/2024 Rolled Over Budget Adjustments \$('000)	2023/2024 Adopted Budget \$('000)	Notes
CASH FLOWS FROM OPERATING ACTIVITIES					
<i>Receipts</i>					
Operating Receipts	28,201		(127)	28,328	
Statutory Charges	456		42	414	
User Charges	5,478	(1)	370	5,109	1-6
Grants, subsidies, contributions (Operating Purpose)	3,507	40	(464)	3,931	7-9
Investment Receipts	193		26	167	
Reimbursements	201	2	27	172	10
Other Income	68		17	51	
<i>Payments</i>					
Employee Costs	(11,167)	31	56	(11,254)	11-13
Materials, contracts & other expenses	(16,585)	(9)	(1,411)	(15,165)	14-21
Finance Costs	(275)		4	(279)	
Net Cash provided by (or used in) Operating Activities	10,077	63	(1,460)	11,474	
CASH FLOWS FROM INVESTING ACTIVITIES					
<i>Receipts</i>					
Grants, subsidies, contributions (Capital Purpose)				0	
Amounts Specifically for New/Upgraded Assets	3,788		836	2,952	
Sale of Renewed/Replaced Assets	174		25	149	
Sale of Surplus Assets	35	35		0	25
Repayments of Loans by Community Groups	95			95	
<i>Payments</i>					
Expenditure on Renewal/Replacement of Assets	(10,586)	(40)	(648)	(9,898)	26-30
Expenditure on New/Upgraded Assets	(9,799)		(2,840)	(6,959)	
Net Cash Provided by (or used in) Investing Activities	(16,292)	(5)	(2,627)	(13,661)	
CASH FLOWS FROM FINANCING ACTIVITIES					
<i>Receipts</i>					
Proceeds from Borrowings	760			760	
<i>Payments</i>					
Repayments of Borrowings	(1,256)			(1,256)	
Repayment of Finance Lease Liabilities	7		7		
Net Cash provided by (or used in) Financing Activities	(489)	0	7	(496)	
Net Increase/(Decrease) in cash held	(6,704)	58	(4,080)	(2,683)	
Opening cash, cash equivalents or (bank overdraft)	8,061		4,270	3,791	
Closing cash, cash equivalents or (bank overdraft)	1,357	58	190	1,109	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL 2023/2024 BUDGET BUDGETED STATEMENT OF CHANGES IN EQUITY					
2023/2024 Revised Budget	Accumulated Surplus \$('000)	Asset Revaluation Reserve \$('000)	Other Reserves \$('000)	Total Equity \$('000)	Notes
Balance at end of previous reporting period	(8,972)	306,409	4,867	277,386	
Net Surplus/ Deficit for Year	2,246	0	0	2,246	
Total Comprehensive Income	2,246	0	0	2,246	
Balance at end of period	(6,726)	306,409	4,867	304,550	
2023/2024 Budget Adjustments	Accumulated Surplus \$('000)	Asset Revaluation Reserve \$('000)	Other Reserves \$('000)	Total Equity \$('000)	Notes
Balance at end of previous reporting period	(1,358)	19,709	757	(5,810)	
Net Surplus/ Deficit for Year		0	0	0	
Total Comprehensive Income	0	0	0	0	
Balance at end of period	(1,358)	19,709	757	(5,810)	
2023/2024 Adopted Budget	Accumulated Surplus \$('000)	Asset Revaluation Reserve \$('000)	Other Reserves \$('000)	Total Equity \$('000)	Notes
Balance at end of previous reporting period	(7,614)	286,700	4,110	283,196	
Net Surplus/ Deficit for Year	3,458	0	0	3,458	
Total Comprehensive Income	3,458	0	0	3,458	
Balance at end of period	(4,156)	286,700	4,110	286,654	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL 2023/2024 BUDGET BUDGETED UNIFORM PRESENTATION OF FINANCES					
	2023/2024 Revised Budget	2023/2024 September Budget Adjustments	2023/2024 Rolled Over Budget Adjustments	2023/2024 Adopted Budget	Notes
Income					
Rates	28,423	0	0	28,423	
Statutory Charges	408	0	0	408	
User Charges	5,100	(1)	0	5,101	1-6
Grants, subsidies, contributions - Capital	1,991	0	241	1,750	
Grants, subsidies, contributions - Operating	2,644	36	123	2,485	7-9
Investment Income	167	0	0	167	
Reimbursements	173	2	0	171	10
Other Income	124	0	0	124	
Total Income	39,030	37	364	38,629	
Expenses					
Employee costs	11,258	(32)	0	11,290	11-13
Materials, contracts and other expenses	16,747	9	1,645	15,093	14-21
Depreciation	12,292	831	0	11,461	22-24
Finance Costs	275	0	(4)	279	
Total Expenses	40,572	808	1,641	38,123	
Operating Surplus/(Deficit) before Capital Amounts	(1,542)	(771)	(1,277)	506	
Net Outlays on Existing Assets					
Capital Expenditure on Renewal/Replacement of Existing Assets	(10,586)	(40)	(648)	(9,898)	26-30
Add back Depreciation, Amortisation & Impairment	12,292	831	0	11,461	22-24
Add back Proceeds from Sale of Replaced Assets	174	0	25	149	
	1,880	791	(623)	1,712	
Net Outlays on New and Upgraded Assets					
Capital Expenditure on New/Upgraded Assets	(9,799)	0	(2,840)	(6,959)	
Add back Amounts Specifically for New/Upgraded Assets	3,788	0	835	2,952	
Add back Proceeds from Sale of Surplus Assets	35	35	0	0	25
	(5,976)	35	(2,005)	(4,007)	
Net Lending / (Borrowing) for Financial Year	(5,638)	55	(3,905)	(1,789)	

