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Yorke Peninsula Council

NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council
will be held on Wednesday 11th March 2015,
in the Council Chambers,
57 Main Street, Minlaton commencing at 5.30pm

Andrew Cameron
CHIEF EXECUTIVE OFFICER

A G E N D A

- | | |
|--------|---|
| ITEM 1 | <u>YORKE PENINSULA COUNCIL</u> |
| 1.1 | <u>Welcome by Mayor</u> – meeting declared opened |
| 1.2 | <u>Opening Prayer</u> |
| 1.3 | <u>Present</u> |
| 1.4 | <u>Leave of absence</u> |
| 1.5 | <u>Apologies</u> |

1.6 Conflict of Interest

CONFLICT OF INTEREST

Elected 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 accordance with Section 73 of the Local Government Act in items listed for consideration on the Agenda. Section 74 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 prior to consideration of that item on the Agenda.

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 conflict of interest.

1.7 Minutes of previous meeting – for confirmation
Council meeting held on Wednesday 11th February 2015 at 5.30 pm.

1.8 Motions on Notice
Nil

1.9 Questions on Notice
Nil

1.10 Questions without Notice

1.11 Petitions
Nil

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1. Monthly Report from Mayor Agnew

ITEM 3 COUNCILLORS' REPORT
Nil

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ITEM 10	<u>CLOSURE</u>	

MAYOR

IA/ITEM 2

MONTHLY REPORT

(File Ref:9.24.1.1)

INTRODUCTION

To keep Elected Members updated on Mayoral activities during the month of February 2015.

RECOMMENDATION

That the report be received.

COMMENT

5 th February	Elected Members Training with Norman Waterhouse.
10 th February	Meeting with Angela Hazebrook URPS in relation to the Central Local Government Region Future Directions Review.
11 th February	Audit Committee Meeting. Monthly Council Meeting.
12 th February	Maitland Area School Student Leaders Induction.
13 th February	ABC Interview in relation to issue raised by the Mayor of Port Augusta suggesting a debate on the Mayoral terms should be capped to two terms.
19 th February	YP Council's Alliance Meeting hosted by District Council of Barunga West at Port Broughton.
20 th February	Central Local Government Meeting and workshops held at Jamestown.
25 th February	Phone Meeting with Red Cross in relation to changes to local Red Cross Blood Collection Services. Elected Members informal workshop.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Not Applicable.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not Applicable.

INFORMATION

AGENDA

CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

1. CEO ACTIVITIES

(File Ref:9.24.1.1)

INTRODUCTION

To keep Elected Members informed of other meetings and activities during the month of February 2015.

RECOMMENDATION

That the report be received.

COMMENT

4 th February	Corporate Management Team meeting held at Minlaton.
6 th February	Chief Executive Officers Forum in Adelaide.
10 th February	Meeting with Chris Johnson Edithburgh Lighthouse Inspection.
11 th February	Audit Committee Meeting. Monthly Council Meeting.
13 th February	Meeting with Spiros Dimas at DPTI and Matt Hobby McArthur Management Services.
19 th February	YP Council's Alliance and Star Club Field Officer Management Meeting.
23 rd February	LG Professionals Executive Meeting.
25 th February	Maitland Office expansion PCG Meeting. Informal Elected Members Workshop.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Not Applicable.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not Applicable.

CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

2. CORRESPONDENCE PENSIONER CONCESSIONS – STEVEN MARSHALL MP

(File Ref:9.24.1.1)

INTRODUCTION

To provide Elected Members with the Liberal Parties position on the Pensioner Rates Concessions issue.

RECOMMENDATION

That the report be received.

COMMENT

Correspondence has been received (copy attached) from the State Liberal Leader Steven Marshall MP outlining the Liberal Parties policy position on the ongoing matter of the removal of Rates Pensioner concessions.

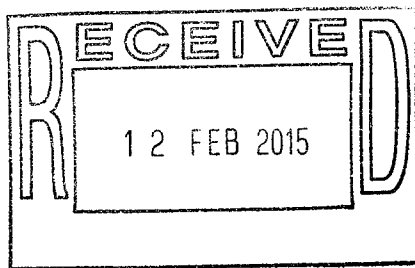
The correspondence highlights that the State Liberal Party will oppose any legislative change proposed by the State Government and that if elected at the 2018 state election the Liberal Party would commit to returning the concession.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not applicable.



Item Number
925 - 2015 - 1
GDS Number
10.3.2.5
Distribution

11 February 2015

Steven Marshall MP
State Liberal Leader

Mayor Ray Agnew OAM
District Council of Yorke Peninsula
PO Box 88
MINLATON SA 5575

Dear Mayor Agnew,

Ray

As you would be aware, pension concessions on local government rates have been a major issue for all levels of government in recent months. The South Australian State Liberal Party does not support any reduction in pension concession support to eligible property owners.

On 27th January I announced that the State Liberals will act in two ways to prevent the loss of concessions on council rates by:

1. Ensuring that any legislative change intended by the Labor Government is **opposed** in the Parliament; and,
2. If unable to block the concession removal via parliamentary process, we will commit to returning the concession if elected to Government in March 2018.

The provision of concessional support is a responsibility of the State Government, with the proposal to remove concession payments purely a decision taken by Premier Weatherill and Treasurer Koutsantonis. The reduction in Federal funding towards concessions – which helped pay about 10% of the payments - did not have to result in the complete removal of the concession. State Labor have chosen to make this hit on pensioners and create the change.

The Federal Government's decision is disappointing, but the State Labor Government is playing politics by claiming this funding withdrawal solely affects council rates – a situation the State Liberal Party finds appalling.

The impact on the approximate 160,000 pensioner home owners in SA that have received up to \$190 per year in assistance will be significant if Labor succeeds in removing the concession.

I ask you to join with us by voicing your anger at this decision to the State Government.

South Australian pensioners cannot afford to lose these vital concessions.

Yours sincerely,

Steven Marshall MP
State Liberal Leader

CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

3. ACTION LISTING REPORT (File Ref: 9.24.1.1)

INTRODUCTION

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

RECOMMENDATION

That the report be received.

COMMENT

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

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

Strategic Plan

Key Theme: Corporate Governance and Leadership
2. Organisational Efficiency and Resource Management

Strategic Goal: 2.4 Effective Risk Management

Yorke Peninsula Council's Risk Management Framework

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Important issues of legislative compliance and best practice risk management principles underpin Council's action list and the associated due dates.

COUNCIL MEETING 11th March 2015

Action List

Responsible Officer	Agenda Item Number	Task	Due Date	Status
Director Corporate & Community Services	10 th Aug 10 Item 20.4	Advise the Dept of Environment and Natural Resources that Council wish to Relinquish Care and Control of Crown Land Lot 88 Main Street Curramulka CR 5856/772	As soon as DEWNR responds	Underway - DEWNR advised, no response to date
22 nd January 2014				
Director Corporate and Community Services	DA/CCS/R4	Organise Land Only lease for Balgowan Camping Ground	As soon as Ministerial approval is granted	Waiting on consent
14 th May 2014				
Director Assets & Infrastructure Services	DA/AIS/R2	Organise to have the following documents signed and sealed Ardrossan Area School for Ardrossan Stormwater Harvesting Project	February 2015	AAS have indicated that they do not wish to connect at this stage due to water quality. Completed
Director Assets & Infrastructure Services	DA/AIS/R3	Organise to have the following documents signed and sealed for the Walk the Yorke Leisure Trail with the State Government and private landholders	July 2014 – ongoing for duration of project	All Crown Leases executed. Private landowners under consideration and some require further information. Ongoing
13 th August, 2014				
Director Corporate & Community Services	DA/CCS/R6	Seek Ministerial approval for the revocation of the Community Land classification to accommodate the necessary requirements for the Minister for Emergency Services to build a new Country Fire Service station at Pt Victoria	October 2014	Still with the Minister's officer
10 th December 2014				
CEO	DA/CEO/Urgent Matter	Write to the State Government Minister Hunter seeking funding	February 2015	Completed Awaiting response.

		support for the disposal of the whales at Pararra Beach.		
CEO	DA/CEO/R2	Director Assets & Infrastructure Services to undertake a full review of the Waste and Recycling Service Policy PO 125 particularly in relation to replacement bins following theft	March 2015	Underway
21 st January 2015				
CEO	DA/CEO/R1	Prepare a draft Elected Members Records Management Policy for consideration at the March 2015 meeting.	March 2015	Refer DA/CCS/6.2 R5 March 2015 Agenda
CEO	CCS/DA/R6	Organise to facilitate a meeting between the Friends of Troubridge Island and Minister Mulligan in relation the lighthouses future.	February / March 2015	Meeting arranged for Thursday 12 th March 2015 Completed
Director Development Services	DA/DS/R3	Advise Black Point Progress Association that Council has granted consent for the Memorial Wall in the Black Point Boat Ramp car park	February 2015	Completed
11 th February 2015				
CEO	DA/CEO/R1	Nominate Mayor Ray Agnew for the John Legoe award prior to the closing date	February 2015	Completed
CEO	DA/CEO/R2	Nominate Mayor Ray Agnew as the CLGR representative to the LGA Board	February 2015	Completed
Director Corporate and Community Services	DA/CCS/R3	Commence public consultation process to grant a lease over a portion of the road reserve adjacent to the Port Victoria Hotel/Motel	February 2015	Underway
Director Corporate and Community Services	DA/CCS/R4	Advise Edithburgh Museum that they have been dissolved as a Section 41 Committee of Council.	February 2015	Completed

Director Development Services	DA/DS/R1	Organise for the LMA for CT 6096/839 Port Victoria to be signed and sealed	February 2015	Completed
Director Development Services	DA/DS/R2	Advise DPTI in relation to land division application 544/D015/14 Council is not prepared to accept any responsibility for the cost of intersection upgrades	February 2015	Completed
Director Development Services	DA/DS/R3	Provide the submission on the Planning Reforms to Minister John Rau and the LGA	February 2015	Completed
Director Corporate and Community Services	GB – DM Davey	Write and offer support to any Progress Associations that require it to assist with Agenda and Minutes preparation	February 2015	Completed

CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

4. CORRESPONDENCE MARINE PARKS - MINISTER IAN HUNTER

(File Ref:9.24.1.1)

INTRODUCTION

To update Elected Members on the ongoing process for evaluating the implementation of Marine Parks across South Australia.

RECOMMENDATION

That the report be received.

COMMENT

Elected Members may recall the very lengthy process that Council was involved in negotiating with the State Government on the implementation of Marine Parks across South Australia.

Council worked very hard to ensure the impact of the implementation of the parks would not unduly affect our local communities or the economy that is supported via tourism in our region.

Correspondence has been received (copy attached) from the Hon Ian Hunter MLC Minister for Sustainability, Environment and Conservation in relation to ongoing monitoring via a Regional Impact Assessment Statement process.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Marine Parks Act 2007

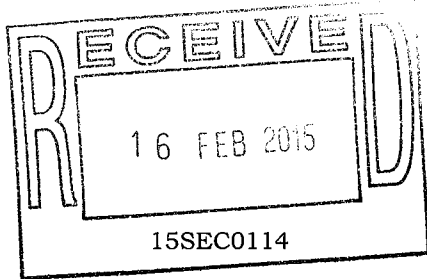
Strategic Plan

Key Theme: Corporate Governance and Leadership

Strategic Goal: 2. Organisational efficiency and resource management
2.3 Meet all legislative and compliance responsibilities

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not applicable.



Item Number
1014-2015-1
GDS Number
5.85.1.5
Distribution



Government
of South Australia

The Hon Ian Hunter MLC

Mayor Ray Agnew OAM
District Council of Yorke Peninsula
PO Box 88
YANKALILLA SA 5575

Dear Mayor Agnew

South Australia's 19 marine parks are one of the most significant and important conservation initiatives ever undertaken in our State.

Our marine park network is protecting our valuable marine ecosystems, and may lead to significant positive opportunities for economic development. To ensure the potential impacts are monitored and understood, the Government is conducting Regional Impact Assessment Statement (RIAS) processes in Port Wakefield, Ceduna and Kangaroo Island. These processes will report by 1 October 2015.

The Goyder Institute has been engaged to coordinate the various parties contributing to this important research.

In the coming months, the South Australian Centre of Economic Studies, supported by a number of government agencies, will be gathering socio-economic data from individuals and community groups to contribute to the RIAS process. Fisheries catch data will also be analysed and the Department of Environment, Water and Natural Resources will be collecting ecological data.

A regular electronic newsletter providing updates on the progress of the RIAS will be sent to stakeholders and will be available online at <http://www.environment.sa.gov.au/marineparks/Learn>.

If any urgent or significant issues are identified as data is being collected, we will immediately begin work to find the best way to address these issues.

Minister for Sustainability, Environment and Conservation
Minister for Water and the River Murray
Minister for Aboriginal Affairs and Reconciliation

Level 9, Chesser House, 91-97 Grenfell Street Adelaide SA 5000 | GPO Box 1047 Adelaide SA 5001 DX 138
Tel 08 8463 5680 | Fax 08 8463 5681 | Email minister.hunter@sa.gov.au | www.premier.sa.gov.au

Yorke Peninsula Council
Council Agenda
Wednesday 11th March 2015



Goyder will engage an independent expert to peer review all three RIAs once complete.

Input into the RIA processes are welcomed and submissions are currently being received. To be involved I encourage you to provide submissions to marineparkRIAS@sa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Hunter', with a stylized flourish at the end.

IAN HUNTER MLC

Minister for Sustainability, Environment and Conservation

29 / 01 / 2015

CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

5. CORRESPONDENCE – ARDROSSAN PROGRESS ASSOCIATION WHALE BEACHING (File Ref:9.24.1.1)

INTRODUCTION

To provide Council with some positive feedback received in relation to the handling of the Whale beaching incident at Ardrossan.

RECOMMENDATION

That the report be received.

COMMENT

Correspondence has been received (copy attached) highlighting the positive manner and leadership shown by Council whilst dealing with the unfortunate and tragic Whale Beaching incident at Ardrossan.

It is refreshing that the Ardrossan Progress Association has taken the time and effort to put forward their positive public reaction in writing, thanking the Council and staff involved.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan

Key Theme: Community Engagement
1. Vitality and Connection

Strategic Goal: 1.1 Develop and facilitate ongoing partnerships and relationships with Progress Associations, Tidy Towns and other key community groups.

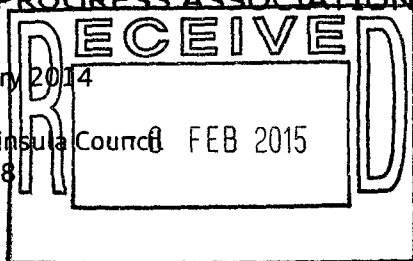
FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not applicable.



6th February 2014

Yorke Peninsula Council
P.O. Box 88
Minlaton
S.A.
5575



P.O. Box 44	Item Number
Ardrossan	788 - 2015 - 1
S.A. 5571	GDS Number
	5.65.1.4
Phone: 08 88374193	Distribution
Email: ardprogress@netyp.com.au	

For the Attention of: Andrew Cameron

Re: Whales Beached in Ardrossan

The Ardrossan Progress Association Committee has asked me to write and congratulate Yorke Peninsula Council on their positive & rapid response to our difficult and unexpected situation when the whales beached themselves on our beaches. We particularly appreciate the leadership and attention to detail displayed by Andrew Cameron and Stephen Goldsworthy and the support they were given by the Councilors, local businesses and other employees.

This event could have had a serious impact on events we had planned for the Christmas period and to the income local businesses receive from tourism and other visitors. The potential loss of business was highlighted to the Committee when the Ardrossan Caravan Park had seven cancellations during the four days following the beaching. The Information outlet continued to receive call asking if the beaches were safe for three weeks after the event.

The quick and effective management of this event is a good indication of the quality service we receive from the Yorke Peninsula Council. We look forward to an effective working partnership in the future.

Yours Faithfully

Margie Gaisford
Administrative Officer

Chairperson: Shane Kennedy

Administrative Officer: Margie Gaisford

'Making Ardrossan a better place to live and work'

ABN 24 336 808 231

DIRECTOR ASSETS & INFRASTRUCTURE SERVICES

IA/ITEM 4.5

1. CONSTRUCTION & MAINTENANCE WORKS (File Ref: 9.24.1.1)

INTRODUCTION

The following is a summary of capital and maintenance works undertaken within Assets & Infrastructure Services during the month preceding the March 2015 meeting of Council.

RECOMMENDATION

That the report be received.

COMMENT

- Attention to parks, gardens and reserves is ongoing throughout the district and communities in line with available resources.
- Road construction and/or maintenance activities have been applied to the following roads in accordance with the 2014/15 budget allocations:
 - Clinton Road – construction ongoing
 - Coleman Road – construction ongoing
 - Spicers Road – patching completed
 - Daly Head Road – construction commenced
 - Sparrow Road – construction completed
- Patrol grading is ongoing throughout the district in line with the current schedules and technique.
- The Walk the Yorke Project is progressing well (76% complete), with the status of major componentry as follows:
 - Installation of infrastructure (trail markers, bollards and bench seats) – 64% complete
 - Compacted gravel trail – 94% complete
 - Installation of shelters, flooring, picnic settings and tanks – 28% complete
 - Fencing and stile installation – 30% complete
 - Podium signage – 30% complete
 - Project management – 69% complete (month 20 of 29)
- In addition to progress upon the above components the following activities have been undertaken by staff working on the Walk the Yorke Project:
 - A Request for Quotation (RFQ) for an Interpretive Podium Signage Style Guide, associated templates and master digital artwork was issued and awarded to Designhaus.
 - An RFQ was issued for custom bench seat production.
 - Staff have met with representatives from DEWNR regarding key conservation messages, priority species that can feature on the interpretive podium signage and the best locations for signs.
- Footpath maintenance has been attended to within Ardrossan, Warooka, Yorketown and Minlaton.
- The Kemp Bay carpark has been levelled and compacted with appropriate rubble.

