



*Agriculturally rich-Naturally beautiful*

## *Yorke Peninsula Council*

### **NOTICE OF MEETING**

Notice is hereby given that the next ordinary meeting of Council  
will be held on Wednesday 14<sup>th</sup> October 2015,  
in the Council Chambers,  
57 Main Street, Minlaton commencing at 5.30pm

Andrew Cameron  
CHIEF EXECUTIVE OFFICER

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## **A G E N D A**

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|--------|---|
| 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><br>Nil                    |
| 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  
1.7.1 Council meeting held on Wednesday 9<sup>th</sup> September 2015 at 5.58pm  
1.7.2 Confidential Council meeting held on Wednesday 9<sup>th</sup> September 2015 at 6.04pm
- 1.8 Motions on Notice  
Nil
- 1.9 Questions on Notice  
Nil
- 1.10 Questions without Notice
- 1.11 Petitions  
Nil
- ITEM 2 MAYOR  
Mayor Monthly Report Page 5
- ITEM 3 COUNCILLORS' REPORT  
Nil
- ITEM 4 **INFORMATION AGENDA** Page 6
- 4.1 Items for exclusion
- 4.2 Receipt of Information Reports
- 4.3 Chief Executive Officer Pages
- |    |   |       |
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| 1. | CEO Activities  | 7     |
| 2. | Action List   | 8-12  |
| 3. | Hillside Community Voice Minutes                        | 13-17 |
| 4. | YP Tourism Annual Report                                | 18-48 |
| 5. | Commonwealth Financial Assistance Grants                | 49-51 |
| 6. | South Australian Boating Advisory Committee Appointment | 52-53 |

4.4	<u>Corporate and Community Services</u>	Pages
1.	Art Committee Minutes	54-58
2.	Audit Committee Minutes	59-65
4.5	<u>Assets and Infrastructure Services</u>	Pages
1.	Construction and Maintenance Works	66-68
4.6	<u>Development Services</u>	Pages
1.	Environmental Health Activity Report	69-70
2.	Development Application Decisions	71-79
3.	Wastewater System Application Decisions	80-83
4.	Inspectorial Activity Report	84-85
ITEM 5	<u>VISITORS TO THE MEETING</u> Terry Kallis, Yorke Biomass Energy	
ITEM 6	<b><u>DEBATE AGENDA</u></b>	Page 86
6.1	<u>CHIEF EXECUTIVE OFFICER</u> Nil	
6.2	<u>CORPORATE AND COMMUNITY SERVICES</u>	Pages
1.	Financial Report	87-91
2.	Christmas Office Closure	92-93
3.	Maitland and District Progress Association Community Grant 2015/2015	94-103
4.	Expressions of Interest – Maitland Children’s Centre	104-105
5.	Rates Relief Policy	106-115
6.	LGA Workers Compensation Scheme WHS and Return to Work Policy	116-121
7.	James Well and Rogues Point Progress Association – request for defibrillator	122-127
6.3	<u>ASSETS AND INFRASTRUCTURE SERVICES</u>	Pages
1.	Draft Transport Asset Management Plan	127-152
2.	90 Day Project – A Modern Transport System for Agriculture	153-160
6.4	<u>DEVELOPMENT SERVICES</u>	Pages
1.	Revocation of Community Land - Warooka	161-165
2.	Reassignment of Port Vincent Kiosk Lease	166-172
3.	Planning Development & Infrastructure Bill Submission	173-183
ITEM 7	<u>GENERAL BUSINESS</u> Council has resolved that an Agenda Item “General Business” be included on the Council Agenda to enable members to raise matters of a minor nature for action by the Administration, or to call for reports.	
ITEM 8	<u>CONFIDENTIAL AGENDA</u>	Pages 184
1.	4WD Wheel Loader – North Tender	185-186

2.	4WD Wheel Loader – South Tender	187-188
3.	Bitumen Supply 2015-16	189-190
4.	Construction Grader	191-192
5.	Self-Propelled Vibratory Single Drum Roller	193-194
6.	CEO Performance Appraisal	195-196

ITEM 9      NEXT MEETING  
Wednesday 11<sup>th</sup> November 2015

ITEM 10     CLOSURE



## **MAYOR**

### **ITEM 2**

#### **MONTHLY REPORT**

(File Ref: 9.24.1.1)

#### **INTRODUCTION**

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

#### **RECOMMENDATION**

That the report be received.

#### **COMMENT**

2 <sup>nd</sup> September	INR
4 <sup>th</sup> September	Stansbury Oyster Growers meeting
8 <sup>th</sup> September	STARCLUB & YP Alliance meeting, Wakefield Regional Council
9 <sup>th</sup> September	Central Local Government Region Special meeting for Mayors, Clare & Gilbert Valleys Council Council Meeting
17 <sup>th</sup> September	Local Government Association Board Meeting, LGA House
21 <sup>st</sup> September	Building Resilience Workshop, Council Chambers
22 <sup>nd</sup> September	Development Assessment Panel meeting, Council Chambers
23 <sup>rd</sup> September	Audit Committee Meeting, Council Chambers Council Workshop, Council Chambers
25 <sup>th</sup> September	Central Local Government Region Meeting, Clare & Gilbert Valleys Council
29 <sup>th</sup> September	Official Office Opening
30 <sup>th</sup> September	Yorke Peninsula Field Days Official Opening Luncheon

#### **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)

##### **PURPOSE**

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

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s:	Corporate Governance and Leadership
	2. Organisational Efficiency and Resource Management
Strategic Goal/s:	2.2 Efficient, effective and professional organisation

##### **DISCUSSION**

1 <sup>st</sup> September	Corporate Management Team meeting Meeting with Andrew Gravestock Maitland Area School, Stormwater Harvesting
2 <sup>nd</sup> September	Meeting with Terry Kallis, Yorke Biomass Energy Meeting with Erica Dearlove, Rex Minerals
4 <sup>th</sup> September	Meeting with Oyster growers Stansbury
7 <sup>th</sup> September	Meeting with Chris Gregory, NBN Yorke Peninsula Corporate Management Team meeting
8 <sup>th</sup> September	STARCLUB and YP Alliance Meeting, Wakefield Regional Council Meeting with North Coast Road residents
9 <sup>th</sup> September	Monthly Council Meeting
11 <sup>th</sup> September	Meeting with Maitland Golf representatives
15 <sup>th</sup> September	Corporate Management Team meeting
18 <sup>th</sup> September	Meeting with Kelly Anne Saffin and Jo Buchanan (Yorke & Mid North RDA)
21 <sup>st</sup> September	Meeting with the LGFA
22 <sup>nd</sup> September	Corporate Management Team meeting
23 <sup>rd</sup> September	Audit Committee Meeting Council Workshop
25 <sup>th</sup> September	Central Local Government Region, Strategic Plan Development
29 <sup>th</sup> September	Official Office Opening

## **CHIEF EXECUTIVE OFFICER**

### **IA/ITEM 4.3**

#### **2. ACTION LISTING REPORT** (File Ref: 9.24.1.1)

##### **PURPOSE**

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

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

Key Theme: Corporate Governance and Leadership  
2. Organisational Efficiency and Resource Management  
Strategic Goal: 2.4 Effective Risk Management

##### **DISCUSSION**

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

##### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999  
Yorke Peninsula Council's Risk Management Framework

##### **ATTACHMENTS**

**Attachment 1:** Action Listing

# COUNCIL MEETING 14<sup>th</sup> October 2015

## Action List

Responsible Officer	Agenda Item Number	Task	Due Date	Status
Director Development Services	10 <sup>th</sup> 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 <sup>nd</sup> January 2014				
Director Development Services	DA/CCS/R4	Organise Land Only lease for Balgowan Camping Ground	As soon as Ministerial approval is granted	Waiting on consent
14 <sup>th</sup> May 2014				
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 <sup>th</sup> August, 2014				
Director Development 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	December 2015	Still with the Minister's office Waiting for finalisation of negotiations between the Minister and CFS
8 <sup>th</sup> April 2015				
Director Development Services	DA/DS/R2	Prepare a plan to implement the Bush Camping recommendations	October 2015	Commenced
13 <sup>th</sup> May 2015				
Director Development Services	DA/DS/R2	Council agreed to accept care, control and management of Lot 10 Moorowie Terrace Port Moorowie CR5323/554	As soon as Ministerial approval is granted	Underway awaiting response from Minister

10<sup>th</sup> June 2015

Director Development Services	DA/CCS/R4	Relinquishment of care/control of Crown land occupied by the Royal Volunteer Coastal Patrol SA Inc. Port Victoria adjacent to the Port Victoria CFS station to accommodate the new CFS station requirements	Associated with Port Victoria CFS issue RVCP likely to be transferred to the Crown	Still with the Minister's office Waiting for finalisation of negotiations between the Minister and CFS
Director Assets and Infrastructure Services	DA/AIS/R3	Organise to work with DPTI to undertake a review of the speed limit buffer zones at Wool Bay	July/August 2015	DPTI Notified Unsure of timeframes for DPTI to undertake assessment and advise back to Council
Director Development Services	DA/DS/R1	Organise for the Mayor and CEO to sign and seal LMA for Foul Bay	November 2015	Waiting on Developer information

12<sup>th</sup> August 2015

Director Development Services	DA/CCS/R5	Finalise the proposed lease for the Royal Volunteer Coastal Patrol at Point Turton	October 2015	Negotiations underway for driveway access point – Operations Co-ordinator to meet with Lessee
Director Development Services	DA/CCS/R6	Finalise the proposed lease for the SYP Community Shop Inc at Yorketown	September 2015	Completed
Director Corporate and Community Services	DA/CCS/R7	Advise McQueen Funeral Services of the outcome of his request	August 2015	Completed
Director Corporate and Community Services	DA/CCS/R9	Organise for the three scenic tourism frames to be organised in the approved locations	October 2015	Underway - letters written to Progress Associations. Installation due October
Director Assets and Infrastructure Services	DA/AIS/R2	Organise the requirements for public consultation in relation to the Draft Transport Asset Management Plan	August 2015	Public consultation process completed. Report to October 2015 Council Meeting for formal adoption

Director Development Services	DA/DS/R1	Organise for the Mayor and CEO to sign and seal the LMA for Allotment 3003 DP41615.	September 2015	Waiting on Developer information
Director Development Services	DA/DS/R2	Organise for the removal of the LMA from Allotment 102 DP34305	September 2015	Completed
Director Development Services	DA/DS/R4	Organise the application for the New Year's Eve Stansbury Dry Zone	August/September 2015	Completed
Director Development Services	DA/DS/R5	Organise for the Mayor and CEO to sign and seal the supplementary LMA for Allotment 9 CT 5383/893	August 2015	Underway
9 <sup>th</sup> September 2015				
Director Assets and Infrastructure Services	Motion on Notice	Organise a plan for allocating \$1 million for the accelerated roadside vegetation management	October 2015	Presentation to September 2015 Workshop
CEO	DA/CEO/R1	Organise expression of Interest for Stage 2 PLEC scheme for Minlaton	October 2015	Completed
CEO	DA/CEO/R2	Advise YP Community Transport in relation to the interim service agreement	September 2015	Completed
CEO	DA/CEO/R3	Organise the draft Strategic Management Plan vision and goals to undergo Public Consultation	October 2015	Public forums being held 6 <sup>th</sup> & 7 <sup>th</sup> October
CEO	DA/CEO/R4	Update delegations register with new delegations	September 2015	Completed
Director Corporate and Community Services	DA/CCS/R2	Advise all applicants of the outcome from the Community Grants 2015/2016 process	September 2015	Completed
Director Corporate and Community Services	DA/CCS/R3	Update Management & Recovery of Outstanding Debts Policy and place on website	September 2015	Underway
Director	DA/CCS/R4	Update Hardship Policy for residential water	September 2015	Completed

Corporate and Community Services		customers and place on website		
Director Assets and Infrastructure Services	DA/AIS/R1	Advise Transpacific the proposed fees have been adopted by Council. Update Transfer Station Gate Fees on the Fee and Charges register	September 2015	Completed
Director Development Services	DA/DS/R1	Organise for the Mayor and CEO to sign and seal the supplementary LMA for Section 232 Hd of Minlacowie, Hardwicke Bay	October 2015	Underway
Director Development Services	DA/DS/R2	Grant a lease over portion of road reserve for Port Victoria Hotel-Motel	October 2015	Lessee to organise update of ownership details on CT for lease to be finalised as per solicitor
Director Development Services	DA/DS/R3	Update Cemetery Management Policy and place on website	September 2015	Completed
Director Assets and Infrastructure Services	CA/AIS/R1	Advise the outcome of the tender for Bitumen Emulsion Supply	September 2015	Completed
Director Assets and Infrastructure Services	CA/AIS/R2	Advise the outcome of the tender for Material Supply	September 2015	Completed



## **CHIEF EXECUTIVE OFFICER**

### **IA/ITEM 4.3**

#### **3. HILLSIDE COMMUNITY VOICE MINUTES**

(File Ref:9.24.1.1)

##### **PURPOSE**

To provide Elected Members with the latest minutes and information from the Hillside Community Voice group.

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO 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.

##### **DISCUSSION**

The minutes from the August meeting are attached for member's information.

Council staff have established a page on the website for this information to be included and allow access for the wider community.

# Hillside Community Voice Minutes

10 August 2015

**Facilitator** K Van Schaik

**HCV Attendees** T Stock (YPC), P Klopp (Ag Bureau, South Kilkeran), D Kluske (Local Trader), B Sleath (Pine Point PA), D Hosking (Community Member), E Dearlove (Rex Minerals), Stewart Lodge (Ag Bureau, Petersville), L Kakoschke (Ag Bureau, South Kilkeran), J Wundersitz (YPLOG), C Redding (Community Member), M Redding (Community Member), S Kennedy (Local Trader),

**Apologies** J Sandercock (Ardrossan PA), P Maguire (James Well/Rogues Point PA), P Koulizos (Community Member), G Mattchoss (Black Point PA), K Wanganeen, J Buchanan (YP Tourism & RDA), L Easter (Port Vincent), Stephen Lodge (Ag Bureau), M Young (Ag Bureau, Petersville), Nick Marsh

**Minute taker** K Van Arend (Rex Minerals)

AGENDA ITEM	Notes	ASSIGNED TO/DATE DUE
1. Welcome & Introductions	<p>Meeting opened at 6.37pm</p> <p>K. Van Schaik welcomed everyone to tonight's meeting</p> <p><b>Record keeper for this meeting /recording</b> – K Van Arend</p> <p><b>Apologies</b> – noted above</p> <p><b>Safety statement</b></p> <p>A reminder that any of our discussions support our values and our code of conduct and respects everybody's different and varying point of views.</p> <p><b>Confirmation of meeting notes:</b></p> <p>K Van Schaik noted that in a past meeting it was agreed by HCV members for the checking of minutes to be rotated between the members. The final draft to then be sent to K Van Schaik for a final check before distribution.</p> <p>D Kluske to check the draft of this month' minutes.</p> <p><u>June minutes:</u></p> <p>K Van Schaik thanked K Van Arend for collating the July minutes.</p> <p>J Wundersitz noted that the action from the 4<sup>th</sup> May to circulate information about the DSD MLP/PEPR guidelines was resolved at the May meeting. It was agreed and subsequently a letter was written to DSD requesting them to provide a summary of any relevant changes. K Van Schaik advised this action would need to stay in July's minutes but would be deleted in the August minutes.</p> <p>Moved that the minutes were a true and correct record of the meeting on the 13<sup>th</sup> July 2015</p> <p><b>Moved</b> – K Van Schaik <b>Seconded</b> – L Kakoschke</p> <p><u>YPC website:</u></p> <p>July minutes were endorsed for distribution and can now be made available on the YPC website and through the community networks.</p>	D Kluske to check the draft of this month' minutes
2.	<p><b>Actions from Meeting May 4th 2015</b></p> <ol style="list-style-type: none"> <li>1. Request from HCV to Rex for Chair/Leadership position. <b>Agenda item (to be discussed below).</b></li> <li>2. E Dearlove to confirm dates with R Laufmann. <b>To be discussed below</b></li> </ol> <p><b>Actions from Meeting July 13th 2015</b></p> <ol style="list-style-type: none"> <li>3. K Van Schaik to contact R Laufmann both by email and phone call regarding a person to person meeting. (letter per email sent 20/7/15. Phone contact 5/8/15)</li> </ol> <p><u>Action follow up:</u></p> <p>A formal written response has not been received from Rex at this stage but after sending the letter K Van Schaik had the opportunity to speak to R Laufmann.</p>	COMPLETE

AGENDA ITEM	Notes	ASSIGNED TO/DATE DUE
	<p>R Laufmann understands the position that the HCV are in and has now committed to come and meet with key stakeholders and in particular the landowners. They are the first priority followed by the HCV then a community workshop facilitated by the HCV. This will be an opportunity for R Laufmann to be able to present the information from the EFS and respond to questions. R Laufmann was very supportive of the visit and wanted to ensure that he had an understanding of all aspects of the history, detail, and culture of the area so that he is able to respond accordingly.</p> <p>K Van Schaik will be meeting R Laufmann on Wednesday of this week and will provide background information, the intent, aims and outcomes of the HCV. Also to reiterate that the HCV is not the keeper of information but a transparent conduit to the community.</p> <p>K Van Schaik also spoke to A Querzoli about the communication with R Laufmann. A Querzoli is happy to attend meetings and to answer questions.</p> <p>The HCV members confirmed that they would like A Querzoli to attend both the HCV meeting(s) and the community meeting and agreed that the planning for the community meeting will be very important.</p> <p>J Wundersitz raised the issue of receiving information from the HCV session with R Laufmann and DSD and then not being able to release this information to the broader community until such time of the community workshop session. E Dearlove and K Van Schaik advised that due to the company's reporting obligations this information would be made public and the community workshop would be the opportunity for people to come along and in a controlled environment ask their questions based on the this information.</p> <p>4. Summary of the Job Description, terms of employment and the recruitment strategy (agenda item below)</p>	COMPLETE
<b>3. Update from Rex</b>	<p><b>Planning visit with R Laufmann to the YP to update landowners, HCV and other stakeholders</b></p> <p>E Dearlove advised that R Laufmann was available to meet with the HCV on the 1<sup>st</sup> or 2<sup>nd</sup> of the September and also had the 7<sup>th</sup> and 8<sup>th</sup> of September available for the community workshop. There was a lengthy discussion around these potential dates and concerns were raised that one week is not enough time between the HCV meeting and the community workshop. It was agreed that the HCV meeting be held at 7.00pm on 1<sup>st</sup> September 2015 with the potential to hold a second meeting on the 7<sup>th</sup> of September at 6.30pm with R Laufmann and A Querzoli or use for planning. The community workshop to be in the week Tuesday 22<sup>nd</sup> to Friday 25<sup>th</sup> September depending on availabilities. K Van Schaik to check A Querzoli availability for the meetings. E Dearlove to check R Laufmann's availability for the community workshop.</p> <p>There were concerns that R Laufmann will attend but not provide any new information. K Van Schaik noted that our letter to R Laufmann stated that he needed to be able to provide the information requested and there is no point in coming unless he can do that. E Dearlove confirmed that he will have new information and details.</p> <p>C Redding asked if Rex had provided DSD with their required information of the differences between the MLP and EFS. E Dearlove advised that Rex are providing the responses now.</p> <p><b>Withdrawn previously differed application for an MPL at Port Ardrossan.</b></p> <p>E Dearlove explained the different tenements that Rex had applied for e.g. Mining Lease (ML), extractive minerals lease (EML), Miscellaneous Purposes Licence (MPL) which included the power line, slurry pipeline and seawater intake. The ML and EML at site, and the MPL for the infrastructure corridor have all been approved. With the upgrade of Port Ardrossan no longer required for the copper/gold only mine plan, the MPL application which was never approved by DSD, has been withdrawn by Rex.</p>	<p>K Van Schaik to check Andrews availability</p> <p>E Dearlove to check R Laufmann's availability.</p>

AGENDA ITEM	Notes	ASSIGNED TO/DATE DUE
	<p><b>Submitted a letter to DSD requesting a Program for Environmental Protection and Rehabilitation (PEPR) and Social Management Plan (SMP) extension.</b></p> <p>Rex have written a letter to DSD requesting an extension for the PEPR and SMP. These are the two items in the Lease and Licence conditions that have a 12 month time frame. Rex have not yet received a response from DSD. If approval is granted by DSD, Rex would have 12 months from the date of the approval to complete the PEPR and SMP.</p> <p>J Wundersitz stated her concern that DSD could approve the extension without any consultation or feedback from the community and this is why it will be so important to have DSD present at the meetings with R Laufmann.</p> <p>The HCV discussed this and agreed they would like A Q present at the meetings to be able to answer their questions/concerns on this matter. It was also agreed and moved that K Van Schaik will write to DSD and request that in the absence of any formal guidelines associated with the revised mining plan, that the community have a formal period of consultation regarding the modifications to the mining plan that will be recognised as part of the assessment.</p>	<p>K Van Schaik to write to DSD and request the community have a formal period of consultation</p>
<p><b>4. Facilitator Working Group Report</b></p>	<p>Feedback was provided on both the job description and the advertisement. A change regarding the wording around the flexibility of working hours was recommended. It was agreed that the working group make the suggested changes prior to publishing.</p> <p>A discussion was held surrounding the process and the following action items were agreed:</p> <ol style="list-style-type: none"> <li>1. T Stock to approach the YPC re: <ul style="list-style-type: none"> <li>• Ability to provide space for the candidate if required depending on the suitable candidate.</li> <li>• Access to the YPC's HR manager to provide assistance including drafting of questions for interviews, interview panel and guidance for the process, location for interviews and location for the successful candidate if required. (see September 7<sup>th</sup> minutes for outcome completed on 11<sup>th</sup> August 2015)</li> <li>• Agreeable to placing position vacant ad on HCV page of YPC website.</li> </ul> </li> <li>2. Advertisement for 'Position Vacant' to be placed in the YP Country Times and Stock Journal the week beginning 17<sup>th</sup> August 2015 with a closing date of 4<sup>th</sup> September 2015.</li> <li>3. E Dearlove to approach the YP Country Times about writing an article to accompany the advertisement</li> <li>4. K Van Schaik to provide a copy of the 'Expression of Interest' to DSD. K Van Arend to forward final copy to K Van Schaik once amendments agreed by working group.</li> </ol> <p>Nominated Selection Panel for Interviews - T Stock, L Kakoschke, E Dearlove, J Sandercock L Kakoschke will monitor the expressions of interests email and forward any applications to all HCV members.</p>	<p>Working group to make the recommended changes to EOI and advertisement</p> <p>Actions as per numbered items</p>
<p><b>5. Activity - Review of Rex's Community Engagement Plan (CEP)</b></p>	<p>With time constraints, it was agreed to start the next meeting on Tuesday 1<sup>st</sup> September at 6.00pm and spend until 7.00pm working on the CEP. The areas to be focused on:</p> <ul style="list-style-type: none"> <li>• Key Stakeholders</li> <li>• Table 6</li> <li>• Table 10 Action Plan</li> <li>• Specific Wording e.g. 'interest'</li> </ul> <p>Following the discussion from the previous meeting and general discussion tonight it was noted that the language and preamble to the CEP needs to be amended to clearly articulate and say very simply:</p> <p><i>"This is the list of people and they are all priority stakeholders. This is the way we will use this list and we will consult and engage with them subject to the nature of..."</i></p>	

AGENDA ITEM	Notes	ASSIGNED TO/DATE DUE
	E Dearlove to amend the some of the wording in the preamble to reflect the above and the general principles discussed. E Dearlove to then send out this word version to the HCV members to allow time for review before the meeting on 1 <sup>st</sup> September 2015 where the above noted areas will be addressed.	E Dearlove to amend CEP and send word version to HCV members
<b>6. HCV Terms of Reference</b>	With time constraints at the meeting it was agreed for members of the HCV to review the ToR and Operations Guidelines (ToR) and make any suggestions or changes with tracking/highlighting/comments e.g. new member inductions & visitors. Each member to then circulate their suggested changes to all HCV members by 24th August 2015. T Stock noted that the HCV needs to be mindful of any visitors/new members attending HCV meetings especially for the first time and ensure that they feel welcomed.	K Van Arend to send out a word version of ToR to all members.
<b>7. Any other business</b>	A Querzoli from DSD provided K Van Schaik with a formal response regarding a progress update for the investigation into R Clift's Bore water supply. DSD have gone back to R Clift to seek all of the details including locations of bores potentially involved. They have received all required information from Rex about what testing was completed and the outcomes. This has been collated and forwarded to the senior hydro geologist from DEWNR who will complete the independent assessment of the matter.	
<b>8. Confirm key actions and dates</b> <ol style="list-style-type: none"> <li>1. D Kluske to check the draft of this month' minutes.</li> <li>2. K Van Schaik to check A Querzoli availability for the meetings.</li> <li>3. E Dearlove to check R Laufmann's availability for the community workshop to be held in the week 22<sup>nd</sup> – 25<sup>th</sup> September 2015.</li> <li>4. K Van Schaik to write to DSD and request the community have a formal period of consultation before any approvals are given.</li> <li>5. HCV Facilitator Working Group to make the recommended changes to EOI and Ad before publishing.</li> <li>6. T Stock to approach the YPC for the facilitators position re: <ul style="list-style-type: none"> <li>• Ability to provide space for the candidate if required depending on the suitable candidate.</li> <li>• Access to the YPC's HR manager to provide assistance if required and location for interviews.</li> <li>• Agreeable to placing position vacant ad on HCV page of YPC website.</li> </ul> </li> <li>7. Advertisement for 'Position Vacant' to also be placed in the YP Country Times and Stock Journal the week beginning 17th August 2015 with a closing date of 4th September 2015.</li> <li>8. E Dearlove to approach the YP Country Times about writing an article to accompany the advertisement.</li> <li>9. K Van Schaik to provide a copy of the Expression of Interest to DSD and associated correspondence as sent to rex re leadership position. K Van Arend to forward final copy to K Van Schaik once amendments agreed by working group.</li> <li>10. E Dearlove to amend CEP preamble and send word version to HCV members.</li> <li>11. K Van Arend to send out a word version of ToR to all members.</li> </ol>		21 <sup>st</sup> August 17 <sup>th</sup> August 17 <sup>th</sup> August 17 <sup>th</sup> August 12 <sup>th</sup> August 14 <sup>th</sup> August 14 <sup>th</sup> August 14 <sup>th</sup> August 14 <sup>th</sup> August 17 <sup>th</sup> August 17 <sup>th</sup> August 12 <sup>th</sup> August
<b>Items for website</b> July's minutes approved for the YPC website by K Van Arend. <b>Information for communication network distribution</b> July's minutes approved for distribution.		
<b>8. Meeting Close</b> Meeting was closed at 8.58pm  <b>Next meeting date</b> When: Tuesday 1st September 2015 Where: Ardrossan Bowling Club Time: 6.00pm – 7.00pm Community Engagement Plan 7.00pm – meeting with R Laufmann & A Querzoli		
<b>Items for agenda</b> <ol style="list-style-type: none"> <li>1. Community Engagement Plan</li> <li>2. Discussion between HCV and R Laufmann (Rex) with A Querzoli (DSD).</li> </ol>		

## **CHIEF EXECUTIVE OFFICER**

### **IA/ITEM 4.3**

#### **4. YORKE PENINSULA TOURISM ANNUAL REPORT** (File Ref:9.24.1.1)

##### **PURPOSE**

To provide Elected Members with a copy of the Annual Report prepared by YP Tourism and their Business Plan for 2015-16.