Note: Totals may not add due to rounding

YORKE PENINSULA COUNCIL 2023/2024 BUDGET BUDGETED FINANCIAL INDICATORS (RATIOS)				
	2022/2023 Revised Budget	2022/2023 September (including roll overs) Budget Adjustments	2022/2023 Adopted Budget	Notes
Operating Surplus Ratio (OSR)	(4.0%)	(5.3%)	1.3%	1-24
<i>Operating Surplus - \$'000</i>	(1,542)			
<i>Total Operating Income - \$'000</i>	39,030			
Net Financial Liabilities Ratio (NFLR)	21%	(2%)	24%	
<i>Net Financial Liabilities - \$'000</i>	8,378			
<i>Total Operating Income - \$'000</i>	39,030			
Asset Renewal Funding Ratio (ARFR)	60%	4%	56%	26-30
<i>Asset Renewals - \$'000</i>	10,586			
<i>Asset Renewal Commitments per AMP - \$'000</i>	17,639			

Note: Totals may not add due to rounding

24 ASSETS AND INFRASTRUCTURE SERVICES**24.1 BALGOWAN BOAT RAMP FACILITY OPTIONS****Document #:** 23/67374**Department:** Assets and Infrastructure Services**PURPOSE**

To seek an endorsement from Council as to the preferred funding option for the Balgowan boat ramp.

RECOMMENDATION A

That Council undertake further investigations into the possible implementation of one of the structural options (options 4 to 7) presented in the Balgowan Boating Facility Options Assessment Report prepared by Wavelength, subject to the adjustment of Council's Long Term Financial Plan (LTFP) to allow for funding of the same, where currently no funding provision exists.

or

RECOMMENDATION B

That Council undertake further investigations into the possible implementation of one of the structural options with on-going sand management (options 8 to 10) presented in the Balgowan Boating Facility Options Assessment Report prepared by Wavelength, subject to the adjustment of Council's LTFP to allow for funding of the same, where currently no funding provision exists.

or

RECOMMENDATION C

That Council undertake further investigations into the possible implementation of one of the ongoing management options with no structural changes (options 11 and 12) presented in the Balgowan Boating Facility Options Assessment Report prepared by Wavelength, subject to the adjustment of Council's LTFP to allow for funding of the same, where currently no funding provision exists.

or

RECOMMENDATION D

That Council broadly endorse Option 13 of the Balgowan Boating Facility Options Assessment Report prepared by Wavelength, being the ongoing management of the Balgowan boat ramp, with additional breakwater repairs every ten years, or as required, subject to the adjustment of Council's LTFP to allow for funding of the same, where currently no funding provision exists.

or

RECOMMENDATION E

That Council recognise the funding challenges it has ahead on a plethora of infrastructure, along with evolving environmental challenges, such as sea level rise, and commit no further funding to this project, except for better signage to highlight the risks of boat ramp use.

LINK TO STRATEGIC PLAN

Goal: 1 Economically Prosperous Peninsula
3 Valued and Restored Environment

Strategy: 1.3 Improve visitor experiences, including tourism infrastructure, signage, information and support

3.1 Support Progress Associations and other community groups to improve environmental outcomes

BACKGROUND

In 2022, Council engaged Wavelength to undertake a study into the drivers of the coastal management issues being experienced by the Balgowan boat ramp and adjacent coastline, and to develop options to improve the Balgowan boat ramp and adjacent coastline.

In November 2022, Wavelength provided the Balgowan Boating Facility Options Assessment Report (Attachment 1) to Council.

This report was presented to Elected Members at the Elected Members Information and Briefing Session held on 22 March 2023.

DISCUSSION

Council engaged Wavelength to undertake a study into the drivers of the coastal management issues being experienced by the Balgowan boat ramp and adjacent coastline, and to develop options to improve the Balgowan boat ramp and adjacent coastline, due to:

- safety concerns when using the boat ramp in certain weather conditions;
- difficulties being experienced by users when launching and retrieving at low tide, due to sand build-up; and
- concerns expressed by the Balgowan Progress Association in relation to the interruption of coastal process and the lack of sand on the north beach.

As part of Wavelength's investigation into the drivers of the coastal management issues being experienced by the Balgowan boat ramp and adjacent coastline, they investigated 13 possible boat ramp options.

These options have been divided into four (4) categories, as follows:

Category 1 – Options 1 to 3 – Excluded due to engineering fatal flaws

Option 1 – Floating pontoon breakwater – Floating pontoons can be designed to withstand waves up to 1.8 m in height; however, due to large fetches to the north-west and south-west, design storm waves at Balgowan are expected to be in the order of 3m to 4m in height, making floating pontoons unsuitable in this location.

Option 2 – Offshore breakwater – An offshore breakwater is not suitable in this location, as it would form a large wave shadow in the area of the ramp and its approach, which will form a tombolo or salient, significantly increasing siltation at the ramp.

Option 3 – Relocate the boat ramp – This option was excluded or not further considered, as there are no other boat ramp locations in the area that offer improved wave protection, or the potential to reduce siltation.

Category 2 – Options 4 to 7 – Structural

Option 4 – Fixed attenuator – This option involves the construction of a fixed attenuator/wave screen that extends the seabed to block waves and sediment transport underneath. The estimated capital cost to install a fixed attenuator is \$11,800,000.

Option 5 – Extend rock breakwater – This option involves extending the existing breakwater to the north-east to block waves and sediment transport. The estimated capital cost to extend the existing breakwater is \$4,100,000.

Option 6 – Realign breakwater – This option involves realigning the existing breakwater to the north-east to block waves. The estimated cost to realign the existing breakwater is \$1,200,000.