- The footpath and driveway adjacent the Corny Point CFS shed has been upgraded.
- Minor maintenance works have been undertaken to the Daly Head Enviro-loos to minimise the ongoing infestation of bees and birds.
- Approximately ninety (90) Customer Service Requests (CSRs) have been addressed throughout February with activities including:
 - Attention to street trees
 - Sign replacement and repairs
 - Maintenance to public buildings
 - Driveway installation
 - Stormwater infrastructure maintenance
 - Sealed and unsealed road maintenance
 - Response to vandalism
 - Coastal infrastructure maintenance
- An access ramp has been installed in Main Street, Minlaton adjacent the Minlaton Police Station.
- Township tree trimming and removal has been undertaken within Port Vincent at the oval, Esplanade, Burrows Park and Fourth Street.
- The following upgrades/works have been undertaken upon Community Wastewater Management Systems (CWMS), water supply and stormwater harvesting schemes:

CWMS

 - New irrigation filter – **Port Victoria**
 - Civil works (WWTP) – **Port Victoria**
 - Decant tank pump pipework replaced – **Bluff Beach**
 - Treated water conditioner installed – **Yorketown**
 - Gravity drain upgraded (Bagnal Avenue) – **Maitland**
 - Pump station suction pipe upgraded – **Ardrossan**
 - Irrigation pump upgraded – **Port Vincent**
 - Irrigation pipe repaired – **Stansbury**
 - Repairs to cutter-suction pump – **Hardwicke Bay**

Water Schemes

 - Solar flow meter installed (storage tanks) – **Black Point**

Stormwater Harvesting Schemes

 - New spillway installed to dam – **Ardrossan**
- All CWMS, water supply and stormwater harvesting schemes are continually monitored and tested in accordance with SA Health and Environment Protection Authority (EPA) licence conditions.
- Roadside vegetation activities have been undertaken within the Hundred of Tiparra (Willing Road).

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan

Key Theme: Sustainable Communities
1. Sustainable Infrastructure

Strategic Goal: 1.1 Provide infrastructure assets that are sustainable and safe

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not applicable.

DIRECTOR DEVELOPMENT SERVICES

IA/ITEM 4.6

1. INSPECTORIAL – ACTIVITY REPORT

(File Ref: 9.24.1.1)

INTRODUCTION

To inform Council of the activities of the Inspectorial Team.

RECOMMENDATION

That the report be received.

COMMENT

Council's Officers have dealt with many routine matters during the past month, including illegal campers, wandering and nuisance dogs, noisy dogs, noisy roosters and nuisance cats. No owner came forward to claim a dog that was impounded at Port Clinton. Nine dog owners received an expiation notice for owning or keeping an unregistered dog, whilst 3 expiations have been issued in relation to dogs wandering at large. The majority of the unregistered expiations have been issued as a result of the continuing door knock work being performed by Council Rangers.

A Warooka dog owner was walking his dogs off leash on a road when a cat ran across the road back to its' home. The dogs attacked the cat and dragged it back onto the road where it died. As a result of the incident, the owner has been notified that Council is intending to place a Control (Dangerous Dog) Order on the offending dog.

The occupants of an interstate motor home camped for two nights adjacent to the Port Rickaby Caravan Park. A Council Ranger attended and spoke to one of the occupants regarding the unlawful camping early one morning. This person was very uncooperative and subsequently left the area without divulging his personal details. The motor home was later found at Port Victoria and with the assistance of local Police, the male person was given an expiation notice for unlawful camping and dog wandering at large.

Routine patrols of boat ramps have also been performed to ensure that users are paying to use the facilities. One expiation notice was issued to a user who did not pay for using the launching facilities.

Regular patrols have also taken place at the bush camping reserves to ensure users are paying for the facilities. These facilities continue to be very popular with campers.

Two expiations have been issued to motorists in relation to the manner in which the vehicles were parked. One expiation was issued in relation to a motorist parking on a yellow edged line whilst the other involved a car towing a boat parking in a disabled car park.

The burning off season commenced on Monday 16 February 2015 where farmers can obtain a permit and start burning off in preparation for the coming season. It is disappointing that the first two burn offs in the northern portion of the district both escaped which required CFS attendance to extinguish the fire. Council's Fire Prevention Officer will closely monitor the burn offs to ensure compliance with the conditions on the permits. Those permit holders who do not adhere to the permit conditions may receive a \$315 expiation notice.

Council's Fire Prevention Officer was called to a small rubbish fire near Point Turton. The person responsible for this fire was issued with a \$315 expiation notice for lighting or maintaining a fire in the open during the fire danger season.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Fire and Emergency Services Act 2005

Dog and Cat Management Act 1995

Local Government Act 1999

Strategic Plan

Key Theme: Corporate Governance and Leadership
2. Organisational Efficiency and Resource Management
Strategic Goal: 2.3 Meet all legislative and compliance responsibilities

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The activities undertaken by Council Rangers are based on reducing the risk of nuisance, injury, public damage and disaster to the community.

DIRECTOR DEVELOPMENT SERVICES

IA/ITEM 4.6

2. DEVELOPMENT APPLICATION DECISIONS

(File Ref: 9.24.1.1)

INTRODUCTION

Development Applications for the period 2 February 2015 to 27 February 2015.

RECOMMENDATION

That the report be received.

COMMENT

The following is a list of all Development Applications processed for the period 2 February 2015 to 27 February 2015.

Yorke town

544/1021/2014	544/1081/2014	544/1143/2014
544/1176/2014	544/1187/2014	544/1201/2014
544/1208/2014	544/1209/2014	544/1212/2014
544/1213/2014	544/1221/2014	544/1225/2014
544/1237/2014	544/1002/2015	544/1005/2015
544/1007/2015	544/1009/2015	544/1013/2015
544/1014/2015	544/1019/2015	

Maitland

544/2218/2009	544/2335/2011	544/2111/2014
544/2202/2014	544/2208/2014	544/2246/2014
544/2251/2014	544/2257/2014	544/2269/2014
544/2270/2014	544/2282/2014	544/2283/2014
544/2284/2014	544/2289/2014	544/2006/2015
544/2008/2015	544/2009/2015	544/2014/2015

Land Divisions

544/D012/2014	544/D021/2014	544/D023/2014
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LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

Development Act 1993

Council's Development Plan

Strategic Plan

Key Theme: Sustainable Communities

2. Progressive and Sustainable Development

Strategic Goal: 2.2 Streamlined Development Assessment Process

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Development Assessment functions involve critical risk management considerations which include meeting legislative responsibilities, environmental issues, impact upon community and safety.

**LIST OF DEVELOPMENT APPLICATIONS & DECISIONS ISSUED BY THE ASSISTANT BUILDING SURVEYOR UNDER DELEGATION
FOR THE PERIOD 2 February 2015 – 27 February 2015**

YORKETOWN

Dev. App. No.	Name & Address	Location	Proposal	Class	Area m ²	Cost \$	Conditions Planning Building	Assessment / Valuation No	Decision Date	Builder Licence No
544/1021/2014	PC Clerke 2/55 Castle Street EDWARDSTOWN	(Lot 18) Hundred Line Road HD Warrenben	New Dwelling & Verandah	1a 10a	107.93 50.22	134,182	Planning 25 Building 1 Private Certifier	117002 5400921768	6 Feb 2015	Longridge Group BLD175837
544/1081/2014	A Bellchambers PO Box 163 MINLATON	(Lot 2) 3 North Terrace MINLATON	Carport	10a	29.15	1,300	WITHDRAWN	432294 5407606550	23 February 2015	Owner Builder
544/1143/2014	M Preedy PO Box 26 MINLATON	(Lot 15) 15 Third Street MINLATON	New Dwelling, Garage & 26000L Water Tank	1a 10a 10a	281 54	260,000	Planning 8 Building 2	429969 5407762050	12 Feb 2015	TBA
544/1176/2014	G & A Hammond PO Box 366 EDITHBURGH	(Lot 117) 62 Sultana Point Rd SULTANA POINT	Garage & Lean-To	10a 10a	48 42	15,820	Planning 6 Building 2	222208 5406305974	9 Feb 2015	TBA
544/1187/2014	P & C Critchell PO Box 188 YORKETOWN	(Lot 5) 905 Munkowurle Road PORT MOOROWIE	Ablution Block & Change of Land Use	10a 9b	30 300	32,450	Planning 3 Building 2	220749 5406232250	6 Feb 2015	Balco Transportables
544/1201/2014	WCK Pty Ltd PO Box 1116 MURRAY BRIDGE	(BLK 594) 294 New Honiton Rd EDITHBURGH	Decommission of Existing Dwelling; New Dwelling	1a	76.41	90,856	Planning 7 Building Nil Private Certifier	224477 5406320947	16 Feb 2015	WCK Pty Ltd BLD181800
544/1208/2014	AM & CJ Patzak PO Box 4 WOOL BAY	(Lot 170) 2 First Street WOOL BAY	New Garage	10a	90	12,830	Planning 6 Building 2	216440 5405815200	9 Feb 2015	TBA
544/1209/2014	M Golder PO Box 1865 GAWLER	(Lot 32) 64 Hickeys Drive COOBOWIE	Demolish Existing; New Garage	10a	54	8,000	Planning 7 Building 2	213660 5405600509	12 Feb 2015	Golder Building Services BLD165919
544/1212/2014	M Gale 86 Goodall Cres SALISBURY	(Lot 78) 2 Beach Road HARDWICKE BAY	Pergola/Deck & Garage	10a 10a	24 54	30,000	Planning 6 Building 2 Private Certifier	421461 5408971364	25 Feb 2014	TBA
544/1213/2014	T Fooks PO Box 86 WAROOKA	(Lot 856) 10 Third Street WAROOKA	Carport, Verandah & Garage	10a 10a 10a	41.85 64.8 142.34	11,890	Planning 5 Building 2	100537 5400268308	17 Feb 2015	Owner Builder
544/1221/2014	D Harris PO Box 94 MINLATON	(Lot 9) 7 Parsons Beach Road PARSONS BEACH	New Dwelling	1a	155.45	199,702	Planning 5 Building 2 Private Certifier	429076 5408972527	26 Feb 2015	Wahlstedt Quality Homes GL 148938

544/1225/2014	N Selfe PO Box 5 WAROOKA	(Lot 62) 950 Lower White Hut Rd WHITE HUT	Storage Shed	7b	288	24,000	Planning 1 Building 1 Private Certifier	433557 5400604500	5 Feb 2015	Bargain Steel Centre BLD240803
544/1237/2014	I Williams 14 Dickerson Way REDWOOD PARK	(Lot 227) 3 Scarlet Runner Road THE PINES	Verandah & Dwelling Extension	10a 1a	38 26.6	16,000	Planning 4 Building 1 Private Certifier	112979 5400846024	9 Feb 2015	Owner Builder
544/1002/2015	AR Behrndt PO Box 72 POINT TURTON	(Lot 184) 6 Prior Court POINT TURTON	Carport	10a	28	3,500	Planning N/A Building 2	111070 5400784767	9 Feb 2015	Owner Builder
544/1005/2015	Judemaka Pty Ltd PO Box 306 MINLATON	(Sec 107) 185 Liddiard Road CORNLY POINT	Implement Shed	7b	324	24,643	Planning 1 Building N/A	104224 5400642005	9 Feb 2015	Owner Builder
544/1007/2015	S Glen 11 Light Street KAPUNDA	(Lot 1) 202 Corny Point Road CORNLY POINT	Verandah	10a	90	9,500	Planning 3 Building 2	406082 5400660203	16 Feb 2015	Owner Builder
544/1009/2015	D Harding C/- Mason Rachwal Nominees PO Box 42 WAROOKA	(Sec 42) 112 Pookawarowie Road YORKETOWN	Garage	10a	113.46	7,300	Planning 3 Building 5	226399 5406351006	5 Feb 2015	Owner Builder
544/1013/2015	J Radford PO Box 182 YORKETOWN	(Lot 62) 106 Camperdown Tce PORT MOOROWIE	Dwelling Extension & Verandah	1a 10a	14.4 28.8	33,000	Planning 1 Building 1 Private Certifier	227249 5406388554	25 Feb 2015	Minlaton Builders
544/1014/2015	M Cartwright PO Box 67 WAROOKA	(Lot 222) 119 Moores Drive HARDWICKE BAY	Verandah & Carport	41.2 27.6	10a	10,000	Planning 1 Building 2	325506 5409038998	5 Feb 2015	Owner Builder
544/1019/2015	L Grech C/- Post Office COOBOWIE	(Lot 4) 93 Gumbowie Road COOBOWIE	Sign & Stone Wall	N/A	10b	1,800	Planning 3 Building Nil	223594 5406318388	23 Feb 2015	Owner Builder
TOTAL						\$925,473				

MAITLAND

Dev. App. No.	Name & Addresses	Location	Proposal	Class	Area m ²	Cost \$	Conditions Planning Building	Assessment / Valuation No	Decision Date	Builder Licence No
544/2218/2009	TW Hannah PO Box 657 STEPNEY	(Lot 24) 10 Juno Close PORT VINCENT	Single Storey Dwelling	1a	263.66	700,000	LAPSED	411157 5408495450	11 Feb 2015	Sa Batino Builders
544/2335/2011	J & K Barrie 8 Park Terrace ARDROSSAN	(Lot 12) 3 Ceres Court PORT VINCENT	Two Storey Dwelling	1a	454.4	540,000	LAPSED	411025 5408496057	4 Feb 2015	TBA
544/2111/2014	P Michalantos 12 Elms Avenue RICHMOND	Lot 42 Urania Road PORT VICTORIA	New Dwelling & Shed	1a 10a	293 189	250,000	Planning 10 Building 3 Private Certifier	429217 4604722230	19 Feb 2015	TBA

544/2202/2014	MC & BJ Liebelt PO Box 402 HAHNDORF	(Lot 127) 13 Davies Terrace PORT VICTORIA	Dwelling Addition, New Deck, Verandah & Pergola	1a 10a	49 43	100,000	Planning 5 Building 1 Private Certifier	15933 4603173056	11 Feb 2015	TBA
544/2208/2014	RS Whisson PO Box 1094 NURIOOTPA	(Lot 32) 7 McPharlin Avenue PORT VINCENT	Pergola	10a	33	11,000	Planning Nil Building 1 Private Certifier	307058 5408205002	02 Feb 2015	TBA
544/2246/2014	SJ Pointon PO Box 35 CURRAMULKA	(PCE 5; 14) 5 Dipper Lane PORT JULIA	Beach Access Stairs	10	12	19,485	Planning 5 Building 1	315796 5408666554	12 Feb 2015	CC Tape & Son BLD4511
544/2251/2014	G Beckett & CD Green 23 Pineview Drive PARALOWIE	(Lot 87) 17 Wellington Drive PORT JULIA	Garage	10a	97.53	11,000	Planning 5 Building 2	428359 5408646828	13 Feb 2015	TBA
544/2257/2014	EJ Lodge PO Box 149 MAITLAND	Lot 150 Black Point Drive BLACK POINT	Garage	10a	90	16,845	Planning 6 Building 2	48843 4604903989	06 Feb 2015	TBA
544/2269/2014	TH Nyenhuis 9 Lundie Crescent GAWLER EAST	(Lot 1) 4 Bowsprit Way PORT VICTORIA	Verandah	10a	31.32	1,600	Planning 2 Building 2	415000 4603171704	09 Feb 2015	Owner Builder
544/2270/2014	AF & BA Lamont 7B First Street GAWLER	(Lot 21) 4 Koolywurtie Road PORT VINCENT	Demolish Shed, New Garage & Verandah	10a	93.77 75.64 18.6	8,800	Planning 5 Building 2	308494 5408302507	06 Feb 2015	TBA
544/2282/2014	TG Saint PO Box 104 MAITLAND	(Sec 79) 146 Saint Road MAITLAND	Farm Storage Shed	7	648	41,300	Planning 1 Building 2	25130 4604347150	19 Feb 2015	TBA
544/2283/2014	TL Bertalli PO Box 706 MERBEIN	Lot 19 Ketch Street PORT VICTORIA	Garage	10a	75	9,940	Planning 6 Building 2	415182 4603169209	04 Feb 2015	TBA
544/2284/2014	JD Turner 12 Melrose Street MAITLAND	(Lot 25) 12 Melrose Street MAITLAND	Garage	10a	80	10,575	Planning 6 Building 2	12575 4602037001	02 Feb 2015	TBA
544/2289/2014	TE Carrigan 220/1-25 Captin Robertson Avenue GOLDEN GROVE	(Lot 16) 51 Barton Road TIDDY WIDDY BEACH	Verandah	10a	21	5,000	Planning Nil Building 1 Private Certifier	7096 4600614709	06 Feb 2015	TBA
544/2006/2015	Riyal Pty Ltd 28 Kingston Cres KINGSTON PK	(Lot 112) 5 Passat Street PORT VICTORIA	Demolish Dwelling, Caport, Verandah & Decking	1a 10a	90 80	18,000	Planning Nil Building 7	16493 4603209004	19 Feb 2015	Rapid Demolition & Asbestos Removal BLD177376
544/2008/2015	MW Pointon PO Box 100 CURRAMULKA	(Sec 120) 820 Twelve Mile Rd CURRAMULKA	Farm Storage Shed Extension	7	225	28,500	Planning 4 Building 2	313387 5408607001	12 Feb 2015	TBA

544/2009/2015	BR Westley 2 Blue Crab Court ARDROSSAN	(Lot 1) 2 Blue Crab Court ARDROSSAN	Carport	10a	43.2	18,560	Planning Nil Building 2 Private Certifier	429373 4600339954	02 Feb 2015	Creative Outdoors
544/2014/2015	HA Mannak 33 Oxford Terrace BLAKEVIEW	(Lot 122) 25 Hosking Road TIDDY WIDDY BCH	Demolish Dwelling	1a	120	1,000	Planning Nil Building 7	8078 4600621693	12 Feb 2015	Owner Builder
TOTAL						\$551,605				

LAND DIVISIONS

Dev. App. No.	Name & Address	Location	Proposal	Conditions Planning Building	Assessment / Valuation No	Decision Date
544/D012/2014	RJ Parsons C/- Mosel Steed 6 Graves Street KADINA	(Sec 111) 758 Port Vincent Road HD RAMSAY	Land Division	Planning 1 Land Division 3	324111 5409011007	23 February 2015
544/D021/2014	M & M Kenny & P & M Herrmann C/- Mesel Steed 6 Graves Street KADINA	Lot 52 Gardner Street PRICE	Land Division	Planning 1 Land Division 3	427989 4604117494	23 February 2015
544/D023/2014	RB Clift C/- Mosel Steed 6 Graves Street KADINA	(Sec 68) 173 Didlyamulka Rd KOOLYWURTIE	Land Division	Planning 1 Land Division 1	316976 5408739055	5 February 2015

DIRECTOR DEVELOPMENT SERVICES

IA/ITEM 4.6

3. WASTEWATER SYSTEM APPLICATION DECISIONS

(File Ref: 9.24.1.1)

INTRODUCTION

Wastewater System application decisions for the period 2 February 2015 to 27 February 2015.

RECOMMENDATION

That the report be received.

COMMENT

The following is a list of all Wastewater System applications processed for the period 2 February 2015 to 27 February 2015.