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

Strategic Plan

Key theme: Sustainable Communities

3. Our Economy

Strategic goal: Sustainable economic growth

##### **DISCUSSION**

Council continues to provide financial support to Yorke Peninsula Tourism and their Annual Report and Business Plan for 2015-16 has once again been prepared and forwarded to all funding partners for information (copy's attached).

The report highlights the key activities and achievements of YP Tourism during the past financial year 2014/2015.

##### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Not applicable.



# Yorke Peninsula Tourism

## Annual Report 2014/15

50 GRAVES STREET • PO BOX 417 • KADINA SA • 5554

PHONE: 08 8821 2663 • FAX: 08 8821 4588 • EMAIL: [rmm@yorkepeninsula.com.au](mailto:rmm@yorkepeninsula.com.au)

ABN 68 662 055 931





## Chairperson's report

**Alan Rushbrook**  
Yorke Peninsula Tourism Committee



The last 12 months have been a great learning curve for me as I have taken over the Chairs role from the very capable hands of Richards Davis. Coming in to this position I have been struck by two things. One was a clearer undertaking of the amount work that our two staff, Jo and Nicole do. They undertake a huge array of tasks every week and as an organisation we should be proud of their efforts and very grateful for their continued commitment to tourism in this region. The other thing I noticed is how much support the SA Tourism Commission provide to our region. Whilst we would always like more direct financial assistance from them, the campaigns they undertake and professional support they provide this region is very significant.

The past year has been one of challenges and successes. The challenges include the decision of three councils who were previously strong supporters of regional tourism to cease their contributions to the activities of the committee. This is unfortunate as without their support we are unable to give operators in their areas the support other parts of the region receive. Also we have been disappointed at the difficulty the state government has in finalising the new commercial arrangements for Innes National Park and in providing a solution to frustrating bottleneck at Port Wakefield at peak tourism times.

The highlight for the year just finished is probably the outstanding success our region has had at both the State Tourism awards with 3 winners and 7 medallists; and winner of Best Deluxe Accommodation at the Australian Tourism awards. We are also thrilled to see our new web site commence with which we hope will increase interest in our region. During the year the committee has worked hard to ensure that it can continue to have a strong financial base in the future. The local operators continue to support us, as do our generous council stakeholders the District Council of Copper Coast and Yorke Peninsula Council both in annual financial contributions and significant in kind support. They are great supporters of local tourism.

As previously mentioned the committee is very well served by its staff Jo Barrie and Nicole Page and this year we are thankful to Brooke Leibelt who assisted the committee in covering a period of staff leave.

The committee is served by many volunteer members who generously contribute to the local tourism industry. My thanks go to those members who have chosen to retire from the committee this year and we wish them all the best in the future. For those continuing I look forward to working with you all as we seek to assist our operators and make our region a better place to visit.

Alan Rushbrook  
Chairperson, Yorke Peninsula Tourism

## Special thanks to our 2014/2015 Yorke Peninsula Tourism funding partners:







## Tourism Manager's report

**Jo Barrie**

Yorke Peninsula Tourism Manager



It's been another great year with lots achieved and the foundations laid for future opportunities and projects. We continue to strive to produce and develop high quality motivational collateral for the region, and a major milestone was the development and implementation of an exciting new fully responsive website for the entire Yorke Peninsula tourism region. The new website [yorkepeninsula.com.au](http://yorkepeninsula.com.au) is the most comprehensive site for visitors to research, plan and book a Yorke Peninsula holiday. We have lots of future plans to further develop and monetise the site to help towards ensuring Yorke Peninsula Tourism's financial sustainability.

It's very positive to see further investment in tourism with several accommodation upgrades completed including Yondah Beach House and the Moonta Bay Patio Motel. A new 5 star property Sofah Beach House is underway and expected to be completed before the end of the year. We continue to work with other new and proposed projects and developments.

New attractions and tours have also helped boost visitation with the Splash Town Water Park and Copper Coast Indoor Play Café both proving very popular, Pacific Estate Oyster Tours and Yorkes Uncorked, just to name a few. Walk the Yorke is a very exciting project for the region and has the potential to be our unique point of difference to other SA coastal destinations, to help attract more intrastate and interstate visitors to the region. Walk the Yorke could also have great international appeal.

We continue to work very closely with the South Australian Tourism Commission and their destination development team to encourage further investment and growth in tourism into the future. We work closely with all units across the SATC including Marketing, PR, Famils, Research and Events SA.

The media continue to provide fantastic support and help us achieve an incredible level of free publicity. Given our limited resources, we always strive hard to leverage every opportunity and gain as much free publicity and exposure for the region as we can. This has paid off with over \$750,000 worth of tracked media and publicity in the past 12 months.

The SATC Best Backyards Campaign also continues to generate great interest for Yorke Peninsula, and we are working with the SATC and local filmmakers on developing a new video clip under the 'Through Local Eyes' program. The previous "Kids, Crabs and Best Day Ever" video continues to be viewed through You Tube and has now had over 142,900 views.

Yorke Peninsula Tourism is committed to making a significant contribution to the development of tourism and increase awareness of Yorke Peninsula as a must see holiday destination. We couldn't do this without the incredible support of our funding partners and I would like to sincerely acknowledge and thank the District Council of the Copper Coast, Yorke Peninsula Council and the South Australian Tourism Commission.

Tourism is very much a team effort and there are so many individuals, businesses and organisations that also help us achieve our goals. Special thanks to Nicole Page for her amazing ongoing support and assistance; the Yorke Peninsula Tourism Committee for their valued contribution provided on a voluntary basis; SATC staff who are always willing to assist; Regional Development Australia Yorke & Mid North; SA Tourism Industry Council; media; the tourism operators and businesses throughout the region that support our activities. I'd also like to thank Nicole Page and Brooke Liebelt for holding the fort whilst I was on leave.

To follow is a list of some of the activities undertaken by Yorke Peninsula Tourism in 2014/2015. It highlights destination development, online development, website, consumer show activity, industry development, public relations and media activity.

Jo Barrie  
Yorke Peninsula Tourism Manager  
Yorke Peninsula Council  
Council Agenda  
Wednesday 14th October 2015

# Yorke Peninsula Tourism activities 2014/2015

## MEDIA COVERAGE

Various editorials in domestic and international travel and lifestyle publications, national press and radio as well as state and national television, has resulted in over \$750,000 worth of publicity for the region. This is a conservative figure on what we have been able to track and have got dollar figures for. The actual amount would be much higher. Media coverage included:

- 5AA
- 5CS
- ABC 891
- Cruise 1323
- E-book Traveller
- Family Capers
- Herald Sun
- iFish
- InDaily
- Interviews - ABC, 5AA, & 5CS
- Fishing Magazines
- Column in the YP Country Times plus regular coverage and editorial
- Off the Beaten Track
- On the Road Magazine
- Out of the Blue TV
- iFish
- Rocky Travel Blog
- SA Angler
- SA Life Magazine
- SA Life TV
- South Aussie with Cosi
- Sunday Mail – Escape
- The Advertiser
- The Australian
- The Roxby Monitor
- The Senior
- The Stock Journal
- The Sunday Mail & Escape (Nationally)
- The Sydney News
- Trailerboat Fisherman
- Weekend Australian

## SA TOURISM AWARDS

Yorke Peninsula had 3 winners: Aboriginal Cultural Tours South Australia – Best Indigenous Tourism Operator; cu@wallaroo – Best Standard Accommodation; Yondah Beach House – Best Deluxe Accommodation; and 7 medallists

## AUSTRALIAN TOURISM AWARDS

The state winners represented Yorke Peninsula and South Australia as finalists at the Australian Tourism Awards where we had 1 winner. A big congratulations to Yondah Beach House for winning Best Deluxe Accommodation.

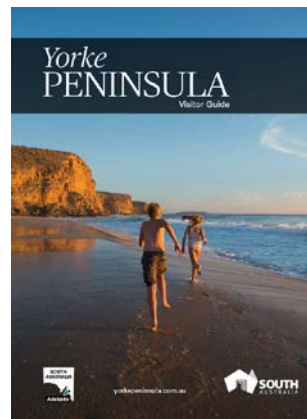
## CONSUMER SHOWS



Yorke Peninsula was represented at the following consumer shows:

Adelaide Caravan & Camping Show 2015  
Brisbane Caravan & Camping Show 2015  
Melbourne Caravan & Camping Show 2015  
Perth Caravan & Camping Show 2015  
Royal Adelaide Show  
Sydney Caravan & Camping Show 2015

## YORKE PENINSULA VISITOR GUIDE



The Yorke Peninsula Visitor Guide is the key piece of printed marketing collateral for the region.

Visitor guides are produced and distributed intrastate, interstate, overseas and online.

Assisted with editorial, proofing & distribution

## REGIONAL FAMILIARISATIONS

### For journalists, industry and trade

Peter Fisher Photography  
Michela Fantinel - Rocky Travel Blog  
Ron Kandelaars - Off the Beaten Track  
SA Food & Wine Guide  
SA Life Magazine  
SA Life TV  
SATC  
SATC Board visit  
South Aussie with Cosi TV

## YORKE PENINSULA BRAND

Revised the logo to have a second option with 'South Australia' underneath, available in mono or colour.



## ONLINE DEVELOPMENT

Ongoing work with industry to increase online booking capability.

Increased the level of product bookable online and registered on the ATDW.

Ongoing work with TXA to encourage ATDW registered businesses to opt into online bookings.

One on one training for operators.

Worked closely with the SATC online team on an online strategy and development of the new [yorkepeninsula.com.au](http://yorkepeninsula.com.au).

## WEBSITE - [yorkepeninsula.com.au](http://yorkepeninsula.com.au)

Worked closely with SATC and JABA to develop and implement a new website. This included writing all the content and sourcing images.

The site is fully responsive and is optimised for all mobile devices, has online bookings and is the most comprehensive tourism website covering the entire region, enabling visitors to research, plan and book their holiday.

There is also an industry section for tourism operators.

## AUSTRALIAN TOURISM DATA WAREHOUSE

Ongoing work with industry to increase the number of listings on the ATDW. Increased from 413 in June 2014 to 535 in June 2015. A total of 145 new products were listed during this time (events come and go).

## PUBLIC RELATIONS

Regular communication with media

Monthly events calendar

Media Releases

YPCT Column - Talking Tourism

Monthly e-newsletter to industry

Industry Workshops

Familiarisation tours and hosting

Work closely with SATC PR team

Ensure YP content in SATC newsletters and publications

Respond to media requests

PR assistance provided to operators and events



SATC BOARD VISIT FUNCTION

## DESTINATION DEVELOPMENT

Worked with developers and operators on regional projects including:

Silver Shores Villa Resort

Wallaroo Marina Apartments

Yondah Beach House

Sofah Beach House

Innes National Park

Walk the Yorke

Yorke's Uncorked

Pacific Estate Oyster Tours

Food Producers

Potential new experiences and hire product

Potential new developments

Worked with industry on SATC, TIRF, TQUAL & RDF funding.

Applied for Recreational Fishing Grant

Worked with events on: Regional Festival and Events Funding; media and publicity opportunities; ATDW; marketing and advertising.

Ongoing work with Events SA and assisting event organisers. Events SA attended the KL for 3 days.

Worked with the SATC on the implementation and review of the Destination Action Plan for the region. Worked with SATC on the new 2015-2017 DAP.

Working with RDA on better food branding and marketing for the region. Held a producers workshop and assisted RDA with a successful PIRSA grant application for Branding YP Produce.

Represented the tourism sector on the REX Hillside Community Consultative Group. Jo Barrie undertook this role initially and it is now undertaken by Jo Buchanan as the YP Tourism and RDA representative.

Ongoing liaison with DEWNR over Innes National Park, including: Expression of Interests process, online bookings and issues regarding the VIC closure and online bookings.

Worked with SATC on a touring route strategy – Seafood Frontier Touring Route

## INDUSTRY FUNCTIONS & WORKSHOPS

Provided ongoing training for operators throughout the region and networking opportunities:

One on one online training sessions

SATC Conference

LG SATC forum

SATC Workshop

SATC Board visit

Get Some Yorke on Your Fork – Food Producers survey and workshop

# Financials



## Details of association:

Tourism Marketing Committee - Yorke Peninsula Incorporated

Registration Number of Association: A36389

Trading as Yorke Peninsula Tourism

## Financial Year:

2014/2015

## Public Officer:

Joanne Lee Barrie

Yorke Peninsula Tourism Manager

8 Park Terrace, Ardrossan, SA 5571

Ph: 0417 838 768

Email: rmm@yorkepeninsula.com.au

## Financials:

Monger & Co, Public Accountants

15 Digby Street, Kadina, SA 5554

## Auditor:

Dean Withers, Chartered Accountant

Dean Withers & Associates Pty Ltd

15 Fifth Street, Minlaton, SA 5575

The books of the association are located at 50 Graves Street, Kadina, SA 5554

## Committee Members 14/15:

Alan Rushbrook - Chairperson

Jo Buchanan - Deputy Chairperson

Rosemary Cock

Richard Davis

Helly Easter-Smith

Stephen Goldsworthy

Mark Haydon

Greg O'Connor

Wendy Story

Nichole Yeoward


## YORKE PENINSULA TOURISM MARKETING COMMITTEE INC

We have conducted an audit of the accounting records of the Association for the period from 1<sup>st</sup> July 2014 to 30<sup>th</sup> June 2015. The Financial Statements are based on the cash system of recording (except for the creditor owing to the District Council of the Copper Coast for wages support) and therefore record the Receipts and Payments for the year. This statement is supported by a reconciliation of the bank accounts.

It was not possible to extend the review of the receipts beyond the amounts as first recorded in the books of the Association.

In our opinion the income and expenses as recorded in the Financial Statements are in accordance with supporting documentation presented to us and the bank account agrees with the reconciliation.

**Dean Withers & Associates Pty Ltd**  
**Chartered Accountants**

  
**Dean Withers-Director**  
**29<sup>th</sup> July 2015**





# Yorke Peninsula Tourism

## Business Plan 2015 - 2016



Prepared by Jo Barrie  
Yorke Peninsula Tourism Manager



Yorke Peninsula Tourism  
50 Graves Street, Kadina  
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[www.yorkepeninsula.com.au](http://www.yorkepeninsula.com.au)

Special thanks to our Yorke Peninsula Tourism funding partners:



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## **Executive Summary**

Yorke Peninsula Tourism (YPT) is the key organisation assigned the responsibility of communicating the benefits of visiting the region. In 2015 - 2016 YPT will continue to work closely with key stakeholders and lead agencies, in particular the South Australian Tourism Commission (SATC), District Council of the Copper Coast, Yorke Peninsula Council, Regional Development Australia - Yorke & Mid North (RDAYMN), South Australian Tourism Industry Council (SATIC) and industry to further develop and market the region.

YPT's aim is to integrate the region's unique, diverse mix of coast, culture, heritage, unspoilt nature and rural communities, to develop the destination and increase visitation and yield.

YPT will maintain a close relationship with the SATC to encourage investment and product development in the region. YPT will strive to get the most out of every opportunity, to strengthen partnerships and maximise cooperative activities.

The intrastate market accounts for over 90% of the total domestic visitors to Yorke Peninsula, and therefore is the key sustaining market for the region. It also demonstrates the huge potential for growth in the other markets.

Most visitors are unaware of regional tourism boundaries, and YPT will work towards strengthening links with neighbouring regions.

YPT will continue to promote industry networking and development to ensure greater awareness of and participation in broader activities; maintain and further develop the Yorke Peninsula Tourism website, more products bookable online, ensuring continued support from local government stakeholders and industry.

YPT will maintain its Australian Tourism Accreditation and strive to continue to be an effective regional tourism organisation.

This Business Plan aims to ensure that the region maximises opportunities and the strategies are aligned with the Yorke Peninsula Destination Action Plan (DAP) and the South Australian Tourism Plan.

## Introduction

Yorke Peninsula Tourism (YPT) was incorporated in July 2000 and is a not-for-profit non-membership based organisation. It comprises representatives of local government, tourism industry, and individuals with marketing and business skills, knowledge of the tourism industry and a strategic planning focus from throughout the region.

The YPT Committee currently comprises: Alan Rushbrook as Chair, Jo Buchanan as Deputy Chair and Committee Members Richard Davis, Greg O'Connor, Stephen Goldsworthy, Wendy Story, Helen Easter-Smith, Mark Haydon, Nichole Yeoward and Rosemary Cock.

YPT has one full time staff person: Jo Barrie, Yorke Peninsula Tourism Manager and one part time staff person: Nicole Page, Yorke Peninsula Tourism Coordinator.

YPT is responsible for developing and implementing an annual business plan for the region to identify and implement cost effective strategies to increase the profile of the Yorke Peninsula tourism region and increase visitation, spend and length of stay.

YPT's objectives are to:

- Increase the profile of Yorke Peninsula as a holiday destination
- Provide and promote cooperative opportunities and maximise industry participation
- Identify regional opportunities to fill state product gaps and increase industry's ability to promote and sell Yorke Peninsula
- Encourage new investment
- Build and foster relationships and partnerships

The Yorke Peninsula tourism region covers the total areas of the District Council of the Copper Coast and Yorke Peninsula Council and parts of the District Councils of Barunga West, Wakefield Regional and Mallala.

The District Council of the Copper Coast and Yorke Peninsula Council provide an annual contribution of funds to Yorke Peninsula Tourism along with the SATC.

The District Councils of Barunga West, Mallala and Wakefield Regional Council don't currently contribute any funding and therefore YPT delivery of service focuses predominantly on the District Council of the Copper Coast and Yorke Peninsula Council areas. YPT is only funded to act as the 'local contact' to the SATC for the wider region.

There are also a number of industry and community groups within the region recognised by YPT as key partners. These include Regional Development Australia - Yorke & Mid North, Tourism & Trader Associations and Town Progress Groups who actively promote improved business practice and promotions within their particular part of Yorke Peninsula.

YPT also liaises closely with the 2 accredited visitor information centres based at Kadina and Minlaton and the visitor information outlets throughout the region. All of these visitor information providers play an integral role in ensuring visitors to the region are well serviced and YPT is committed to supporting these centres.

YPT will continue to build links with operators to develop new products, get product bookable online and encourage operators throughout the region to cooperatively work together.

## Regional Overview

Yorke Peninsula's tourism industry has grown up around a long tradition of self drive beach holidays for Adelaide residents and South Australians. The region can fairly claim to be one of 'South Australian's favourite holiday playgrounds'.

The Yorke Peninsula tourism region stretches from Innes National Park and Cape Spencer on the southernmost tip of Yorke Peninsula to Port Broughton and Bute in the north, and around Gulf St Vincent's eastern coastline from Port Wakefield to Port Gawler encompassing the Samphire Coast.

With over 700 kilometres of spectacular coastline, dotted with historic jetties, mixed with unspoilt nature and a fascinating history, Yorke Peninsula is a key recreational destination for South Australian's and a haven for families, anglers, surfers, divers, bushwalkers and campers.

The region is a fishers paradise offering good catches of whiting, snapper, garfish, salmon, squid and blue swimmer crabs...just to name a few. A higher percentage of visitors participate in fishing than any other South Australian region. Four of the states 19 Marine Parks are situated along the shores of Yorke Peninsula.

Yorke Peninsula has a rich aboriginal, mining, agriculture and Cornish heritage, on show throughout the region in museums, attractions, tours and events including the biennial Kernewek Lowender – Copper Coast Cornish Festival.