Option 7 – Remove breakwater – This option involves the removal of the existing breakwater to allow sand to naturally move around the headland. The estimated cost to remove the existing breakwater is \$300,000.

Category 3 – Options 8 to 10 – Structural options with ongoing sand management

Option 8 – Fixed attenuator with ongoing sand management – As per Option 4, this option involves the construction of a fixed attenuator (or wave screen) that extends the seabed to block waves and sediment transport underneath; however, includes ongoing sand management. The estimated capital cost to install a fixed attenuator is \$11,800,000; however, the cumulative Net Present Value (NPV) over 25 years is estimated to be \$18,800,000.

Option 9 – Extend rock breakwater with ongoing sand management – As per Option 5, this option involves extending the existing breakwater to the north-east to block waves and sediment transport; however, includes ongoing sand management. The estimated capital cost to extend the existing breakwater is \$4,100,000; however, the cumulative NPV over 25 years is estimated to be \$11,200,000.

Option 10 – Realign breakwater with ongoing sand management – As per Option 6, this option involves realigning the existing breakwater to the north-east to block waves; however, includes ongoing sand management. The estimated capital cost to realign the existing breakwater is \$1,200,000; however, the cumulative NPV over 25 years is estimated to be \$7,600,000.

Category 4 – Options 11 to 13 – Ongoing management options with no structural changes

Option 11 – Dredging with terrestrial equipment – This option involves ongoing sand management at the boat ramp, through the use of long reach excavators, to remove reachable sand at the ramp and adjacent to the breakwater. As part of this option, the repair and upgrade of the existing breakwater is required, to allow long reach excavator access. There are no capital costs associated with this option; however, the estimated cumulative NPV over 25 years is \$2,900,000.

Option 12 – Dredging and sand bypassing with terrestrial equipment – This option involves ongoing sand management at the boat ramp, via terrestrial dredging, and the annual bypassing of sand from the south beach to the north beach. As part of this option, the repair and upgrade of the existing breakwater is required, to allow long reach excavator access. There are no capital costs associated with this option; however, the estimated cumulative NPV over 25 years is \$5,900,000.

Option 13 – Ongoing management – This option involves the ongoing management of the boat ramp, in line with current resources, with additional breakwater repairs every ten years, or as required. There are no capital costs associated with this option; however, the estimated cumulative NPV over 25 years is \$400,000.

Each of the options outlined above involves significant costs to Council, ranging from the most expensive at \$11,800,000, to construct a fixed attenuator or wave screen, or \$18,800,000 with ongoing sand management, to the cheapest at \$300,000, to remove the existing breakwater to allow sand to naturally move around the headland.

None of the costs associated with any of these options have any provision or allowance within the current LTFP, which is already under pressure.

Based on these costs, consideration needs to be given to the amount of use the ramp receives, as well as the environmental benefits for the adjacent area and north beach.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

The study into the drivers of the coastal management issues being experienced by the Balgowan boat ramp and adjacent coastline was undertaken in consultation with the Balgowan Progress Association.

All documents prepared as part of this study have been shared with the Balgowan Progress Association.

CONSULTATION PROCESS

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

- Chief Executive Officer

- Director Development Services
- Director Corporate and Community Services
- Operations Manager

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

- Nil

POLICY IMPLICATIONS

Nil




BUDGET AND RESOURCE IMPLICATIONS

There is currently no provision in Council's LTFP for Balgowan boat ramp capital works or additional maintenance works options, such as sand management or breakwater repairs. Should Council endorse any of these options, Council will also need to endorse how it intends to fund such works for guidance on adjustment of the LTFP.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

The condition of the Balgowan boat ramp presents a risk to users when using the boat ramp in certain weather conditions. There is also the risk of vehicles becoming bogged at low tide, due to the build-up of sand at the ramp. Better signage of these risks may help with risk mitigation.

ATTACHMENTS

1. **Balgowan Boating Facility Options Assessment Report (under separate cover)** 
2. **Balgowan - Sand Management Plan (under separate cover)** 
3. **Coastal and Environmental Report by Ian Dyson - Balgowan Boat Ramp and Breakwater (under separate cover)** 

25 DEVELOPMENT SERVICES**25.1 LAND MANAGEMENT AGREEMENT - REQUEST WAIVER - LOT 269 BUSH TRACK PARSONS BEACH****Document #:** 23/100832**Department:** Development Services**PURPOSE**

To seek authorisation for the Chief Executive Officer to approve the request for a partial waiver or variation of the land owners' obligations under Land Management Agreement No. 7239996 to permit the implementation of DA 23016543 on land at Lot 269 Bush Track, Parsons Beach (Certificate of Title Volume 5429 Folio 895) subject to the land owners entering a supplementary agreement with the Council which limits guest access to the coast and obliges the landowner to revegetate portion of the land as generally depicted in the Beach Access and Revegetation Plan dated 15 October 2023.

RECOMMENDATION

That Council authorise the Chief Executive Officer to approve the request for a partial waiver or variation of the land owners' obligations under Land Management Agreement No. 7239996 to permit the implementation of DA 23016543 on land at Lot 269 Bush Track, Parsons Beach (Certificate of Title Volume 5429 Folio 895) subject to the land owners entering a supplementary agreement with the Council which limits guest access to the coast and obliges the landowner to revegetate portion of the land as generally depicted in the Beach Access and Revegetation Plan dated 15 October 2023.