Maitland

050/139/2014 050/092/2015

Yorke town

050/208/2011 050/023/2014 050/104/2014

050/122/2014 050/149/2014 050/0082015

050/009/2015 050/011/2015

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

Development Act 1993

Environmental Protection Act 1993

Council's Development Plan

Strategic Plan

Key Theme: Sustainable Communities
 2. Progressive and Sustainable Development

Strategic Goal: 2.2 Streamlined Development Assessment Process

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Wastewater System approval functions involve critical risk management considerations which include meeting legislative responsibilities, environmental issues and public health.

**LIST OF WASTE CONTROL APPLICATIONS & DECISIONS ISSUED BY THE ENVIRONMENTAL HEALTH OFFICERS UNDER DELEGATION
FOR THE PERIOD 2 FEBRUARY 2015 TO 27 FEBRUARY 2015**

Maitland

Septic App. No.	Owner	Location	Proposal	Conditions	Assess. No	Decision Date	Plumber & Licence No
050/092/2015	P Michalantos 12 Elms Avenue RICHMOND	Lot 42 Urania Road PORT VICTORIA	Septic & Soakage	11	429217	19 February 2015	Abela Design & Drafting
050/139/2014	MC & BJ Liebelt PO Box 402 HAHNDORF	(Lot 127) 13 Davies Terrace PORT VICTORIA	Alteration to Septic & Soakage	11	15933	11 February 2015	S Palecek

Yorke town

Septic App. No.	Owner	Location	Proposal	Conditions	Assess. No	Decision Date	Plumber & Licence No
050/208/2011	J & K Barrie 8 Park Terrace ARDROSSAN	(Lot 12) 3 Ceres Street PORT VINCENT	Sewer Connection	LAPSED	411025	4 February 2015	Owner Applicant
050/023/2014	P Clerke 2/55 Castle Street EDWARDSTOWN	(Lot 18) Hundred Line Road HD WARRENBEN	Septic & Soakage	11	117002	6 February 2015	Longridge Group
050/104/2014	M Preedy PO Box 26 MINLATON	(Lot 15) 15 Third Street MINLATON	Septic & Soakage	11	429969	12 February 2015	Owner Applicant
050/122/2014	P & C Critchell PO Box 188 YORKETOWN	(Lot 5) 905 Munkowurlie Road PORT MOOROWIE	Septic & Soakage	11	220749	5 February 2015	Owner Applicant
050/149/2014	D Harris PO Box 94 MINLATON	(Lot 9) 7 Parsons Beach Road PARSONS BEACH	Septic & Soakage	11	429076	26 February 2015	Peninsula Plumbing
050/008/2015	J Radford PO Box 182 YORKETOWN	(Lot 62) 106 Camperdown Terrace PORT MOOROWIE	Septic & Soakage	11	227249	25 February 2015	Minlaton Builders
050/009/2015	M Filmer PO Box 53 WAROOKA	(Lot 880) 3 Second Street WAROOKA	Septic & Soakage	11	100305	9 February 2015	Chris Hart
050/011/2015	K Voigt PO Box 116 EDITHBURGH	(BLK 594) 294 New Honiton Road EDITHBURGH	Septic & Soakage	11	224477	16 February 2015	Owner Applicant

DIRECTOR DEVELOPMENT SERVICES

IA/ITEM 4.6

4. ENVIRONMENTAL HEALTH ACTIVITY REPORT

(File Ref: 9.24.1.1)

INTRODUCTION

To inform Council of the activities of the Environmental Health Officer.

RECOMMENDATION

That the report be received.

COMMENT

Ongoing assessment of waste control applications and the inspection of work done by trade's people.

Regular routine inspections of food businesses.

A second round of swimming pool inspections was conducted during January and February. Pools are being maintained in a satisfactory condition with pool operators showing an understanding of their pool dynamics and how the disinfection needs change during very hot and windy weather. High UV radiation has a destructive effect on the chlorine in the water and the windy weather makes keeping the pool free of debris much more difficult. Operators, however, have shown pride in their pools, undertaking regular testing, keeping them clean and disinfected to correct levels. The reward for all their hard work has been high use from community members, school swimming groups and holiday makers.

The annual asbestos audit of Council owned buildings was undertaken by Safe Services Pty Ltd during February. This year, as well as inspecting buildings to assess the condition of the asbestos containing materials, the company also undertook the removal of the highest risk asbestos materials from several sites. Such high risk asbestos includes insulation lagging in electrical switches and boards. The formulation of an asbestos management plan is to be undertaken in March and this will allow Council to budget for the gradual removal of all asbestos containing materials from their buildings.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

South Australian Public Health Act 2011.

Food Act 2001

South Australian Public Health (Wastewater) Regulations 2013

On-site Wastewater Systems Code

Strategic Plan

Key Theme: Corporate Governance and Leadership
2. Organisational Efficiency and Resource Management

Strategic Goal: 2.3 Meet all legislative and compliance responsibilities

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Mitigation of Council's risk by ensuring legislative compliance, consistency and appropriate, suitably qualified personnel are undertaking business and regulatory functions.

DEBATE

AGENDA

CHIEF EXECUTIVE OFFICER

DA/ITEM 6.1

1. DELEGATIONS REGISTER (File Ref: 9.24.1.1)

INTRODUCTION

Council has conducted an annual review of its Delegation Register, in accordance with Section 44(6) of the Local Government Act 1999. A need to both update existing delegations and include new delegations has been identified, as a result of legislative change or new legislation.

RECOMMENDATION

That having conducted its annual review of the Council's Delegations Register in accordance with Section 44(6) of the Local Government Act 1999, the Council:

1. Revocations

1.1 Hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following:

1.1.1 Community Titles Act 1996

1.1.2 Development Act 1993 and Development Regulations 2008

1.1.3 Dog & Cat Management Act 1995

1.1.4 Environment Protection Act 1993 and Environment Protection (Waste Management) Policy 1994

1.1.5 Expiation of Offences Act 1996

1.1.6 Fences Act 1975

1.1.7 Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005

1.1.8 Food Act 2001

1.1.9 Freedom of Information Act 1991

1.1.10 Housing Improvement Act 1940

1.1.11 Land & Business (Sale and Conveyancing) Act 1994

1.1.12 Liquor Licensing Act 1997

1.1.13 Local Government Act 1934

1.1.14 Local Government Act 1999

- 1.1.15 Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions - Levies) Regulations 2005
- 1.1.16 Public and Environmental Health Act 1987 and Public and Environmental Health (Waste Control) Regulations 2010 and Public and Environmental Health (Legionella) Regulations 2008
- 1.1.17 Roads (Opening & Closing) Act 1991
- 1.1.18 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999
- 1.1.19 South Australian Public Health Act 2011 along with the South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013
- 1.1.20 Supported Residential Facilities Act 1992
- 1.1.21 Unclaimed Goods Act 1987
- 1.1.22 Work Health and Safety Act 2012
- 1.1.23 Safe Drinking Water Act 2011
- 1.1.24 Water Industry Act 2012 and Water Industry Regulations 2012
- 1.1.25 Real Property Act 1886
- 1.1.26 Strata Titles Act 1988
- 1.1.27 Heavy Vehicle National Law (South Australia) Act 2013
- 1.1.28 Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014.
- 2. Delegations made under Local Government Act 1999**
 - 2.1 In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in the Annexures to this report are hereby delegated this 11th day of March 2015 to the person occupying the office of Chief Executive Officer, or any person acting in the position of Chief Executive Officer, subject to the conditions and or limitations specified herein or in the Schedule of Conditions in the proposed Instruments of Delegation;
 - 2.1.1 Community Titles Act 1996
 - 2.1.3 Dog and Cat Management Act 1995
 - 2.1.4 Environment Protection Act 1993
 - 2.1.5 Expiation of Offences Act 1996

2.1.6	Fences Act 1975
2.1.7	Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005
2.1.8	Freedom of Information Act 1991
2.1.9	Housing Improvement Act 1940
2.1.10	Land and Business (Sale and Conveyancing) Act 1994
2.1.11	Liquor Licensing Act 1997
2.1.12	Local Government Act 1934
2.1.13	Local Government Act 1999
2.1.14	Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions – Levies) Regulations 2005
2.1.15	Roads (Opening and Closing) Act 1991
2.1.16	Work Health and Safety Act 2012
2.1.17	Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999
2.1.18	Unclaimed Goods Act 1987
2.1.19	South Australian Public Health Act 2011 along with the South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013
	Safe Drinking Water Act 2011
	Water Industry Act 2012 and Water Industry Regulations 2012
	Real Property Act 1886
	Strata Titles Act 1988
	Heavy Vehicle National Law (South Australia) Act 2013
	Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014
2.2	Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instruments of Delegation.
3.	Delegations made under the Development Act 1993
3.1	In exercise of the powers contained in Section 20 and 34(23) of the Development Act 1993, the powers and functions under the Development Act 1993 and the

Development Regulations 2008 contained in the proposed Instrument of Delegation annexed to the Report dated 11th March 2015 and entitled Delegations Register are hereby delegated this 11th day of March 2015 to the person occupying the office of Chief Executive Officer, or any person acting in the position of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

- 3.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Development Act 1993.

The powers and functions that have been delegated to the Council's Development Assessment Panel are contained within the CDAP Delegations Policy PO127 which was endorsed by Council at the 21st January 2015 Council meeting.

4. Delegations made under Food Act 2001

- 4.1 In exercise of the powers contained in Section 91 of the Food Act 2001, the powers and functions under the Food Act 2001 contained in the proposed Instrument of Delegation annexed to the Report dated 11th March 2015 and entitled Delegations Register are hereby delegated this 11th day of March 2015 to the person occupying the office of Chief Executive Officer, or any person acting in the position of Chief Executive Officer, ('the head of the enforcement agency' for the purposes of the Food Act 2001), subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Food Act 2001.

- 4.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Food Act 2001.

5. Delegations made under Public and Environmental Health Act 1987

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6. Delegations made under Supported Residential Facilities Act 1992

- 6.1 In exercise of the power contained in Section 9 of the Supported Residential Facilities Act 1992, the powers and functions under the Supported Residential Facilities Act 1992 contained in the proposed Instrument of Delegation annexed to the Report dated 11th March 2015 and entitled Delegations Register are hereby delegated this 11th day of March 2015 the person occupying the office of Chief Executive Officer or any person acting in the position of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

6.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Supported Residential Facilities Act 1992.

7. Authorisations and Subdelegation under the Road Traffic Act 1961

7.1 In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the 'Instrument') the Council authorises the following person(s) pursuant to Clause A.7 of the Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such person(s) shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements:

Trevor Graham - Director Assets & Infrastructure Services

Roy Dick - Works Manager

Stephen Goldsworthy - Operations Manager

Nicholas Hoskin - Operations Coordinator

7.2 In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument:

Trevor Graham (Director Assets & Infrastructure Services)

Roy Dick (Works Manager)

Stephen Goldsworthy (Operations Manager)

Nicholas Hoskin (Operations Coordinator)

7.3 In exercise of the power contained in, and in accordance with, Clause G.1 of the Instrument, the power contained in Section 33(1) of the Road Traffic Act 1961 and delegated to the Council pursuant to Clause G of the Instrument and contained in the proposed Instrument of Subdelegation annexed to the Report dated 11th March 2015 and entitled Delegations Register is hereby sub-delegated this 11th day of March 2015 to the person occupying the office of Chief Executive Officer or any person acting in the position of Chief Executive Officer, of the Council subject to:

- (i) the conditions contained in the Instrument; and
- (ii) any conditions contained in this Resolution or in the Instrument of Subdelegation.; and
- (iii) the creation of a separate instrument in writing reflecting such subdelegation under the Instrument and this Resolution.

7.4 In accordance with Clause E.2 of the Instrument, the Council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of traffic management Plans:

Trevor Graham (Director Assets & Infrastructure Services)

Roy Dick (Works Manager)

Stephen Goldsworthy (Operations Manager)

Nicholas Hoskin (Operations Coordinator)

Dwayne Werfel (Works Supervisor North)

Guido Varricchio (Works Supervisor South)

Jason Coe (Leading Worker Central)

Michael Wuttke (Leading Worker North)

Stuart Heinrich-Smith (Leading Worker South)

Phil Herrmann (Senior Compliance Officer)

8. Delegations under Safe Drinking Water Act 2011 (of enforcement agency)

8.1 In exercise of the power contained in Section 43 of the Safe Drinking Water Act 2011 the powers and functions of the Council as a relevant authority under the Safe Drinking Water Act 2011 contained in the proposed Instrument of Delegation annexed to the Report dated 11th March 2015 and entitled Delegations Register are hereby delegated this 11th day of March 2015 the person occupying the office of Chief Executive Officer or any person acting in the position of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Safe Drinking Water Act 2011.

8.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the Safe Drinking Water Act 2011.

9. Delegation under Council By-Laws

9.1 In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following By-Laws and specified in the proposed Instruments of Delegation for By-Laws contained in the Annexures to this report are

hereby delegated this 11th day of March 2015 to the person occupying the office of Chief Executive Officer, or any person acting in the position of Chief Executive Officer,

subject to the conditions and or limitations specified herein or in the Schedule of Conditions in the proposed Instruments of Delegation for the By-Laws:

9.1.1 Permits and Penalties By-Law 2013

9.1.2 Local Government Land By-Law 2013

9.1.3 Roads By-Law 2013

9.1.4 Moveable Signs By-Law 2013

9.1.5 Dogs & Cats By-Law 2013

9.1.6 Nuisances Caused By Building Sites By-Law 2013

9.1.7 Port Vincent Marina By-Law 2013

9.2 The Chief Executive Officer is authorised to sub-delegate these powers to other employees of the Council as the Chief Executive Officer considers fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instruments of Delegation for the By-Laws.

COMMENT

Section 44 of the Local Government Act 1999 ("the Act") provides that the Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation. The Act requires that the Council review the delegations made once in each financial year.

Under Section 101 of the Act also allows the Chief Executive Officer to delegate (or sub-delegate) a power or function vested or conferred in or on the Chief Executive Officer. A delegation made by the Chief Executive Officer made can be made to an employee of the Council or to the employee for the time being occupying a particular office or position, a committee comprising employees of the Council, or an authorised person.

The Local Government Association delegations templates have been utilised to review the delegations register.

A copy of the associated annexures, listing the specific powers and functions that may be delegated will be available for viewing in hard copy at the Council meeting.

All Authorised Officer and/or Authorised Person appointments continue to remain valid.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Burial and Cremation Act 2013

Burial and Cremation Regulations 2014

Community Titles Act 1996

Council By-laws

Delegations made under Food Act 2001

Delegations made under Supported Residential Facilities Act 1992

Delegations made under the Development Act 1993

Development Regulations 2008

Dog and Cat Management Act 1995

Environment Protection Act 1993

Expiation of Offences Act 1996

Fences Act 1975
 Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005
 Freedom of Information Act 1991
 Heavy Vehicle National Law (South Australia) Act 2013
 Housing Improvement Act 1940
 Land and Business (Sale and Conveyancing) Act 1994
 Liquor Licensing Act 1997
 Local Government Act 1934
 Local Government Act 1999
 Natural Resources Management (General) Regulations 2005
 Natural Resources Management (Transitional Provisions – Levies) Regulations 2005
 Natural Resources Management Act 2004
 Public and Environmental Health Act 1987
 Real Property Act 1886
 Road Traffic Act 1961
 Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 1999 and Road Traffic
 (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 1999
 Roads (Opening and Closing) Act 1991
 Safe Drinking Water Act 2011
 Safe Drinking Water Act 2011 (of enforcement agency)
 South Australian Public Health (Legionella) Regulations 2013
 South Australian Public Health (Wastewater) Regulations 2013
 South Australian Public Health Act 2011
 Strata Titles Act 1988
 Unclaimed Goods Act 1987
 Water Industry Act 2012 and Water Industry Regulations 2012
 Work Health and Safety Act 2012
 Applicable to various objectives contained in the Strategic and Corporate Plan 2012 – 2015
 PO91 Risk Management Policy

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

It is essential that Council has updated and appropriate delegations in place to ensure Council's risk is mitigated by ensuring legislative compliance, consistency and appropriate, suitably qualified personnel are undertaking these business and regulatory functions.

CHIEF EXECUTIVE OFFICER

DA/ITEM 6.1

2. COMMUNITY ENGAGEMENT POLICY AND STRATEGY

(File Ref:9.24.1.1)

INTRODUCTION

Council's Public Consultation Policy has been reviewed and updated in accordance with the Local Government Association's model framework for community engagement. To support the revised PO057 Community Engagement Policy and a Community Engagement Strategy (provided under separate cover) has also been developed to guide Council staff and the community in understanding the revised engagement practices.

RECOMMENDATION

That Council:

1. approve the Draft Community Engagement Policy (attachment A) and Strategy (attachment B) for consultation.
2. endorse the proposed level and mechanisms (refer attachment C) for community consultation on the draft policy and strategy.

COMMENT

In line with Council's continuous review of policies, the current Public Consultation Policy has been updated to reflect the Local Government Association's "model framework for leading practice in Local Government in South Australia".

The revised policy (copy attached) is based on the principles of the International Association for Public Participation (IAP2) which has been adopted by many councils across Australia and also globally.

The IAP2 principles are:-

- Belief that those affected by a decision have a right to be involved in the decision-making process
- The promise that public contribution will influence the decision
- Recognising and communicating the needs and interests of the community
- Seeking out the involvement by those affected
- Provide a meaningful way for the community to participate
- Showing how community input affected the final decision

To support the implementation and application of the revised Community Engagement Policy, an underpinning strategy has also been developed. To aim of the strategy is to act as a guide for Council staff in conducting effective community engagement and to inform the community of the level of engagement that is expected of Council.

To comply with Section 50 (6) of the Local Government Act, it is mandatory that the community is informed of the alteration of this Policy by way of:

"publish in a newspaper circulating generally throughout the State and in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and consider any submissions made in response".

Attachment C provides details of the proposed engagement plan. At the conclusion of the consultation period (12/03/15 – 01/05/15) a report will be provided back to Council with a summary of submissions received and the Policy and Strategy will be re-presented for endorsement with any changes necessary.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

Strategic Plan

Key Theme: Community Engagement

Strategic Goal: 2. Sense of Ownership
2.1. Our communities are well informed

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

This policy ensures that Council is fulfilling its legislative obligations, in respect of Section 50 of the Local Government Act 1999 (SA) and ensures the community has a clear expectation of how Council will engage with them into the future.

The implementation of the Community Engagement Policy and Strategy will have nil impact on Council's bottom line budget.