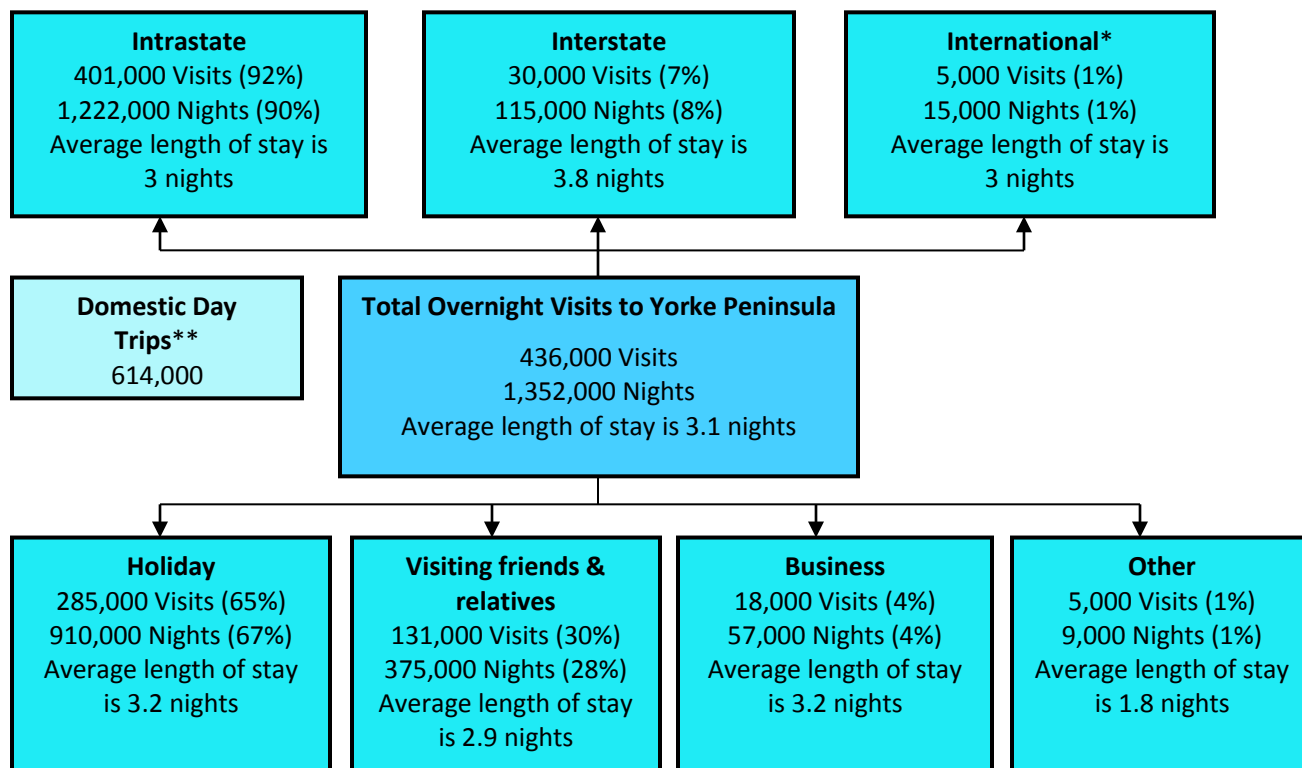
Yorke Peninsula offers a wide range of tourist accommodation, including caravan parks and camping grounds, holiday homes, bed and breakfast, farm stay, hotels, motels, villas and apartments.

Traditional holiday housing was budget, often self-constructed shack accommodation. However, Yorke Peninsula's holiday housing has moved steadily up market on the back of the sea change, with hundreds of holiday homes upgraded every year, and new high value homes constructed.

## Yorke Peninsula Market Summary 2014<sup>1</sup>

In 2014, over 1 million people visited the region. 436,000 overnight visitors to the Yorke Peninsula Tourism Region that stayed 1,352,000 nights and there were 614,000 domestic day trips.

The average length of stay for total overnight visitors to the region is 3.1 nights.



<sup>1</sup> Source National Visitor Survey and International Visitor Survey, 2014. Figures are for visitors 15 years and over and children are not included.

\* International visitor results are from the Year Ending September 14.

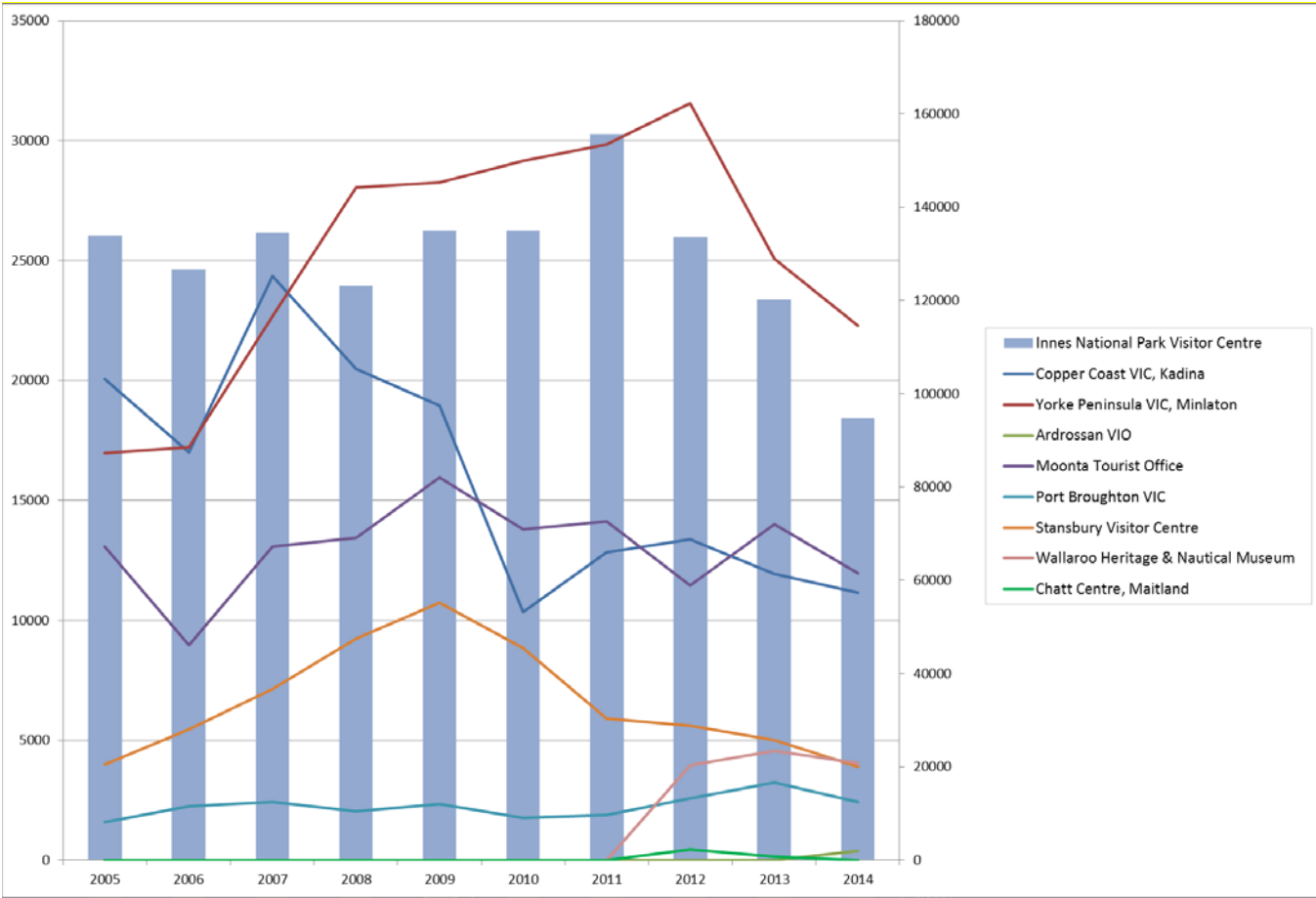
\*\*Day Trips are defined as trips involving a round trip distance of at least 50 km and being away from home for at least 4 hours, but not overnight – this means that day trippers are generally local residents or residents of adjoining regions and for most regions are predominantly intrastate visitors. Day visits by domestic and international visitors that visit the region while on an overnight stay in another region are additional to the figure above.

Note: Totals by purpose of visit may sum to more than overall total as visitors may visit the region more than once, but for different purposes, on the one trip. 'Other' includes employment, education, health related, passing through and not stated or not asked.

# Regional Visitation Data

## Regional Visitor Information Providers

The following chart shows visitation figures from the regions 2 accredited visitor information centres located in Minlaton and Kadina and visitor information outlets in Moonta, Port Broughton, Wallaroo, Ardrossan, Stansbury, Maitland and Innes National Park.



*Note: The Ardrossan Progress Association VIO opened in 2014*

## **Region Specific Tourism Issues**

### **Product Development**

There is currently minimal packaged/bundled product in Yorke Peninsula and limited product in wholesale programs.

### **Australian Tourism Data Warehouse (ATDW)**

There are limited registered operators on the ATDW that is also used by the SATC as its database. Although it is free to register for distribution across multiple distribution channels, many operators and events don't register.

### **Product Bookable Online**

There is limited accommodation and tourism product bookable online in real time. Many accommodation operators are reluctant to register for online bookings as they like to 'screen' bookings and are concerned about loss of control. Commissions are also another barrier.

### **New Investment**

There is a need to upgrade some of the existing accommodation stock from 3 star and below to four star and above. Investment into some of the regions boat ramps is needed to improve facilities. (eg Port Hughes, Marion Bay, Ardrossan ....)

### **Measuring Tourism Industry Performance**

It is difficult to track market reactions to campaigns; yield; accurate visitation within the region, as market research is based on sample surveys that are subject to sampling variability.

### **Signage and Roads**

Directional and interpretive tourist signage is inadequate and some road conditions are very poor for touring.

### **Transport**

Limited public transport and no car hire facilities within the region.

### **Funding**

Limited funding available to undertake marketing, infrastructure & destination development.

### **Trading Hours and Services**

Some towns offer limited trading hours across all sectors that aren't conducive to holiday makers. i.e. don't offer dining after 8pm; many fuel outlets close early; don't open 7 days etc.

### **Regional Dispersal**

Low cost carriers offering cheap airfares have made city to city and overseas holidays more affordable, which impacts on regional dispersal and touring holidays.

### **Marine Parks & Spatial Snapper Closures**

Due to lack of understanding, it is perceived that it will be harder to fish on Yorke Peninsula due to Marine Parks and the extension of spatial snapper closures.

### **Innes National Park Visitor Centre Closure and Online Park Entry**

Confusion over online park entry and accommodation bookings following the VIC closure.

## Yorke Peninsula's Key Selling Points

- The tourism region has over 700 km of diverse coastline
  - Sandy beaches
  - Rugged cliff tops
  - Islands
  - Clean clear waters
- Region's proximity to Adelaide and other regions
- Fishing/on-water activity
  - Access via beach, jetty, private boat or charter
  - Variety of species
  - Sheltered waters/bays
- Boating facilities
  - Pt Vincent/Wallaroo Marinas
  - Protected boat ramps
  - Many new all weather boat ramp facilities
- Diving
  - Unique and diverse marine life
  - Two underwater shipwreck trails
- Historic Jetties
- Innes National Park
  - Aboriginal & European Heritage
  - Wildlife
  - Birdlife
  - Bushwalking
  - Camping
  - Heritage Accommodation
  - Surfing
  - Diving
  - Native Vegetation
- Range of accommodation styles and locations
  - Holiday homes
  - Beach shacks
  - Farm Stay
  - Bed & Breakfast
  - Hotel / Motel
  - Caravan Parks / Cabins
  - Luxury self-contained
  - Villas
  - Heritage Accommodation
  - Camping grounds

- Eco Tourism
  - Southern YP is a key biodiversity area with significant native vegetation and habitats
  - Migratory Birds
  - Wildflowers
  - Geology
- History
  - Indigenous
    - Bush tucker
    - Aboriginal Cultural Tours
  - European
  - Maritime
    - Shipwrecks
    - Lighthouses
- Mining Heritage
  - Moonta Mines State Heritage area
  - Inneston and Stenhouse Bay
- Cornish Heritage
- Farming Heritage
  - The Farm Shed Museum and Tourism Centre
  - Origin of the stump-jump plough
- Diverse local produce
  - Seafood
  - Home Grown Trail
- Regional Events & Festivals
  - Kernewek Lowender - Copper Coast Cornish Festival
  - Yorke Peninsula Saltwater Classic
  - Paskeville Field Days
  - Yorke Peninsula Art Exhibition
  - Moonta Open Garden & Craft Fair
  - Moonta Antiques and Collectables Fair
  - And many more...
- Climate
  - Mild Mediterranean Climate
- Family Friendly
  - Splash Town Water Park
  - Play Café
- Trails
  - Variety of trails including coastal, nature based and town walks
  - Walk the Yorke



## SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Proximity to Adelaide</li> <li>• Fishing/Coastal Tourism</li> <li>• A recognisable Peninsula</li> <li>• Climate</li> <li>• Nature</li> <li>• Heritage               <ul style="list-style-type: none"> <li>◊ Copper mining</li> <li>◊ Jetties</li> <li>◊ Farming</li> <li>◊ Maritime</li> <li>◊ Inneston Township</li> <li>◊ Aboriginal Heritage</li> </ul> </li> <li>• Unpolluted Waters</li> <li>• Bird, Marine &amp; Wildlife</li> <li>• Surfing</li> <li>• Peaceful/Quiet</li> <li>• Attractive for new and existing business development</li> <li>• Affordability</li> <li>• Growing investment in major real estate</li> <li>• Short distance between towns &amp; attractions</li> <li>• Wildflower season</li> <li>• Farming Diversity</li> <li>• Easy to navigate               <ul style="list-style-type: none"> <li>◊ 2 ½ hours top to toe</li> <li>◊ 30-40 minutes coast to coast</li> </ul> </li> <li>• Well known amongst intrastate market</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of commissionable product</li> <li>• Limited product bookable online in real time</li> <li>• Product gaps</li> <li>• Signage</li> <li>• Interstate awareness</li> <li>• Trading hours</li> <li>• Limited organised activities</li> <li>• Regional brand awareness</li> <li>• Lack of larger Corporate/Meeting Venues</li> <li>• Parochialism</li> <li>• Planning Laws &amp; Application</li> <li>• No official Entrance/Gateway to the region (Federation Park underutilised)</li> <li>• Human Resources</li> <li>• Branding of local produce</li> <li>• Volunteer nature of most events/festivals and some attractions</li> <li>• Dated accommodation</li> <li>• Road conditions</li> <li>• Marketing of the region</li> <li>• Customer Service               <ul style="list-style-type: none"> <li>◊ Industry Gaps</li> <li>◊ Lack of professionalism</li> </ul> </li> </ul>

## Opportunities

- Geographic location
- Commissionable product
- Growth in demand for authentic eco-tourism, including marine parks
- Link education programs
- New accommodation developments
- Cooperative promotions
- Proximity to Clare Valley wine region
  - ◊ Heritage, Wine, Trails, Cycle Tourism
- Events
- Expansion of the Home Grown Trail
- Ferry Service
- Cultural Tourism
- Organised activities/events
- New Infrastructure
- Changing travel patterns
- Coast/water based tourism
- Potential of Marine Parks for eco-tourism
- Roxby Downs & Broken Hill markets
- Walk the Yorke
- Arts
- Local Produce & regional branding
- Social Media, user generated content and hashtags
- Commercial opportunities within Innes National Park
- Islands – Troubridge, Wardang, Althorpe etc
- Inneston
- Upgrade existing accommodation
- Cruise ships to Wallaroo
- Online bookable product
- Wildflower season
- Mining – investment, jobs and population increase
- Wind farm - investment, jobs and population increase
- New businesses
- Moonta Mines State Heritage Area National Listing
- Sports Tourism

## Threats

- Limited water supply
- Lack of support from communities
- Jetty closures
- Asset management
  - ◊ Community buildings
  - ◊ Heritage buildings
  - ◊ Jetties
  - ◊ Boat ramps
  - ◊ Lack of maintenance
- Resource Management
- Government budget constraints
- Perception of Marine Parks
- Extended spatial snapper closures and impact on tourism and townships
- Changing travel patterns
- Environmental impact if tourism isn't managed sustainably
- Reduction of discretionary dollars
- Development approval process and red tape
- Poor roads
- Small business viability
- Increased costs to businesses (e.g. power, rubbish, sewage, water etc)
- Mining – displaced tourists due to workforce booking holiday rentals long term
- Wind farm – Displaced tourists due to workforce renting tourism accommodation long term
- Reduction in crab and fish stocks
- Over regulation/policies and procedures (eg events)
- Lack of funding to YP Tourism
- Lack of funding for infrastructure

## **Target Markets**

### **SATC Target Market**

The SATC's domestic target market is the High Yield Experience Seeker –

This target is essentially:

- Those who spent \$200 per person per night or \$2000+ on their last trip.
- The highest proportion come from VIC, NSW and then QLD.
- In general we know these people have more discretionary income than the general population and like spending it on holidays. Holidays are about intrinsic reward rather than brag factor.
- They may or may not have SA in their consideration set.
- Travellers are broken down in five subsets including : (domestic is predominantly led by lower older and affluent older)
  - Lower Older – Over 35, Below average income, don't travel with children
  - Affluent Older – Over 35, Above average income, don't travel with children
  - Young – Under 35, don't travel with children
  - Affluent + Kids – Above average income, do travel with children
  - Lower + Kids – Below average income, do travel with children

### **Yorke Peninsula Target Market**

It is recognised and understood that Yorke Peninsula's visitors include day trippers of all ages, families, visiting friends and relatives, mature couples with or without children on beachside holidays, seniors on extended caravan journeys and many other sub-markets.

The Yorke Peninsula target market is predominantly led by the intrastate families market, followed by couples which is targeted through the Best Backyard campaign. (The Best Backyard intrastate campaign targets a number of subsets groups based on appeal for certain regions) This includes the subsets of affluent/lower plus kids and the Lower Older. This target audience is not dominated by a minimum spend per night.

## **Work, Health and Safety**

Under the Work Health and Safety Act 2012, while at work, all workers must take reasonable care for his or her own health and safety; and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

This is communicated and adopted by all YPT staff housed within the office at 50 Graves Street, KADINA SA.

## Action Plan 2015 - 2016

Yorke Peninsula Tourism has the following key focus areas to help grow the regions tourism industry: Industry Development, Infrastructure & Product Development and Destination Marketing.

### INDUSTRY DEVELOPMENT

Strategy	Actions	Partners	Measure	Timing	Progress
<b>1. Promote the benefits of tourism accreditation and certification</b>	1. Promote the South Australian Tourism Industry Council (SATC) as an accredited provider of the Australian Tourism Accreditation Program	SATIC SATC		Ongoing	
	2. Identify opportunities to work with SATC to assist tourism operators in the region to gain accreditation/certification under relevant tourism programs	SATIC	An increase in the number of tourism operators who are accredited	Ongoing	
<b>2. Maintain Yorke Peninsula Tourism's Accreditation</b>	1. Keep tourism accreditation manual up to date	SATIC	Accreditation status maintained	Ongoing	
	2. Review risk management at each YPT meeting and as needed	Committee	Effective risk management and actions in place	Ongoing	
<b>03. Ensure consumers can easily research and book Yorke Peninsula product</b>	1. Promote the benefits of online booking facilities and live inventories and encourage opting into <a href="http://yorkepeninsula.com.au">yorkepeninsula.com.au</a> ; <a href="http://southaustralia.com">southaustralia.com</a> and relevant distribution channels.	ATDW TXA Online Operators SATC SATIC	Increase in the number of YP operators that offer online bookable products	Ongoing	
	2. Work with SATC and SATC to help provide online training for YP tourism operators to develop their skills, knowledge, understanding and development of online bookable products	SATC Frontdesk SATIC Operators RDA ATDW	Increase in the number of YP operators that offer online bookable products	Ongoing	
	3. Promote the benefits of registering on the Australian Tourism Data Warehouse (My ATDW)	SATC VIP's Operators	Increase the number of YP operators registered on the ATDW	Ongoing	

<b>4. Maintain effective, regular communication with tourism operators</b>	1. Maintain an accurate up to date database		Accurate database	Ongoing	
	2. Produce and distribute a monthly e-newsletter		Level of enquiry and feedback	Monthly	
	3. Assist with the organisation of training workshops for tourism operators	RDA SATC SATC Operators		As required	
	4. Encourage operators to participate in industry skills programs run by other organisations	SATC RDA SATC	Increase in the number of tourism operators participating in training, support and mentoring programs	Ongoing	
	5. Investigate opportunities and best timing to conduct a tourism conference in the region.	SATC SATC	Conference is implemented	Annually	
<b>5. Effective relevant communication with stakeholders</b>	1. Forward the 'action plan' progress report to stakeholders after each YPT meeting	DCCC YPC SATC	Strong relationships and ongoing partnerships with DCCC, YPT & SATC	Bi-monthly	
	2. Present to councils and elected members	DCCC YPC Elected members	Increased awareness of the tourism industry, economic benefit to the region and YPT activities	Annually	
	3. Other informal communication as required	DCCC YPC SATC		Ongoing	
	4. Co-manage with SATC the implementation and ongoing review of the Destination Action Plan (DAP) progress and future activities.	SATC YPT	Number of YP DAP actions achieved	6 monthly	
	5. Work with SATC to develop resources on the value of tourism (eg infographics and regional profiles)	SATC YPT	Resources produced	Annually	
<b>6. Stimulate local community and regional tourism awareness of the activities of YPT, SATC and other agencies</b>	1. Write a 'Talking Tourism' column for the Yorke Peninsula Country Times newspaper	YPCT	Increased flow of information to the broader community	Monthly	
	2. Provide content for SATC newsletters	SATC PR	Increased flow of information	Ongoing	
	3. e-newsletter and e-blasts as per #4 above	Operators	Increased flow of information	Ongoing	

	4. Pitch story ideas to local media and utilise social media to help increase awareness	Media Social Media	Increased flow of information	As required	
<b>7. Work with SATIC on industry development to encourage excellence in the tourism industry</b>	1. Promote the South Australian Tourism Awards program.	SATIC Operators	Increased number of nominees, winners and medallists	Annually	
	2. Support and promote SATIC as an industry body and their activities	SATIC Operators	Increase in the number of YP SATIC members	Ongoing	
	3. Investigate partnering with SATIC to run the 2016 Yorke Peninsula tourism awards that dovetail into the state tourism awards.	SATIC SATC Operators Sponsors	Increased number of nominees, winners and medallists in both regional and state tourism awards	Biennially – next awards 2016	

## INFRASTRUCTURE & PRODUCT DEVELOPMENT

Strategy	Actions	Partners	Measure	Timing	Progress
<b>1. Identify new investment/development and reinvestment opportunities</b>	1. Promote the work of the SATC and RDA to investors, developers and tourism operators	SATC RDA Developers Operators	Number of potential tourism developments that meet with the SATC and or RDA	Ongoing	
	2. Liaise with the appropriate agencies on any opportunities, new developments or upgrades	SATC RDA	Increase in new product, infrastructure and or upgrades	Ongoing	
	3. Assist potential and new investors with market information, research and industry contacts	Developers Operators SATC RDA	Number of opportunities taken to the next level	As requested	
	4. Continue to work with the SATC and LG to identify ways to develop cruise ship opportunities for the region	SATC DCCC YPC Operators	Cruise ship opportunity progresses to the next level.		
	5. Continue to encourage the upgrade of existing 3 star and below accommodation stock to 4 star and Above	SATC Operators	Number of rooms upgraded	Ongoing	

	6. Work with the SATC and LG to help foster Walk the Yorke as a platform for developing new or enhanced experiences for the region	SATC YPC Operators Progress	New or enhanced experiences developed	Ongoing	
	7. Work with SATC to help develop new tours or attractions for the region as identified in the DAP	SATC DCCC YPC RDA Operators			
<b>2. Support tourism operators and local tourism groups to identify and access appropriate grant funding sources</b>	1. Promote and communicate funding opportunities at federal, state and local levels to assist the development of tourism on Yorke Peninsula.	SATC RDA Fed Gov Developers Operators	Number of YP applications for funding  Number of successful applications	Ongoing	
<b>3. Support regional producers to help develop and brand regional produce</b>	1. Continue to work with RDA to help bring food producers together through the 'Yorke on your fork' project and PIRSA grant.	RDAYMN Producers Operators Y3P	Increased networking between producers  Increased range and availability of YP Produce		
	2. Work with RDA to better brand regional produce.	RDAYMN Producers Operators	Better branding and awareness of YP Produce		
<b>4. Work with the SATC to leverage Yorke Peninsula's role in the Seafood Frontier touring route</b>	1. Assist with key must see and do's along the route	SATC ATDW Operators VIP's	Increased see and do's along the route		
	2. Encourage loading of activities and experiences within 20-30 kms of the route on the ATDW	SATC Operators VIP's	Increase in number of ATDW listings		
	3. Work with the VIP network to promote the touring route	SATC VIP's	Increased promotion of the Seafood Frontier touring route		