LINK TO STRATEGIC PLAN**Goal:** 1 Economically Prosperous Peninsula**Strategy:** 1.5 Partner and build positive relationships with key stakeholders to progress tourism and business growth**BACKGROUND**

A previous report requesting a waiver of the Land Management Agreement (LMA) from limiting development on land at Lot 269 Bush Track, Parsons Beach was considered at the 13 September 2023 Council meeting, and as the motion failed and no decision was made, there is therefore no requirement to rescind the motion prior to considering this revised request.

The owners of the land at Lot 269 Bush Track, Parsons Beach would now like to request Council consider an alternative waiver of the LMA, being a waiver only to the extent necessary to permit the implementation of the proposed development in strict accordance with the planning consent and subject to the land owners entering into a supplementary agreement with the Council which limits guest access to the coast and obliges the landowner to revegetate portion of the land as generally depicted in the Beach Access and Revegetation Plan dated 15 October 2023 (contained within Attachment 1).

A LMA was applied to the land 32 years ago between the District Council of Minlaton and the landowner at the time, as an agreement restricting certain land uses and development to a certain area to conserve and preserve the native flora and fauna. The portion of the subject land referred to in the LMA is contained within the Rural Living Zone with the balance of the subject land located within the Conservation Zone.

DISCUSSION

The LMA has limits on building types, designs, materials and finishes that are no longer contemporary. The aim of the LMA was to limit building work to the building envelope and to ensure conservation of the existing native vegetation.

The development application 23016543 has been granted planning consent for tourist accommodation including two (2) glamping tents, shared refuge/laundry building, managers dwelling together with associated driveway and guest car parking which are all to be sited on the portion of the land currently zoned Rural Living, within the building envelope detailed in the LMA, and would not impact the Conservation Zone and the existing native vegetation.

The proposed land use as well as the proposed built form was assessed against the relevant policy in the Planning & Design Code and was considered to warrant the issue of planning consent.

The main performance outcomes that needed to be addressed being that:

- *the tourism development complements and contributes to local, natural, cultural or historical context, it supports immersive natural experiences, it showcases South Australia's landscapes and produce and its events and functions are connected to local food, wine and nature.*

It also satisfies the desired outcome for the relevant rural living zone in that it provides for:

- *a spacious and secluded residential lifestyle within semi-rural or semi-natural environments, providing opportunities for a range of low-intensity rural activities and home-based business activities that complement that lifestyle choice.*

As well as the adjacent conservation zone which requires:

- *the conservation and enhancement of the natural environment and natural ecological processes for their ability to reduce the effects of climate change, for their historic, scientific, landscape, habitat, biodiversity, carbon storage and cultural values and provision of opportunities for the public to experience these through low-impact recreational and tourism development.*

The partial waiver is required for the landowners to facilitate construction and implementation of the development upon receipt of Development Approval.

To ensure protection of the surrounding area the owners of Lot 269 Bush Track, Parsons Beach are requesting that Council agree to entering into a supplementary agreement which obliges the landowners to:

1. Revegetate an approximate area of 3.85ha on the Land with locally indigenous flora, and undertake weed eradication measures, in the area marked 'revegetation zone' on the Beach Access and Revegetation Plan dated 15 October 2023 (Plan); and
2. Restrict guest access to the coast to a single, existing unsealed access track as marked on the Plan. Erect and maintain appropriate signage on the Land to ensure guests do not stray from the path. Include a Conservation Management and Sustainability Strategy which limits guest access to the coast and obliges the landowner to revegetate a portion of the land.

The proposal will align with Council's strategic goals and the growth strategies for regional tourism and would bring a positive contribution to the local economy from visitors utilising the unique ecotourism accommodation. Written support for the project has been provided by Yorke Peninsula Tourism and Fraser Ellis MP.

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Planning Officer

- Manager Development

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

- Botten Levinson Lawyers
- Landowners – Kirri White and Sven Kirkwood

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS






There are no immediate or ongoing costs to Council as the costs associated with preparing and executing the new agreement will be borne by the landowners.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

Proceeding with the recommendation will not result in a risk to Council.

Planning Development Infrastructure Act 2016

ATTACHMENTS

1. **Request for Partial Waiver - Botten Levinson Lawyers** [↓](#) 
2. **Letters of Support** [↓](#) 
3. **Land Management Agreement (under separate cover)** 
4. **Planning Consent - 23016543 - Lot 269 Bush Track Parsons Beach SA 5575 - Decision Notification Form** [↓](#) 
5. **Planning Consent - 23016543 - Lot 269 Bush Track Parsons Beach SA 5575 - Stamped Plans (under separate cover)** 



Our ref: THG/223262

17 October 2023

Mr Dustin Guthberg
Director – Development Services
Yorke Peninsula Council
PO Box 57
MAITLAND SA 5573

By email: Dustin.Guthberg@yorke.sa.gov.au

Dear Dustin

Request for partial waiver of LMA No. 7239996 - Lot 269 Bush Track, Parsons Beach

We act for Ms Kirri White and Mr Sven Kirkwood, the owners of Lot 269 Bush Track, Parsons Beach being the land comprised in Certificate of Title Volume 5429 Folio 895 (**Land**).

We write to request that the Council grant a partial waiver of our clients' obligations under Land Management Agreement No. 7239996 to permit the implementation of DA 23016543 on the Land.

We understand from previous correspondence with you that the requested waiver will be considered by the Council at its next meeting on 8 November 2023.

Background

The Land comprises a large, irregularly shaped allotment some 52 hectares in area. It is characterised by a mix of vegetation types (coastal and revegetated scrub plantings) and coastal dunes. The majority of the Land is in the Conservation Zone under the Planning and Design Code however some 3.8 hectares of the Land (in its north-east corner) is within the Rural Living Zone.