Agriculturally rich-Naturally beautiful

COUNCIL POLICY

Community Engagement

Policy Number:	PO057		
Strategic Plan Objective	Community Engagement 2. Sense of Ownership 2.1 Our communities are well informed		
Policy Owner:	Chief Executive Officer	File Number:	9.63.1
Responsible Officer:	Business Improvement Officer	Minute Reference:	
Date Adopted:		Next Review Date:	March 2019

1. POLICY OBJECTIVES

This policy aims to provide the community, stakeholders, council staff and Elected Members with an understanding of the role of community engagement in the decision making processes of the Yorke Peninsula Council (the Council). This policy also outlines the minimum standards of community engagement techniques used by the Council and the circumstances of when and how each technique will be used.

2. SCOPE

This policy applies to:

- i. All employees of the Yorke Peninsula Council.
- ii. Elected Members.
- iii. Contractors or consultants acting on behalf of Council.

3. DEFINITIONS

Act	The Local Government Act 1999 (SA)
Community	The people who; live, work, conduct business activities or use the facilities in public places in the Yorke Peninsula region.
Council	The Yorke Peninsula Council.
Policy	Refers to this Community Engagement Policy.
Community of Interest	A group of people brought together by a common interest.
Primary Stakeholder	Is someone who may be directly affected by or have a direct interest in the decision or issue under consideration.
Secondary Stakeholder	Someone who has a general interest in the decision or issue under consideration.
Submissions	Written (including email) responses from the community in relation to a specific consultation which must be received by the Council within the specified timeframe.

4. POLICY STATEMENT

The Council recognises that community engagement plays an important role in its decision making processes. The intention of this policy is to provide a planned and consistent approach to consultation (community engagement). Council will follow this policy, as a minimum standard, in all instances where consultation should occur with the community.

Where there are specific legislative requirements whereby Council **must** consult, then these requirements must be completed as a minimum. Refer to Appendix 1 for a Schedule of Minimum Requirements per the Local Government Act 1999 (SA).

As recommended by the Local Government Association of South Australia, this policy has been informed by the International Association for Public Participation (IAP2) products for public participation processes.

This Community Engagement Policy specifies four levels designed to suit all consultation requirements, ranging from the most basic public notification, to seeking input on a major project or issue of communitywide significance. These are:-

- **Level 1** – we will keep you informed.
- **Level 2** – we will keep you informed, listen to and acknowledge concerns and issues and provide feedback in how public input influenced the decision.
- **Level 3** – we will work to ensure that your concerns, issues and aspirations are directly reflected in the alternatives developed and provide feedback on how the public influenced the decision.
- **Level 4** – we will look for direct advice and innovation in formulating issues, alternatives and solutions.

Where there is no statutory requirement for the minimum level of consultation (refer Appendix 1), selection of the appropriate level will determine the resource requirements for the consultation.

It should be noted that a certain degree of flexibility is required to suit specific situations. Therefore the following sets out the minimum standards for each level which may apply for certain activities without being too prescriptive.

Level 1 INFORM	Level 2 CONSULT	Level 3 PARTICIPATE	Level 4 COLLABORATE
means providing information to assist understanding of how decisions will be/ were made.	means obtaining feedback on preferences when there are options available.	means involving people to understand all needs, concerns and aspirations.	means involving people and working together to seek direct advice in formulating solutions.
Examples of when we will use Inform: <ul style="list-style-type: none">• A decision is made for legislative, financial, environmental or technical reasons.• There is no opportunity to influence the decision	Examples of when we will use Consult: <ul style="list-style-type: none">• There are several options available.• Final decisions are being shaped.• Issues and concerns are unclear.	Examples of when we will use Participate: <ul style="list-style-type: none">• We need community knowledge to influence the decision.• There is likely to be a high level of interest/ community impact.• There is a high degree of complexity.	Examples of when we will use Collaborate: <ul style="list-style-type: none">• We will seek direct advice from those who possess specific knowledge or special interests.

We will explain: <ul style="list-style-type: none"> How the decision was made. What is going to happen. Where further information can be found. 	We will ask: <ul style="list-style-type: none"> Which option is preferred? What would the impact be? Any suggestions for improvement? 	We will ask: <ul style="list-style-type: none"> What would the community like to see happen, or What have we not considered or are not aware of, or How should we proceed with this? 	We will partner to: <ul style="list-style-type: none"> Seek solutions or alternatives based on specific areas of expertise. Gain acceptance of recommendations based on specific areas of expertise.
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We will do this through:

<ul style="list-style-type: none"> Council's website. Public notices in the Country Times. A letterbox drop. Letter of advice to affected properties. 	<ul style="list-style-type: none"> Council's website. Media releases. Letter or survey to primary &/or secondary properties. Copies of major reports or plans made available at Council offices. Report to Council summarising submissions for formal Council decision. 	<ul style="list-style-type: none"> Council's website. Advertisements. Media releases & / or briefing sessions. Facilitated workshops or focus groups. Community forums. Individual Progress Association Newsletters/noticeboards. Surveys. Letter or survey to affected properties / community groups. Council publications. Copies of major reports or plans made available at Council offices. Report to Council summarising submissions for formal Council decision. 	<ul style="list-style-type: none"> Council's Advisory Committees. Community partnership projects.
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Within the following timeframes:

No minimum period required. or Compliance with statutory requirements (if applicable)	Minimum three weeks. or Compliance with statutory requirements (if applicable)	Minimum six weeks. or Compliance with statutory requirements (if applicable)	As required (e.g. per Terms of Reference regarding meeting schedules).
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5. COMPLAINTS

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

6. REVIEW

This policy will be reviewed within twelve months of a general election, in consultation with employees and/or their nominated representative(s).

This policy will also be reviewed as deemed necessary in consideration of any changes to legislation, guidelines, audit findings or stakeholder feedback.

In accordance with Section 50 (6) of the Local Government Act 1999, before the Council adopts this policy or any future significant alterations to this policy, the community will be informed via a public notice in the Yorke Peninsula Country Times and invited to make submissions.

7. TRAINING

Council is committed to supporting Elected Members and employees in complying with this policy.

This policy will be provided to Elected Members and all employees who have responsibilities under this Policy to engage with the community.

Training needs will be reviewed annually, during individual performance reviews or when deemed necessary in consideration of any changes to legislation and relevant guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

- Yorke Peninsula Council Community Engagement Strategy

9. REFERENCES AND LEGISLATION

- Section 50 Local Government Act 1999
- Community Engagement Handbook; A Model Framework for leading practice in Local Government in South Australia, a joint initiative of the Local Government Association of SA (LGA) and the SA Government, March 2008.

10. COUNCIL DELEGATION

Details of Delegation:	CEO
Delegate:	

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Public Consultation Policy	PO057	07/04/2003	14/09/2010

The following information sets out the Yorke Peninsula Council's minimum standards to meet the legislative requirements of the Act.

Submissions must be received by Council within the timeframes outlined in the public notice (minimum of 21 days) and can be in the form of:-

- Written submissions
- Email submissions
- Web form submissions and
- Online form submissions.

LOCAL GOVERNMENT ACT 1999 (SA)		
TOPIC	SECTION	LEGISLATIVE REQUIREMENT
Representation Reviews Review and reporting to the Electoral Commissioner.	12	Representation Options Paper By public notice: <ul style="list-style-type: none"> ◦ Inform the public of the preparation of the representation options paper; and ◦ Invite interested persons to make written submissions to the council on the subject of the review within a period specified by the council (being a period of at least 6 weeks) Publish a copy of the notice in a newspaper circulating within its area. Ensure that copies of the representation options paper are available for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council. Report Make copies of its report available for public inspection at the principal office of the council; and By public notice: <ul style="list-style-type: none"> ◦ inform the public of the preparation of the report and its availability; and ◦ invite interested persons to make written submissions to the council on the report within a period specified by the council (being a period of at least 3 weeks); and Publish a copy of the notice in a newspaper circulating within its area. The council must give any person who makes written submissions in response to an invitation under subsection (9) an opportunity to appear personally or by representative before the council or a council committee and to be heard on those submissions. Council must then finalise its report and refer to the Electoral Commissioner.
Status of a Council/ Change of Name <ul style="list-style-type: none"> • Change from a municipal council to a district council, or change from a district council to a municipal council • Alter the name of the council, the area of the council, or the name of a ward. 	13(2)	<ul style="list-style-type: none"> • The council must give public notice of the proposal; • The notice must contain an invitation to interested persons to make written submissions to the council on the matter within a period specified by the council (being a period of at least 6 weeks); • Publish a copy of the notice in a newspaper circulating within its area; • The council must give any person who makes written submissions in response to an invitation under this section an opportunity to appear personally or by representative before the council or a council committee and to be heard on those submissions.
Principal Office – Opening hours	45 (3)	If there are any significant changes to places and times which its offices will be open to the public for the transaction of business, a Council must place a notice in the local newspapers outlining proposed changes and inviting written submissions within a

		period stated in the notice, being at least 21 days.
Commercial Activities – Prudential Requirements	48 (2) (d) 48 (5), (6)	<p>Report addressing prudential issues to include -</p> <ul style="list-style-type: none"> ◦ the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes ◦ A report under subsection (1) must be available for public inspection at the principal office of the council once the council has made a decision on the relevant project (and may be available at an earlier time unless the council orders that the report be kept confidential until that time). ◦ However, a council may take steps to prevent the disclosure of specific information in order to protect its commercial value or to avoid disclosing the financial affairs of a person (other than the council).
Public Consultation Policies	50	<p>(1) For the purposes of this Act, a council must prepare and adopt a public consultation policy.</p> <p>(2) A public consultation policy—</p> <p>(a) must set out steps that the council will follow in cases where this Act requires that a council must follow its public consultation policy; and</p> <p>(b) may set out steps that the council will follow in other cases involving council decision-making.</p> <p>(3) The steps referred to in subsection (2)—</p> <p>(a) in a case referred to in subsection (2)(a)—must provide interested persons with a reasonable opportunity to make submissions in the relevant circumstances; and</p> <p>(b) may vary according to the classes of decisions that are within the scope of the policy.</p> <p>(4) However, a public consultation policy for a case referred to in subsection (2)(a) must at least provide for—</p> <p>(a) the publication in a newspaper circulating within the area of the council a notice describing the matter under consideration and inviting interested persons to make submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the consideration by the council of any submissions made in response to an invitation under paragraph (a).</p> <p>(5) A council may from time to time alter its public consultation policy, or substitute a new policy.</p> <p>(6) However, before a council—</p> <p>(a) adopts a public consultation policy; or</p> <p>(b) alters, or substitutes, a public consultation policy, the council must—</p> <p>(c) prepare a document that sets out its proposal in relation to the matter; and</p> <p>(d) publish in a newspaper circulating generally throughout the State and in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and</p> <p>(e) consider any submissions made in response to an invitation under paragraph (d).</p> <p>(7) A council is not required to comply with subsection (6) in relation to the alteration of a public consultation policy if the council determines that the alteration is of only minor significance that would attract little (or no) community interest.</p> <p>(8) A person is entitled to inspect (without charge) a public consultation policy of a council at the principal office of the council during ordinary office hours.</p> <p>(9) A person is entitled, on payment of a fee fixed by the council, to a copy of a public consultation policy.</p>
Code of Practice – Access to meetings and documents	92 (5) (6) (7)	<p>Before a council adopts, alters or substitutes a code of practice under this section it must—</p> <ul style="list-style-type: none"> ◦ make copies of the proposed code, alterations or substitute code (as the case may be) available for inspection or purchase at the council's principal office; and ◦ follow the relevant steps set out in its public consultation policy.

Strategic Management Plans	122 (6)	Council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans.
Annual Business Plan	123 (4) (5)	<p>(4) For the purposes of subsection (3)(b), a public consultation policy must at least provide for the following:</p> <p>(a) the publication in a newspaper circulating within the area of the council of a notice informing the public of the preparation of the draft annual business plan and inviting interested persons—</p> <p>(i) to attend—</p> <p>(A) a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or (on the basis that the council determines which kind of meeting is to be held under this subparagraph); or</p> <p>(B) a meeting of the council to be held on a date stated in the notice at which members of the public may ask questions, and make submissions, in relation to the matter for a period of at least 1 hour,</p> <p>(ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the council to make arrangements for a meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).</p> <p>(5) The council must ensure that copies of the draft annual business plan are available at the meeting under subsection (4)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least 21 days before the date of that meeting.</p>
Change to Basis of Rating Report	151(7) (8)	<p>(7) A public consultation policy for the purposes of subsection (5)(e) must at least provide for—</p> <p>(a) the publication in a newspaper circulating within the area of the council a notice describing the proposed change, informing the public of the preparation of the report required under subsection (5)(d), and inviting interested persons—</p> <p>(i) to attend a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or</p> <p>(ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the council to organise the public meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).</p> <p>(8) The council must ensure that copies of the report required under subsection (5)(d) are available at the meeting held under subsection (7)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least 21 days before the end of the period for public consultation.</p>
Rating – Differential Rates	156 (14a) (14d) (14e)	<p>(14a) Before a council changes from declaring differential rates in relation to any land on the basis of a differentiating factor under either paragraph (a), (b) or (c) of subsection (1) to a differentiating factor under another of those paragraphs, the council must prepare a report on the proposed change; and follow the relevant steps set out in its public consultation policy which must as a minimum provide for:</p> <p>(a) the publication in a newspaper circulating within the area of the council a notice describing the proposed change, informing the public of the preparation of the report</p> <p>required under subsection (14a)(a), and inviting interested persons—</p> <p>(i) to attend a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or</p> <p>(ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and</p> <p>(b) the council to organise the public meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).</p> <p>(14e) The council must ensure that copies of the report required under subsection</p>

		(14a)(a) are available at the meeting held under subsection (14d)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council at least 21 days before the end of the period for public consultation.
Community Land Classification: All local government land (except a road) acquired by or brought under the care, control and management of Council is taken to have been classified as community land unless Council resolves before it becomes local government land to exclude it from classification.	193(2) (6)	(2) Before the council resolves to exclude land from classification as community land under subsection (1)(a), it must follow the relevant steps set out in its public consultation policy. (6) A council must give notice in the Gazette of a resolution— (a) to exclude land from classification as community land under subsection (4); or (b) to classify, as community land, land that had previously been excluded from classification as such under subsection (5).
Revocation of classification of land as community land.	194 (2)	Before a council revokes the classification of land as community land— (a) the council must prepare a report on the proposal containing— (i) a summary of the reasons for the proposal; and (ii) a statement of any dedication, reservation or trust to which the land is subject; and (iii) a statement of whether revocation of the classification is proposed with a view to sale or disposal of the land and, if so, details of any Government assistance given to acquire the land and a statement of how the council proposes to use the proceeds; and (iv) an assessment of how implementation of the proposal would affect the area and the local community; and (v) if the council is not the owner of the land—a statement of any requirements made by the owner of the land as a condition of approving the proposed revocation of the classification; and (b) the council must follow the relevant steps set out in its public consultation policy.
Management Plans – Public Consultation	197 (1) (2) (3)	(1) Before a council adopts a management plan for community land it must— (a) make copies of the proposed plan available for inspection or purchase at the council's principal office; and (b) follow the relevant steps set out in its public consultation policy. (2) A council may adopt a management plan without complying with the requirements of subsection (1) if the council adopted the plan after a process of public notification and consultation before the Commencement of this Act. (3) A council must give public notice of its adoption of a management plan.
Amendment or revocation of management plans NB: A Council cannot dispose of community land until revocation of its classification as community land.	198 (2) (3) (4)	(2) A council may only adopt a proposal for amendment to, or revocation of, a management plan after the council has carried out the public consultation that would be required if the proposal were for a new management plan. (3) However, public consultation is not required if the amendment has no impact or no significant impact on the interests of the community. (4) A council must give public notice of its adoption of a proposal for the amendment or revocation of a management plan.
Alienation by lease or licence NB: Specific provisions relate to the Adelaide Park Lands – under the Parklands Act 2005.	202 (2) (3)	(2) Before the council grants a lease or licence relating to community land, it must follow the relevant steps set out in its public consultation policy. (3) However, a council need not comply with the requirements of subsection (2) if - (a) the grant of the lease or licence is authorised in an approved management plan for the land, and the term of the proposed lease or licence is five years or less; or

		(b) the regulations provide for an exemption from compliance with a public consultation policy.
Authorisations /Permits <ul style="list-style-type: none"> Where road would be fenced, enclosed or portioned so as to impede passage of traffic to a material degree Use or activity for which public consultation required under regulations 	223 (1) (2)	<p>(1) If a council proposes to grant an authorisation or permit—</p> <p>(a) that would result in any part of a road being fenced, enclosed or partitioned so as to impede the passage of traffic to a material degree; or</p> <p>(c) in relation to a use or activity for which public consultation is required under the regulations,</p> <p>the council must, before granting the authorisation or permit, follow the relevant steps set out in its public consultation policy.</p> <p>(2) The council must also give written notice of the proposal to agencies that are, under the regulations, to be notified of the proposal.</p>
Roads – Trees	232	Before a council plants vegetation, or authorises or permits the planting of vegetation, on a road that may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, , follow the relevant steps set out in its public consultation policy.
Passing by-laws NB: No specific reference to Council's Public Consultation Policy, but minimum standards apply.	249 (1) (2)	<p>(1) If it is proposed that a council make a bylaw, the council must, at least 21 days before resolving to make the by-law—</p> <p>(a) make copies of the proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection, without charge and during ordinary office hours, at the principal office of the council, and so far as is reasonably practicable on the Internet; and</p> <p>(b) by notice in a newspaper circulating in the area of the council—</p> <p>(i) inform the public of the availability of the proposed by-law; and</p> <p>(ii) set out the terms of the by-law, or describe in general terms the by-law's nature and effect.</p> <p>(2) A council must give reasonable consideration to a written or other acceptable submission made to the council on a proposed by-law.</p>
Power to Make Orders Councils must take reasonable steps to prepare and adopt policies relating to the power to make orders.	259 (2)	<p>A council must—</p> <p>(a) prepare a draft of a policy; and</p> <p>(b) by notice in a newspaper circulating in the area of the council, give notice of the place or places at which copies of the draft are available for inspection (without charge) and purchase (on payment of a fee fixed by the council) and invite interested persons to make written representations on the draft within a period specified by the council (being a period of at least 4 weeks).</p> <p>The requirement of s.259(2) also apply to Council adopting an amendment to a policy, unless the council determines that the amendment is of only minor significance.</p>

PROJECT NAME: Draft Community Engagement Policy and Strategy							
Stakeholders	Level 2 CONSULT	Detail	Responsibility	Start Date	End Date	Status	Evaluation Method
All residents	Public Notice	2 x notices to appear in YP Country Times (start of consultation period and 1 week before end of period)	Business Improvement Officer	13/03/2015 17/04/2015	16/03/2015 20/04/2015	NS NS	Notices appear in correct issue
	Media Release	To be sent to YP Country Times	Business Improvement Officer	12/03/2015	13/03/2015	NS	If media release was 'picked up"
	Advertisements	TBA (either advertising or insert within the Country Times)	Business Improvement Officer	18/03/2015	23/03/2015	NS	Number of submissions received
	Reports available	Copies of the Policy and Strategy made available at all Council offices	Business Improvement Officer	12/03/2015	1/05/2015	NS	Number of residents requesting copies
Entire community	Public Notice	1 x notice to appear in Advertiser (start of consultation period)	Business Improvement Officer	13/03/2015	16/03/2015	NS	Notices appear in correct issue
	Media Release	To be sent to the Advertiser & Gulf FM radio (Kadina based)	Business Improvement Officer	12/03/2015	13/03/2015	NS	If media releases were 'picked up"
	Website	Notice of consultation period on front page of website with links to documents	Business Improvement Officer	12/03/2015	1/05/2015	NS	Number of submissions received
Community Groups	Personalised Letter	Letters to be sent to all Progress Associations	Business Improvement Officer	12/03/2015	20/03/2015	NS	Number of submissions received

CHIEF EXECUTIVE OFFICER

DA/ITEM 6.1

3. RISK MANAGEMENT POLICY AND PROCEDURE

(File Ref: 9.24.1.1)

INTRODUCTION

To seek approval from Elected Members for the adoption of the updated Risk Management Policy and Procedure.