## DESTINATION MARKETING

Strategy	Actions	Partners	Measure	Timing	Progress
<b>1. Maintain Yorke Peninsula Tourism as the key regional organisation to understand, and communicate the benefits of visiting the region</b>	1. Maintain a dedicated committee that meets at least 4 times per year	LG SATC Committee Members	Number of meetings per year  Attendance levels	At least every 3 months	
	2. Investigate and pursue funding sources to develop the organisations sustainability into the future	LG SATC Operators Potential sponsors	Funding is increased	Ongoing	
	3. Review the structure of YPT and its relationship to key stakeholders	YPT YPC DCCC SATC LG		By end 2016	
<b>2. Work with the SATC to maintain and develop appropriate high quality marketing collateral for the region</b>	1. Provide input into the production of the annual visitor guide.	SATC Agency	Quality of YP collateral	Annually and as needed	
	2. Check accuracy of the visitor guide	SATC Agency	Accuracy of YP visitor guide	Annually and as needed	
	3. Work with SATC to evaluate options for printed collateral moving forward and the future of the regional visitor guide.	SATC YPT LG	Options explored and longer term plan determined	June 30 2016	
<b>3. Maintain a dedicated Yorke Peninsula website</b>	1. Maintain ownership of the yorkepeninsula.com.au url (DNS & Domain Name)	Melbourne IT/ Internode	YP Tourism Maintains Ownership of the DNS & Domain Name	DNS – September annually Domain Name – September biennially	
	2. Encourage and guide operators to link to the regional website	YPT Operators	Better linking and SEO	Ongoing	
	3. Encourage operators to opt in to the website through TXA	Operators YPT TXA	Increased online bookings Increased revenue	Ongoing	
	4. Collaborate with SATC on digital strategy that's mutually beneficial	SATC YPT	Increased traffic to the site	Ongoing	



	5. Integrate social media with the website to drive traffic and visitation	Facebook Instagram Operators	Increased traffic Increased likes Increased visitation	Ongoing	
	6. Review analytics and investigate ways to monetise the site.	YPT SATC digital	Increased traffic Increased revenue	Ongoing	
	7. Ongoing maintenance and updates of the website content	YPT	Key ranked site for the Yorke Peninsula region	Ongoing	
<b>4. Social Media</b>	1. Maintain the Yorke Peninsula face book page and integrate with the website	YP VIC's Operators SATC	Increase in social media content for YP Increased likes	ongoing	
	2. Encourage posts and sharing on 3 <sup>rd</sup> party social media	Operators Visitors VIPs SATC	Increase in social media content for YP Increased shares Increased likes	Ongoing	
	3. Use relevant hashtags in YPT social media posts and encourage operators and visitors to use hashtags	YPT Operators Visitors	Increased media & publicity; sharing; likes Improved tracking	Ongoing	
	4. Increase and encourage posts to the YP Instagram page and integrate with the website and other social media	YPT VIP's Operators	Increased posting and sharing		
	5. Leverage social media posts to develop new relationships with photographers and access new imagery for the website, media gallery and other marketing	YPT Photographers	New imagery sourced New relationships developed		
	6. Encourage operators to actively promote reviews on Trip Advisor and Social Media and the use of hashtags.	YPT VIP's Operators	Increase in reviews and use of hashtags		
	7. Create templates for operators to help promote Trip Advisor, Social Media and hashtags.	YPT VIP's Operators	Templates created Increased posting on T/Advisor & Social Media Increase in use of hashtags		

<b>5. Effectively communicate with media to maximise exposure and editorial content</b>	1. Maintain media database		Accurate data base	Ongoing	
	2. Prepare and distribute media releases	SATC PR Media	Media Coverage Achieved	Ongoing	
	3. Pitch story ideas to media and SATC famils	SATC PR Media	Media Coverage Achieved	Ongoing	
	4. Host famils and work with the SATC PR & famils units to assist with itineraries	SATC PR & Famils Media Operators Freelance journalists	Increased editorial and media coverage achieved	Ongoing	
<b>6. Ongoing management of the Regional Brand</b>	1. Ensure the integrity of the brand is maintained and brand guidelines adhered to	YPT Operators	Relevance and currency of the Yorke Peninsula Tourism Brand	Ongoing	
	2. Encourage operators to use and promote the Yorke Peninsula Brand	Operators	Number of requests to use the brand/logo	Ongoing	
	3. Process requests to use the regional brand/logo within 7 days	YPT	All requests processed within timelines	Ongoing	
<b>7. Work cooperatively with the SATC on marketing and PR</b>	1. Continue to work with SATC on the 'Best Backyard' intrastate campaign in order to optimise returns for the region	SATC	Level of activity that benefits Yorke Peninsula Level of SATC marketing for Yorke Peninsula Increased visitation to the region	Ongoing	
	2. Work with the SATC to maintain and improve key images for the region	SATC Media Gallery Photographers	New & improved images to promote the region	Ongoing	
	3. Mobilise regional funding to match the SATC's offer of up to \$20k cooperative marketing	SATC YPT LG Operators	Cooperative marketing fund matched Cooperative marketing implemented Increased publicity for YP	June 30 2016	
	2. Assist SATC PR with leads and pitches on story ideas to maximise exposure	SATC	Increased publicity for the region		

<b>8. Work with Events SA and event organisers to further develop the regions successful events program.</b>	1. Promote the Regional Festival & Events Funding Program and provide input to Events SA	SATC Events SA Event organisers	Level of funding achieved	Ongoing	
	2. Work with event organisers and VIPs to register events on the ATDW	SATC Online ATDW Events VIPs	Key regional events registered on the ATDW Increase in events listed	Ongoing	
	3. Assist with promotion of events through direct media and social media	Media SATC PR Event organisers	Media Coverage Achieved	As required	
	4. Work with Events SA to workshop ideas for potential new events	Events SA	Increased new events	Ongoing	
	5. Work with LG, progress and event organisers to encourage the development of new events	LG Progress Events SA	New events established	Ongoing	
	6. Work with Events SA and the Kernewek Lowender to review/improve the event as identified in the DAP	Events SA Kernewek SATC	Maintain the event Improvements identified and implemented	Ongoing	
	7. Work with Events SA to assist with skills training as identified in the DAP	Events SA	Workshop held Number of events that undertook the training	TBC	
<b>9. Support promotion of Yorke Peninsula at relevant consumer shows</b>	1. Promote any cooperative opportunities at consumer shows to operators	Operators VIP's	Level of volunteer support to help man the stands	ongoing	
	2. Loan YPT Marketing collateral and display materials and assist with display ideas	VIP's Operators		ongoing	
	3. Work with caravan parks across the region to help mobilise a regional presence at key caravan and camping shows	Caravan Parks	Increase in caravan parks volunteering and caravan and camping consumer shows		
	3. Promote the benefits of consumer shows to ensure an SA presence at interstate caravan & camping shows	SA Parks SATC	SA is represented at interstate caravan & camping shows	Ongoing	

<b>10. Support Industry Publications and advertising</b>	1. Promote cooperative marketing opportunities to operators	Publications Operators	Increase in level of Yorke Peninsula participation	Ongoing	
	2. Support with editorial, proofing and images.	Publications Operators	Increased awareness of YP	Ongoing	
	3. Work with DEWNR, PIRSA, SATC and industry to pursue opportunities and funding to develop a 3 <sup>rd</sup> edition of the Yorke Peninsula Fishing Guide	Funding partners Publishers Operators	3 <sup>rd</sup> edition is undertaken	June 2016	

## **CHIEF EXECUTIVE OFFICER**

### **IA/ITEM 4.3**

#### **5. COMMONWEALTH FINANCIAL ASSISTANCE GRANTS**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To update Elected Members on correspondence received in relation to Local Government Grants Commission's recommendations for the distribution of Financial Assistance Grants (copy attached).

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Sustainable Communities  
1. Sustainable Infrastructure  
Strategic Goal/s: 1.1 Provide infrastructure assets that are sustainable and safe.

##### **BACKGROUND**

Elected Members will be familiar with Commonwealth Financial Assistance Grants.

##### **DISCUSSION**

Correspondence has been received from the Minister for Local Government the Hon Geoff Brock in relation to the distribution of Commonwealth Financial Assistance Grants (copy attached).

It is very pleasing to see that Council has been successful in attracting additional funding for the Clinton Road Project.

##### **CONSULTATION PROCESS**

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

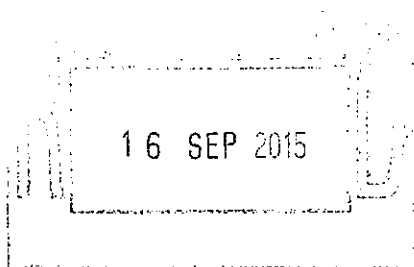
- Chief Executive Officer

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

- Nil

##### **ATTACHMENTS**

**Attachment 1:** Correspondence received from the Minister for Local Government.



Item Number
7126 - 2015 - 3
GDS Number
7.41.1.2
Distribution
copy to CEO EA



Government  
of South Australia

eA175313

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

Dear Mayor Agnew 

I am pleased to advise that the Local Government Grants Commission's (the Commission's) recommendations for the distribution of the special projects component of the Roads to Recovery Program to Councils for the 2015-2016 financial year have recently been approved and have been endorsed by the Hon Warren Truss MP, Commonwealth Minister for Infrastructure and Regional Development.

The recommendations were made to the Commission on the advice of the Local Government Transport Advisory Panel.

Unlike the Financial Assistance Grants, these grants are tied. They are made available under the National Land Transport Act 2014 (the Act) and the terms and conditions that apply to other monies provided directly to you under the Act also apply to these grants.

Funding from the special projects component of the Roads to Recovery Program for the 2015-2016 Special Local Roads Program will be provided out of two distinct pools of funding.

A double allocation of \$8.52 million will be available from the standard Roads to Recovery Program and a further \$3.655 million will be available from the additional Roads to Recovery funding, which is to be provided out of the reintroduction of the indexation of the Federal Fuel Excise. Projects may be funded out of each of these pools of funding or a combination of both pools.

Minister for Regional Development  
Minister for Local Government

Level 17, 25 Grenfell Street Adelaide SA 5000 | GPO Box 2557 Adelaide SA 5001 DX 667  
Tel 08 8226 1300 | Fax 08 8226 0316 | [pirsa.MinisterBrock@sa.gov.au](mailto:pirsa.MinisterBrock@sa.gov.au)



The allocation to your Council out of the standard Roads to Recovery (RTR) program and/or the additional Roads to Recovery funding for the 2015-2016 year is:

<b>RTR Program</b>	<b>Road</b>		<b>Funding</b>
Standard RTR program:	Clinton Road	\$	749,000
Additional RTR funding:	Clinton Road	\$	749,000
<b>Total RTR Allocation</b>		<b>\$</b>	<b>1,498,000</b>

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

The Australian Government has requested that the Commission process all reports on behalf of Councils. The Commission has agreed to be responsible for this task in order to ensure that there are no delays in providing funding to Councils.

In order to comply with the Act, the grant is conditional on the Council providing the Commission with quarterly reports and an annual report in a format that is consistent with those provided to the Commonwealth for other monies received directly by Councils under the Roads to Recovery Program.

Quarterly and annual reports can be sent to:

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

It would be appreciated if you could forward a copy of this letter to the relevant Council officers. Should you have any queries, please contact Mr Ilee on telephone 7109 7148 or via email at [grants.commission@sa.gov.au](mailto:grants.commission@sa.gov.au).

Yours sincerely



Hon Geoff Brock MP  
Minister for Regional Development  
Minister for Local Government

 12 September 2015

## **CHIEF EXECUTIVE OFFICER**

### **IA/ITEM 4.3**

#### **6. SOUTH AUSTRALIAN BOATING FACILITY ADVISORY COMMITTEE APPOINTMENTS** (File Ref: 9.24.1.1)

##### **PURPOSE**

To update Elected Members on correspondence received in relation to South Australian Boating Advisory Committee (SABFA) appointments (copy attached).

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Corporate Governance and Leadership  
1. Progressive Communities through Strategic Planning  
Strategic Goal/s: 1.2 Knowledgeable and skilled decision makers

##### **BACKGROUND**

Elected Members will be familiar with South Australian Boating Advisory Committee.

##### **DISCUSSION**

Correspondence has been received from the Minister for Transport and Infrastructure Hon Stephen Mullighan in relation to the South Australian Boating Advisory Committee (SABFA) appointments (copy attached).

It is very pleasing to see that Councillor Veronica Brundell has been appointed as a member representing the Local Government Association.

##### **CONSULTATION PROCESS**

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

- Chief Executive Officer

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

- Nil

##### **ATTACHMENTS**

**Attachment 1:** Correspondence received from the Minister for Transport and Infrastructure





Mrs Veronica Brundell  
PO Box 58  
STANSBURY SA 5582

Dear Mrs Brundell

It is with great pleasure that I write to congratulate you on your appointment as a Member of the South Australian Boating Facility Advisory Committee.

The term of your appointment is up to two years, commencing from the date of this letter.

The membership of the Committee is:

Presiding Member  
Member

Boating Industry Association of SA Inc

SA Recreational Boating Council Inc

SA Recreational Fishing Advisory Council Inc

Local Government Association

Wildcatch Fisheries SA

Gill Fisheries

Mr Rodney John Payze  
Mr Rodney William Button  
Ms Sylvia Roberta Holder (Deputy Member)  
Mr George Bolton  
Mr Rob Cuming (Deputy Member)  
Mr Brian Andrew  
Mr John Burton Steer (Deputy Member)  
Mr Brenton Max Schahinger  
Mr Ian Janzow (Deputy Member)  
Mrs Veronica Mary Brundell  
Mr Leon Stephens (Deputy Member)  
Ms Kate Louise Birch  
Mr Che Spruyt (Deputy Member)  
Mrs Amanda Wheeler  
Ms Shannon Gill (Deputy Member)

Once again, congratulations on your appointment and I look forward to working with you in the future.

Yours sincerely

**HON STEPHEN MULLIGHAN MP**  
**MINISTER FOR TRANSPORT AND INFRASTRUCTURE**

13 September 2015

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **IA/ITEM 4.4**

#### **1. ART COMMITTEE MINUTES – 17 AUGUST 2015**

(File Ref: 17.94.5.1)

##### **PURPOSE**

The Art Committee is a Working Party of Council. A copy of the minutes from their meeting held on 17 August is attached.

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Community Engagement  
1. Vitality & Connection

Strategic Goal/s: 1.2 Offer a range of accessible community facilities, programs, events and activities.

##### **BACKGROUND**

To keep Council and the community informed of progress in delivering the 2016 Art Exhibition.

##### **DISCUSSION**

Business discussed at the meeting centred around:

- Website
- Sponsorship
- Publicity
- Judges
- Opening of Exhibition
- Review of Entry Forms
- Review of Term of Entry

##### **COMMUNITY ENGAGEMENT PLAN**

Not applicable

## **CONSULTATION PROCESS**

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

- Nil

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

- Nil

## **POLICY IMPLICATIONS**

Nil

## **BUDGET AND RESOURCE IMPLICATIONS**

Full budget provision will be made in the 2015/2016 Budget to continue to plan for the 2016 Exhibition.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Nil

## **ATTACHMENTS**

**Attachment 1:** Art Committee minutes 17 August 2015





## **Minutes of the Meeting of the Art Committee**

held on Monday 17 August 2015  
in the Maitland Council Office  
commencing at 2.00pm

(Subject to confirmation)

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### **ITEM 1 OPEN**

**1.1** Welcome by Chairperson - Anne Eyles declared the meeting open 2.04pm.

**1.2** Present - Anne Eyles, Irene Hughes-Jones, Bruce Davey, David Harding, Cr Alan Headon

**1.3** Apologies- Wendy Story, Sally Glazbrook, Cr John Rich, Brenda Bowman, Geoff Lock

**1.4** Minutes of previous meeting –

**Irene Hughes-Jones moved                      Bruce Davey seconded**

That the Minutes of the Art Committee meeting held on 1 June 2015 as circulated be confirmed.

**CARRIED**

**1.5** Conflict of Interest - The Chairperson reminded members of their obligations in relation to Conflict of Interest provisions.

### **ITEM 2 BUSINESS ARISING.**

**2.1** Website: Check again with Stewart a bill for \$46 received

**2.2** Review of Sponsorship. – no sponsors responded to second letter. Port Clinton have accepted to sponsor. Alan to follow up with Price Progress Association.

David will follow up with Anne new possible sponsorships.

Anne will give Council a list of sponsors to be invoices.

ANZ yet to respond to sponsorship letter

**2.3** SA Life Magazine: - Brenda to follow up (carry to next meeting)

**2.4** Dates for future meeting: - Organising meeting times to suit all members. Wednesday afternoon maybe the new time?

- 2.5 Garden club: - Brenda to follow up (carry to next meeting)
- 2.6 Artist in residence: - Anne spoke with Heather, she can not demonstrate next year.
- 2.7 Judge: - Anne has been following up numerous people for judging.
- 2.8 Review of Entry Forms. Changes to be made then brought back to committee
- 2.9 Review of Conditions of entry. Changes to be made then brought back to committee

### **ITEM 3 FINANCE**

- 3.1 Appointment of Finance Officer. Council will supply finance support.
- 3.2 David has advised that prize money will be covered by backup fund if not enough sponsorship
- 3.3 To be discussed at next meeting, finance for opening night.

### **ITEM 4 CORRESPONDENCE IN:**

Letter from Sally Glazbrook, Sally has resigned from the Committee.

### **ITEM 5 CORRESPONDENCE OUT:**

Letters to sponsors

### **ITEM 6 FROM TABLED ITEM:**

### **ITEM 7 ANY OTHER BUSINESS**

- 7.1 David had a few issues from previous meeting he discussed with current committee.

### **ITEM 8 NEW BUSINESS.**

8.1 Committee Membership – do we need more members? Council staff will always help to set up for the exhibition. At this stage same committee will remain, no new members needed.

8.2 New PO Box 57 Maitland for Council.

8.3 Disposal of donations. Donations at the door are to be kept for the Art Committee for future exhibitions.

**Alan Headon Moved                      Bruce Davey Second**

**CARRIED**

8.4 Irene is hosting a small art exhibition at Port Victoria. Can she hire the display boards? Art Committee don't charge if it's for art displays.

### **ITEM 9 NEXT MEETING**

Wednesday 9<sup>th</sup> September – 2pm Maitland Office

**ITEM 10 CLOSE.**

The meeting closed at 3.12pm

.....

**Chairperson - Anne Eyles**

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **IA/ITEM 4.4**

#### **2. AUDIT COMMITTEE MINUTES – 23 SEPTEMBER 2015**

(File Ref: 9.24.1.1)

##### **PURPOSE**

The Audit Committee is a Section 41 Committee of Council. A copy of the minutes from their meeting held on 23<sup>rd</sup> September 2015 is attached.

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

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

Strategic Goal/s: 2.1 Financially sustainable organisation  
2.4 Effective Risk Management

##### **BACKGROUND**

To keep Council informed of regular Audit Committee Meetings.

##### **DISCUSSION**

Business discussed at the meeting centred around:

- Audit Committee 2015 Workplan
- External Audit Management letter June 2015
- External Audit Update September 2015
- Internal Audit Activity Report
- Internal Controls Project update
- Internal Controls Proposed Schedule
- Proposed Implementation review of the Asset Management System
- Asset Management update
- Asset Revaluations Review
- Risk Management Report

- Long Term Financial Plan
- Policy Reviews

#### **COMMUNITY ENGAGEMENT PLAN**

Not applicable

#### **CONSULTATION PROCESS**

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

- Director Corporate and Community Services

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

- Chair Audit Committee

#### **POLICY IMPLICATIONS**

Nil

#### **BUDGET AND RESOURCE IMPLICATIONS**

Nil

#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

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

The Audit Committee is a legislated Section 41 Committee of Council.

#### **ATTACHMENTS**

**Attachment 1:** Audit Committee minutes September 2015





*Agriculturally rich~Naturally beautiful*

## **Minutes of the Audit Committee Meeting of the Yorke Peninsula Council**

held on Wednesday 23<sup>rd</sup> September 2015,  
in the Council Chambers  
57 Main Street Minlaton commencing at 3.00pm  
(Subject to confirmation)

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### **ITEM 1 WELCOME**

Mr Peter Brass welcomed everyone to the meeting and declared the meeting open at 3.03pm

### **PRESENT**

Independent Members Peter Brass (via teleconference) and David Hurley, Councillors John Rich and Tania Stock

### **APOLOGIES**

Councillor Scott Hoyle, Brianna Wood, Trevor Graham

### **IN ATTENDANCE**

Mayor Ray Agnew	Mayor
Andrew Cameron	Chief Executive Officer
David Harding	Director Corporate and Community Services
Anne Hammond	Corporate Services Manager
Amanda Pitt	Business Improvement Officer
Michael McCauley	Asset Manager
Karen Schulz	Manager Financial Services
Chloe Brown	Financial Accountant
Daniel Griffin	Financial Accountant
Felicity Kemp	Minute Secretary

### **MINUTES OF THE PREVIOUS MEETING**

**Cr Rich moved**

**David Hurley seconded**

That the minutes of the Audit Committee meeting held on 24<sup>th</sup> June 2015 as circulated, be confirmed as a true record.

**CARRIED 38/2015 (23/09/2015)**

## **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. AUDIT COMMITTEE 2015 WORKPLAN**

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

**Cr Rich moved**

**Cr Stock seconded**

That the Audit Committee endorses the updated Work plan.

**CARRIED 039/2015 (23/09/2015)**

### **2. EXTERNAL AUDIT MANAGEMENT LETTER JUNE 2015**

Mr David Harding and Ms Karen Schulz spoke to the report and answered questions from members. David Hurley asked how effective the internal controls have been.

Peter Brass requested possible alignment of the Auditors Risk Matrix with the YPC Risk Matrix.

Action: Ms Karen Schulz to allocate specific actions and completion dates to employees and note for auditors

Action: Mr David Harding to review Matrix with Newbery staff.

**Cr Rich moved**

**Cr Stock seconded**

That the Audit Committee receives the letter from Dean Newbery and Partners and endorse the draft response.

**CARRIED 040/2015 (23/09/2015)**

### **3. EXTERNAL AUDIT UPDATE SEPTEMBER 2015 (VERBAL)**

***Due to Jim Keogh absence from the meeting, this item was discussed in Item 3 General Business.***

Mr David Harding gave a verbal update on the audit visit and read an email from the Audit Partner, Jim Keogh. Mr Keogh will attend next meeting to deliver update and attend "in camera" meeting with Audit Committee.

Note: Agenda to be sent to Mr Jim Keogh for next Audit Meeting 28<sup>th</sup> October

#### **4. INTERNAL AUDIT ACTIVITY REPORT**

Ms Anne Hammond spoke to the report and answered questions from members.  
Cr Rich commented on results from the Timesheet review report.  
Mr Andrew Cameron and Officer Ms Amanda Pitt responded in regard to issues found.  
David Hurley has asked for further clarification of actions to be taken.  
Cr Stock has asked if further investigation will occur.  
Mr Andrew Cameron and Ms Amanda Pitt answered questions put forward.

**Cr Rich moved                      David Hurley seconded**

That the Audit Committee receives the report.

**CARRIED 041/2015 (23/09/2015)**

#### **5. INTERNAL CONTROLS PROJECT UPADTE**

Ms Anne Hammond spoke to the report and answered questions from members. David Hurley asked about finance manual. Ms Karen Schulz advised the Finance Manual will be presented at next Audit Committee meeting.  
Peter Brass questioned internal controls being audited in September visit, Ms Karen Schulz advised that the external auditors advised they will focus on internal controls at next visit.

**Cr Stock moved                      David Hurley seconded**

That the Audit Committee receives the report.

**CARRIED 042/2015 (23/09/2015)**

#### **6. INTERNAL CONTROLS PROPOSED SCHEDULE**

Ms Amanda Pitt spoke to the report and answered questions from members.

**Cr Rich moved                      Cr Stock seconded**

That the Audit Committee endorse the proposed schedule.

**CARRIED 043/2015 (23/09/2015)**

#### **7. PROPOSED IMPLEMENTATION REVIEW OF THE ASSET MANAGEMENT SYSTEM**

Ms Amanda Pitt spoke to the report and answered questions from members. Cr Rich commented on the review going forward. Members discussed if the review should be postponed until further notice?

**Cr Rich moved                      Cr Stock seconded**

Recommendation B: That the Audit Committee does not proceed with the proposed Asset Management System Post Implementation Review.

**CARRIED 044/2015 (23/09/2015)**

## **8. ASSET MANAGEMENT UPDATE**

Mr Michael McCauley spoke to the report and answered questions from members. David Hurley requested further clarification. Ms Karen Schulz gave an explanation of the application of the accounting standards to disposals and why this method was not able to be applied until the introduction of the new Asset Management System.

Mr David Harding also gave an update of application of accounting standards in relation to residual values for road infrastructure.

**Cr Stock moved**

**David Hurley seconded**

That the Audit Committee receives the report.