In 1991 a previous owner of the Land and the now dissolved District Council of Minlaton, entered into a Land Management Agreement (No. 7239996) under the now repealed *Planning Act 1982 (LMA)*. The LMA, amongst other things, prevents the owner of the Land from erecting any building or structure on the Land *other* than a single detached dwelling and outbuildings.

On 25 August 2023, the Council Assessment Panel granted planning consent to DA 23016543 for "*Tourist Accommodation including two (2) glamping tents, shared refuge/laundry building, managers dwelling together with associated driveway and guest car parking*" on a small portion of the Land within the Rural Living Zone (**proposed**

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development). Around the same time, our clients sought a partial waiver of the LMA from the Council to permit the implementation of the proposed development.

The Full Council considered our clients' request for a partial waiver of the LMA at its meeting on 13 September 2023. The resolution which was presented to the Council, and which ultimately did not pass, was expressed in the following very broad terms:

That Council authorise the Chief Executive Officer to approve the request for a waiver of a Land Management Agreement from limiting development on land at Lot 269 Bush Track, Parsons Beach (Certificate of Title Volume 5429 Folio 895).

Our clients do not seek a waiver of the LMA from limiting **all** development on the Land. Rather, our clients seek a more confined waiver expressly limited to the proposed development, as approved by the Council.

As such, our clients now request that the Council consider an alternative waiver of the LMA, being a waiver only to the extent necessary to permit the implementation of the proposed development in strict accordance with the planning consent (**requested waiver**).

Proposed development consistent with planning policies and intent of LMA

Planning policies were not comprehensively applied in many parts of South Australia until the mid-late 1990s through the creation of Development Plans under the now repealed *Development Act 1993*. In 1991 the LMA was a necessary tool for the Council to use because of the absence of meaningful planning policies then applying to the land. The planning controls which existed when the LMA was created in 1991 were rudimentary at best.

The situation 32 years later is very different.

The Conservation Zone and Rural Living Zone policies, along with the other relevant policies applying under the Planning and Design Code provide a comprehensive suite of policies to guide and restrict development of the Land. The delineation of portion of the land within the Rural Living Zone reflects its different character, away from the more sensitive coastal dune areas. In many respects the LMA is now unnecessary.

When the Minlaton Council Development Plan¹ was introduced in 1997 a policy decision was made to carve out that north eastern portion of the Land as the Rural Living Zone, likely reflecting the extent of what was then cleared farming land. That policy decision has continued with many iterations of the Council's Development Plan and continues under the Planning and Design Code. As evidenced by the grant of planning consent, the proposed development is highly appropriate in the Rural Living Zone. Respectfully, it would be unconscionable and legally unreasonable for the Council to zone the Land as Rural Living and then strictly enforce an LMA (which pre-dates the zoning) to prevent it being developed in accordance with the current planning policy.

The Council can, and should, take significant comfort from the planning controls of today which comprehensively govern how the Land is used and developed.

¹ Consolidated 22 May 1997.

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The apparent purpose of the LMA is to regulate the development of the Land to conserve the natural environment and maintain its coastal and rural character. Those planning objectives are reflected in the current zoning for the Land and are entirely consistent with the proposed development, which will be low-scale, low impact and restricted to a relatively small area well away from sensitive coastal areas.

It is highly relevant that the proposed development will accommodate a maximum of only 6 people on the Land at any one time (4 people in the glamping tents and 2 people in the manager's residence) and that the glamping tents can be readily dismantled and removed without disfiguring the Land. The impact of the proposed development on the Land will not be dissimilar to that of a dwelling and outbuildings.

Requested waiver and offer of supplementary agreement

Our clients are committed to the long-term conservation of the Land, something which can be supported by the proposed development. Our clients are prepared to demonstrate that commitment through additional management and conservation measures.

If the Council agrees to the requested waiver in principle, our clients are willing to enter into a supplementary agreement (i.e. a further LMA) with the Council which obliges our clients to:

1. Revegetate an approximate area of 3.85ha on the Land with locally indigenous flora, and undertake weed eradication measures, in the area marked 'revegetation zone' on the **enclosed** Beach Access and Revegetation Plan dated 15 October 2023 (**Plan**) ; and
2. Restrict guest access to the coast to a single, existing unsealed access track as marked on the Plan. Our clients will erect and maintain appropriate signage on the Land to ensure guests do not stray from the path.

In addition, our clients have prepared the **enclosed** Conservation Management and Sustainability Strategy which they propose to implement as part of the tourism development.

Our clients accept that if they wish to vary the proposed development in future they will need to seek a further waiver of the LMA from the Council.

We suggest that a resolution be put before the Council in the following terms:

That Council authorise the Chief Executive Officer to approve the request for a partial waiver or variation of the land owners' obligations under Land Management Agreement No. 7239996 to permit the implementation of DA 23016543 on land at Lot 269 Bush Track, Parsons Beach (Certificate of Title Volume 5429 Folio 895) subject to the land owners entering a supplementary agreement with the Council which limits guest access to the coast and obliges the landowner to revegetate portion of the land as generally depicted in the Beach Access and Revegetation Plan dated 15 October 2023.

Request for deputation

Our clients request that they be permitted to make a deputation at the relevant meeting of the Council, to speak in support of the proposed waiver and supplementary agreement.

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We would be grateful if you could confirm:

1. That the request for waiver will be considered at the 8 November Council meeting; and
2. Whether our clients' request for a deputation has been granted.

Please contact me or Lydia Hart if you have any further queries.

Yours faithfully



Tom Game
BOTTEN LEVINSON
Mob: 0419 809 361
Email: thg@bllawyers.com.au

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Conservation Management and Sustainability Strategy
Lot 269 Bush Track, Parsons Beach

The core objective of this strategy is to facilitate our tourism development in a sustainable manner that allows for continued preservation and conservation of the environment.