RECOMMENDATION

That Council endorse and adopt PO091 Risk Management Policy and PR098 Risk Management Procedure.

COMMENT

The objective of the Yorke Peninsula Council ("Council") Risk Management Policy and Procedure are to provide the essential and coherent link between our strategic goals, our risk management policies, procedures and processes and our day to day activities.

The Risk Management Policy and Procedure provide direction for an integrated and consistent approach to risk management at Council. The objectives of the Risk Management Policy and Procedure are to develop, implement and maintain an organisational risk management plan, incorporating Work Health and Safety (WHS) and Injury Management (IM) and internal controls.

This policy and procedure have been updated and presented to Council's Audit Committee at their 11th February 2015 meeting who have endorsed both documents for Council approval.

The Policy and Procedure are now presented to Council for organisational wide endorsement.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999 – Section 125 – Internal control policies
Local Government Act 1999 – Section 134 (4)(b) – Financial arrangements
Work Health Safety (SA) Act 2012

Strategic Plan

Key Theme: Corporate Governance and Leadership

Strategic Goal: 2. Organisational Efficiency and Resource Management
2.4 Effective Risk Management

Strategic Risk Management Plan 2012-2015

PO091 Risk Management Policy
PR098 Risk Management Procedure

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Appropriate risk management processes are a crucial component of good governance and fundamental to all activities being considered or undertaken by Local Government agencies.



COUNCIL POLICY

Risk Management

Policy Number:	PO091		
Strategic Plan Objective	Corporate Governance and Leadership 2. Organisation Efficiency and Resource Management 2.4 Effective Risk Management		
Policy Owner:	Chief Executive Officer	File Number:	18.63.1
Responsible Officer:	Risk Management Officer	Minute Reference:	258/2013 (11/12/2013)
Date Adopted:	December 2013	Next Review Date:	December 2016

1. POLICY OBJECTIVES

This policy aims to develop, implement and maintain an organisational risk management plan, incorporating Work Health and Safety (WHS) and Injury Management (IM) and internal controls for the Yorke Peninsula Council (the Council).

2. SCOPE

The policy applies to all Council business activities and personnel, including Elected Members, Chief Executive Officer (CEO), Corporate Management Team (CMT), employees and volunteers given that each has responsibility for the effective management of risk within their area(s) of responsibility.

3. DEFINITIONS

Risk Management	The culture, processes and structures directed towards realising potential opportunities, whilst managing adverse effects.
Risk	The effect of uncertainty on Council's business objectives whether it be positive (opportunity) or negative (threat).

4. POLICY STATEMENT

4.1 Section 134(4)(b) of the Local Government Act 1999 (the Act) requires the Council to adopt risk management policies, controls and systems.

4.2 The Council is committed to applying risk management principles across all of its operations and functions in order to effectively realise Council's Strategic Plan.

4.3 Risk management involves adopting systematic procedures and practices to identify, evaluate, treat and monitor risk in all Council activities so that risks associated with these activities are controlled and opportunities maximised. Council will maintain a risk management system consistent with the guidelines and principles of risk management (as set out in AS/NZ ISO31000 – Risk Management Principles and Guidelines) and the Council's Strategic Risk Management Plan.

4.4 The **Chief Executive Officer** is responsible for ensuring the oversight and implementation of risk management.

4.5 The **Audit Committee** is delegated responsibility by Council to review and monitor the implementation of risk management.

The **Corporate Management Team** (CMT) have primary responsibility for managing risk within the business and are accountable to Council for designing, implementing and monitoring the process of risk management and integrating it into the day-to-day activities of the business.

The **Risk Management Officer** is responsible for the ongoing development, communication and oversight of risk management, including systems capable of identifying, reporting and monitoring risks across the Council; and reporting the status of the risk management system and risk profiles to the Audit Committee, CEO and CMT.

All **personnel** (employees, volunteers and contractors) are responsible for identifying and managing potential risks as part of their employment or contractual obligations.

5. COMPLAINTS

Complaints about this policy can be made in writing to the Risk Management Officer. All complaints will be managed in accordance with Council's Complaints Policy.

6. REVIEW

This policy will be reviewed every three (3) years and also as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Risk Management training is encompassed within Council's risk management system. 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.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

- PR098 Risk Management Procedure
- Yorke Peninsula Council Strategic Risk Management Plan
- Yorke Peninsula Council Internal Controls Project - Framework & Implementation Plan

9. REFERENCES AND LEGISLATION

- Section 134(4)(b) of the Local Government Act 1999
- Section 125 of the Local Government Act 1999
- Civil Liability Act, 1936
- Risk Management is prudent in order to address other risks identified in other legislation such as the Emergency Management Act 2004 and Work Health and Safety Act (SA) 2012.
- AS/NZS ISO 31000 Risk Management - Principles and Guidelines

10. COUNCIL DELEGATION

Delegate:	CEO
Sub Delegate:	Risk Management Officer

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Risk Management Policy	PO091	14/4/2004	8/6/2010



COUNCIL PROCEDURE

Risk Management

Procedure Number:	PR098		
Procedure Owner:	Chief Executive Officer	File Number:	18.63.1
Responsible Officer:	Risk Management Officer	Minute Reference:	n/a
Date Adopted:	December 2013	Next Review Date:	Dec 2016

1. OBJECTIVE

The purpose of this document is to detail the risk management system employed by management to meet their obligations under the Yorke Peninsula Council's (the Council's) Risk Management Policy.

This document supports Council's Strategic Plan and Strategic Risk Management Plan and clearly defines the aims, goals and actions necessary to ensure that best practice risk management is embedded into critical business activities, functions, processes and key decision making. It underpins the Yorke Peninsula Council's commitment to sustainability and continuous improvement and to protecting the community, employees, assets and the organisation against potential losses.

2. SCOPE

The policy applies to all Council business activities and personnel, including Elected Members, Corporate Management Team (CMT), employees, committees and volunteers given that each has responsibility for the effective management of risk within their area(s) of responsibility.

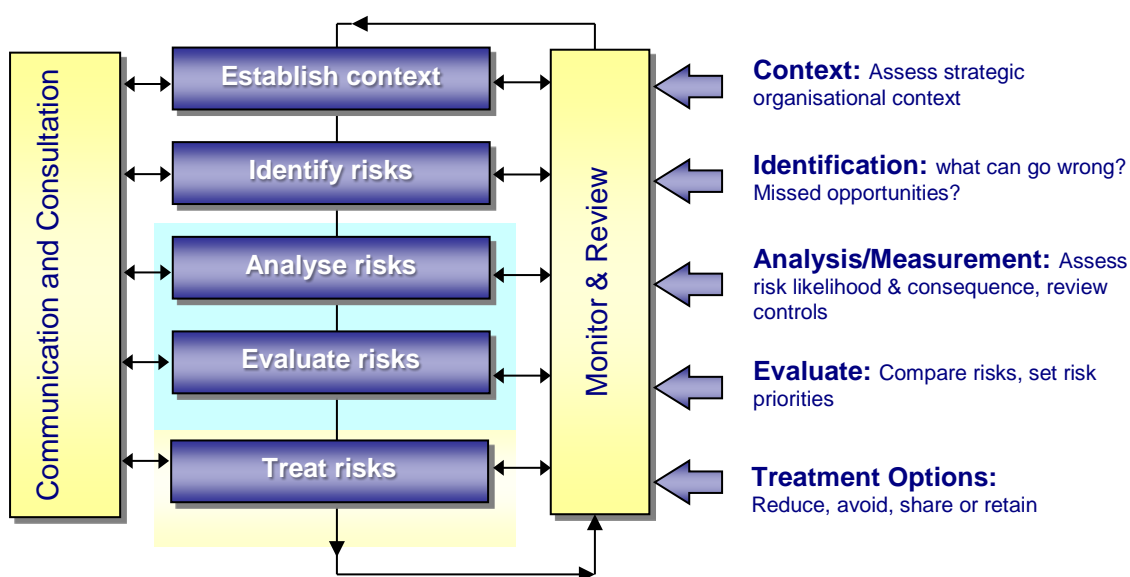
3. DEFINITIONS

Consequence	Outcome or impact of an event
Control	Measure or activities employed to modify a risk. Controls may include process, policy, device, practice, or other actions which modify risk
Inherent Risk	The risk in the absence of any action to control or modify current level of risk at the time of the assessment, after consideration of the controls in place
Issues	An event or incident that has occurred and will impact positively or negatively on business objectives
Residual risk	Residual risk is the level of risk remaining after implementation of controls or mitigation actions, the residual risk is accepted and adequate provisions have been allocated for the risk
Risk	The effect of uncertainty on Council's business objectives whether it be positive (opportunity) or negative (threat)
Risk appetite	Amount and type of risk that the Council is willing to pursue or retain

Risk assessment	The overall process of risk identification, risk analysis and risk evaluation
Risk evaluation	The process of comparing the level of risk against risk criteria
Risk identification	The process of determining what, where, when, why and how a risk could happen
Risk management	The culture, processes and structures directed towards realising potential opportunities, whilst managing adverse effects
Treatment	Process to modify risk. Controls that are proposed (i.e. not yet existing) to modify the likelihood or consequence of risk
Treated Risk	The risk level that could be achieved after additional identified controls are implemented.

4. RISK MANAGEMENT PROCESS

The key elements of the Council risk management system are set out below. The process complies with the Australian/New Zealand risk management standard ISO 31000:2009.



Please find following further information in relation to the above steps.

4.1 Establish the Context

The risk management system defined by this document applies to all Council operations and establishes the context for risk management.

It is important to understand the context in which you operate and for which a risk assessment is going to be undertaken to ensure that the risk assessment is appropriate;

- Understand the environment in which your Council and/or department operates;
- Educate yourself about all aspects of your department, relevant aspects of other departments and organisations you interact with; and

- Review your departmental goals and the role each individual or department plays in achieving them.

4.2 Identify Risks

The aim of risk identification is to generate a comprehensive list of sources of risks and events that might impact on the achievement of business objectives.

Whilst at the Council, risk management is considered everyone's responsibility; risk identification is primarily the responsibility of the management of each business unit.

Expected categories of risks are listed below.

<i>Governance</i>	<i>Business Continuity</i>
<i>Community</i>	<i>Tenders and Contracts</i>
<i>Engineering</i>	<i>Finance and Administration</i>
<i>Planning and Development</i>	<i>Human Resources</i>
<i>Legislative Compliance</i>	

It is important to:

- Continually review the risks that you have responsibility for in the Council Risk Register.
- Risk identification is undertaken in multiple ways, including;
 - Regular Corporate Management Team workshops (annually)
 - Individual identification (quarterly workplace inspections, hazard reports)

4.3 Analyse Risks

For each individual risk identified Council needs to determine the causes and consequences to identify:

- Inherent risk (likelihood and consequences)
- Without considering the effectiveness of current controls

Risk analysis involves developing an understanding of the risk identified and involves considering the source of the risks, their positive and negative consequences and the likelihood of those consequences occurring. The Council measures risk consequence against safety, reputation, legal and regulatory, environmental, financial, IT/Records and service delivery measures.

The Risk Matrix, including the consequence and probability definitions, is included as Appendix A.

As part of risk analysis, current controls are identified and reviewed to assess effectiveness. To determine residual risk the effectiveness of current controls is considered when rating likelihood and consequence.

Where controls are inadequate or the level of residual risk is outside of Council's risk appetite, specific risk treatment plans are required to be developed and implemented

4.4 Evaluate Risks

The purpose of risk evaluation is to make decisions, based on the outcomes of risk analysis, about which risks need treatment and treatment priorities, based on the Council's Risk Appetite table.

4.5 Treat Risks

Risk treatment involves identifying the range of options available to treat the risks, assessing the options, then developing, and implementing risk treatment plans.

It is important to;

- Know the risks you can control, develop a plan and then treat them;
- Develop strategies to minimise negative outcomes that may arise from factors beyond your control; and
- Be prepared to act quickly if those risks arise.

4.6 Monitoring and Review

To ensure that the risk profile remains relevant, ongoing monitoring and reviewing is required. The Audit Committee meets at least four (4) times per year, at a minimum and CMT will monitor and review the system at their meetings as well as an annual overview.

4.7 Communication and Consultation

The Council's risk management system requires open communication and consultation with all relevant stakeholders at each stage of the process.

5. ROLES AND RESPONSIBILITIES

Council Role

- To identify strategic risk;
- To facilitate resources and guidance in relation to the Risk Management Policy and Framework and associated Procedures;
- To review and consider any report or recommendations regarding the Risk Management Framework.

Chief Executive Officer

The CEO is responsible for ensuring that Council is not exposed to unnecessary or uncontrolled risks and that a suitable risk management process is established, implemented and maintained in accordance with the Risk Management Procedure. The CEO will maintain and be responsible for the effective management of all types of risk across Council's operation.

The Corporate Management Team:

- Ensuring that a risk management process is established, implemented and maintained in accordance with the Risk Management Policy
- Assist Council and staff to identify and treat risk;
- Monitor and review Council's risk management system annually with quarterly updates;
- Establish and maintain risk management knowledge and awareness;
- Ensure corporate governance mechanisms effectively monitor risks and the way they are managed;
- Ensure employees receive support in fulfilling their responsibilities;
- Ensure Council is advised of the post treatment of critical risks; and
- Ensure risk assessments are delivered to the Audit Committee on an ongoing basis.

Managers:

- Demonstrate an understanding of and commitment to systematic integrated risk management process;
- Undertake annual reviews with quarterly updates (and “needs – based”) risk assessment and associated reporting requirements using the risk register and treatment plans; and
- Evaluate effectiveness of existing controls, treatments and undertake regular internal audit practices.

Employees (and contractors)

- Maintain an awareness of the risks and opportunities that relate to their area of responsibility; and
- Actively support, report and contribute to an integrated risk management processes.

The Audit Committee:

- The audit program will consider the risks identified and will test the effectiveness of the internal controls and treatments established.
- The Audit Committee will review and monitor the risk management activity by having risk management as a standing agenda item at all meetings.
- The Audit Committee will ensure ongoing reporting from the CEO and CMT on the status of risk management and treatment of high and extreme risks.
- Review annual financial statements;
- Review the adequacy of Council – wide risk management systems;
- The Audit Committee will propose, and provide information relevant to, a review of Councils Strategic/Annual Business Plans;
- The Audit Committee will propose and review, the exercise of powers under Section 130A of the LG Act;
- Liaise with Council's Auditor;
- Review the adequacy of the accounting, internal control, reporting and other financial management systems and practices.

Risk Management Officer:

- Ensure ongoing maintenance of the risk management system.
- Filtration of the process to ensure risk reporting is provided to appropriate employees and committees.
- Maintain and monitor Council's organisational Risk Register.

Appendix A – Council Risk Management Matrix

Consequence Rating							
Description	Safety	Reputation	Legal & Regulatory	Environmental	Financial	IT / Records	Service Delivery
Catastrophic	Fatality. Severe injury or illness giving rise to a disability or impairment. Litigation.	State negative media coverage. Irreparable damage to reputation. Public outcry.	Significant prosecution for organisation and individuals. Fines. Very serious litigation.	Extensive, very serious and long-term impairment of the environment. EPA involvement or investigation.	> \$1 mil	Extensive loss / damage to IT and communications assets and infrastructure. Permanent loss of data. Widespread disruption to the business.	Extreme loss of service quality.
Major	No fatality. Serious (but non-life threatening) injury or illness. Critical failure of internal controls.	Extensive local negative media coverage. Loss of reputation that will require external resources. Public concern.	Major breach of legislation or regulation. Prosecution. Fines. Litigation.	Serious (>6months) impairment of the environment.	> \$250k to < \$1 mil	High risk of loss, data corrupt. Significant catch up required. Business Continuity Plan implemented.	Major decline in the quality and value of service delivery. Probable decrease in the community's confidence in the Council.
Moderate	No fatality. Non-life threatening injury/illness. Medical treatment and/or hospitalisation required. Serious breach involving statutory authority investigation. Significant failure of internal controls.	Significant local media attention. Significant number of complaints.	Serious breach of legislation or regulation with investigation and/or report to relevant authority. Limited fine or other penalty possible.	Moderate damage or impairment of the environment. Repairable in 1 to 6 months.	> \$50k to < \$250k	Moderate to high loss / damage to IT and communications. Data lost.	Moderate decline in the quality and value of service delivery. Possible decrease in the community's confidence in the Council.
Minor	Minor reversible injury requiring medical treatment by doctor. No hospitalisation. Contained non-compliance with short term significance.	Heightened negative local media attention. Low number of complaints.	Breach of legislation or regulation with noted compliance failure. Requirement for report to regulator or authority.	Limited damage or impairment of the environment. Repairable within 1 month.	< \$50k	Minor loss / damage to IT and communications. Some catch up required.	Untimely service delivery to our community. Should not decrease the community's confidence in the Council.
Insignificant	A minor injury that is treated on site. Near miss or incident that does not give rise to any injury.	A number of complaints.	Minor non-compliance. Minimal failure of internal controls.	Minor containable incident with no measurable impairment or impact of the environment.	< \$20k	Negligible loss of or damage to IT and communications. No loss of data.	Minimal decline in the quality and value of service delivery.