**CARRIED 045/2015 (23/09/2015)**

## **9. ASSET REVALUATIONS REVIEW**

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

Cr Stock requested further information on report, Ms Karen Schulz clarified.

**Cr Rich moved**

**David Hurley seconded**

That the Audit Committee receives the report.

**CARRIED 046/2015 (23/09/2015)**

## **10. RISK MANAGEMENT REPORT**

Ms Anne Hammond spoke to the report in Ms Brianna Woods's absence and answered questions from members. David Hurley asked if we have insurance cover for risks, and CEO Mr Andrew Cameron covered Council's current insurance policy. Ms Amanda Pitt commented further controls on risk insurance should be included in the current controls within the RM Plan.

Mr David Harding advised the committee of an organizational restructure in Council.

Peter Brass requested feedback on mandatory training which Elected Members have completed. Cr Rich gave update on the training.

**David Hurley moved**

**Cr Rich seconded**

That the Audit Committee endorse the updated Council Strategic Risk Management Plan

**CARRIED 047/2015 (23/09/2015)**

## **11. LONG TERM FINANCIAL PLAN UPDATE**

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

CEO Mr Andrew Cameron and Mr David Harding commented about Federal Funding for Clinton Road and effects on LTFP. Cr Stock questioned when the LTFP would go to Council. Mr David Harding advised this will likely be presented to the November Council meeting to endorse for public consultation as the LTFP needs to include the audited 2014/2015 financial results, the first quarter 2015/2016 Budget Review and the updated Asset management Plan all to be endorsed by Council between now and the November meeting. Mr David Harding advised the LTFP has been discussed with the external auditors and they supported the progress being made and timing for Council approval.

**Cr Rich moved**

**David Hurley seconded**

That the Audit Committee received the report.

**CARRIED 048/2015(23/09/2015)**

## **12. POLICY REVIEWS**

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

Cr Stock questioned the Community Loans Policy repayment rate and terms.

David Hurley questioned Asset Accounting Policy.

Peter Brass questioned stocktake timelines for Attractive Portable Items. Results of the 2year stocktake to be analysed as to whether annual stock takes need to occur.

Cr Stock asked if copies of old policies with the track changes were available.

Peter Brass suggested Council may look to adopt the process of recording default notices against debtors as a part of the Outstanding Debt Policy – this has been undertaken by some other Councils.

**Cr Rich moved**

**Cr Stock seconded**

That the Audit Committee receives the Policies attached as endorsed by Council.

**CARRIED 049/2015(23/09/2015)**

## **ITEM 3 GENERAL BUSINESS**

Nil

## **ITEM 4 NEXT MEETING**

Wednesday October 28<sup>th</sup> 2015 at 8.30 am.

## **ITEM 5 CLOSURE**

The Meeting Closed at 4.28pm

.....  
**Mr Peter Brass**

## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **IA/ITEM 4.5**

#### **1. CONSTRUCTION AND MAINTENANCE WORKS**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To provide a summary of capital and maintenance works undertaken within Assets and Infrastructure Services throughout the month preceding the October 2015 meeting of Council.

##### **RECOMMENDATION**

That the Report be received.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Sustainable Communities

1. Sustainable Infrastructure

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

##### **BACKGROUND**

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

##### **DISCUSSION**

- The following works / upgrades have been applied to our Community Waste Management Systems (CWMS):

###### CWMS

- |                                       |              |
|---------------------------------------|--------------|
| ○ Upgrade to the chlorine tank        | Yorke town   |
| ○ Upgrade to WWTP electrical          | Maitland     |
| ○ Extension to gravity drain          | Maitland     |
| ○ Repairs to gravity drain            | Maitland     |
| ○ Maintenance to filtration system    | Port Vincent |
| ○ Valve system upgrade (pump station) | Point Turton |
| ○ Updating alarm system               | Port Julia   |

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

- Approximately 30 Customer Service Requests (CSR's) have been addressed throughout September with activities including:
  - maintenance to public buildings;
  - maintenance to coastal infrastructure;
  - replacement of signs;
  - footpath maintenance; and
  - street tree trimming.

- Road construction and / or maintenance requirements have been applied to the following roads aligned with the 2015-16 budget allocations:
 

○ Bramley Road	Commenced
○ Brutus Road	Commenced
○ McFarlane Road	In progress
○ Nalyappa Road	Commenced
○ Polkinghorne Road	Commenced
○ Saints Road	Commenced
○ South Coast Road	Completed
- Patrol Grading is ongoing throughout the district in line with current schedules and techniques.
- Attention to parks, gardens and reserves is ongoing throughout the district within available resources. Council staff should be commended on the way it showcases it's district within the resource capacity. A job well done to all.
- Roadside vegetation clearance activities have been undertaken within the Hundred of Maitland (McCauley Road) and at identified intersections throughout parts of the district.
- The Harry Butler memorial upgrade was completed in readiness for the opening held on Sunday the 4<sup>th</sup> of October 2015.
- Footpath maintenance has occurred within Ardrossan, Edithburgh, Port Victoria and Warooka.
- Two raised garden beds have been constructed at the Edithburgh cemetery. These areas will be planted with low lying shrubs by the Edithburgh Progress Association.
- Staff completed pressure cleaning activities to the Ardrossan, Black Point, Edithburgh, Port Victoria and Port Vincent boat ramps as part of the maintenance program cycle.
- With the Walk the Yorke Project in its final stages major componentry is all but completed. Podium and information signage is at varying stages, however, is on track for completion in a timely manner.

## COMMUNITY ENGAGEMENT PLAN

Not applicable

## CONSULTATION PROCESS

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

- Infrastructure Manager
- Operations Manager
- Works Manager
- Operations Coordinator
- Leading Worker Central
- Leading Worker North
- Leading Worker South
- Works Supervisor North

- Works Supervisor South

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

- Nil

#### **POLICY IMPLICATIONS**

Not applicable

#### **BUDGET AND RESOURCE IMPLICATIONS**

Within capital and operations budgets

#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Not applicable

#### **ATTACHMENTS**

Not applicable



## **DIRECTOR DEVELOPMENT SERVICES**

### **IA/ITEM 4.6**

#### **1. ENVIRONMENTAL HEALTH ACTIVITY REPORT**

(File Ref: 9.24.1.1)

##### **PURPOSE**

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

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

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

##### **BACKGROUND**

This report provides Elected Members with information on matters relating to public health and food safety.

##### **DISCUSSION**

A major portion of the EHO role is the ongoing assessment of waste control applications and the inspection of work done by trade's people in installing such systems.

Routine and follow up inspections of food businesses are undertaken throughout the year. Inspections are unannounced (as far as practical) and their frequency is determined by a state-wide risk classification tool.

Some food businesses within the area are required to have food safety plans, which are audited by independent food auditors. For the public hospital system the auditor is from the Department of Health and for private hospitals and residential care sites the auditor has to be an EHO with auditing qualifications. In the Yorke Peninsula Council area the two (2) public hospitals and a residential care facility at Minlaton are audited by the Department of Health, whilst the Ardrossan Community Hospital and the residential care facilities at Stansbury, Minlaton and Maitland are audited by an EHO auditor from another Council. This information is provided in light of the recent Salmonella concerns at the Burnside Hospital where a stab mixer, that was unable to be cleaned and sanitized effectively, was linked to the food borne illness. Such items should be identified through the food safety plan and measures put in place within the plan to reduce contamination risks.

On Thursday 24 September the EHO spent three (3) hours at the Balaklava office of Wakefield Regional Council assisting their new EHO understand the requirements of a country placement. The EHO and other staff at Wakefield were very appreciative of the Yorke Peninsula Council offering this mentoring service. It is considered that being able to support such new recruits, by sharing knowledge and experience, may help both attract and retain skilled staff in the future.

## **COMMUNITY ENGAGEMENT PLAN**

Not applicable

## **CONSULTATION PROCESS**

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

- Nil

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

- Nil

## **POLICY IMPLICATIONS**

Not applicable

## **BUDGET AND RESOURCE IMPLICATIONS**

Council has mandatory legislative responsibilities as identified in the 2015/2016 Annual Plan.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

South Australian Public Health Act 2011.

Food Act 2001

South Australian Public Health (Wastewater) Regulations 2013

On-site Wastewater Systems Code

Safe Drinking Water Act 2011

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

## **ATTACHMENTS**

Nil

## **DIRECTOR DEVELOPMENT SERVICES**

### **IA/ITEM 4.6**

#### **2. DEVELOPMENT APPLICATION DECISIONS**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To inform the Elected Members of Development Application decisions for the period 1 September 2015 to 2 October 2015.

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

Key Theme: Sustainable Communities  
2. Progressive and Sustainable Development  
Strategic Goal: 2.2 Streamlined Development Assessment Process

##### **BACKGROUND**

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

##### **DISCUSSION**

The following is a list of all Development Applications processed for the period 1 September 2015 to 2 October 2015.

##### Yorketown

544/1018/2015	544/1021/2015	544/1070/2015
544/1082/2015	544/1099/2015	544/1110/2015
544/1111/2015	544/1112/2015	544/1115/2015
544/1117/2015	544/1118/2015	544/1119/2015
544/1125/2015	544/1127/2015	544/1142/2015
544/1150/2015	544/1151/2015	544/1155/2015
544/1156/2015	544/1157/2015	544/1161/2015
544/1163/2015	544/1166/2015	544/1159/2015
544/1168/2015	544/1170/2015	544/1173/2015
544/1174/2015	544/1182/2015	

### Maitland

544/2231/2013	544/2304/2013	544/2035/2014
544/2037/2014	544/2147/2014	544/2198/2014
544/2237/2014	544/2266/2014	544/2267/2014
544/2293/2014	544/2026/2015	544/2041/2015
544/2051/2015	544/2095/2015	544/2100/2015
544/2121/2015	544/2136/2015	544/2146/2015
544/2147/2015	544/2148/2015	544/2149/2015
544/2157/2015	544/2158/2015	544/2159/2015
544/2161/2015	544/2162/2015	544/2163/2015
544/2168/2015	544/2169/2015	544/2171/2015
544/2173/2015	544/2179/2015	544/2180/2015
544/2186/2015		

### Land Division

544/D0011/2015	544/D0012/2015	544/D015/2015
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## **COMMUNITY ENGAGEMENT PLAN**

Not Applicable

## **CONSULTATION PROCESS**

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

- Planning & Building Officers

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

- Nil

## **POLICY IMPLICATIONS**

Nil

## **BUDGET AND RESOURCE IMPLICATIONS**

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

#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999

Development Act 1993

Council's Development Plan

#### **ATTACHMENTS**

**Attachment 1:** Development Application Decisions Register

**LIST OF DEVELOPMENT APPLICATIONS & DECISIONS ISSUED BY THE ASSISTANT BUILDING SURVEYOR UNDER DELEGATION  
FOR THE PERIOD 29 AUGUST 2015 – 2 OCTOBER 2015**

**YORKETOWN**

Dev. App. No.	Name & Address	Location	Proposal	Class	Area m <sup>2</sup>	Cost \$	Conditions Planning Building	Assessment / Valuation No	Decision Date	Builder & Licence No
544/1018/2015	A Hatswell & J Bickmore 8a Buckley Cres FAIRVIEW PARK	(Lot 7) 5 Mariner Court POINT TURTON	Garage	10a	82.81	8,000	Planning 5 Building 1 Private Certifier	425843 5401041500	9 Sept 2015	Owner Builder
544/1021/2015	J Nicholes & A Smith 13 Gilks Road LEWISTON	(Lot 80) 2B Beach Road HARDWICKE BAY	Two Storey Dwelling, Verandah & Deck	1a 10a 10a	133.51 73.5 73.5	190,000	REFUSED	421487 5408971428	22 Sept 2015	Not Applicable
544/1070/2015	C Barrett 12 Hughes Avenue ST AGNES	(Lot 113) 43 Corny Point Road CORNYPPOINT	Two Storey Dwelling & Garage	1a 10a	228 108	300,000	Planning 9 Building 3	105163 5400670591	9 Sept 2015	Haywood Home Improvements BLD58028
544/1082/2015	HM & AM Lush 8 Susan Street ST AGNES	(Lot 90) 24 Bayview Road POINT TURTON	Garage	10a	54	8,390	Planning 5 Building 2	103580 5400482822	9 Sept 2015	TBA
544/1099/2015	G & SA Ashworth PO Box 767 HAPPY VALLEY	(Lot 32) 86 Beach Road COOBOWIE	New Dwelling, Verandah & Deck	1a 10a	168.75 87.76	218,192	Planning 8 Building nil Private Certifier	412676 5405636608	28 Sept 2015	Longridge Group BLD175837
544/1110/2015	K & N Rowe 14 Caroline Drive ALLENBY GARDENS	(Lot 52) 2 Annie Watt Street STANSBURY	New Dwelling & Alfresco	1a 10a	114.2 24.84	127,336	Planning 6 Building Nil Private Certifier	432641 5404638054	2 October 2014	Rivergum Homes GL113681
544/1111/2015	G & K Super Nominees Pty Ltd PO Box 174 HINDMARSH	(Lot 56) 32 Clan Ranald Avenue EDITHBURGH	Two Storey Dwelling & Garage	1a 10a	191.69 54	226,509	Planning 7 Building Nil Private Certifier	430264 5405115714	18 Sept 2015	Longridge Group Pty Ltd BLD175837
544/1112/2015	R & L Murdoch PO Box 153 WAROOKA	(Sec 451)856 North Coast Road POINT SOUTTAR	Demolition of Existing Garage; New Garage	10a	63	7,800	Planning 5 Building 2	115972 5400873735	2 Sept 2015	TBA
544/1115/2015	KL & NR Rowe 14 Caroline Drive ALLENBY GARDENS	(Lot 52) 2 Annie Watt Street STANSBURY	Garage	10a	36.85	4,250	Planning 5 Building 2	432641 5404638054	2 October 2015	Owner Builder

544/1117/2015	D McInerney PO Box 348 NORTH ADELAIDE	(Lot 34) 38-40 Sixth Street WOOL BAY	Demolish Existing Dwelling; New Dwelling, Carport & Verandah	1a 10a 10a	130 48 72	100,000	Planning 4 Building 4 Private Certifier	216630 5405824019	31 August 2015	TBA
544/1118/2015	G & SA Ashworth PO Box 767 HAPPY VALLEY	(Lot 32) 86 Beach Road COOBOWIE	Garage	10a	42.7	5,750	Planning 6 Building 2	412676 5405636608	28 Sept 2015	Owner Builder
544/1119/2015	M & L Tonkin PO Box 778 MINLATON	(Lot 44) Parsons Parade PARSONS BEACH	Verandahs x 2	10a	79	10,000	Planning 1 Building 2	321364 5408972076	7 Sept 2015	Owner Builder
544/1125/2015	K Schaefer Lot 22 Blacktop Rd ONE TREE HILL	(Lot 263) 16 Edith Street EDITHBURGH	Repairs to Hotel Balconies	10a	NA	80,000	Planning 1 Building 4	210435 5405035001	3 Sept 2015	TBA
544/1127/2015	R Van Ruth & R Triggs 71 Alfred Street PARKSIDE	(Lot 2) 36 Sixth Street WOOL BAY	New Dwelling & Decks x 2	1a 10a	196.73 84.83	244,755	WITHDRAWN	404715 5405824051	23 Sept 2015	Not Applicable
544/1142/2015	D Lycett & M McQuade PO Box 831 PALMERSTON	(Lot 253) 46 Scarlett Runner Rd THE PINES	Garage	10a	48	9,000	Planning 1 Building 2	112748 5400845486	21 Sept 2015	D O'Donnell BLD181088
544/1150/2015	P Braham 34 Thanet Street BROOKLYN PARK	(Lot 3) 41 Park Terrace STANSBURY	Demolition of Existing Shed; New Garage	10a 10a	78.6 94.9	8,500	Planning 5 Building 2	410514 5404761204	7 Sept 2015	TBA
544/1151/2015	M & L Castiglia PO Box 139 WAROOKA	(Lot 14) 5 Trengrove Drive POINT TURTON	Carport	10a	17.86	4,990	Planning N/A Building 2	407213 5400786578	18 Sept 2015	Minlaton Buliders GL6630
544/1155/2015	J Dodd 26 Illalong Crescent MUNNO PARA	(Lot 108) 8 Park Terrace MINLATON	Carport & Verandah	10a 10a	32 60	4,000	Planning 2 Building 2	304774 5407919003	7 Sept 2015	Owner Builder
544/1156/2015	S Slater C/- Berevaon P/L PO Box 389 MINLATON	(Sec 175) 1773 Minlaton Road RAMSAY	Demolition of Shed; New Shed	10a	252	22,000	Planning 1 Building Nil	229195 5406460202	3 Sept 2015	Owner Builder
544/1157/2015	J Hender PO Box 388 MINLATON	(Lot 788) 38 West Terrace MINLATON	Garage	10a	24.73	2,960	Planning N/A Building 2	300855 5407577007	2 Sept 2015	Owner Builder
544/1161/2015	A & B Sherriff PO Box 69 EDITHBURGH	(Lot 57) 77 Sultana Point Road SULTANA POINT	Garage	10a	27	5,000	Planning 1 Building 2	224998 5406325537	3 Sept 2015	Owner Builder
544/1163/2015	M Merchant PO Box 1526 KERSBROOK	(Sec 118) 65 Whipbird Way MARION BAY	Verandah over Balcony	10a	10.5	5,200	Planning 2 Building 2 Private Certified	120121 5400941398	16 August 2015	Big Difference Pty Ltd BLD173549

544/1166/2015	P & N Winton 14 Elm Glade Court PARALOWIE	(Sec 637) 23 Beach Road COOBOWIE	Caravan Annexe & Porch	1a	21.03	4,800	Planning 2 Building 2	214759 5405663500	3 Sept 2015	M Lampe BLD262044
544/1159/2015	J & T Martin PO Box 8 MINLATON	(Lot 54) 21 Second Street MINLATON	Dwelling Alterations & Verandah	1a 10a	67.55	80,000	Planning 2 Building 2	303065 5407771002	2 Sept 2015	R Bray BLD43303
544/1168/2015	D Crierie 22 Wattle Avenue HOVE	(Lot 67) 4 Royston Road HARDWICKE BAY	Dwelling Addition & New Verandah	1a 10a	13.5 13.5	10,000	Planning 1 Building 1 Private Certifier	322156 5408976350	18 Sept 2015	Owner Builder
544/1170/2015	R Martini 28 Cook Street FINDON	(Lot 50) 2 Bayview Road POINT TURTON	Deck & Verandah	10a 10a	39 39	11,500	Planning 2 Building 2	110205 5400783211	18 Sept 2015	A & V Golja BLD56065
544/1173/2015	S Rowe C/- PBS Australia 607 Marion Road PLYMPTON	(Lot 20) 8-10 Reef Crescent POINT TURTON	Swimming Pool & Safety Fence	10b	37.8	41,000	Planning NA Building 4 Private Certifier	426817 5401054758	2 Sept 2015	Freedom Pools
544/1174/2015	G Petherbridge 4 Thornhill Place ONKAPARINGA HILLS	(Lot 81) 42 Bayview Road POINT TURTON	Verandah	10a	36.8	4,000	Planning N/A Building 2	103507 5400482646	9 Sept 2015	Owner Builder
544/1182/2015	N & S Drogemuller PO Box 434 KADINA	(Sec 154) 49 Slow Street MARION BAY	Demolition of Dwelling	1a	80	3,500	Planning N/A Building 7	117812 5400932600	18 Sept 2015	Owner Builder
<b>TOTAL</b>						<b>\$1,312,677</b>				

## MAITLAND

Dev. App. No.	Name & Addresses	Location	Proposal	Class	Area m <sup>2</sup>	Cost \$	Conditions Planning Building	Assessment / Valuation No	Decision Date	Builder & Licence No
544/2231/2013	J Smith PO Box 131 MAITLAND	(Lot 790) 329 Clinton Road MAITLAND	Alterations & Additions to Dwelling	1a	140 / 98	180,000	WITHDRAWN	25650 4604392402	17 Sept 2015	TBA
544/2304/2013	T & S Bertalli 76 Little Cowra YELTA	Lot 19 Ketch Street PORT VICTORIA	Carport	10a	47.53	5,758	WITHDRAWN	415182 4603169209	29 Sept 2015	Owner Builder
544/2035/2014	KD & WP Bray 9 Marleycombe Rd ELIZABETH VALE	(Lot 1) 130 Songvaar Road PORT VICTORIA	Verandah	10a	36	4,575	WITHDRAWN	432021 4604725430	10 Sept 2015	Owner Builder BLD195594
544/2037/2014	D Burgess & T Polito 16 Verbena Court MORPHETT VALE	(Sec 215) 6 Chapman Road ROGUES POINT	Two Storey Dwelling & Balcony	1a 10a	175.82 16.38	173,232	Planning 8 Building Nil Private Certifier	33472 4604912519	15 Sept 2015	Longridge Group BLD175837



544/2147/2014	PB Whittaker PO Box 39 ARDROSSAN	(Lot 332) 234 Rowntree Road PETERSVILLE	Change of Use; Dwelling to Office, Storage & Accommodatio n			NA	Planning 8 Building 1	21642 4604075108	29 Sept 2015	Owner Builder
544/2198/2014	D Burgess 16 Verbena Court MORPHETT VALE	(Sec 215) 6 Chapman Road ROGUES POINT	Garage	10a	42	4,000	Planning 6 Building 3	33472 4604912519	15 Sept 2015	Owner Builder
544/2237/2014	T & J Lemon P/L PO Box 238 AUBURN	(Lot 2) 2 Dipper Lane PORT JULIA	Deck & Stairs	10a	14	3,000	Planning 6 Building 2 Private Certifier	315762 5408666407	31 August 2015	TBA
544/2266/2014	S & AA Renshaw 15 Burnett Drive ONE TREE HILL	(Lot 53) 2 Mulkra Court PORT VINCENT	Dwelling, Garage UMR, Alfresco & Portico	1a 10a	186.2 80.2	196,344	Planning 6 Building 3	419275 5408343595	02 Sept 2015	K & D Carpentry BLD180756
544/2267/2014	KF & DP Waller 4 Eyre Court MAWSON LAKES	(Lot 52) 4 Mulkra Court PORT VINCENT	Dwelling, Garage UMR, Alfresco, Portico & Garage	1a 10a	195.8 84.7  51.3	194,400	Planning 1 Building 3	419267 5408343587	02 Sept 2015	K & D Carpentry BLD180756
544/2293/2014	TB Bailey PO Box 74 CURRAMULKA	(Lot 329) 26 Main Street CURRAMULKA	Change of Use; Shop to Residential	1a	90	10,000	Planning 2 Building 2	305417 5408043509	22 Sept 2015	Owner Builder
544/2026/2015	GW Shaw 2/31 Edgecombe St WOODVILLE NTH	(Lot 47) 8 Correll Street PORT VINCENT	Two Storey Dwelling Addition & Deck	1a 10a	129.8 29.7	100,000	Planning 4 Building 1 Private Certifier	310003 5408379002	17 Sept 2015	TBA
544/2041/2015	Ardrossan Progress Association PO Box 44 ARDROSSAN	(Lot 7) 17 First Street ARDROSSAN	Town Park	10b	182.5	100,000	Planning 5 Building 3	1263 4600189706	01 Sept 2015	R Hollitt
544/2051/2015	J & S Miteloudis PO Box 2111 REGENCY PARK	(Lot 1) 85 Moorara Road PORT VICTORIA	Verandah	10a	34.65	3,900	Planning 1 Building 2	422030 4604725940	09 Sept 2015	Olympic Industries GL37130
544/2095/2015	BA Graham RMD 1057 via KADINA	(Sec 179) 1232 Graham Road WINULTA	Grain Shed & Farm Shed	7	1260/ 360	199,980	Planning 4 Building 6	22046 4604107000	22 Sept 2015	TBA
544/2100/2015	Sixteenth of February Pty Ltd 174 Fisher Street MALVERN	Lot 80 Black Point Drive BLACK POINT	Demolition of Existing Garage; Garage & Lean-to	10a	67.5	9,470	Planning 7 Building 2	49486 4604907189	18 Sept 2015	TBA