This strategy was developed using an environmental SWOT analysis to enable us to identify potential environmental impacts posed by the development and devise practices to minimize adverse impacts and maximize positive ones. Adoption of these practices will facilitate sustainable development, ensure continued conservation and inspire guests to adopt behaviour that reduces environmental impacts.

The strategy is guided by 3 key principles; Considered Design, Sensitive Construction and Responsible Operation. Our core objective will be achieved through the adoption of sustainable practices identified under each of these key principles.

Considered Design;

1. Development will be limited to the Rural Living Zone.
2. Development will be small-scale with guest numbers kept to a maximum of 2 guests per tent (4 guests on the property at any given time).
3. Development will be sited to make use of existing open areas, distanced well away from areas of sensitive vegetation and dunes.
4. Development will employ lightweight, low-impact, modest sized structures to ensure minimal impact on the surrounding environment.
5. Sustainable and recycled building materials and practices will be incorporated wherever possible to reduce its carbon footprint.
6. The development will be powered entirely by means of renewable solar energy.

Sensitive Construction;

1. No major earthworks or clearing will be done. Any removal of debris or weeds from immediate sites will be carefully cleared by hand to ensure surrounding vegetation remains intact.

2. Only pre-existing tracks will be utilised during construction. No new, additional tracks or beach access points will be created as part of the development.
3. Tracks will be well defined and signposted to prevent vegetation trampling and damage.
4. The light-weight canvas tents will be assembled on-site and are to be elevated on decked platforms reducing any impact on the flora and fauna beneath them.
5. Rooms will be equipped with energy saving appliances and lighting.
6. Rooms will feature low water consumption faucets and shower heads, fitted with water limiting devices.
7. Rooms are to be furnished with sustainable materials and furnishings; bed linen will be of natural organic fibre cottons.

Responsible Operation;

1. A guestbook to be kept in all rooms, will incorporate expected guest conduct. Guests will be expected to demonstrate respectful, responsible behavior and employ strategies to minimize their environmental impacts for the duration of their stay. These strategies will foster environmental understanding and motivate responsible behaviors that facilitate the preservation of our sensitive landscape and allow for a more satisfying and rewarding guest experience.
2. Guests will be provided with a map of the property that clearly depicts areas of designated use, as well as local environmental and wildlife information and an outline of our conservation goals and values.
3. Guest behavior, conduct and compliance will be monitored and managed by us, present on site.
4. A refundable deposit will be taken at time of booking as a form of security. Deposits will be refunded upon departure, subject to satisfactory condition of the room and contents and all codes of conduct having been complied with.
5. Vehicle access will be restricted to accommodation sites only.
6. The use of motorbikes will be strictly prohibited.
7. Access to conservation areas, dunes and areas of sensitive vegetation will be prohibited. These areas will be clearly signposted.
8. Guest beach access will be by foot and kept to the single pre-existing track.

9. Revegetation and restoration of degraded areas will be undertaken. Five percent of total accommodation turnover will contribute to environmental revegetation and restoration.
10. Guests will be encouraged to enjoy low impact, informal recreation activities such as walking, bird watching, swimming, paddle-boarding, snorkelling, star gazing.
11. Guests will be encouraged to make use of the property's direct access to the Walk the Yorke Trail for hiking.
12. Guests will be encouraged to enjoy picnic tables and viewing seats sited in appropriate areas.
13. Guests will be instructed to dispose of all litter in secure designated bins only.
14. The collection of firewood will be prohibited.
15. Single use plastics will not be used, rooms will be stocked with ceramic mugs, glasses and refillable water pitchers rather than plasticware, paper or Styrofoam.
16. Bathrooms will be stocked with natural, Australian native extract soaps, shampoos and lotions from certified green manufacturers in glass/ceramic refillable bottles.
17. Guests will be encouraged to minimise waste wherever possible; guests will be encouraged to keep their water usage as low as possible and to recycle and compost using designated bins to be supplied in kitchens.
18. Rooms will be cleaned without harsh chemicals using non-toxic, eco-friendly cleaning products.
19. Remote check-in/check-out and keyless entry will be utilised to avoid plastic key cards and reduce paper use.





Kirri White and Sven Kirkwood
By email: Kirri.White@jonesradiology.com.au

17th October 2023

Dear Kirri and Sven,

TOURISM ACCOMMODATION; PARSON'S BEACH

Yorke Peninsula Tourism is pleased to support your proposed tourism accommodation at Parson's Beach in the Southern Yorke Peninsula.

I confirm our discussion around the unique nature of your accommodation project. As you are aware distinctive, environmentally sensitive and visually compelling accommodation is a key driver for tourism visitation on the Yorke Peninsula, a position that is supported by the South Australian Tourism Commission's Regional Visitor Strategy and also aligns with Yorke Peninsula Tourism's forward strategic planning. I note that that the Towards 2030 Strategic Tourism Action Plan – that was developed with input from Yorke Peninsula Council staff and Elected Members - specifically emphasises regional dispersal, and investment in tourism products and experiences that will entice high value travellers – a market segment to whom your offering will undoubtedly appeal.

Traditionally, Yorke Peninsula has attracted a strong intrastate market, and our efforts to broaden the appeal of our region to an interstate, and then international market, are well served by the provision of accommodation options that showcase our stunning natural landscapes and abundant native wildlife. The location of Parson's Beach is perfectly positioned in this respect with proximity to National Parks and nature conservation areas, in addition to the broader Marna Banggara rewilding project.