Likelihood Rating		
Almost Certain	Is expected to occur in most circumstances	Not applicable Work Health & Safety (WHS)
		Has occurred at least once a month in the past year
Likely	Will probably occur in most circumstances	Has occurred at least once in the past 1 - 2 years
Possible	Might occur at some time	Has occurred at least once in the past 2 - 5 years
Unlikely	Could occur at some time	Has occurred at least once in the past 5 - 10 years
Rare	May only occur in exceptional circumstances	May occur every 10+ years

Risk Matrix						
Consequence and Reporting Action						
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	High	High	Extreme	Extreme	Extreme
	Likely	Moderate	High	High	Extreme	Extreme
	Possible	Low	Moderate	High	Extreme	Extreme
	Unlikely	Low	Low	Moderate	High	Extreme
	Rare	Low	Low	Moderate	High	High

Risk Level	Residual Risk Appetite (treatment, plan, activity)	WHS Specific Residual Risk Appetite
Extreme (E)	To be avoided , further treatment plan required as a matter of urgency. Expected treatment plans to be identified.	Operation of plant/ activity should not be allowed to continue until the risk level has been reduced with appropriate controls and treatment.
High (H)	May be acceptable provided appropriate controls and treatment strategies are in place.	Operation of plant/ activity should not be allowed to continue until the risk level has been reduced with appropriate controls and treatment.
Moderate (M)	Acceptable with review	Acceptable provided appropriate controls and treatment strategies are in place.
Low (M)	Acceptable with review	Acceptable provided appropriate controls and treatment strategies are in place.

Appendix B – Reporting responsibilities based on residual risk appetite.

Risk Level	Reporting and Action	WHS Specific
Extreme (E)	Report: Line management, CEO, Risk Management Officer, Audit Committee and Council immediately. Action: Continued exposure to the risk must be approved by CEO and reported to Council. Exposure to the risk should be discontinued where possible.	Report: Line management, CEO, Risk Management Officer immediately, WHS Committee and Council (as required), as soon as reasonably practical. Action: Continued exposure to the risk must be approved by the WHS Committee and CEO. Exposure to the risk should be discontinued. Recorded into hazard register.
High (H)	Report: Director, CEO (or appointed person), and Risk Management Officer immediately. Action: Exposure to the risk should be discontinued as soon as possible.	Report: Line management, CEO, Risk Management Officer immediately and WHS Committee as soon as reasonably practical. Action: Continued exposure to the risk must be approved by the WHS Committee and CEO. Exposure to the risk should be discontinued. Recorded into hazard register.
Moderate (M)	Report: Director immediately Action: Annual review of the risk by Management	Report: Line management, Director and Risk Management Officer immediately. Recorded into hazard register.
Low (M)	Report: Manager Action: Periodic review of the risk by Management	Report: Line management immediately and Risk Management Officer as soon as reasonably practicable. Recorded into hazard register.

Version History

Archived Procedure Name	Procedure Number	Date Adopted	Last Reviewed

CHIEF EXECUTIVE OFFICER

DA/ITEM 6.1

4. TIME ZONE CHANGES CONSULTATION

(File Ref:9.24.1.1)

INTRODUCTION

To keep Elected Members informed in relation to State Government state-wide consultation process to change the South Australian Time Zone to align with either WA or the eastern states.

RECOMMENDATION A

That Council support the Governments push to change the SA time zone to align with the Eastern states and provides a submission for the consultation process.

Or

RECOMMENDATION B

That Council informs the Government consultation process that it does not support a change to the SA time zone due to the impact it may have on our local communities.

COMMENT

Correspondence has been received from the Hon Martin Hamilton-Smith MP (copy attached) advising Council that the government has commenced state-wide consultation in relation to aligning the South Australian Time zone with either WA or the eastern states.

The government has initiated public discussion to enable them to explore the issues and make a determination to see if a change is warranted.

The following is an extract from Yahoo 7 website in relation to TV Channels pushing for a change;

<https://au.entertainment.yahoo.com/celebrity/tv/a/26514150/tv-push-for-sa-time-zone-change/>

Commercial TV networks are pushing for South Australia's time zone to be aligned with the eastern states so viewers can interact with live programs.

Trade Minister Martin Hamilton-Smith is leading a state-wide consultation process, to end on April 10, about changing the time zone to align with Western Australia or the eastern states.

On Wednesday, he said the initial response included a submission from SA's commercial television networks supporting a half-hour change to the eastern states.

It referred to the benefits of up to the minute national news and current affairs, and live social media interaction with popular programs.

On the other side of the debate is the following extract from the Advertiser www.adelaidenow.com.au:

State Parliament crossbenchers have indicated they are unlikely to back a move to align South Australia's clocks with those on the eastern seaboard unless consultation shows it has broad support.

Premier Jay Weatherill last week tasked ministerial colleague Martin Hamilton-Smith with investigating the pros and cons of a time zone change.

Family First MLC Robert Brokenshire said his party had proposed going back to the "natural central standard meridian" – winding clocks back half an hour – years ago, which he still supported.

"It runs up into Tokyo, brings us closer to South Korea and China and the rest of Asia," he said. "It gives us a competitive edge into Asia, it's a natural advantage over the eastern states and helps people on the Eyre Peninsula that are very badly affected.

"I don't see putting clocks forward half an hour (to match the east) as being a serious advantage to the state."

Social Media platforms are reporting mixed reactions mostly based around the government using this debate as a detractor from other more serious issues.

An extract from ABC news online follows:

<http://www.abc.net.au/news/2015-03-04/mixed-response-to-south-australias-proposed-time-zone-change/6278994>

A proposal to change South Australia's time zone has been supported by the business community, but has raised concerns for regional residents.

Initial public consultation has shown business and free-to-air television stations support a change, while west coast residents have expressed concern about a change to morning daylight hours for school children.

Investment and Trade Minister Martin Hamilton-Smith said the Government had been inundated with hundreds of submissions.

"This consultation process has highlighted the wide range of issues that are affected by the notion of time from sporting fixtures to public service administration and business transactions," he said.

Elected Members will need to consider the impact this change may or may not have on our local communities prior to making a determination on their position.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN
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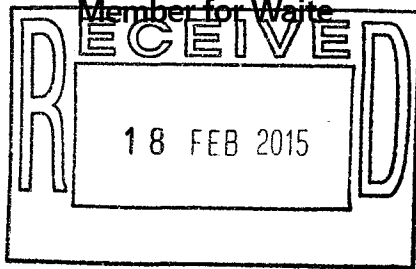
Strategic Plan	
Key Theme:	Corporate Governance and Leadership
	1. Progressive Communities through Strategic Planning
Strategic Goal	1.1 Strong, proactive leadership

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not applicable.

The Hon Martin Hamilton-Smith MP

Member for Waite



15MINT/38

Mayor Ray Agnew
District Council of Yorke Peninsula
PO Box 88
MINLATON SA 5575

Item Number
1103-2015-1
GDS Number
10.3.2.5
Distribution



**Government
of South Australia**

**Minister for Investment
and Trade**

**Minister for Defence
Industries**

**Minister for Veterans'
Affairs**

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State Administration Centre
200 Victoria Square
Adelaide SA 5000

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Adelaide SA 5001

DX 168

Tel 08 8226 8520

Fax 08 8226 8444

officeofminister.hamilton-smith@
sa.gov.au

www.martin-hamilton-smith.
com.au

Dear ~~Mayor Agnew~~ **Ray**

On Thursday 5 February 2015 the State Government announced that we would begin a state-wide consultation process on the merits of changing the State's time zone.

It has long been argued that South Australia's time-zone is a significant barrier to our economic, social and cultural engagement with Australia and the world.

South Australia's half-hour time difference to the eastern states and 90 minute difference to Western Australia can cause confusion across many aspects of our daily lives – from sporting fixtures to public service administration and business transactions.

The government acknowledges that groups in the community may be concerned about how a change would affect them depending on where they live and work, and the lifestyle they prefer to lead.

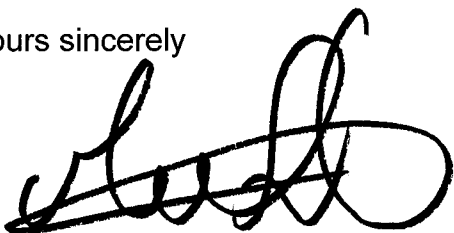
By initiating a public discussion, the government will explore the issues with the community so together we can make a judgment about what time zone will best help South Australian people and businesses to thrive.

Premier Jay Weatherill has asked me to lead the consultation process and initial contributions to the public discussion can be made at www.yoursay.sa.gov.au.

Contributions can also be sent by e-mail to dsd.timezone@sa.gov.au; by mail to my office or direct to Time-Zone, Department of State Development, GPO Box 320, Adelaide SA 5001.

I look forward to hearing your views on this important issue.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Martin Hamilton Smith', with a large, stylized flourish at the end.

Hon Martin Hamilton Smith MP
Minister for Investment and Trade

17 / 2 / 2015

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

1. FINANCIAL REPORT 28th February 2015 (File Ref: 9.24.1.1)

INTRODUCTION

Finance staff have undertaken to present a financial report to Council encompassing results to the end of each calendar month preceding each scheduled Council meeting.

RECOMMENDATION

That Council receive the financial report as at 28th February 2015.

COMMENT

The attached Financial Report is submitted with the following qualifications and comments:

- Actuals included in the report are as incurred at close of business on the last day of the month being reported and may be subject to balance day adjustments – any such adjustments will be incorporated in the following monthly report.
- The report does not include year-end income and expense accruals.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government (Financial Management) Regulations 2011.

Council's Strategic Plan includes clear plans to ensure better and timely reporting and improved formal control of Council's Adopted Budget and the Budget Review process.

PO 142 Budget Reporting and Amendment Policy.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

In conjunction with the adoption and enforcement of the Budget Reporting and Amendment Policy the Financial Report presented to Council monthly will assist in formal assessment of Council's financial position and contribute significantly to both Financial and Risk Management procedures.

Yorke Peninsula Council

Budgeted Uniform Presentation of Finances as at 28th February 2015

	2014/15 Actuals	YTD \$'000
Income		-\$24,241
Less Expenses		\$14,000
Operating Deficit before Capital Amounts		-\$10,241
Less Net Outlays on Existing Assets		
Capital Expenditure on renewal and replacement of Existing Assets		\$1,279
Less Depreciation, Amortisation and Impairment		
Less Proceeds on Sale of Assets		-\$157
		\$1,122
Less Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets		\$2,443
Less Amounts received specifically for New and Upgraded Assets		-\$383
		\$2,060
NET(LENDING) / BORROWING FOR FINANCIAL YEAR		-\$7,059

2014/15 Full Year Adopted Budget \$'000	2014/15 Full Year Budget Revisions \$'000	2014/15 Full Year Revised Budget \$'000
-\$25,976	-\$514	-\$26,490
\$29,536	\$285	\$29,821
\$3,560	-\$229	\$3,331
\$6,498	\$70	\$6,568
-\$9,153	\$0	-\$9,153
-\$280	-\$3	-\$283
-\$2,935	\$67	-\$2,868
\$4,746	\$249	\$4,995
-\$1,156	-\$88	-\$1,244
\$3,590	\$161	\$3,751
\$4,215	-\$1	\$4,214

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

2. ARTHURTON WAR MEMORIAL SPORTS CLUB INC. – OVAL WATER ALLOCATION

(File Ref: 9.24.1.1)

INTRODUCTION

Council has been approached by the President of the Artherton War Memorial Sports Club Inc. regarding their current water allocation. (Letter attached)

RECOMMENDATION

That Council approve the increase of the Artherton Oval Water Allocation to \$4,000 for the current financial year.

COMMENT

In the 2011/2012 financial year Artherton Oval's water allocation of \$4,000 was reduced to \$1,000 based largely on reduced usage of the ground and the development of stormwater facilities by the Artherton War Memorial Sports Club Inc. and associates. (Advice letter from Director Corporate & Community Services attached).

Artherton War Memorial Sports Club Inc. have formally asked Council to consider reinstating the water allocation of \$4,000 for the 2014/15 financial year only, to ensure a good, green playing surface for the entire cricket season with a further review to be conducted prior to the finalisation of the 2015/16 budget.

The Club has taken action to become self-sufficient through storm water collection, however at present they have reported that there is a deficiency of approximately 1 mega litre each March. The Club's intention is to expand the storm water collection to meet the requirements of the oval once funds are available however assistance during the transition will ensure financial sustainability for the Club leading up to that development.

There has also been a steep increase in the number of users attracted due to the commendable condition of the ground with both local clubs from other towns and the South Australian Cricket Association now scheduling matches at Artherton.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

Strategic Plan

Key Theme:

Community Engagement

1. Vitality and Connection

Strategic Goal:

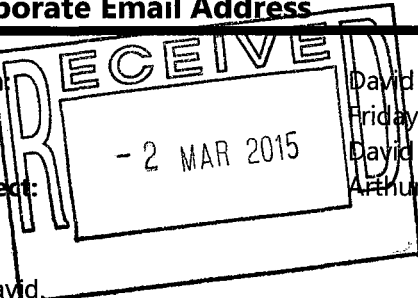
Develop and facilitate ongoing partnerships and relationships with Progress Associations, Tidy Towns and other key community groups

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Specific allocation for increases in water allowances has not been made in the 2014/2015 budget however funding can be provided from other areas during the third quarter budget review should this request be approved.

Corporate Email Address

From:
Sent:
To:
Subject:



David & Yvonne Langford <riler@bigpond.com>
Friday, 27 February 2015 1:51 PM
David Harding
Artherton Oval Water Allocation

Item Number

1373-2015-3

GDS Number

16.55.3.2

Distribution

Hi David,

Some time back Artherton Oval's water allocation of \$4,000 was reduced to \$1,000.

Despite our best efforts to become self sufficient with our storm water collection, we always seem to be approximately 1 megalitre short of water each March.

So, I am formally asking if Council could reinstate our water allocation of \$4,000 to the Artherton War Memorial Sports Club Inc., this would guarantee a good, green playing surface for the entire cricket season.

Our intention is to expand our storm water collection to meet our needs once funds are available, but if you could do this for us in the short term it would be greatly appreciated.

Kind Regards,

David Langford

President A.W.M.S.C. Inc.

26/02/15

17 May 2011
Our ref: 0463-2011-0
GDS ref: 16.55.3.2

Arthurton War Memorial Sports Club
PO Box 32
ARTHURTON SA 5572

Dear Sir or Madam

Water allocations

Each year Council has been able to support your organisation in the magnificent work it does in maintaining your town's oval by providing a financial allocation for the cost of water. While the allocation may not always cover the total cost of the water required to maintain the oval, Council hopes that it does make a substantial contribution to your annual water costs.

Recently a review of the water allocations paid by Council has been undertaken to see if they are still appropriate. We are aware that the cost of water is increasing, that the use of some ovals has changed and that some ovals have not required all of their water allocation.

In the review we have taken into account a range of factors including:

1. Ovals which are used for winter and summer organised sport get a high allocation.
2. Ovals which are not part of amalgamated football clubs receive a higher allocation than grounds which are part of an amalgamated football club.
3. Ovals which do not rely on SA Water have a lower allocation, and their water allocation can be used towards the operation costs of running their water systems (ie Curramulka, Minlaton and Arthurton Ovals.)
4. Ovals which have no organised sport played on them and are in a town receive a smaller allowance.
5. Water charges have been and will be increasing in future years.

It was decided to change your water allocation for the 2011/2012 financial year and beyond from \$4,000 to \$1,000.

This money will be provided in the same way as it always has been. Council will pay all of the water bills for the oval (and provide you with copies) and invoice your organisation for any bills above the value of the allowance.

For organisations that have a water supply other than from SA Water the allowance can be used to pay the running costs of the scheme that supplies this water (e.g. for electricity for pump).

In the future we expect that these allocations may need to be reviewed again when Council starts to work with SA Water on a more objective method of determining the water requirements of ovals. When this process commences we will keep you informed and involved.

Council is keen to assist all organisations install water saving or water reuse systems on their ovals. We know that these systems can be expensive. In the past years Council has been able to provide some financial assistance to organisations as they installed these systems. If you are considering a system which will save water, you should contact me or Stephen Goldsworthy at Council to see if Council can assist.

If you have any concerns or questions about the new water allowance please give me a call. Council wishes to assist your organisation in the valuable work it undertakes on behalf of the community and would like to know of any concerns you may have.

Yours faithfully

ALAN RUSHBROOK
Director: Corporate and Community Services
Minlaton Office ☎ (08) 88533800
E-mail: admin@yorke.sa.gov.au

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

3. AUDIT COMMITTEE MINUTES – 11th February 2015, ENDORSEMENT OF AUDIT COMMITTEE SELF-ASSESSMENT FORM (File Ref: 9.24.1.1)

INTRODUCTION

The Audit Committee is a Statutory Committee established under Section 128 of the Local Government Act. A copy of the minutes from their meeting held on 11th February 2015 is attached.

RECOMMENDATION

That the minutes be received and Council endorse the Audit Committee Self-Assessment form as presented.

COMMENT

Business discussed at the meeting included:

- Review audit committee work plan 2015
- Annual business plan and budget timetable 2015/2016
- December 2014 budget review
- Long term financial plan update
- Response to completion of balance date audit letter
- Internal activity report
- Internal controls project update
- Risk management report
- Assess management update
- Electronic document and records management system
- Audit committee self-assessment form – the Audit Committee endorsed this form and requested that the form also be presented to Council for its endorsement.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Audit Committee costs are accounted for in Council's budget.



Agriculturally rich~Naturally beautiful

Minutes of the Audit Committee Meeting of the Yorke Peninsula Council

held on Wednesday 11th February 2015,
in the Council Chambers
57 Main Street Minlaton commencing at 3.00pm
(Subject to confirmation)

ITEM 1 WELCOME

Mr Peter Brass welcomed everyone to the meeting and declared the meeting open at 3pm

PRESENT

Independent Members Peter Brass (Via telephone) and David Hurley, Councillors John Rich (3.02 pm), Tania Stock and Scott Hoyle

APOLOGIES

IN ATTENDANCE

Mayor Ray Agnew	Chief Executive Officer
Andrew Cameron	Director Corporate and Community Services
David Harding	Director Assets and Infrastructure Services
Trevor Graham	Asset Manager
Michael McCauley	Risk Management Officer
Brianna Wood	Financial Accountant
Chloe Brown	Business Improvement Officer
Anne Hammond	Supervising Minute Secretary
Kylie Gray	Minute Secretary
Felicity Kemp	

MINUTES OF THE PREVIOUS MEETING

Cr Tania Stock moved

David Hurley seconded

That the minutes of the Audit Committee meeting held on 11th December 2014 as circulated, be confirmed as a true record.