544/2121/2015	Price Progress Association Inc C/- Post Office PRICE	(PTS 470) 14 Fowler Street PRICE	Heat Deflecting Walls	10b	1.84	5,000	Planning 1 Building 1	41350 4606301084	28 Sept 2015	Price Progress Association
544/2136/2015	JT & FA Holmes 5 Charles Street ROSEWATER	(Lot 45) 37 Main Street PINE POINT	Verandah, Deck & Carport	10a	22/25	14,000	Planning 5 Building 2 Private Certifier	20073 4603836956	03 Sept 2015	TBA
544/2146/2015	L Kubanyi 10 Bennett Street PORT VINCENT	(Lot 65) 10 Bennett Street PORT VINCENT	Dwelling Addition	1a	29.5	35,000	Planning 2 Building 2 Private Certifier	307421 5408225003	10 Sept 2015	TBA
544/2147/2015	T Gourlay 40 Holstein Drive SALISBURY NTH	(Site 64) 1 Park Terrace ARDROSSAN	Verandah	10a	31	9,000	Planning 3 Building 2 Private Certifier	59 4600103247	10 Sept 2015	Owner Builder
544/2148/2015	JL Short PO Box 77 CURRAMULKA	(Lot 157) 19 First Street CURRAMULKA	Pergola	10a	37.21	4,500	Planning 3 Building 2	427542 5408099756	09 Sept 2015	Owner Builder
544/2149/2015	PD & HM Green PO Box 239 PORT VINCENT	(Lot 25) 4 Ramsay Street PORT VINCENT	Garage & Carport	10a	72 36	11,420	Planning 4 Building 2	306522 5408164600	29 Sept 2015	TBA
544/2157/2015	J Soenders (Scouts Australia) PO Box 197 MAITLAND	PTL 307 HD of TIPERRA	Demolish Existing Shelter; New Shelter	10a 10a	23.58 23.58	5,700	Planning 1 Building 2	45898 4607288002 A0010	4 Sept 2015	Owner Builder
544/2158/2015	RJ & CR Thomas Urania via MAITLAND	(Lot 76-77) 51 Clinton Road MAITLAND	Garage	10a	32	9,500	Planning Nil Building 1 Private Certifier	14183 4602105000	31 August 2015	TBA
544/2159/2015	RJ Francis PO Box 92 MAITLAND	(Lot 773) 23 Gardiner Terrace MAITLAND	Demolish Dwelling, Carport, Verandah & Garage	1a 10a	138.75 89.05	12,000	Planning Nil Building 7	11361 4601919002	02 Sept 2015	TBA
544/2161/2015	B & M Donlevy 9 Centenary Ave MAITLAND	(Lot 11) 29 Urania Road PORT VICTORIA	Garage & Carport	10a	112	11,000	Planning 7 Building 2	433706 4604722029	03 Sept 2015	Owner Builder
544/2162/2015	JA & P Cade 8 Osborne Street LARGS BAY	Lot 27 Ketch Street PORT VICTORIA	Carport	10a	24	1,600	Planning 1 Building 2	415265 4603167852	02 Sept 2015	Owner Builder
544/2163/2015	KD & WP Bray 9 Marleycombe Rd ELIZABETH VALE	(Lot 1) 130 Songvaar Road PORT VICTORIA	Verandah	10a	48	5,000	Planning 3 Building 2	432021 4604725430	24 Sept 2015	Owner Builder
544/2168/2015	ML McKibbin PO Box 232 ARDROSSAN	(Lot 40) 4 Henderson Court ARDROSSAN	Dwelling, Garage UMR & Verandah	1a 10a	159.81 42	168,000	Planning 2 Building 1	430686 4600388203	30 Sept 2015	Fairmont Homes 188013
544/2169/2015	AB & AM Hamilton PO Box 37 ARDROSSAN	(Lot 20) 41-45 Arthurton Rd ARDROSSAN	Garage	10a	45	5,750	Planning 4 Building 3	4481 4600297740	24 Sept 2015	TBA

544/2171/2015	Curramin Pty Ltd PO Box 77 MINLATON	(Lot 52) 304 Spicer Road' KOOLYWURTIE	Farm Building – Hay Shed	7	497	80,000	Planning 1 Building 2	402883 5408696403	02 Oct 2015	AR Conley GL41868
544/2173/2015	J & SI Toomey 16 Grigg Street MARDEN	(Lot 5) 24 High Street ARDROSSAN	Demolition of Dwelling	1a	180	10,000	Planning Nil Building 8	2972 4600273300	02 Oct 2015	Wahlstedt Quality Homes GL148938
544/2179/2015	WC Turner 15 High Street CURRAMULKA	(Lot 116) 15 High Street CURRAMULKA	Freestanding Gazebo	10a	26	7,000	Planning Nil Building 2	306266 5408128502	15 Sept 2015	David Buttfeld 26369
544/2180/2015	GJ & EM Mattschoss 1027 Sandy Church Road ARDROSSAN	Lot 155 Harvey Crescent BLACK POINT	Verandah	10a	34.5	9,900	Planning Nil Building 2	48405 4604903209	24 Sept 2015	J Jones BLD186269
544/2186/2015	P Bulpitt 1 Portsmouth Lane MAWSON LAKES	(Lot 889) 18 Fifth Street ARDROSSAN	Garage	10a	25.01	4,500	Planning 5 Building 2	711 4600146503	24 Sept 2015	Owner Builder
<b>TOTAL</b>						<b>\$1,403,196</b>				

#### LAND DIVISIONS

Dev. App. No.	Name & Address	Location	Proposal	Conditions Planning Building	Assessment / Valuation No	Decision Date
544/D011/2015	D, G & K Chenoweth C/- Mosel Steed 6 Graves Street KADINA	(Lot 102) 1204 Bluff Road BLUFF BEACH	Land Division	Planning 1 Land Division 2	317263 5408766133	21 September 2015
544/D012/2015	D, G & K Chenoweth C/- Mosel Steed 6 Graves Street KADINA	(Lot 102 & 31) 1204 Bluff Road BLUFF BEACH	Land Division	Planning 2 Land Division 1	317263 5408766133	21 September 2015
544/D015/2015	S Carlsson C/- Mosel Steed 6 Graves Street KADINA	(Lot 622) 15 Towler Street STANSBURY	Land Division	Planning 1 Land Division 4	205674 5404606001	1 October 2015

## **DIRECTOR DEVELOPMENT SERVICES**

### **IA/ITEM 4.6**

### **3. WASTEWATER SYSTEM APPLICATION DECISIONS**

(File Ref: 9.24.1.1)

#### **PURPOSE**

To inform the Elected Members of Wastewater Application decisions for the period 29 August 2015 to 2 October 2015.

#### **RECOMMENDATION**

That the report be received.

#### **LINK TO STRATEGIC PLAN**

Key Theme: Sustainable Communities  
2. Progressive and Sustainable Development  
Strategic Goal: 2.2 Streamlined Development Assessment Process

#### **BACKGROUND**

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

#### **DISCUSSION**

The following is a list of all Wastewater System applications processed for the period 29 August 2015 to 2 October 2015.

##### Maitland

050/117/2014	050/010/2015	050/015/2015
050/065/2015	050/066/2015	050/075/2015
050/092/2015	050/093/2015	

##### Yorke town

050/128/2013	050/007/2015	050/052/2015
050/055/2015	050/059/2015	050/061/2015
050/071/2015	080/083/2015	050/087/2015
050/091/2015		

#### **COMMUNITY ENGAGEMENT PLAN**

Not Applicable

## **CONSULTATION PROCESS**

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

- Environmental Health Officer

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

- Nil

## **POLICY IMPLICATIONS**

Nil

## **BUDGET AND RESOURCE IMPLICATIONS**

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

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999

Development Act 1993

Environmental Protection Act 1993

Council's Development Plan

## **ATTACHMENTS**

**Attachment 1:** Wastewater Application Decision Register

**LIST OF WASTE CONTROL APPLICATIONS & DECISIONS ISSUED BY THE ENVIRONMENTAL HEALTH OFFICERS UNDER DELEGATION  
FOR THE PERIOD 29 AUGUST 2015 – 2 OCTOBER 2015**

**Maitland**

Septic App. No.	Owner	Location	Proposal	Conditions	Assess. No	Decision Date	Plumber & Licence No
050/117/2014	TB Bailey PO Box 74 CURRAMULKA	(Lot 329) 26 Main Street CURRAMULKA	Septic & Soakage	12	305417	15 September 2015	SC Edwards
050/010/2015	DS Burgess & TL Polito 16 Verbena Court MORPHETT VALE	(Sec 215) 6 Chapman Road ROGUES POINT	Septic & Soakage	11	33472	15 September 2015	Owner Applicant
050/015/2015	GW & AM Shaw 2/31 Edgecombe Street WOODVILLE NORTH	(Lot 47) 8 Correll Street PORT VINCENT	Septic & Soakage	11	310003	17 September 2015	Owner Applicant
050/065/2015	KF & DP Waller 4 Eyre Court MAWSON LAKES	(Lot 52) 4 Mulkra Court PORT VINCENT	STED Connection	11	419267	02 Sept 2015	Owner Applicant
050/066/2015	S & AA Renshaw 15 Burnett Drive ONE TREE HILL	(Lot 53) 2 Mulkra Court PORT VINCENT	STED Connection	11	419275	02 September 2015	Owner Applicant
050/075/2015	M R Stennett 39 West Terrace ARDROSSAN	(Lot 1) 8 Rogues Point Road ROGUES POINT	Septic & Soakage Alteration	11	33506	31 August 2015	S Palecek
050/092/2015	J & E Pratt PO Box 84 PRICE	(Lot 352) 25 Clemintina Street PRICE	Alteration to Septic & Soakage	11	42234	22 September 2015	GR Cross
050/093/2015	ML McKibbin 15 West Terrace ARDROSSAN	(Lot 40) 40 Henderson Court ARDROSSAN	STED Connection	11	430686	30 September 2015	Garrard Plumbing & Civil

**Yorke Peninsula Council**

Septic App. No.	Owner	Location	Proposal	Conditions	Assess. No	Decision Date	Plumber & Licence No
050/128/2013	Edithburgh Progress Association PO Box 62 EDITHBURGH	Sec 649 Old Honiton Road EDITHBURGH	Septic & Soakage & Dump Point	11	211672	1 September 2015	Peninsula Plumbing
050/007/2015	J Nicholes & A Smith 13 Gilks Road LEWISTON	(Lot 80) 28 Beach Road HARWICKE BAY	Septic & Soakage	WITHDRAWN	421487	23 September 2015	Hills Design & Drafting
050/052/2015	S & V & S & A Giglio 186 Salisbury Highway SALISBURY	(Lot 1) 7 Henry Street EDITHBURGH	Septic & Soakage	11	422352	10 September 2015	Ryan Earthmoving

050/055/2015	K & N Rowe 14 Caroline Drive ALLENBY GARDENS	(Lot 52) 2 Annie Watt Street STANSBURY	STED Connection	11	432641	2 October 2015	Rivergum Homes
050/059/2015	G & K Super Nominees PO Box 174 HINDMARSH	(Lot 56) 32 Clan Ranald Avenue EDITHBURGH	Sewer Connection	11a	430264	18 September 2015	Longridge Group
050/061/2015	D McInerney PO Box 348 NORTH ADELAIDE	(Lot 34) 38-40 Sixth Street WOOL BAY	Septic & Soakage	11	216630	1 September 2015	S Palacek
050/071/2015	C Barrett 12 Hughes Avenue ST AGNES	(Lot 113) 43 Corny Point Road CORNYPPOINT	Aerobic System	11	105163	9 September 2015	Chris Hart Plumbers
050/083/2015	J & T Martin PO Box 8 MINLATON	(Lot 54) 21 Second Street MINLATON	Septic & Soakage	11	303065	2 September 2015	Owner Applicant
050/087/2015	SA Ashworth PO Box 767 HAPPY VALLEY	(Lot 32) 86 Beach Road COOBOWIE	Septic & Soakage	11	412676	28 September 2015	Longridge Group
050/091/2015	Yorke Peninsula Council PO Box 57 MAITLAND	(Lot 91) 21 Edithburgh Road YORKETOWN	STED Connection	11	201475	10 September 2015	Aitchison Plumbing Service

## **DIRECTOR DEVELOPMENT SERVICES**

### **IA/ITEM 4.6**

#### **4. INSPECTORIAL ACTIVITY REPORT**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To inform Council of the activities of the Inspectorial Team.

##### **RECOMMENDATION**

That the report be received.

##### **LINK TO STRATEGIC PLAN**

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

##### **BACKGROUND**

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

##### **DISCUSSION**

Council's Inspectors have dealt with many routine matters during the past month, including bush camping, abandoned vehicles, wandering and nuisance dogs, noisy dogs and roosters and nuisance cats.

One dog was impounded during the past month. The dog was claimed by its owner and released after impounding fees of \$80 were paid and the dog was registered.

A person was attacked by a dog whilst entering a property at Price, which resulted in a minor wound to the arm and torso. The incident occurred in front of the owner of the dog. The owner of the offending dog has been formally advised of Council's intention to place a Control (Menacing Dog) Order on the dog pursuant to the Dog and Cat Management Act. The owner will also be given an expiation notice of \$210 for the offence of a dog attack.

An unidentified dog was impounded after it was caught attacking poultry in Ardrossan. The dog was claimed by its owner the following day and also paid the victim for damages caused by her dog. The owner of the poultry wanted no further action taken over the incident. A caution has been issued to the offending dog owner.

Routine patrols of boat ramps have been performed to ensure that users are paying to use the facilities. This resulted in several notices being issued as a result of poorly displayed tickets but after further investigation no expiation notices have been issued.

Patrols have taken place at the bush camping reserves to ensure users are paying for the facilities. September is particularly quiet but it is important to maintain a presence throughout the bush camping areas.

Officers continue to monitor parking infringements throughout the district and one motorist received an expiation notice for parking in a prohibited area at Ardrossan.



Officers have investigated several lots of rubbish dumped in the area. An Officer attended an address in Curramulka after information was gained from a trailer load of rubbish dumped on Rogers Road, Minlaton. As a result of the information received they attended an address in Minlaton where they spoke to a couple whose names were found on items in the rubbish. Although denying the allegations of dumping the rubbish, they arranged for it to be cleaned up within 6 hours. Five days later Council Officers attended at Yorke Highway near Price where they located the same rubbish. The alleged offenders again arranged for the removal of the rubbish from this location. As a result a male person from Minlaton was issued with 2 Expiation Notices each worth \$315 for two separate counts of littering.

The annual inspection in relation to the issuing of Section 105 notices pursuant to the Fire and Emergency Services Act resulted in 1407 notices issued on 22 September 2015 to property owners to reduce the fuel loads on their land. The number of notices issued last year was 1278 and the year before 1918. This is a very time consuming activity as a physical inspection of each township and settlement is required to determine what properties need a notice. Property owners are then given 21 days to comply with the notice. A further inspection takes place in mid-October to determine if the notices have been complied with. A Contractor is then engaged to reduce the fuel loads on properties that have not complied with the notice.

#### **COMMUNITY ENGAGEMENT PLAN**

Not applicable

#### **CONSULTATION PROCESS**

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

- Inspectorial Staff

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

- Nil

#### **POLICY IMPLICATIONS**

Not applicable

#### **BUDGET AND RESOURCE IMPLICATIONS**

Routine inspectorial activities are contained within the 2015/16 Annual Business Plan

#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Fire and Emergency Services Act 2005

Dog and Cat Management Act 1995

Local Government Act 1999

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

#### **ATTACHMENTS**

Nil

# DEBATE

# AGENDA

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **DA/ITEM 6.2**

#### **1. FINANCIAL REPORT SEPTEMBER 30 2015**

(File Ref: 9.24.1.1)

##### **PURPOSE**

For Council to receive the financial report and review of capital projects dated 30<sup>th</sup> September 2015

##### **RECOMMENDATION**

That Council receive the financial reports as at 30<sup>th</sup> September 2015.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Corporate Governance and Leadership  
2. Organisational Efficiency and Resource Management  
Strategic Goal/s: 2.1 Financially sustainable organisation

##### **BACKGROUND**

Finance staff have undertaken to present a Financial Report and a Capital Projects Report for Projects over \$50,000 to Council encompassing results to the end of each calendar month preceding each scheduled Council meeting.

##### **DISCUSSION**

The attached financial reports are submitted with the following qualifications and comments:

- Actuals included in the reports 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 reports do not include year-end income and expense accruals.

##### **COMMUNITY ENGAGEMENT PLAN**

Not Applicable

##### **CONSULTATION PROCESS**

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

- Chief Executive Officer;
- Director Development Services;
- Director Assets and Infrastructure Services;
- Manager Financial Services;
- Operations Manager;

- Works Manager;
- Infrastructure Manager; and
- Corporate Services Officer.

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

- Nil

## **POLICY IMPLICATIONS**

PO 142 Budget Reporting and Amendment Policy.

## **BUDGET AND RESOURCE IMPLICATIONS**

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.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999

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.

## **ATTACHMENTS**

**Attachment 1:** Uniform Presentation of Finances 300915

**Attachment 2:** Capital Projects Report for Council 300915 (Projects over \$50,000)

## Yorke Peninsula Council

### Budgeted Uniform Presentation of Finances as at 30th September 2015

Income	-\$20,867
Less Expenses	\$5,042
<b>Operating Deficit before Capital Amounts</b>	<b>-\$15,825</b>
<b>Less Net Outlays on Existing Assets</b>	
Capital Expenditure on renewal and replacement of Existing Assets	\$492
Less Depreciation, Amortisation and Impairment	
Less Proceeds on Sale of Assets	-\$45
	<b>\$447</b>
<b>Less Net Outlays on New and Upgraded Assets</b>	
Capital Expenditure on New and Upgraded Assets	\$617
Less Amounts received specifically for New and Upgraded Assets	-\$463
	<b>\$154</b>
<b>NET(LENDING) / BORROWING FOR FINANCIAL YEAR</b>	<b>-\$15,224</b>

2015/16 YTD Actuals \$'000

2015/16 Full Year Adopted Budget \$'000	2015/16 Full Year Budget Revisions \$'000	2015/16 Full Year Revised Budget \$'000

2015/2016 Capital Budget

Projects Over \$50,000

at 30 September 2015

		New	Renewal	Scheduled Start	Scheduled Finish	Spent To Date		% Physically Complete	Reviewed
						New	Renewal		Y/N
Buildings	TOTAL BUILDINGS BUDGET	\$100,000	\$356,000			\$0	\$31,424		
	Maitland Hall - Concrete Cancer		\$270,000	Nov-15	Jun-16		\$0	20.00%	N
CWMS	TOTAL CWMS BUDGET	\$117,000	\$153,000			\$860	\$1,030		
Water	TOTAL WATER BUDGET	\$27,000	\$0			\$11,476	\$0		
Transportation	TOTAL TRANSPORTATION BUDGET	\$1,571,072	\$5,335,542			\$35,217	\$283,322		
	S2 Rubble Raising	\$200,000		Jul-15	Jun-16	\$0		0.00%	N
	S3 Reseals		\$130,000	Jul-15	Jun-16		\$0	10.00%	N
	S6 McCauley Road		\$116,752	Dec-15	Feb-16		\$0	0.00%	N
	S8 Nalyappa Road		\$123,880	Aug-15	Oct-15		\$15,213	25.00%	N
	S9 North South Road		\$111,398	Apr-16	Jun-16		\$0	0.00%	N
	S11 Saint Road		\$101,002	Sep-15	Oct-15		\$4,816	10.00%	N
	S14 McFarlane Road		\$76,800	Aug-15	Sep-15		\$32,314	60.00%	N
	S16 Brutus Road		\$184,430	Sep-15	Oct-15		\$13,001	10.00%	N
	S18 Daly Head Road		\$219,206	Oct-15	Dec-15		\$92	0.00%	N
	S19 Dump Road		\$137,017	Apr-16	May-16		\$0	0.00%	N
	S20 Old Coast Road		\$156,316	May-16	Jun-16		\$0	0.00%	N
	S21 Old Port Vincent Road		\$175,749	May-16	Jun-16		\$0	0.00%	N
	S22 Recluse Road		\$95,375	Mar-16	Apr-16		\$0	0.00%	N
	S23 South Coast Road		\$189,949	Jul-15	Sep-15		\$208,597	100.00%	N
	S24 Waterloo Bay Road		\$50,129	Jan-16	Feb-16		\$0	0.00%	N
	S25 Wattle Point Road		\$84,564	Mar-16	Apr-16		\$0	0.00%	N
	S27 Clinton Road (subject to funding approval)	\$1,124,000		Oct-15	Apr-16	\$0		0.00%	N
	S30 Transport acceleration		\$3,000,000	TBA			\$0	0.00%	N
	E1 Harmer Road		\$88,996	Apr-16	Jun-16		\$0	0.00%	N
	E3 Weavers Road North		\$111,660	Feb-16	Apr-16		\$0	0.00%	N
	E5 Fourth Street, Arthurton	\$80,003		Oct-15	Dec-15	\$0		0.00%	N
	E8 Bramley Road, Edithburgh	\$79,069		Oct-15	Dec-15	\$0		5.00%	N
	E10 Cutline Road		\$67,322	Jun-16	Jun-16		\$0	0.00%	N
	E13 Footpath - Elizabeth Street, Maitland	\$50,000		Aug-15	Oct-15	\$30,909		0.00%	N
	E18 Polkinghorne Road		\$89,997	Jul-15	Apr-16		\$9,265	25.00%	N

2015/2016 Capital Budget  
Projects Over \$50,000 at 30 September 2015

		New	Renewal	Scheduled Start		Scheduled Finish		Spent To Date		% Physically Complete	Reviewed
								New	Renewal		Y/N
Plant	TOTAL PLANT BUDGET	\$175,000	\$1,484,000					\$0	\$124,751		
	Construction Grader		\$385,000	Aug-15	Oct-15				\$0	25.00%	N
	Front End Loader - Northern Construction		\$298,000	Aug-15	Oct-15				\$0	10.00%	N
	Front End Loader - Southern Construction		\$247,000	Aug-15	Oct-15				\$0	10.00%	N
	Works Vehicles		\$128,000	Jul-15	Jun-16				\$25,440	75.00%	N
	Admin Vehicles		\$396,000	Jul-15	Jun-16				\$99,311	0.00%	N
	12 Tonne Vibrating Roller	\$175,000		Aug-15	Oct-15			\$0		25.00%	N
	Trade Ins		\$377,000								
Stormwater	TOTAL STORMWATER BUDGET	\$67,500	\$0					\$3,060	\$0		
Other Assets	TOTAL OTHER ASSETS BUDGET	\$1,421,000	\$377,500					\$426,623	\$47,315		
	Walk the Yorke - as per Funding Agreement (400k Grant Funding)	\$800,000		Jul-15	Dec-15			\$362,942		94.00%	N
	Point Turton CP Cabin Furnishings Rejuvenation (10 Cabins) - High		\$65,000	Aug-15	Oct-15				\$13,816	50.00%	N
	Marion Bay CP Fire Hose Reel System - High	\$60,000		Apr-16	Jun-16			\$0		0.00%	N
	EDRMS System Installation	\$175,000		Aug-15	Feb-16			\$0		5.00%	N
	Council Phone System	\$27,000	\$50,000	Aug-15	Oct-15			\$0	\$0	12.00%	N
	32 Replacement Computers (Renewal Programme)		\$64,000	Jan-16	Apr-16				\$0	0.00%	N
	Marion Bay Boat Ramp Feasibility Study (50% SABFAC - \$50k)	\$100,000		Feb-16	Jun-16			\$0		0.00%	N
	Formby Bay Action Group - Remedial Work (\$92k less Grants etc of \$62k)	\$80,000		TBA				\$0		0.00%	N

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **DA/ITEM 6.2**

#### **2. CHRISTMAS OFFICE CLOSURE**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To seek endorsement for a closure period of all Council office locations for the 2015 Christmas and New Year holiday period.