I would also like to take the opportunity to reaffirm Yorke Peninsula Tourism's commitment to supporting this project with respect to capability development, connection to technical and marketing resources and promotion throughout our networks. Your proposed development aligns strongly with the objectives of Yorke Peninsula Tourism and the tourism sector in our region more broadly. I commend you for your comprehensive and thoughtful proposal and look forward to seeing the project come to fruition.

Please do not hesitate to contact me in the event that we may provide additional support or advice.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Jess Greatwich', is written over a circular blue stamp.

Jess Greatwich
Regional Tourism Manager Yorke Peninsula Tourism
0424 895 309
jess.greatwich@yorkepeninsula.com.au

Yorke Peninsula Tourism
18 Main Street, Minlaton SA 5575
admin@yorkepeninsula.com.au
08 8853 3898



7 August 2023

Support for tourist accommodation at Parsons Beach

I write in support of constituents Kirri White and Sven Kirkwood as proponents of an innovative tourism accommodation project for Parsons Beach on Yorke Peninsula.

I commend their clear ambition shown and demonstrated detailed planning undertaken in developing a proposal that features glamping tent accommodation of a calibre, which if progressed to fruition, would serve to address a cited need for more high-end accommodation options for visitors to Yorke Peninsula.

It is my view that the proposed development broadly meets objectives outlined in Yorke Peninsula and State Tourism marketing and strategic plans, specifically in offering alternative, unique accommodation options that entice tourists to increase length of stay visitation.

Pleasingly, State visitor expenditure was recently announced as reaching an unprecedented \$9.4 billion value, and excitedly, Yorke Peninsula for the first time recently surpassed regional visitor expenditure of \$65 million.

Such development as proposed can only serve to maintain important momentum for the growing Yorke Peninsula tourism sector, for optimum economic growth for the region.

I thus am pleased to endorse the endeavours of Kirri White and Sven Kirkwood, and I wish them well for their proposed venture.

Yours sincerely

Fraser Ellis MP
Member for Narungga

37 Graves Street, Kadina SA 5554 T | (08) 8832 2455
E | narungga@parliament.sa.gov.au W | www.fraserellis.com.au
f /FraserEllisNarungga i FraserEllisMP t @FraserNarungga





DECISION NOTIFICATION FORM

Section 126(1) of the Planning, Development and Infrastructure Act 2016

TO THE APPLICANT(S):

Name: Sven Kirkwood
Postal address: 125A THE COVE ROAD HALLETT COVE SA 5158
Email: sven.kirkwood@gmail.com

Name: Kirri White
Postal address: 125A THE COVE ROAD HALLETT COVE SA 5158
Email: Kirri.White@jonesradiology.com.au

IN REGARD TO:

Development application no.: 23016543	Lodged on: 8 Jun 2023
Nature of proposed development: Tourist Accommodation including two (2) glamping tents, shared refuge/laundry building, managers dwelling together with associated driveway and guest car parking.	

LOCATION OF PROPOSED DEVELOPMENT:

Location reference: LOT 269 BUSH TRK PARSONS BEACH SA 5575		
Title ref.: CT 5429/895	Plan Parcel: H131000 SE269	Council: YORKE PENINSULA COUNCIL

DECISION:

Decision type	Decision (granted/refused)	Decision date	No. of conditions	No. of reserved matters	Entity responsible for decision (relevant authority)
Planning Consent	Granted	25 Aug 2023	4	1	Assessment Panel at Yorke Peninsula Council
Building Consent	Still Required				To be Determined
Development Approval - Planning Consent; Building Consent	Still Required				Yorke Peninsula Council

FROM THE RELEVANT AUTHORITY: Assessment Panel - Section 93 at Yorke Peninsula Council
Date: 25 Aug 2023

RESERVED MATTERS

Planning Consent

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matter(s) shall be reserved for further assessment prior to the granting of Development Approval:

This form constitutes the form of a decision notification under section 126(1) of the Planning, Development and Infrastructure Act 2016, as determined by the Minister for Planning for the Purposes of regulation 57(1) of the Planning, Development and Infrastructure (General) Regulations 2017. Published: 7 July 2022.



Government of South Australia
Department for Trade and Investment

The Applicant or Landowner shall apply and obtain the necessary approvals for a waste control system in accordance with the South Australian Public Health Act 2011, prior to obtaining Development Approval.

CONDITIONS

Planning Consent

Condition 1

The development shall be undertaken in accordance with the plans and documentation (as amended) accompanying the application, except where varied by any conditions herein, and at all times thereafter shall be maintained to the satisfaction of the relevant Authority.

Condition 2

A dwelling is connected, or will be connected, to a reticulated water scheme or mains water supply with the capacity to meet the requirements of the development. Where this is not available it is serviced by a rainwater tank or tanks capable of holding at least 50,000 litres of water which is:

1. exclusively for domestic use
2. connected to the roof drainage system of the dwelling.

Condition 3

Stormwater run-off, including surface stormwater generated by the development, shall be managed on site or directed to the street water table so as not to trespass on to adjoining properties, lie against any building or create unsanitary conditions. All associated works shall be to the satisfaction of the relevant authority.

Condition 4

All external lighting must be designed and constructed according to conform to Australian Standard (AS 4282-1997).

ADVISORY NOTES

Planning Consent

Advisory Note 1

No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.

Advisory Note 2

Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.

Advisory Note 3

This consent or approval will lapse at the expiration of 2 years from its operative date, subject to the below or subject to an extension having been granted by the relevant authority.

Advisory Note 4

Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).

Advisory Note 5

The granting of this consent does not absolve the applicant from obtaining all other consents which might be required pursuant to the provision of any other statutes or regulations.