CARRIED 001/2015 (11/02/2015)

CONFLICT OF INTEREST

The Chairperson reminded all members of the requirement to disclose any conflict of interest and provide full and accurate details of the relevant interest to the Audit Committee prior to consideration of that item on the Agenda.

ITEM 2 REPORTS

1. REVIEW AUDIT COMMITTEE WORK PLAN 2015

Mr David Harding spoke to the report. Dates of future meetings to be endorsed. Minor changes to scheduling of report presentations.

Cr John rich moved

David Hurley seconded

That the Audit Committee endorses the updated 2015 Audit Committee Work Plan.

CARRIED 002/2015 (11/02/2015)

2. ANNUAL BUSINESS PLAN AND BUDGET TIMETABLE 2015/2016

Mr David Harding spoke to the report and answered questions from members.

The timetable presented was endorsed by Council at its January 2015 meeting. The first draft for the 2015/2016 budget is due to be presented to Council at the March workshop. Draft Capital Budgets are to be presented to the February 2015 workshop along with Elected Member's Budget Requests.

Cr Tania Stock moved

Cr John Rich seconded

That the Audit Committee receives the report

CARRIED 003/2015 (11/02/2015)

3. DECEMBER 2014 BUDGET REVIEW

Mr David Harding spoke to the report and answered questions from members.

Attachment provided to members at the meeting including maps of the seawater flooding areas.

Action: Copy of attachment to be provided to the chairperson

Discussion took place in regard to budget adjustments and the effects of the major items on the budget bottom line.

Cr John Rich moved

Cr Scott Hoyle seconded

That the Audit Committee recommend that Council adopt the December 2014 Budget Review changes as presented in the December 2014 Budget Review – Summary of Changes and the attached financial reports. (Uniform Presentation of Finances, Statement of Comprehensive Income, Balance Sheet, Cash Flow Statement, Statement of Changes in Equity and Financial Ratios Report).

CARRIED 004/2015 (11/02/2015)

4. LONG TERM FINANCIAL PLAN UPDATE

Mr David Harding spoke to the report and answered questions from members.

Discussion occurred around LTFP, financial sustainability targets and possible reviews of future service levels.

Funding cuts (Supplementary Roads and FAG's) to date are almost completely responsible for failure to achieve an operating surplus by year 10 of the endorsed LTFP. The draft LTFP shows this should be achieved 2 years later than planned if financial sustainability targets are largely unaltered. Further fund cuts may require service level reviews and could impact road network upgrades and Asset Sustainability in the long term.

Mr David Harding answered questions in relation to councils operating ratios and how it compares to other councils.

Cr John Rich moved

David Hurley seconded

That the Audit Committee receives the report in relation to Council's Long Term Financial Plan development.

CARRIED 005/2015 (11/02/2015)

5. RESPONSE TO COMPLETION OF BALANCE DATE AUDIT LETTER

Mr David Harding spoke to the report and answered questions from members.

Cr Scott Hoyle moved

David Hurley seconded

That the report be received.

CARRIED 006/2015 (11/02/2015)

6. INTERNAL AUDIT ACTIVITY REPORT

Ms Anne Hammond spoke to the report and answered questions from members.

Ms Brianna Wyatt answered questioned in relation to the Hazard Register.

Recommendation from Mr Peter Brass to include volunteer and contractor management in future WHS Internal Audit's.

Cr John Rich moved

Cr Tania Stock seconded

That the revised due dates as provided in Appendix B are endorsed.

CARRIED 007/2015 (11/02/2015)

7. INTERNAL CONTROLS PROJECT UPDATE

Ms Anne Hammond spoke to the report and answered questions from members.

David Hurley moved

Cr Scott Hoyle seconded

That the report be received.

CARRIED 008/2015 (11/02/2015)

8. RISK MANAGEMENT REPORT

Ms Brianna Wood spoke to the report and answered questions from members.

Cr John Rich moved

David Hurley seconded

That Audit Committee endorse the Risk Management Policy and Procedure documents to support the risk management process.

CARRIED 009/2015 (11/02/2015)

9. ASSET MANAGEMENT UPDATE

Mr Michael McCauley spoke to the report and answered questions from members.

Discussions occurred around road hierarchy and the review of unsealed road condition assessments and required service levels.

Mr Peter Brass questioned how these reviews and possible subsequent revaluations might impact on depreciation.

Cr John Rich moved

David Hurley seconded

That the report be received

CARRIED 010/2015 (11/02/2015)

10. ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS) UPDATE

Mr David Harding spoke to the report and answered questions regarding the functionality of the proposed system and impacts from a legislative view.

Cr Tania Stock moved

Cr Scott Hoyle seconded

That the report be received.

CARRIED 011/2015 (11/02/2015)

11. AUDIT COMMITTEE SELF ASSESSMENT DRAFT

Mr David Harding spoke to the report.

Mr Peter Brass suggested that the form should also be endorsed by Council at its March 2015 meeting.

Form to then be distributed to all members of the outgoing Audit Committee and information collated for the April meeting.

Cr John Rich moved

Cr Tania Stock seconded

That the Audit Committee Self-Assessment form be endorsed.

CARRIED 012/2015 (11/02/2015)

ITEM 3 GENERAL BUSINESS

Cr John Rich asked about the current value of the CWMS plants at Hardwicke Bay, Balgowan and Black Point. Mr Michael McCauley advised that these plants were re-valued last financial year.

Discussion occurred around availability of information on these schemes to the general public.

ITEM 4 NEXT MEETING

Wednesday 22nd April 2015

Minlaton Council Chamber

ITEM 5 CLOSURE

The Meeting Closed at 3.58pm.

.....
Mr Peter Brass

PRINCIPAL OFFICE:
8 Elizabeth Street, Maitland
Telephone (08)8832 0000

ALL CORRESPONDENCE TO:
P.O. Box 88, MINLATON, SA 5575
Fax (08)8853 2494
Email: admin@yorke.sa.gov.au
Website: www.yorke.sa.gov.au



AUDIT COMMITTEE SELF-ASSESSMENT

SF
Responsible Officer: DCCS
Issue Date: 16.01.2015
Next Review Date: 17.01.2016

Annual Self-Assessment of Committee Performance – Survey of Members

To assess the effectiveness of the Audit Committee, the following questionnaire may be useful when completed by each member of the Committee. It is important to consider each point carefully in determining strengths and areas in need of improvement.

Rate effectiveness 1 to 5 (1 = Very Ineffective; 2 = Ineffective; 3 = Neither Effective or Ineffective; 4 = Effective; 5 = Very Effective)

The Committee performance using the above rating scale can also be considered from 1 = Poor to 5 = Excellent.

Creating & Running an Effective Committee	Yes / No	Comments
Do you understand and agree with the functions of the Committee as detailed in its Terms of Reference? If not, why?		
Does the committee collectively have sufficient skills, experience, time and resources to undertake its duties? If not, why?		
	Rate 1 - 5	
Does the committee work constructively as a team and work well with others attending the meetings? If not, how do you suggest this is addressed?		
Does the relationship between committee members strike the right balance between challenge and mutuality? If not, please provide comments.		
Do the meeting arrangements enhance the Committee's effectiveness (e.g. frequency, timing, duration, venue and format) to allow sufficient time for the discussion of agenda items?		
Are the report for each meeting sufficiently comprehensive and yet understandable enough for you to make informed decisions?		
Are the presentations an interesting and helpful way of informing members about various issues?		
Are effective minutes prepared, distributed and followed up?		
How do you rate the overall efficiency and effectiveness of the Committee? Please provide reasons for your ranking		

Do staff and members conduct themselves in accordance with high standards of behaviour (eg. Code of Conduct and Corporate Values)?		
How do you rate the performance of the Presiding Member in preparing for and conducting the meetings? What are the reasons for your ranking?		
How do you rate the performance of the other members of the Committee in fulfilling their role on the Committee? What are the reasons for your ranking?		
How do you rate your performance as a member of the Committee? What are the reasons for your ranking?		
How do you rate the performance of the support staff in facilitating the Committee's role and function? What are the reasons for your ranking?		
Overseeing Governance, Risk Management and Internal Control		Comments
Does the Committee assure itself that the Executive take responsibility for risk identification and control, and give formal assurance through reporting that key risks are being adequately managed?		
Is the Committee satisfied that there is an effective program in place to ensure that risk management becomes an integral part of the way in which Council conducts business?		
Are internal audit findings and recommendations responded to in a timely and appropriate manner?		
Overseeing Financial Reporting and External Audit	Yes / No	Comments
Does the Committee review the work of the external auditor?		
Does the Committee review and discuss the external auditor's management letter?		
Is the Committee effective in managing and monitoring the relationship with the external auditor?		
General	Comments	
Do you have any suggestions for improving any aspect of the Committee's performance, role or functions?		

Please return this questionnaire to the Executive Assistant to the Director Corporate and Community Services via email admin@yorke.sa.gov.au or fax 08 8853 2494, so that responses may be collated for the next Audit Committee Meeting.

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

4. YORKE PENINSULA VISITOR INFORMATION CENTRE (YP VIC) LOGO

(File Ref:9.24.1.1)

INTRODUCTION

For Council to consider endorsement of the “Yorke Peninsula Visitor Information Centre” logo.

RECOMMENDATION

That Council endorses the Yorke Peninsula Visitor Information Centre logo for use in official marketing material and stationary.

COMMENT

The Yorke Peninsula Visitor Information Centre (YP VIC) Development Plan, which has been previously endorsed by Council, is a living document designed to promote the growth and sustainability of the centre. The plan was developed to bring the centre up to the standard required as part of the Sell SA Project – designed by the South Australian Tourism Commission (SATC) to upgrade the standard of all South Australian accredited visitor centres.

As a result of the YP VIC being accepted into the second intake of the program, the SATC assisted with funding for both the Yorke Peninsula and Copper Coast centres to undertake Visual Merchandising training.

Ali Uren, the Visual Merchandise trainer, did a walk-through of each centre. Following the visual inspection of the centre, a report was provided with suggestions for improvements to the layout and sales potential within the building.

A number of recommendations were made following the completion of the training, specifically designed to support the YP VIC Development Plan.

Proposed actions included targeting the tourism profile of the YP VIC to encourage tourists to adopt the YP VIC as their first point of call. This in turn increases the ability of the YP VIC to promote YP tourism operators - converting to more tourism dollars and maximising visitor expenditure. Increased commissions from such a strategy will supplement the operational costs involved in running a visitor centre.

A key part of that strategy was the requirement for specific branding for Yorke Peninsula Visitor Information Centre.

Council endorsement is now sought for use of the attached logo.

This logo will be used in conjunction with the Yorke Peninsula Council logo on YP VIC specific items such as pamphlets, promotional collateral, posters, calling cards, handouts etc.

The logo is designed to easily identify the YP VIC.

It is also intended as a recognisable and visible mark promoting the Yorke Peninsula Council and the YP VIC, which is the only such centre within the Council region carrying the blue and yellow ‘i’ of national accreditation.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Yorke Peninsula Regional Strategic Tourism Plan 2010,
2011-2014 Regional Strategic Tourism Plan for Yorke Peninsula,

Strategic Plan

Key Theme: Sustainable Communities
3. Our Economy

Strategic Goal: 3.1 Sustainable economic growth

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Printing of brochures and other materials will occur as per natural attrition thus ensuring no cost impact beyond the current budget provision.

Funding for the purchase of banners for use at trade shows has been allocated in 2014/2015 budget.



YORKE PENINSULA
VISITOR
CENTRE

**Yorke Peninsula
Visitor Information Centre**

Main Street, Minlaton
South Australia 5575

E: info@visityorkepeninsula.com.au
T: 1800 202 445 or (08) 8853 2600



www.visityorkepeninsula.com.au





YORKE PENINSULA
VISITOR
CENTRE

Yorke Peninsula Council
Council Agenda
Wednesday 11th March 2015

**Yorke Peninsula
Visitor Information Centre**

Main Street, Minlaton
South Australia 5575

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Yorke Peninsula Council  88
Council Agenda

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Wednesday 11th March 2015



DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

5. RECORDS MANAGEMENT POLICY

(File Ref: 9.24.1.1)

INTRODUCTION

To seek approval from Elected Members for the adoption of the updated Records Management Policy PO063.

RECOMMENDATION

That Council endorse the updated PO063 Records Management Policy for inclusion in Council's policy manual and on the website.

COMMENT

The Records Management Policy has been updated to communicate more effectively the roles and responsibilities of Elected Members and Council Staff. The document has undergone a major revision to improve direction and clarity:

- Added more detail in section 1. Policy Objectives
- Clarified section 2. Scope
- Rewrote section 3. Definitions to include more detail and clearer language
- Added section 4. Responsibilities to ensure definition in line with State Records recommendations
- Separated Policy Statement in to 2 sections to improve clarity
 - 5. Policy Statement
 - 6. Application of Policy
- Improved structure and added detail throughout section 6. Application of Policy
- Included further detail in section 11. References and Legislation

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

State Records Act 1997

Freedom of information Act 1991

Strategic Plan

Key Theme:

Corporate Governance and Leadership

2. Organisational Efficiency and Resource Management

Strategic Goals:

2.2 Efficient, effective and professional organisation

2.3 Meet all legislative and compliance responsibilities

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The purpose of the policy is to mitigate Council's risk in relation to Council records management by ensuring that all Council staff and Elected Members have a clear reference in regard to business and legislated records management obligations in the conduct of their duties.



COUNCIL POLICY

Records Management Policy

Policy Number:	PO063		
Strategic Plan Objective	Efficient, effective and professional organisation		
Policy Owner:	Director Corporate and Community Services	File Number:	13.63.1.1
Responsible Officer:	Manager Information Services	Minute Reference:	
Date Adopted:		Next Review Date:	March 2018

1. POLICY OBJECTIVES

- 1.1** The Records Management Policy (the Policy) outlines and directs the practices of staff and Elected Members of Yorke Peninsula Council (Council) in relation to the management of Council records.
- 1.2** Adherence to this Policy will ensure Staff and Elected Members will be able to:
- Meet their legislative responsibilities;
 - Provide evidence of business transactions and accountability;
 - Validate and support their decisions and actions;
 - Protect their interests and those of Council.
- 1.3** Records are critical to build context, establish history and corporate memory, meet legislative requirements and ensure the transparency, accountability and security of Council activities.

2. SCOPE

This Policy applies to all records created and received by staff and Elected Members in the conduct of their roles. It includes records in all formats and media (paper and digital).

3. DEFINITIONS

Access	Rights, opportunity, means of finding, using or retrieving information.
Capture	Deliberate action that results in the registration of a record into a recordkeeping system assigning a unique identity on its entry into the system.
Destruction	Process of eliminating or deleting records beyond any possible reconstruction.
Digital Documents / Records	A record created and or maintained by the means of digital computer technology. Includes records that are "born digital" or have undergone conversion from a non-digital format (i.e. digitised using OCR or imaging technology)
Disposal	The range of processes associated with implementing records retention,

	destruction or transfer decisions, which are documented in disposal authorities or other instruments.
Documents	Structured units of recorded information, published or unpublished, in hard copy or electronic form, and managed as discrete units in information systems.
File	An organised unit of documents accumulated during current use and kept together because they deal with the same subject, activity or transaction.
Record	Information created, received and maintained as evidence and information by an agency or person, in the pursuance of legal obligations or in the transaction of business (e.g. email, letter, image). <i>State Records Act 1997</i> defines an official record as a record made or received by an agency in the conduct of its business.
Stakeholder	Client, customer, organisation, other agency or government department who conducts business and/or has a relationship with Council.

4. RESPONSIBILITIES

4.1 Chief Executive Officer's Responsibility

The Chief Executive Officer (CEO) of Council is responsible under Section 99 (1) of the Local Government Act 1999:

- (f) to ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council;
- (h) to ensure that records required under this or another Act are properly kept and maintained.

The CEO is also responsible for ensuring Elected Members are aware of their records management responsibilities and that they receive the appropriate training and education.

The CEO has responsibility for the validation and alteration of records.

4.2 Directors and Managers' Responsibility

Directors and Managers of Council are responsible for ensuring Council meets its requirements under the State Records Act 1997 and the State Records Adequate Records Management Standard. They are also responsible for supporting records management as a fundamental business activity of Council by ensuring the development, promotion and resourcing of the records management program.

Directors and Managers are specifically responsible for the adherence of staff within their department to the Records Management Policy and Procedures. They are also responsible for ensuring staff are given records management training relative to their roles and responsibilities. Anyone responsible for managing staff must ensure that those staff:

- Are formally inducted to the Council Records Management Policy and Procedures Statement;
- Undertake records management training as part of their induction process,

- and future updates as identified in Council's Corporate Training Plan;
- Have recordkeeping responsibilities included in job and person specifications;
- Have recordkeeping responsibilities included in their performance reviews;
- Adhere to the requirements of the Records Management Policy and Procedures;
- Have recordkeeping responsibilities included in contracts, agreements and volunteer information sheets.

4.3 Records Management Staff Responsibility

Council Records Management staff are responsible for ensuring that the records management program and system are managed, monitored and maintained in accordance with the relevant legislation, standards and strategies.

Records Management staff are also responsible for systematic reporting of any issues relating to the recordkeeping practices of staff, the records management program and system to the Director Corporate and Community Services or the relevant Manager.

Records Management staff make and implement recordkeeping decisions in relation to the records of the Council including:

- Record capture;
- File creation;
- Record classification;
- Access to records;
- Record storage;
- Disposal of records.

4.4 Elected Members and Staff Responsibility

All Elected Members and staff have a responsibility to adhere to the Policy Statement and ensure the application of the policy.

5. POLICY STATEMENT

The business activities of the staff and the Elected Members of Council will be documented, recorded and managed to protect the integrity, enhance efficiency, preserve the history and provide the business context of Council over time.

6. APPLICATION OF POLICY

6.1 Records Management Awareness training attendance is required for staff and Elected Members and will be delivered by an authorised and appropriately qualified Information Management staff member or external consultant.

6.2 Staff and Elected Members are responsible for ensuring:

6.2.1 Record Creation

- Records created within the conduct of their role at Council are the property of Council and therefore must be managed and cared for in accordance with this Policy, associated policies and legislation.
- Records are created in all appropriate circumstances immediately, or as soon as practicable, after an event, decision, agreement or business action.
- Records should be complete, accurate and meaningful to provide a valid

and reliable account of what they document.

- Version control of records must be managed and subsequent versions captured into the appropriate business systems or corporate files.