##### **RECOMMENDATION**

That Council endorse:

1. Closure of the Principal Office at Maitland and the three (3) Branch Offices from 12:30pm on Thursday 24<sup>th</sup> December 2015 and reopens on Monday 4<sup>th</sup> 2016, with staff required to utilise existing leave;
2. Advertise the closure of Council offices in the Yorke Peninsula Country Times and on Council's website;
3. Organise for notices to be placed on the front window of the Principal Office and Branch Offices; and
4. An answering machine message be implemented during the closure period to ensure that any emergencies are referred to the after-hours emergency number.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Corporate Governance and Leadership  
Strategic Goal/s: 2. Organisational Efficiency and Resource Management

##### **BACKGROUND**

Council staff employed under the SA Municipal Officers Award have a clause within their Enterprise Agreement (the Agreement) outlining their obligations in relation to Closure over the Christmas and New Year Period being:

1. Unless advised otherwise, the Employee will temporarily shut down the workplace between the Christmas and New Year period. Employees that are required to work during this period will be advised at least one month before Christmas and New Year.
2. Employees will be required to take paid annual leave, accrued rostered days off or accrued time in lieu during such periods. Should an employee not have sufficient leave to cover the period (generally three (3) working days), annual leave may be granted in advance.
3. Employees may apply to work the shut-down period but staffing levels will be subject to Council's operational requirements.
4. Employees who work over the shut-down period may be required to work flexibly across a range of functions within the scope of their skills, qualifications and experience.
5. The Chief Executive Officer will gain approval from Council to ensure staff receive adequate notice of the upcoming office closure.



## **DISCUSSION**

In line with obligations contained within the Agreement, Council closes the Principal Office and three branch offices during the days that fall in-between Christmas and New Year. This is a similar practice to many other businesses and from past experience, there has been minimal or no public enquiries during this period. A suitable answering machine message is implemented at all office locations and any emergency call will be referred to Councils emergency number.

The staff employed under the Local Government Employees Award (outside staff) maintain sufficient staffing levels to ensure Council is able to deal with urgent customer enquiries with the majority of staff access their leave entitlements.

## **COMMUNITY ENGAGEMENT PLAN**

Level 1 – Inform

## **CONSULTATION PROCESS**

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

- Chief Executive Officer;
- Executive Assistant to the Mayor and CEO;
- Executive Assistant to the Director Corporate and Community Services;
- Manager People and Culture; and
- Manager Business and Public Relations;

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

- Nil

## **POLICY IMPLICATIONS**

Nil.

## **BUDGET AND RESOURCE IMPLICATIONS**

There will be no additional budgetary implications as employees will access current leave entitlements during the period of the closure.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Nil.

## **ATTACHMENTS**

Nil.

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **DA/ITEM 6.2**

#### **3. MAITLAND AND DISTRICT PROGRESS ASSOCIATION COMMUNITY GRANT 2015/2016**

(File Ref: 9.24.1.1)

##### **PURPOSE**

That the Maitland and District Progress Association Grant Application 2015-2016 be considered by Council as it was omitted from the Grants Working Party assessment process and ultimate recommendation due to a clerical error.

##### **RECOMMENDATION A**

That Council grant the Maitland and District Progress Association the total amount applied for of \$4,500;

or

##### **RECOMMENDATION B**

That Council do not allocate a community grant amount to the Maitland and District Progress Association for the 2015/2016 financial year.

##### **LINK TO STRATEGIC PLAN**

Key Theme: Corporate Governance & Leadership  
2. Organisational Efficiency and Resource Management  
Objective: 2.1 Financial Sustainable Organisation

##### **BACKGROUND**

The Maitland and District Progress Association lodged a grant application on 11<sup>th</sup> August 2015 which was in line with the closing date of 13<sup>th</sup> August 2015. As per Council's internal process, the correspondence was registered and the original hard copy retained within the Records department. Electronic copies of all grant applications were batch scanned through to Corporate and Community Services to process. Whilst converting these electronic documents into Councils General Disposals Schedule file structure, the Maitland and District Progress Association Grant Application was omitted from the transfer.

Following an enquiry from the Maitland and District Progress Association with an Elected Member on 17<sup>th</sup> September 2015, Council was made aware of this omission. Due to an internal administrative error resulting from duplication of process and with no checking system in place, the application was not distributed to the Working Party for consideration. A thorough review of receipting and distributing grant funding applications has now commenced to ensure that this does not occur again.

## **DISCUSSION**

The Community Grants Scheme was advertised in the Yorke Peninsula Country Times editions dated 30<sup>th</sup> June and 7<sup>th</sup> July 2015 and on Council's website.

The Grants Working Party considered all applications individually and, as a group, determined their recommendations for the distribution of the total funds available (\$154,160) at the meeting convened on 25<sup>th</sup> of August 2015. All available funds were allocated as per the recommendation presented to Council at its September meeting.

The omitted application stated that a grant of \$4,500 was requested for painting the Chatt Centre building in Maitland and that Progress would contribute an amount of \$469 towards the project (Total Project Cost \$4,969). The application also stated that the project could not proceed if only partial funding was offered by Council.

## **COMMUNITY ENGAGEMENT PLAN**

Level 1 – Inform, consultation process has been completed as outlined above.

## **CONSULTATION PROCESS**

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

- Director Corporate and Community Services;
- Executive Assistant to Director Corporate and Community Services;
- Manager Business and Public Relations;
- Records Officer; and
- Grants Working Party.

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

- Nil

## **POLICY IMPLICATIONS**

PO149 Community Grants Policy

## **BUDGET AND RESOURCE IMPLICATIONS**

The Community Grants allocation of \$154,160 is 1% of total rates as per the Community Grants Policy and was provided for the 2015/2016 Adopted Budget. No allowance has been made in the Adopted Budget for "missed" requests and any amount granted will require a revision entry of that budget.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999

## **ATTACHMENTS**

**Attachment 1:** Maitland and District Progress Association Grant Application for 2015-2016

Item Number
7.41.6.4
Distribution

## Corporate Email Address

**From:** Chatt Centre <chattcentre@internode.on.net>  
**Sent:** Tuesday, 11 August 2015 1:58 PM  
**To:** Corporate Email Address  
**Subject:** Maitland & District Progress Association Inc. - Community Grants Scheme 2015/2016  
**Attachments:** Community Grant application - Painting.docx; pWinbeat 20150804 Certificate of Insurance - MAITL - 56331.pdf; Certificate of Incorporation.pdf; Painting quote.pdf; Audited financials 2013 to 2014.pdf; Unaudited financials 2014-2015.pdf

Dear Community Grants Scheme

Please note I have attached 2 lots of financials.

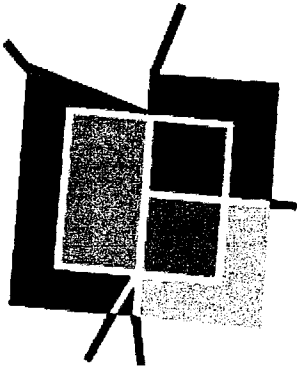
The first being the audited financials 2013 to 2014 and second the unaudited financials for the past year. Even though they have not been audited by our Accountant yet they have been presented at our AGM in July 2015. I hope you find this sufficient.

Thank you for the opportunity to apply for this grant and we look forward to hearing from you in the near future.

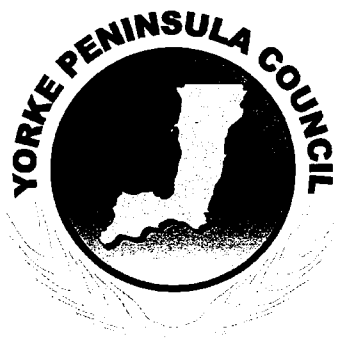
Kind regards

Kerry Baker  
 Chatt Centre  
 3 Robert Street, Maitland SA 5573  
 P: (08) 8832 2174  
 F: (08) 8832 3027  
 W: [www.maitlandsa.com](http://www.maitlandsa.com)

**Maitland & District  
 Progress Association**



*Putting Maitland on the map*



# APPLICATION FORM

*Agriculturally rich~Naturally beautiful*

## Community Grants Scheme – 2015 / 2016

**Application Close 5PM Thursday 13 August 2015**

**Name of Project:** Chatt Centre paint and refresh

**Name of Organisation:** Maitland & District Progress Association Incorporated

**Contact Person:** Kerry Baker

**Email:** chattcentre@internode.on.net

**Phone:** 08 8832 2174

**Amount of Funding Requested:** \$5,000

### Do You QUALIFY?

1. **Are you a not for profit organisation**

☒ YES

☐ NO

2. **Please indicate how your organisation is legally constituted**

☒ Incorporated Association – Number: A37502

☐ Limited Company

☐ Auspiced by an Incorporated Body

Name: Click here to enter text.

Address: Click here to enter text.

3. **Do you have current Public Liability Insurance? (Minimum \$10 million)**

☒ YES - Please attach a copy of Certificate of Currency

☐ NO - How do you plan to insure the project?

Click here to enter text.

*\*Applicants must demonstrate that all relevant insurances as required are in place and that Public Liability Insurance is held to a minimum cover of \$10 million. Failure to provide this information will result in an ineligible application. A copy of certificates of currency covering the 2015/2016 funding period must be included as an attachment.*

***If you have answered 'no' to any of the questions above, you do not qualify for a Community Grant.***

***Please contact Felicity Kemp on 8853 3800 to discuss other available options.***

## APPLICANT INFORMATION

- 1.1 Name of Group / Organisation**  
Maitland & District Progress Association Incorporated
- 1.2 Address**  
Chatt Centre, 3 Robert Street, Maitland SA 5573
- 1.3 Contact person & their position within the organisation**  
Name: Kerry Baker Position: Centre Coordinator
- 1.4 Telephone numbers**  
Home: Wk 8832 2174 Mobile: 0438 464 032
- 1.5 Email Address**  
chattcentre@internode.on.net
- 1.6 Objects of the Organisation**  
To provide and maintain a vibrant and welcoming Visitor Information and Community Centre
- 1.7 Number of Members of the Organisation**  
50
- 1.8 Has your Organisation received Community Grants funding over the last three financial years?**  
☒ YES  
☐ NO

Financial Year	Amount Received	Purpose of Funds
2014/2015	Click here to enter text.	Click here to enter text.
2013/2014	\$2000	Upgrade Maitland Town Map Sign
2012/2013	Click here to enter text.	Click here to enter text.

- 1.9 Australian Business Number (ABN): 20 218 742 116**

*\*If you do not have an Australian Business number you must complete a 'Statement by Supplier' form and submit with your Evaluation Report & Acquittal form if you are successful in your application.*

- 1.10 Is your group / organisation registered for GST?**  
☒ YES  
☐ NO
- 1.11 Your group / organisation must have its own Bank / Credit Union Account or similar:**  
Account Name: Maitland & District Progress Association Incorporated  
Bank / Credit Union Name: ANZ  
Branch: Maitland
- 1.12 Is your organisation registered with the SA Community – Connecting Up Website?**  
☒ YES  
☐ NO - If No – your organisation is encouraged to register – [www.sacommunity.org](http://www.sacommunity.org)

## THE PROJECT

### 2.1 Project / Activity Description:

Repaint the interior of most of the Chatt Centre, both ceiling and walls. The Main corrugated iron roof was redone a few years ago and prior to that being done there were quite a few leaks which have left water marks on the ceiling and the odd paint flakes on the floor. There was also a few sneaky birds that got in under the iron roof and peeked through the ceiling in one of the offices and the mens toilets so these are in need of a really good freshen up. The Ceilings are all extremely high and beyond our Progress members voluntary capacity which is why we have sourced a quote. We chose Greg Treloar as the painter as he has previously been a Progress Member for some years and has done lots of voluntary jobs to help the town.

### 2.2 How will this project benefit the community?

We believe that showcasing your existence in a tidy and vibrant manner preceeds the way you care about yourself and community. The building was previously the RSL hall and we also feel very priviledged to lease this building from Council. As the RSL in Maitland are all elderly and unable to run the reflective services such as Anzac and Remembrance Day we have taken it upon our organisation to coordinate these events.

### 2.3 How did you decide the project was needed?

Things are visibly starting to deteriorate and we would like to maintain them before the job is out of control. With the last few big rains we have also noticed that this is a project that needs attention now and not in the too distant future.

### 2.4 Location (s) of the Project

**Assessment Number:** [Click here to enter text.](#)

**Address:** Chatt Centre, 3 Robert Street

**Suburb:** Maitland

**Postcode:** 5573

### 2.5 You may be required to have the consent of the Landowner to complete your project.

The Landowner is:

- ☐ This Organisation – Attach proof of ownership
- ☒ Yorke Peninsula Council – Complete and attach Landowner Consent Form
- ☐ Other – Attach proof of consent

### 2.6 What do you expect will be the annual maintenance / cyclical replacement cost of the project over the next 10+ years? How will you fund this cost?

There should not be any major maintenance on this project once complete otherwise we will do it with the services of our organisations volunteers such as the Mens Shed however the extremely high ceilings would cause too many OH&S problems due to scaffolding being required to do most of this work. Any patch up jobs over time would certainly be maintained within Progress.

### 2.7 Proposed start date: As soon as funding has been secured and the Painter can be booked in

### 2.8 Proposed completion date: ASAP

### 2.9 Development Approval for your project from Council – Is it required?

- ☐ YES – Received - Attach a copy of the approval
- ☐ NO – Lodged and awaiting decision - *Attach a copy of lodgement form*
- ☐ NO – Required, but not yet lodged
- ☒ Not Required - This is not a development project or this type of development does not require approval

## PROJECT BUDGET

### 3.1 Could your project proceed if only partial funding were received?

- ☐ Yes  
☒ No

If yes, how would you fund this project?

[Click here to enter text.](#)

### 3.2 Is this project contingent on additional funding being secured from other State / Australian Government funding programs?

- ☐ Yes  
☒ No

If yes, what other forms of funding have been secured/applied for?

[Click here to enter text.](#)

### 3.3 You must attach a copy of your last financial year's audited annual financial statements for your Organisation. If your organisation has "surplus funds" above what is required for the project please provide an explanation of why the organisation cannot self-fund the proposed project.

[Click here to enter text.](#)

## PROJECT INCOME

Club / Organisations Funds	\$469
Fundraising activities	<a href="#">Click here to enter text.</a>
Donations / fees for activity or project	<a href="#">Click here to enter text.</a>
In kind - Calculate volunteer hours @ \$20/hour	<a href="#">Click here to enter text.</a>
Income already secured – i.e. Other grants	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<b>Council Grant Requested</b>	<b>\$4500</b>
<b>TOTAL PROJECT INCOME (Must Equal Expenditure)</b>	<b>\$4969</b>

## PROJECT EXPENDITURE

Paint and repair interior of Chatt Centre walls and ceilings	\$4969
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<b>TOTAL PROJECT EXPENDITURE (Must Equal Income)</b>	<b>\$4959</b>

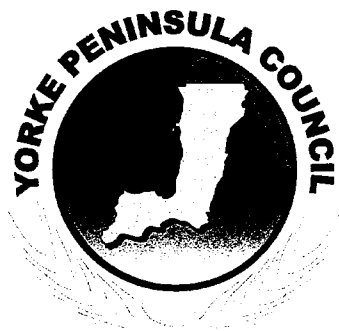
\* If your organisation **IS** registered for GST – DO NOT add GST to any amounts in your budget

\* If your organisation **IS NOT** registered for GST – include ALL GST on expenditure



## Yorke Peninsula Council - Risk Assessment

The Risk – Hazard Description and Who Might be Harmed	The Chances of an Incident Happening		Risk Level	Current Controls <i>What do you have in place to ensure the risk is minimised?</i>	Possible Further Controls <i>(anything else you can do to further reduce the risk)</i>	Person Responsible for Control Option	Updated Risk Level
	Likelihood	Consequence					
Fall from Scaffolding	D - Unlikely	Minor	High	High Ceilings will be painted on a weekend when the public will not be accessing the Hall	Have additional volunteers around to help	Maitland & District Progress Association Inc. & Greg Treloar	Low
Tripping on paint covers or scaffolding	C - Possible	Minor	High	No traffic flow in the area of painting and maintenance other than the workers	Signage and close area to public	Maitland & District Progress Association Inc and Greg Treloar	Low
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.	Choose an item.	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.



# LANDOWNER CONSENT FORM for Council Owned Property

## Community Grants Scheme – 2015 / 2016

*Agriculturally rich~Naturally beautiful*

1. In relation to the Grant Application from *(name of applicant)*  
Yorke Peninsula Council
2. For the following project *(name of project)*  
Paint and repair the interior walls and extremely high ceilings in the Chatt Centre
3. To be undertaken at *(address of facility)*  
Chatt Centre, 3 Robert Street, Maitland 5573
4. The applicant's arrangement with the landowner is  
☒ Leaseholder - Expiry Date of Lease: Click here to enter a date.  
☐ Other: Click here to enter text.
5. Is the proposed project permitted under the agreement?  
☒ YES  
☐ NO - If no, will a change to the agreement be required?  
Click here to enter text.
6. Will this project change the purpose of the land as intended?  
☐ YES  
☒ NO
7. Council will be providing the following support;  
☒ No other support is to be provided  
☐ Financial Support (in addition to any grant application) of \$  
☐ In-Kind Support *(Details below)*

Type of In Kind Support	Conditions i.e. Budget	Value
Click here to enter text.	Click here to enter text.	\$Click here to enter text.
Click here to enter text.	Click here to enter text.	\$ Click here to enter text.

8. As land owner, we have the following requirements for any work undertaken;  
☒ Only licenced tradespeople are permitted to undertake work on the site  
☐ Other: Click here to enter text.

### Office Use Only

#### AUTHORISATION on behalf of Landowner

As landowner, we give in principle consent for the project.

Works may be subject to the relevant Council Development application outcomes.

Name Click here to enter text.

Position: Click here to enter text.

Signature: Click here to enter text.

Date: Click here to enter a date.

## **CERTIFICATION BY APPLICANT**

I certify that I have been authorised to prepare and submit this application on behalf of the applicant organisation and that the information contained is a true and correct record to the best of my knowledge. On behalf of the organisation I agree that this application has been made in accordance with the eligibility criteria and the conditions of funding and the following conditions:

- ✓ **To provide the Yorke Peninsula Council with the required documentation, once the project is completed and prior to 31<sup>st</sup> May 2016 for payment of the grant to the applicant organisation**
  - ✓ That the funds applied for in this application will be expended as outlined and in accordance with this grant application
  - ✓ To notify the Yorke Peninsula Council if funding is gained from another source for this project
  - ✓ To acknowledge the Yorke Peninsula Council as a sponsor of the project / activity in any publicity or promotion
  - ✓ Where required, the project will comply with all relevant building codes, standards and legislation
  - ✓ Failure to comply with these conditions may preclude our organisation from support in the future
- ☒ By ticking this box you are agreeing to the above certification.
- ☒ I acknowledge and agree that typing my name on this application and submitting the form by email will constitute my signature by electronic communication under the Electronic Transactions (South Australia) Act 2000 and related Acts.

### **Primary Signatory**

Name Kerry Baker

Position: Chatt Centre Coordinator

Signature: Kerry Baker

Date: 11/08/2015

### **Secondary Signatory**

Name Roger Morgan

Position: President

Signature: Roger Morgan

Date: 11/08/2015

## **COMPLETED APPLICATION MAY BE SUBMITTED BY THE FOLLOWING**

**Email**      [admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)

**Post**      Yorke Peninsula Council - Community Grants Scheme  
PO Box 88  
MINLATON SA 5575

**Fax**      (08) 8853 2494

**In Person**      Council Offices at Maitland, Minlaton, Yorketown or Warooka during business hours

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **DA/ITEM 6.2**

#### **4. EXPRESSIONS OF INTEREST – MAITLAND CHILDREN'S CENTRE PREMISES**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To seek Council approval to proceed with the investigation of a preferred option in regard to a potential lease of the Maitland Children's Centre premises for the purpose of providing day-care services.

##### **RECOMMENDATION**

That Council authorise the Director Corporate and Community Services to review and further evaluate the received Expressions of Interest and present a recommendation to the November meeting.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Community Engagement  
1. Vitality and Connection

Strategic Goal/s: 1.2 Offer a range of accessible community facilities, programs, events and activities

##### **BACKGROUND**

The Maitland Children's Centre currently occupies premises at 15 Kilkerran Terrace, Maitland. These premises are:

- on Crown Land
- under the care and control of Yorke Peninsula Council

The Education Department currently leases the premises from Council with Crown consent and the premises are approved for the provision of day-care services.

The Education Department have advised that they will be relocating the Maitland Children's Centre to the Maitland Area School, and are anticipating vacating the Kilkerran Terrace premises in August 2016.

##### **DISCUSSION**

Council placed an advertisement in the YP Country Times on Tuesday 8<sup>th</sup> September 2015 for Expressions of Interest (EOI) from private providers for the purpose of establishing additional day-care facilities in Maitland at the above mentioned premises.

At the close of the EOI Council has received three (3) expressions of interest as follows:

1. Mrs Patricia Donlevy – offering long day-care for 0-6yr age groups, before and after school care services, vacation care and casual care – qualifications: licensed day-

care centre operator and provider. Currently living in NSW Mrs Donlevy is in the process of re-locating to Maitland.

2. Ms Kristin Holdsworth – offering day-care – qualifications: licensed day-care centre operator and provider currently operating in Ardrossan.
3. Mr David Field as Principal of the Maitland Lutheran School – offering primarily before and after school care with the possibility of day-care to be considered – qualifications: not yet confirmed.

The Director Corporate and Community Services is seeking Council approval to further investigate the three (3) EOI with the aim of providing a recommendation to the November Council meeting. This will allow the prospective tenant sufficient time to prepare for an anticipated opening in the 16/17 financial year when the facilities become available.

## **COMMUNITY ENGAGEMENT PLAN**

Level 2 – Consult

## **CONSULTATION PROCESS**

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

- Director Corporate and Community Services

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

- Nil

## **POLICY IMPLICATIONS**

Nil

## **BUDGET AND RESOURCE IMPLICATIONS**

There is no impact on the 2015/2016 Adopted Budget.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Nil

## **ATTACHMENTS**

Nil.

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **DA/ITEM 6.2**

#### **5. RATES RELIEF POLICY**

(File Ref: 9.24.1.1)

##### **PURPOSE**

For Council to endorse and adopt the updated Rates Relief Policy.

##### **RECOMMENDATION**

That Council endorse and adopt the updated Rates Relief Policy as presented in the Agenda for inclusion in Council's policy manual and on the website.

##### **LINK TO STRATEGIC PLAN**

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

Strategic Goal/s: 2.3 Meet all legislative and compliance responsibilities

##### **BACKGROUND**

As part of Councils rating administration, the Rates Relief Policy is reviewed annually to ensure Council meets its legislative responsibilities.

##### **DISCUSSION**

The Local Government Act 1999 (Section 159 to 166) sets out those provisions applicable to Council for the granting of a rebate of rates to persons or bodies.

The provisions of the act detail the types of mandatory rebates of rates that Council must provide in specific cases, and the amount of the mandatory rebate to be granted.

It also includes provisions for the granting of discretionary rebates in certain cases, with these discretionary rebates being considered by Council based on the merits of each application.

The Rates Relief Policy ensures all applications for rates relief are considered in an equal and fair manner pursuant to the provisions set out under the Local Government Act and this Policy.

With no legislative changes in the past 12 months, only the financial dates have been reviewed to make the Policy relevant to this rating year.

##### **COMMUNITY ENGAGEMENT PLAN**

Level 1, Inform. Decisions made in relation to rates relief are considered pursuant to legislative requirements, and there is no opportunity for the public to influence the decision as they ensure compliance with legislation and policy.

## **CONSULTATION PROCESS**

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

- Corporate Management Team; and
- Manager Financial Services.

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

- Nil.

## **POLICY IMPLICATIONS**

PO060 – Rates Relief Policy.

## **BUDGET AND RESOURCE IMPLICATIONS**

Legislated Rebates are considered, and factored into Councils annual rating declaration.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999.

Without appropriate policies, procedures and delegations in place, Council is placed at risk of non-compliance with legislation and guidelines.

## **ATTACHMENTS**

**Attachment 1:** Draft Updated Council Policy – PO060 – Rates Relief Policy.



# COUNCIL POLICY

## Rates Relief Policy (includes rebates, remissions, hardship & postponement of rates)

<b>Policy Number:</b>	PO060		
<b>Strategic Plan Objective</b>	Financially Sustainable Organisation		
<b>Policy Owner:</b>	Corporate & Community Services	<b>File Number:</b>	7.63.1
<b>Responsible Officer:</b>	Director Corporate & Community Services	<b>Minute Reference:</b>	
<b>Date Adopted:</b>	14/10/2015	<b>Next Review Date:</b>	August 2016

### 1. POLICY OBJECTIVES

The objective of this Policy is to ensure that all applications for rate relief are considered in an equal and fair manner in line with the provisions set out under the Local Government Act and this Policy.