Advisory Note 6

The applicant is reminded of its general environmental duty, as required by Section 25 of the Environment Protection Act, to take all reasonable and practicable measures to ensure that activities on the whole site, including during construction, do not pollute the environment in a way which causes or may cause environmental harm.

Advisory Note 7

Bush Track is a public road that should remain accessible without impediment unless authorisation from Yorke Peninsula Council has been granted.

CONTACT DETAILS OF CONSENT AUTHORITIES

Name: Yorke Peninsula Council	Type of consent: Planning
Telephone: 08 8832 0000	Email: development@yorke.sa.gov.au
Postal address: PO Box 57, Maitland SA 5573	

26 GENERAL BUSINESS

Section 85 of the Act requires that matters on the Agenda are described with reasonable “particularity and accuracy” and reports and other documentation to be considered at a meeting are available to the public prior to the meeting. The practice of general business should be restricted to matters of urgency.

CONFIDENTIAL AGENDA**27 CONFIDENTIAL ITEMS****27.1 REQUEST FOR EXEMPTION - PURCHASE OF ONE SEMI WATER TANKER****RECOMMENDATION****Section 90 Order**

That pursuant to Section 90(2) and (3)(k) of the Local Government Act 1999, the Council orders, that the public be excluded from the meeting relating to Item 27.1 Request for Exemption - Purchase of One Semi Water Tanker, with the exception of the following persons:

- Chief Executive Officer
- Executive Assistant to CEO and Mayor
- Director Corporate and Community Services
- Director Assets and Infrastructure Services
- Director Development Services

The Council is satisfied that, pursuant to Section 90(2) and (3)(k) of the Act, the information to be received, discussed or considered in relation to report Item 27.1 Request for Exemption - Purchase of One Semi Water Tanker, is confidential information relating to:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

27.2 PURCHASE OF ONE SELF PROPELLED VIBRATORY SINGLE SMOOTH DRUM ROLLER TENDER 235/2023**RECOMMENDATION****Section 90 Order**

That pursuant to Section 90(2) and (3)(k) of the Local Government Act 1999, the Council orders, that the public be excluded from the meeting relating to Item 27.2 Purchase of One Self Propelled Vibratory Single Smooth Drum Roller Tender 235/2023, with the exception of the following persons:

- Chief Executive Officer
- Executive Assistant to CEO and Mayor
- Director Corporate and Community Services
- Director Assets and Infrastructure Services
- Director Development Services

The Council is satisfied that, pursuant to Section 90(2) and (3)(k) of the Act, the information to be received, discussed or considered in relation to report Item 27.2 Purchase of One Self Propelled Vibratory Single Smooth Drum Roller Tender 235/2023, is confidential information relating to:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

27.3 PURCHASE OF ONE PATROL GRADER TENDER 236/2023**RECOMMENDATION****Section 90 Order**

That pursuant to Section 90(2) and (3)(k) of the Local Government Act 1999, the Council orders, that the public be excluded from the meeting relating to Item 27.3 Purchase of One Patrol Grader Tender 236/2023, with the exception of the following persons:

- Chief Executive Officer
- Executive Assistant to CEO and Mayor
- Director Corporate and Community Services
- Director Assets and Infrastructure Services
- Director Development Services

The Council is satisfied that, pursuant to Section 90(2) and (3)(k) of the Act, the information to be received, discussed or considered in relation to report Item 27.3 Purchase of One Patrol Grader Tender 236/2023, is confidential information relating to:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

27.4 BITUMEN SEALING REHABILITATION PROGRAM 2023-2024 TENDER 237/2023**RECOMMENDATION****Section 90 Order**

That pursuant to Section 90(2) and (3)(k) of the Local Government Act 1999, the Council orders, that the public be excluded from the meeting relating to Item 27.4 Bitumen Sealing Rehabilitation Program 2023-2024 Tender 237/2023, with the exception of the following persons:

- Chief Executive Officer
- Executive Assistant to CEO and Mayor
- Director Corporate and Community Services
- Director Assets and Infrastructure Services
- Director Development Services

The Council is satisfied that, pursuant to Section 90(2) and (3)(k) of the Act, the information to be received, discussed or considered in relation to report Item 27.4 Bitumen Sealing Rehabilitation Program 2023-2024 Tender 237/2023, is confidential information relating to:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works.

Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

27.5 ROBERT STREET MAITLAND CONCEPT DESIGN REPORT**RECOMMENDATION****Section 90 Order**

That pursuant to Section 90(2) and (3)(b)(i),(d)(i) of the Local Government Act 1999, the Council orders, that the public be excluded from the meeting relating to Item 27.5 Robert Street Maitland Concept Design Report, with the exception of the following persons:

- Chief Executive Officer
- Executive Assistant to CEO and Mayor
- Director Corporate and Community Services
- Director Assets and Infrastructure Services
- Director Development Services

The Council is satisfied that, pursuant to Section 90(2) and (3)(b)(i),(d)(i) of the Act, the information to be received, discussed or considered in relation to report Item 27.5 Robert Street Maitland Concept Design Report, is confidential information relating to:

- (b)(i) information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council
- (d)(i) commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.

Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

27.6 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW**RECOMMENDATION****Section 90 Order**

That pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the Council orders, that the public be excluded from the meeting relating to Item 27.6 Chief Executive Officer Performance Review, with the exception of the following persons:

- Matthew Hobby, Director – Perks People Solutions

The Council is satisfied that, pursuant to Section 90(2) and (3)(a) of the Act, the information to be received, discussed or considered in relation to report Item 27.6 Chief Executive Officer Performance Review, is confidential information relating to:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

RESUMPTION OF PUBLIC MEETING

28 NEXT MEETING

Wednesday 13 December 2023

29 CLOSURE