6.2.2 Record Capture

- All official correspondence, including mail received and sent by post, hand delivered, delivered by courier, facsimiles, emails or any other social media channels are captured and registered in the appropriate records management system(s).
- Emails relating to Council business should be sent or forwarded to admin@yorke.sa.gov.au
- Original hard copy documentation should be forwarded to Records Management staff as soon as possible for capture into the records management system.

6.2.3 Record Retention and Disposal

- There is to be no intentional deletion, destruction or alteration of official records. Records are only to be disposed of in accordance with the provisions of the *State Records Act 1997* by authorised Record Management Officers.
- The illegal destruction of records carries penalties under the *State Records Act 1997*. If prosecuted, penalties will apply to the individual Elected Member or Council Officer.
- Records Management staff will be notified when records require conservation or migration to ensure they are accessible for their retention period.

6.2.4 Access and Privacy

- Access to council held information by Elected Members is to be requested through the CEO.
- Records may contain information that is confidential in nature and should not be divulged to other parties.

6.2.5 Public Access to Information

- Requests by the public or media for access to Council information and records are to be managed by a Freedom of Information Accredited Officer.

6.2.6 Mail Opening

- All mail coming into Council, excluding mail marked as Private and/or Confidential will be opened by the Records Management staff. Private and/or Confidential mail will be handled in accordance with Council's procedure PR093 Private & Confidential Correspondence.
- Council will not deal with, or take action on letters or reports received anonymously.

6.2.7 Council Systems

- Staff and Elected members will only utilise Council Systems for official correspondence created or received in the conduct of their role in Council. i.e. personal email addresses are not to be used.

6.2.8 Integrity of Information

- Under the *Freedom of Information Act 1991*, Ombudsman's investigations and legal discovery, the public may apply to access Council records. It is important that a professional approach be taken in relation to documenting and recording all forms of communications with staff, Elected Members and customers, actions, transactions, decisions and agreements.

- Comments of a personal or derogatory nature should not be documented in or on records, including emails, under any circumstances. This includes comments on “post it” notes as they form part of the official record.

7. COMPLAINTS

Any complaints in relation to the content of this policy shall be referred to the Director Corporate & Community Services.

8. REVIEW

This policy will be reviewed every 3 years and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

9. TRAINING

Council is committed to supporting employees and Elected Members in complying with this policy. All staff and Elected Members will be inducted and trained in the requirements of adequate records management.

10. RELATED COUNCIL POLICIES AND DOCUMENTS

PO147 Process for Managing Complaints

PR093 Private & Confidential Correspondence

11. REFERENCES AND LEGISLATION

11.1 Staff and Elected Members have an obligation under the *State Records Act 1997*, *Local Government Act 1999*, the *Freedom of Information Act 1991* and other legislation to create and manage documents and records.

11.2 The Policy is to be read and implemented in conjunction with relevant legislation, standards and policies, including:

- The State Records Act 1997
- Freedom of Information Act 1991
- Local Government Act 1999
- Australian Records Management Standard AS ISO 15489-2002

11.3 Staff and elected members are subject to the State Records Act 1997, and as such are required to manage their records in accordance with provisions of the Act.

Section 17 – Damaging etc. of official records

- 1) If a person, knowing that he or she does not have proper authority to do so, intentionally –
 - a. Damages or alters an official record; or
 - b. Disposes of an official record or removes an official records from official custody, the person commits an offence.

Maximum penalty: \$10 000 or imprisonment for 2 years.

11.4 Freedom of information Act 1991

The Freedom of information Act 1991 defines the rights of the public to obtain access to information held by Council.

In certain circumstances an agency may refuse access to a documents (e.g. an exempt document under schedule 1 of the Freedom of Information Act 1991).

11.5 Local government Act 1999

The Local Government Act 1999 assigns overall responsibility and accountability for the proper management of official records to the Chief Executive Officer of the agency. The Act has specific requirements relating to the creation of and access of information.

12. COUNCIL DELEGATION

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

13. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Records Management Policy	PO063	13/03/2013	5/03/2015
Records Management Policy	PO063	07/04/2003	08/06/2010
Corporate Document Management	PO018	07/04/2003	08/06/2010
Corporate Document Management	PO018	07/04/2003	08/06/2010
Correspondence – Anonymously Received	PO020	07/04/2003	08/06/2010
Incoming Correspondence Received Personally by Elected Members or Staff	PO036	07/04/2003	08/06/2010
Password Protected Documents	PO053	07/04/2003	08/06/2010

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

6. SYP LANDCARE GROUP – COMMUNITY GRANTS EXTENSION (File Ref: 9.24.1.1)

INTRODUCTION

A request has been received from the SYP Landcare for Council to formally consider an extension in time for the application for funds approved as a Community Grant in 2014/2015.

RECOMMENDATION

That Council formally endorse an extension of the SYP Landcare Group 2014/2015 Community Grant of \$797.00 to 30 June 2016.

COMMENT

The Southern Yorke Peninsula Landcare Group Inc. are currently working on a project to develop an electronic version of the Native Plant of Yorke Peninsula book.

SYP Landcare initially requested \$3,500 towards the project and were awarded \$797 as part of Council's Community Grants Scheme which was endorsed by Council at its September 2014 meeting. As this was insufficient to continue with the project based on their current budget they have requested an extension until next financial year in order to investigate further funding options.

Other electronic options are also being investigated by the group as well as the initial USB based project.

SYP Landcare requested a formal extension of time to apply for these funds in a letter dated 12th of February 2015 which is attached for Elected Member's information.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

Strategic Plan

Key Theme: Corporate Governance and Leadership
2. Organisational Efficiency and Resource Management

Strategic Goal: 2.1 Financially Sustainable Organisation

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The Community Grant awarded to SYP Landcare Group of \$797 was provided for in the 2014/2015 Adopted Budget and, given the funds will not be claimed at 30 June 2015, it will be provided for as an accrued expense in the 2014/2015 adopted Financial Statements should Council approve this extension and will not impact the 2015/2016 budget.



P.O Box 93
Minlaton
South Australia 5575

S.Y.P Landcare
Group Inc.

12 FEB 2015

Item Number

938-2015-3

GDS Number

7.41.6.3

Distribution

12-2-15

Attn : Ms Kylie Gray
Executive Assistant to the Director Finance.

Re: Community grant 2014

Dear Kylie,

I write on behalf of the above organisation, and our request for a 2014 Community Grant, submitted by Ms Ann Williams. This was to enable us to update the successful booklet Plants of the Southern Yorke Peninsula to an electronic format. A grant of \$800 was offered to the project. Anticipated extra sources of funding were not forthcoming.

We now request a year's extension to roll over the grant. This will allow us to investigate other sources of funding. In light of technological advances, we also need to re-examine the proposed format changes.

This is a project dependent to us sourcing additional funding.
A year's extension will give us this time.

Regards

Margaret Woods (hon secretary)

copy to Ann Williams.

DIRECTOR CORPORATE & COMMUNITY SERVICES

DA/ITEM 6.2

7. SPONSORSHIP 2015 TOUR OF MINLATON (File Ref: 9.24.1.1)

INTRODUCTION

Council has been approached by the Race Director of the 2015 Tour of Minlaton seeking sponsorship or a donation to be applied to running costs for their annual event. (Letter attached)

RECOMMENDATION

That Council approve sponsorship of the 2015 Tour of Minlaton for the amount of \$250.

COMMENT

The annual Ray Smith Tour of Minlaton is to be held by the Veterans and Ladies Cycling Club on the 28th and 29th of March. The Event is named after a cyclist local to the Region who was a great supporter of the Club.

The year is the 35th running of the event and will bring over 120 competitors and associated family and supporters to the region for two days and nights. A new format is proposed in 2015 in order to encourage more teams and competitors to event that will result in more visitors to the region and more money spent in local businesses.

The club is seeking financial support from Council in 2015 to assist in organising the event.

The club has also asked if the Mayor or one of the elected members would be interested in opening the tour on the morning of the 28th March 2015.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Local Government Act 1999

Strategic Plan

Key Theme: Community Engagement
1. Vitality and Connection

Strategic Goal: 1.1 Develop and facilitate ongoing partnerships and relationships with Progress Associations, Tidy Towns and other key community groups

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Sponsorships of \$6,237 have been provided for in the 2014/2015 Budget with an amount of \$2,500 spent to date.

Corporate Email Address	
From:	michael gates <morkyg@gmail.com>
Sent:	- 9 FEB 2015 Saturday, 7 February 2015 3:55 PM
To:	Corporate Email Address; Mayor
Subject:	Cycling Event - 2015 Tour of Minlaton - March 28 & 29

Item Number
816 - 2015 - 3
CDS Number
7.31.3.2
Distribution
copy to CEOEA

Good Afternoon

The annual Ray Smith Tour of Minlaton is to be held by the Veterans and Ladies Cycling Club soon on the 28th and 29th of March. The Event is named after a cyclist local to the Region who was a great supporter of the Club. Although no longer with us, Ray's Wife Mary, is still a strong supporter and sponsor of the event every year.

The event this is the 35th running of the event and will bring over 120 competitors and associated family and supporters to the region for two days and nights. The event is an important event on the clubs calendar and the Council's support is sought in assisting the club in hosting the event.

A new format is proposed in 2015 in order to encourage more teams and competitors to event that will result in more visitors to the region and more money spent in local businesses.

The club is seeking financial support from the Council in 2015 to assist in organising the event. Also are you able to advise if the Mayor or one of the elected members would be interesting in opening the tour on the morning of the 28th.

I look forwarding to hearing back from you. If you have any questions about the event, you can reply to this email or call me on 0405 027 570

Regards

Michael Gates
Race Director - 2015 Tour of Minlaton

DIRECTOR DEVELOPMENT SERVICES

DA/ITEM 6.4

1. SECTION 30 REVIEW (File Ref:9.24.1.1)

INTRODUCTION

The Council's Section 30 review has completed the required public and agency consultation stage and Council must now consider the draft Strategic Directions Report (SDR).

RECOMMENDATION

That Council:

1. receives the draft Strategic Directions Report
2. adopts the recommendations contained in the public and agency submission summaries.
3. adopts the Development Plan Amendment Program outlined in the Strategic Directions Report
4. authorises the Chief Executive Officer to submit the Strategic Directions Report to the Minister for approval.

COMMENT

The SDR is required to be submitted to the Minister for approval pursuant to Section 30(7) of the Development Act.

The purpose of the SDR is to summarise the consultation process, assess the Development Plan against the relevant volume of the planning strategy (Yorke Peninsula Land Use Framework) and to outline a program of Development Plan Amendments (DPA) for Council to undertake over the next five years.

As part of the consultation process, the Council is required to have regard to all of the submissions received in response to the public and agency notification of the Section 30 Review Discussion Paper.

8 agency submissions and 23 submissions from the public were received during the notification period. A public meeting was held at Maitland on 14 October 2014, at which seven people attended and presented to the committee.

A summary of all the submissions has been prepared, together with relevant comments on each submission and a recommendation. The submission summaries are included in the SDR, however, copies of the submission summaries are also attached separately. These documents have been provided under separate cover.

Council is required to consider the responses and recommendations outlined in the agency and public submission summaries and agree to the final version of the SDR,

which includes the proposed program of DPAs, prior to it being submitted to the Minister for approval.

As a result of the review process, it recommended that Council undertake the following two DPAs as a priority, as outlined in section 3 of the SDR:

- Council Wide Rural Living DPA
- Coastal Areas – Vulnerable Shacks DPA

The outcome of the SDR is principally to formulate a DPA program, however, there were a number of issues raised during the process which require the attention of Council and it is recommended that the following be noted for future action as outlined in the submission summaries:

- Write to the Minister for Planning to reinstate and encourage the completion of the Black Point Coastal Protection Management Plan
- Reaffirm Council's previous request to the Minister for Planning to have coastal areas excluded from the complying development provisions in the Development Regulations.
- Consider a Section 29 amendment (minor DPA) to reinstate an exception within the non-complying table of the Primary Production, Coastal Conservation and Water Protection zone to allow dwellings on allotments with existing LMAs. This policy was inadvertently removed as part of the BDP DPA.
- Address minor anomalies within the Development Plan relating to:
 - o discrepancies between setback distances listed in the Residential zone and distances listed in Table Yop/2 – Building Setbacks from Road Boundaries.
 - o Incorrect spelling of Port Moorowie on Location and Zone Map YoP/52 .
(note that these issues can be addressed as part of next Council DPA if required)
- Given benefits the land owners would gain, there may be potential for a number of developer funded DPAs, subject to additional justification being provided by the land owner/developer, these include:
 - o expansion of Pine Point (preferable on the eastern side of the highway)
 - o rezoning of the Stansbury Holiday Motel site
 - o rezoning of Lot 103 Lighthouse Road, Corny Point (Coastal Conservation to Settlement)
 - o Reinstating the Rogues Point and James Well DPA
 - o Review of Point Turton - including rezoning of Deferred Urban land to Settlement which has been previously divided (544/D035/05) and partially developed, provision of industrial land near land of the CWMS treatment plant.

The above DPAs have not been included within the DPA program outlined in the SDR as these potential amendments are considered to be a low priority with respect to the two nominated DPAs. Also Council would be required to consider the merits of each proposal and reach an agreement with the owner/developer prior to proceeding. I note that the omission of the above DPAs from the DPA Program should not impede Council undertaking any of these DPAs in the future; however, any amendment will likely need to

occur after the completion of the two nominated DPAs, unless suitable justification is provided.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan

Key Theme: Corporate Governance and Leadership
2. Organisational Efficiency and Resource Management
Strategic Goal: 2.3 Meet all legislative and compliance responsibilities

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Council have a current budget allocation to cover all costs associated with the Section 30 Review.

DIRECTOR DEVELOPMENT SERVICES

DA/ITEM 6.4

2. SEAWATER FLOODING ADAPTATION PATHWAYS (File Ref:9.24.1.1)

INTRODUCTION

Council is currently undertaking a seawater flooding adaption study involving the State Government through the Coast Protection Board and Federal Government via the Natural Disaster Mitigation Programme. The overarching aim of the study is to identify and evaluate potential sea level rise adaptation strategies for the coastal settlements of Coobowie, Port Clinton, Price and Pine Point/Billy Goat Flat.

RECOMMENDATION

That the report be received.

COMMENT

The intent of the study is to clearly define the benefits, risks and estimated costs associated with realistic and achievable adaptation options for predicted sea level rises at the identified coastal settlements.

Council staff along with Natasha Hall, who is the Climate Change Coordinator for the Yorke and Mid North Regional Alliance successfully participated in a quotation process for this project. Natasha is the Project Coordinator for this study and also representative of Coast Protection Board.

Mutual Projects Pty Ltd has been selected to undertake the study.

Mutual Projects bring valuable experience with similar projects for other local government authorities. They also bring project partners Integrated Planning and Technical Services, Adelaide University (School of Architecture and Built Environments) and Flinders University (Airborne Research Australia).

The study will involve an initial community consultation and information process seeking information that will help shape a "State of Play Report". This report will be used to provide further information to the Council and the Community.

The project will proceed in three main stages:-

Stage 1 evaluates the current and future threat and contains 6 stages.

- Establish existing policy content
- Analysis existing protection works and strategies
- Analysis the impact of seafood scenarios
- Analysis access and egress
- Establish a profile of assets at risk
- Explore liability issues

Stage 1 will conclude with a Community workshop that will present key facts about the sea flood problems, current and future, and where the Community will be invited to contribute to the flood picture.

Stage 2 proposes adaptation options in draft form and reports these to Council, and then to the Community. Responses from Council and the Community are taken into account for the final report.

Stage 3 provides a final report to Council with adaptation options. This also includes preliminary engineering solutions and estimated costs.

The final report will consist of the following documents generated from the process described in stages 1 and 2:

- State of Play Report
- Feedback from community consultation 1
- Adaptation options
- Feedback from community consultation 2 and
- Legal opinion (if required).

In addition, the final report will provide an adaptation options strategy for the Council to manage their implementation plan. The range of options will contain prioritised actions over short and long terms, based on the risk analysis model, including preliminary costings to assist decision making.

In brief, it is anticipated that the study will deliver a comprehensive study enabling Council to strategically manage the potential threats and also implement a range of potential mitigating actions, identify seawater flooding risks, assess current flood protection infrastructure and provide strategies to plan for and respond to seawater flooding for the coastal settlements identified.

The study will also produce a Digital Elevation Model which will add significant value to the Council and community over the longer term by facilitating ongoing strategic analysis of the region using accurate predictive state-of-the-art tools underpinned by a comprehensive data set.

Grant funding for the project is as follows.

- Coast Protection Board \$36,000
- Commonwealth Natural Disaster Resilience Program \$31,443
- Council contribution \$27,807

Steering Committee: Trevor Graham, Mick Cartwright, Allan Cotton, Stephen Goldsworthy, James Guy (CPB) and Natasha Hall (Yorke & Mid North Regional Alliance)

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan

Key Theme: Corporate Governance and Leadership
2. Organisational Efficiency and Resource Management

Strategic Goal: 2.4 Effective Risk Management

Yorke Peninsula Council's Risk Management Framework

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Funding of the study is covered by State and Federal Government grants together with a one third contribution by Council that is accounted for in Council's 2014/2015 budget.

CONFIDENTIAL

AGENDA

DIRECTOR ASSETS & INFRASTRUCTURE SERVICES

ITEM 8 – CONFIDENTIAL

1. BITUMEN SERVICES TENDER (TENDER 116/2014) (File Ref:9.24.1.1)

INTRODUCTION

The purpose of this report is for Elected Members to consider awarding the tender for bitumen services (tender 116-2014).

RECOMMENDATION

Section 90(3)(k) Order

1. That pursuant to Section 90(2) of the *Local Government Act 1999*, the Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Executive Assistant to the CEO and Mayor, Director Corporate and Community Services, Director Development Services and Director Assets and Infrastructure Services.

The Council is satisfied that, pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to agenda item 8 Bitumen Services Tender is confidential information relating to –

“(1) tenders for the supply of goods, the provision of services or the carrying out of works;”

Accordingly, the Council is satisfied that the principle which states the meeting be conducted in a place open to the public has been outweighed in the circumstances.

Section 91(7) Order

2. That having considered agenda item 8 Bitumen Services Tender in confidence under section 90(2) and (3)(k) of the *Local Government Act 1999*, the Council, pursuant to section 91(7) of that Act orders that the agenda report, and supporting documentation relevant to agenda item 8 titled Bitumen Services Tender be retained in confidence for a period of 12 months.

COMMENT

It is recommended that the public be excluded for consideration of this item to enable consideration in confidence under Section 90(3)(k) of the *Local Government Act*.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Sections 90 & 91 - Local Government Act 1999

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Not applicable.