### 2. DEFINITIONS

Rebates	The refund of a portion of rates paid or payable. The full amount of annual rates are raised and billed to the ratepayer. A specified amount is then refunded back to the ratepayer.
Remission	The reduction of the amount of rates payable. The amount of annual rates raised is reduced by a calculated amount and the reduced amount of annual rates is billed to the ratepayer.
Postponement	The delay of payment of rates until a future date. Subject to any interest charges, the annual rates payable are delayed and do not become payable until a future date.

### 3. POLICY STATEMENT

Rates are a form of taxation and provide the main revenue stream for Council to deliver services to the community.

The Local Government Act 1999 ("the Act") sets out at Chapter 10, Division 5 (Sections 159 to 166) those provisions applicable to the Council granting a rebate of rates to persons or bodies.

Section 159(3) of the Act provides that the Council may grant a rebate of rates under the Act if it is satisfied that it is appropriate to do so.

The Act provides for a mandatory rebate of rates in specified cases and the amount of that mandatory rebate.

The Act also provides that where the Council must grant a rebate of rates under the Act, and the amount of that rebate is fixed by the Act at less than 100%, the Council may increase the amount of the rebate.



Pursuant to Section 166 of The Act, Council may provide a discretionary rebate of rates in the cases set out in that Section.

Rate Relief will only be considered in accordance with this Policy.

## **4. PROCEDURES**

### **4.1 REBATES**

#### Mandatory Rebates

Council must under Sections 160-165 of the Local Government Act 1999 (as amended) provide mandatory rebates in the following cases.

A Mandatory rebate of 100% is applicable to:

- Land predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australian Public Health Act 2011
- Land containing a church or other building used for public worship, or land used solely for religious purposes.
- Land being used for the purposes of a public cemetery.
- Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Inc.

A Mandatory rebate of 75% is applicable to:

- Land occupied by a government school under a lease or licence and being used for educational purposes.
- Land occupied by a non-government school registered under Part 5 of the Education Act 1972 and being used for educational purposes.
- Land being used by a University or University college to provide accommodation and other forms of support for students on a not-for-profit basis
- Land predominantly used for service delivery or administration by a community service organisation as defined under Sections 161(3) & 161(4) of the Local Government Act 1999 (as amended).
- Land being predominantly used for supported accommodation that consists of accommodation for persons provided by housing associations registered under the South Australian Co-operative and Community Housing Act 1991.

#### Discretionary Rebates

Council has the power under Section 166 of the Local Government Act 1999 (as amended) to grant discretionary rebates in the following cases.

- The rebate is desirable for the purpose of securing the proper development of the Council area (or part thereof).
- The rebate is desirable for the purpose of assisting or supporting business within the Council area.
- The rebate will conduce to the preservation of buildings or places of historic significance.
- The land being used for educational purposes.
- The land being used for agricultural, horticultural or floricultural exhibitions.
- The land is being used for a hospital or health centre.
- The land is being used to provide facilities or services for children or young persons.
- The land is being used to provide accommodation for the aged or disabled.

- The land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth) or a day therapy centre.
- The land is being used by an organisation which, in the opinion of Council, provides a benefit to the local community.
- The rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has free and unrestricted access and enjoyment.
- The rebate is considered by Council to provide relief against what would otherwise amount to substantial changes in rates payable by a ratepayer due to changes in the basis or structure of the Council's rates, or a change in the basis of valuation, rapid changes in valuation or anomalies in valuations.

Section 166 (1a) outlines the issues that Council must consider in deciding whether to grant a rebate. All applications for rebates will be considered on their merits.

Applications for a rebate of rates are to be made in writing and are to be accompanied by the appropriate supporting documentation.

## **4.2 RATE CAPPING REBATE**

In recognition of the Discretionary rebates of rates provisions in the Act, Council has decided to provide a "Rates Capping Rebate" pursuant to Section 166(1)(1)(ii) to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to rapid changes in valuations.

Council recognizes that fluctuations in the property market on Yorke Peninsula have continued and that some properties may experience rapid increases in valuations, therefore potentially resulting in rapid increases in rates payable.

Council has also given consideration to the number of ratepayers eligible for differing forms of concessional relief in this region, in comparison with the State average, and the potential effect of rapid changes in valuations on these ratepayers and their capacity to pay.

In recognition of these factors, Council has implemented a rebate to seek to provide relief to ratepayers that experience a substantial change in rates due to a substantial change in valuation.

Pursuant to section 166 (1)(I)(ii) of the Local Government Act, Council has adopted the following rebate, conditional upon meeting the requirements listed below:

- 4.2.1 To provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to rapid changes in valuation, a rebate of general rates for the 2015/2016 financial year to be granted to the Principal Ratepayer of an Assessment under Section 166 (1) (I) of the Act, on application to Council, where the amount of any increase in rates in respect of that Assessment in monetary terms between the amount of general rates payable for the 2014/2015 financial year (after any rebate was applied) and the amount of general rates imposed for the 2015/2016 financial year is greater than 17.5%.
- 4.2.2 The amount of the rebate to be the amount of the increase in general rates in monetary terms imposed for the 2015/2016 financial year over and above 17.5% of the general rates charged in monetary terms for the 2014/2015 financial year (after any rebate was applied but prior to deducting any pensioner or other concessions)

4.2.3 The rebate shall not apply where:

- any such increase is due in whole or part to an increase in valuation of the land in the Assessment because of improvements made to it worth more than \$15,000 as determined by the State Valuation Office, or
- any such increase is due in whole or part to an increase in valuation of the land in the Assessment because of a rectification within the current and/or previous year of an “error of fact” by the State Valuation Office, or
- any such increase is due in full or part to the use of the land being different for rating purposes on the date the Council declared its general rates for the 2015/2016 financial year than on the date the Council declared its general rates for the 2014/2015 financial year, or
- the land use attributed to the Assessment for the 2014/2015 financial year is Commercial Use, Industry Use, Vacant Land Use or Other Use, or
- the ownership of the rateable property has changed since 1 July 2003, as this is based upon advice from the Valuer General that sales evidence up to 24 months prior to the current valuation is considered.

Applications for the rate capping rebate are to be made on Council's Rate Capping Rebate Application Form (IS089).

#### **4.3 POSTPONEMENT OF RATES – Hardship**

Council recognises that at various times of the year, and due to personal circumstances, some ratepayers may find themselves in situations that make it difficult to make payment of rates by the relevant due dates.

Council has adopted a Rates Postponement Scheme to provide relief to ratepayers for whom the payment of ordinary rates on the principal residence would cause hardship.

Where a ratepayer is suffering hardship in paying rates he/she is invited to contact the Senior Rates and Assessment Officer to discuss the matter.

Applications for the relief of rates due to hardship or extenuating circumstances are to be made in writing and accompanied by the appropriate supporting documentation.

**Such inquiries are treated confidentially by the Council.**

#### **4.4 POSTPONEMENT OF RATES – Seniors (Section 182A of Local Government Act)**

A ratepayer who holds or is in the process of applying for a State Seniors Card may apply for postponement of the Council rates payable on property they own or are buying if it is their principal place of residence (that is, the place lived in most of the time) and if no other person other than their spouse has an interest as owner of the property.

If there is a current mortgage over the property which was registered prior to 25 January 2007 the applicant is required to have at least 50% equity in your property.

If you have a mortgage that was registered after 25 January 2007 there is no restriction on the level of equity held.

The postponement of rates option does not affect any existing entitlement to a State Seniors Card or Pensioner concession, and/or Council remission on your Council rates. At least \$500 of the total of the rates bill must be paid, but an application can be made for any amount in excess of \$500 to be postponed. The minimum amount of

\$500 will be reduced by State Seniors Card concession and/or Council remissions if applicable, unless agreed otherwise.

#### Interest payable

If a postponement of rates occurs under this section, interest will accrue on the amount postponed at the prescribed interest rate compounded on a monthly basis.

The prescribed interest rate is  $P = \frac{\text{CADR} + 1\%}{12}$  where:

12

P = Prescribed Interest Rate

CADR = Cash Advance Debenture Rate for the relevant financial year

#### Penalties

Reference is also made to Sections 182A (8) and 182A (9) of the Local Government Act 1999 (as amended) which outlines that if a person has applied for the benefit of a seniors postponement of rates and entitlement to that postponement ceases to exist, the owner of the land must inform the Council in writing of that fact (unless the liability to the relevant rates has been extinguished).

If a person fails to comply with the above requirement to inform Council of a change in circumstances, that person is guilty of an offence under the Local Government Act 1999 (as amended) with a maximum penalty of \$5,000. Any rates applicable on the grounds that the rebate was no longer applicable become due and payable immediately.

A person must not make a false or misleading statement or representation in an application made for seniors postponement of rates. Maximum penalty \$10,000.

Applications for the postponement of rates under section 182A are to be made on Council's Application for Postponement of Rates for Seniors (SF204) and accompanied by the appropriate supporting documentation.

## **4.5 REMISSION OF FINES AND INTEREST**

Council has adopted various policies relating to the remission of fines and interest raised for late payment of rates and service charges, according to the different circumstances involved, these being:

### **4.5.1 Fines and interest raised that are the subject of a letter receiving Council consideration:-**

- Where fines and/or interest are raised on rates that are the subject of a letter before Council, fines and/or interest raised on outstanding amounts between the time of receipt of the letter and the time that the letter is replied to by Council, shall be remitted in full.

This policy shall not apply to those letters raising an objection, review or appeal in respect to a valuation, or an objection or appeal in respect of the attribution of a particular land use code.

### **4.5.2 Fines and interest raised due to delay of postal service in forwarding the rate payment:-**

- Where a request is received by Council to waive fines and/or interest for the reason of delay between postage of payment of rates and receipt by Council of same, Council's policy is that fines and/or interest will only be waived where it can be demonstrated that the payment was posted, by way of Australia Post-date stamp or other conclusive

evidence, to Council no less than three (3) working days prior to the last day to pay the instalment.

- 4.5.3 Fines and interest raised for the reason of non-receipt of the rate notice by the ratepayer:-
- Where a request is received by Council to waive fines and interest for the reason of non-receipt of rates notices only where it can be demonstrated that the rates notice has been returned to Council as undeliverable, due to a clerical error on Council's behalf.
- 4.5.4 Fines and interest raised due to clerical error on Council's part:-
- Council will remit fines and interest raised as a result of a clerical error on the part of Council.
- 4.5.5 Fines and interest raised due to illness, death or other extenuating circumstances that all requests made for waiving of fines and/or interest due to illness, death or extenuating circumstances be assessed by the CEO and appropriate action be taken.

## **5. APPLICATIONS**

- 5.1 Council will inform the community of the provisions for rate rebates under the Local Government Act by the inclusion of suitable details in the brochures distributed with the annual rates notices.
- 5.2 Persons or bodies who seek a rebate of rates in accordance with Division 5 of the Act must make written application to the Council pursuant to Section 159(1) of the Act in the manner and form determined by the Council and supplying such information as the Council may reasonably require.
- 5.3 The Council may take into account other matters considered relevant by the Council including, but not limited to, the following –
- a) why there is a need for financial assistance through a rebate;
  - b) the level of rebate (percentage and dollar amount) being sought and why it is appropriate;
  - c) the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
  - d) whether the applicant has made/intends to make applications to another Council;
  - e) whether, and if so to what extent, the applicant is or will be providing a service within the Council area;
  - f) whether the applicant is a public sector body, a private not for profit body or a private for profit body;
  - g) whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;
  - h) the desirability of granting a rebate for more than one year where permitted by the Act;
  - i) consideration of the full financial consequences of the rebate for the Council;
  - j) the time the application is received;
  - k) the availability of any community grant to the person or body making the application;
  - l) whether the applicant is in receipt of a community grant; and
  - m) any other matters, and policies of the Council, which the Council considers relevant.
  - n) All persons who or bodies which wish to apply to the Council for a rebate of rates or service charges may do so at any time. Applicants which satisfy

the criteria for a mandatory 100% rebate will be granted the rebate at any time.

- o) The Act provides that the Council may grant a rebate of rates or service charges on such conditions as the Council thinks fit.
- p) The Council may, for proper cause, determine that an entitlement to a rebate of rates or service charges under the Act no longer applies.
- q) Where an entitlement to a rebate of rates or service charges ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.
- r) It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act.
- s) The maximum penalty for this offence is \$5,000.
- t) If a person or body has the benefit of a rebate of rates or service charges and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.
- u) The maximum penalty for this offence is \$5,000.
- v) The Council will, in writing, advise an applicant for a rebate of its determination of that application. The advice will state –
  - w) if the application has been granted, the amount of the rebate; or
  - x) if the application has not been granted, the reasons why.

## **6. COMPLAINTS**

Complaints in relation to this policy can be directed to the Director Corporate and Community Services and will be managed in accordance with Council's PO147 Complaints Policy.

## **7. REVIEW**

This policy will be reviewed every 12 months and in accordance with changes to legislation.

## **8. TRAINING**

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

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

## **9. RELATED COUNCIL POLICIES AND DOCUMENTS**

Delegation Register

## 10. REFERENCES AND LEGISLATION

Local Government Act 1999. Chapter 10, Division 5

## 11. COUNCIL DELEGATION

<b>Delegate:</b>	Chief Executive Officer
<b>Sub Delegate:</b>	Director Corporate & Community Services

## 12. VERSION HISTORY

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Remission and Postponement of Rates	PO121	10/07/2007	08/06/2010
Rates Relief Policy	PO060	14/08/2013	August 2014

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **DA/ITEM 6.2**

#### **6. LOCAL GOVERNMENT ASSOCIATION WORKERS COMPENSATION SCHEME WORK HEALTH SAFETY AND RETURN TO WORK POLICY**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To seek endorsement of the revised Local Government Association Workers Compensation Scheme (LGAWCS) Peak Policy which has been prepared for Local Government in relation to our Work Health Safety and Return to Work (WHS & RTW) obligations.

##### **RECOMMENDATION**

That Council:

1. Endorse and adopt the LGAWCS Peak Policy for WHS & RTW as recommended by the Local Government Association; and
2. The Peak Policy be included into the Council Policy Manual and made available on Council's website.

##### **LINK TO STRATEGIC PLAN**

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

##### **BACKGROUND**

The Local Government Association Workers Compensation Scheme (LGAWCS) work in conjunction with Return to Work SA (formerly WorkCover SA) to maintain the LGA's Self-Insurer registration. As part of this, the WHS & RTW Policy (the Peak Policy) forms the overarching document for all local government authorities and is the foundation of Council's WHS & IM system. All other Work Health Safety policies and procedures within Council's system fall under the scope of this Peak Policy.

##### **DISCUSSION**

The past year has witnessed continued legislative changes with the commencement on 1<sup>st</sup> July 2015 of the Return to Work (RTW) Act (replacing the Worker's Rehabilitation & Compensation Act 1986). This new piece of legislation introduces the most significant changes to workers compensation in South Australia in nearly 30 years. The LGAWCS continue to provide support and assistance to Council to ensure that we meet our legislative obligations.

Given the recent change in legislation, the LGAWCS has instigated a review of the core Peak Policy. The revised document (refer Attachment 1) references the new RTW Act and is the overarching policy distributed to all Local Government entities for consideration and adoption.



The Work Health and Safety Committee endorsed the Peak Policy in its current format, at the meeting conducted on 4<sup>th</sup> August 2015 and it was subsequently endorsed by the Corporate Management Team on 15<sup>th</sup> September 2015.

As the Peak Policy is the foundation of Council's entire Work Health Safety and Injury Management System, it requires Council endorsement prior to implementation.

#### **COMMUNITY ENGAGEMENT PLAN**

Nil.

#### **CONSULTATION PROCESS**

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

- All staff;
- Governance Officer
- Work Health Safety and Injury Management Committee;
- Corporate Management Team.

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

- Nil

#### **POLICY IMPLICATIONS**

Nil.

#### **BUDGET AND RESOURCE IMPLICATIONS**

Nil.

#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Return to Work Act 2014

#### **ATTACHMENTS**

**Attachment 1:** LGAWCS WHS & RTW Policy

## Work Health Safety and Return to Work Policy

### Overview

The Local Government Association of South Australia (LGA) is, for the purposes of the Return to Work Act 2014, the nominated Employer for a group of Self Insured Employers which includes all Local Government entities (Councils and Prescribed Bodies (Members)).

In conjunction with the LGA and its Members, the Local Government Association Workers Compensation Scheme (LGAWCS) administers the principles and commitments outlined within this policy. The above parties are committed to, within the appropriate scope of involvement and level of remit, to work towards the LGAWCS strategic plan purpose of:

*"To proactively protect and manage Local Governments' employee injury risks today and into the future"*

This Policy is designed to provide direction on the system structure that will be applied by Local Government to achieve the commitments as documented below.

### 1. Purpose

To ensure, so far as is reasonably practicable, the health and safety of workers\* and others via a Management Systems approach to Work Health and Safety (WHS) and Return to Work (RTW), in line with the organisational vision of Local Government Workplaces. This will be established by:

1. Management commitment to WHS and RTW in accordance with organisational objectives.
2. Development of a WHS and RTW System and Action Plans which support identified policy objectives and procedural requirements.
3. Implementation of individual elements as outlined in the WHS and RTW System and Action Plans.
4. Measurement and evaluation of the WHS and RTW System against defined objectives, targets and performance indicators.
5. Reviewing the WHS and RTW System and Action Plans to identify scope for continuous improvement.

*\* NB: Definition of a worker is different for the purposes of the Return to Work Act 2014 and the Work Health and Safety Act 2012 (see definitions section below).*

### 2. Scope

This policy applies to Local Government workers whilst at work.

This policy should be read in conjunction with any provisions of Enterprise Bargaining Agreements and any other Federal or State Legislation directly or indirectly which affects employees of Local Government entities, relating to work in WHS and RTW.

### 3. References

1. Work Health and Safety Act 2012
2. Work Health and Safety Regulations 2012
3. Return to Work Act 2014
4. Return to Work Regulations 2015
5. Code for the Conduct of Self Insured Employers under the Return to Work Scheme which includes the Performance Standards.
6. AS/NZS 4801:2001: Occupational Health and Safety Management Systems

#### 4. Definitions

Certified safety management system	<p>A safety management system that complies with AS 4801:2001 (<i>Occupational health and safety management systems</i>), or an equivalent system determined by the regulator.</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012: Regulation 6</i>]</p>
Work Health and Safety Management System (WHSMS)	<p>Part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the business of the organisation. In Local Government the WHS Management System must also comply with the Code of Conduct for Self-Insured Employers under the Return to Work Scheme which includes Performance Standards.</p> <p>[as defined by the <i>Australian Standard, AS 4801</i>]</p>
Worker (for the purposes of the WHS Act 2012 - Section 7)	<p>A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <ul style="list-style-type: none"> <li>(a) an employee; or</li> <li>(b) a contractor or subcontractor; or</li> <li>(c) an employee of a contractor or subcontractor; or</li> <li>(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or</li> <li>(e) an outworker; or</li> <li>(f) an apprentice or trainee; or</li> <li>(g) a student gaining work experience; or</li> <li>(h) a volunteer*; or</li> <li>(i) a person of a prescribed class.</li> </ul> <p><i>*NB: An Elected Member in Local Government is a worker (as a volunteer)</i></p>
Worker (for the purposes of the RTW Act 2014 - Section 4)	<p>A <i>worker</i> means—</p> <ul style="list-style-type: none"> <li>(a) a person by whom work is done under a contract of service (whether or not as an employee);</li> <li>(b) a person who is a worker by virtue of Schedule 1;</li> <li>(c) a self-employed worker,</li> </ul> <p>and includes a former worker and the legal personal representative of a deceased worker.</p>
Return to Work (RTW)	<p>For the purposes of this policy RTW includes both Claims Management activities and Return to Work activities.</p>



## 5. Policy Objectives

Local Government is committed to and able to demonstrate application of the following objectives:

1. Providing and undertaking measures to eliminate risks to health and safety, so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks to health and safety, then to minimise those risks so far as is reasonably practicable and to demonstrate a systematic approach to the planning and implementation of Work Health and Safety processes that is compliant with the WHS Act 2012 and Regulations;
2. Implementation of effective and early Return to Work procedures in accordance with the Return to Work Act 2014, and associated Regulations, to assist work injured employees to return to work and achieve the best practicable levels of physical and mental recovery;
3. Implementation of equitable Claims Management, in accordance with the Return to Work Act 2014 and associated Regulations, for employees who suffer an injury in the course of their employment;
4. Maintaining effective processes and procedures for consultation, coordination and cooperation in WHS and RTW matters;
5. Monitoring and reviewing WHS and RTW System Performance and Action Plans, objectives and measures, annually;
6. Further, as well as the above Objectives, Local Government recognises and is able to demonstrate (at the pertinent system level within the Local Government structure as appropriate), application of the following within the WHSMS:
  - (a) The requirement to meet legislative compliance;
  - (b) The importance of ongoing review and continuous improvement;
  - (c) The requirement for ongoing review of this WHS and RTW Policy and supporting Policies;
  - (d) The commitment that adequate resources and appropriate internal / external expertise will be used so far as is reasonably practicable, when required;
  - (e) Other relevant supporting policies and procedures that support the WHS and RTW systems;
  - (f) A commitment to communicating relevant information to relevant workers in an appropriate manner;
  - (g) Its obligations to workers and others while workers are at work and whilst other persons may be at risk from work carried out, so far as is reasonably practicable;
  - (h) The requirement for an effective hazard management approach to WHS, which encompasses the identification, assessment and elimination or control of hazards;
7. This policy will be reviewed regularly and updated as required for continued suitability and effectiveness.

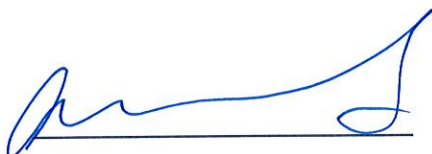
## 6. Responsibilities

1. The LGAWCS is accountable for conducting planning, monitoring and review activities and confirming that organisational and policy objectives are being met.
2. The senior management teams at the various levels within the Local Government structure, are accountable for checking that the organisation at that level has available for use, and uses, appropriate resources and processes to enact this policy and supporting policies and procedures effectively.
3. Supervisors/Managers are accountable for bringing this policy and supporting policies and procedures to the attention of relevant workers and confirming, through supervisory activities, that this policy and supporting policies and procedures are adhered to.
4. Supervisors/Managers are accountable for checking that workers have had appropriate training to undertake the activities identified within this policy and supporting policy and procedures.
5. Workers are accountable for complying and co-operating with the requirements of this policy and supporting policies and procedures, and for reporting any inability to do so to management at the earliest opportunity.
6. Further specific responsibilities and accountabilities are detailed within the supporting "One System" policies and procedures.


## Review

This Work Health Safety & Return to Work Policy shall be reviewed by Local Government at a minimum within Two (2) years of issued date, (or on significant change to legislation or aspects included in this policy that could affect health and safety and/or return to work practices).

SIGNED:

  
A/CEO – LGA

Date: 4 / 6 / 2015

  
Chairperson – LGAWCS Board

Date: 4 / 6 / 2015

Non-English translations of this policy can be made available if required.

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	1/9/2013	Original WHS & Injury Management Policy.
	2.0	4/6/2015	Updated Policy to include introduction of RTW Act 2014 requirements & renamed to WHS & RTW Policy.

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES**

### **DA/ITEM 6.2**

#### **7. JAMES WELL AND ROGUES POINT PROGRESS ASSOCIATION - REQUEST FOR DEFIBRILLATOR** (File Ref: 9.24.1.1)

##### **PURPOSE**

To provide a defibrillator to the community for emergencies.

##### **RECOMMENDATION A**

That Council make a contribution of \$750 to the James Well and Rogues Point Progress Association to subsidise the cost of purchasing a defibrillator;

or

##### **RECOMMENDATION B**

That Council do not make a contribution to the James Well and Rogues Point Progress Association to subsidise the cost of purchasing a defibrillator.

##### **LINK TO STRATEGIC PLAN**

Key Theme: Vitality and Connection  
Strategic Goal/s: 1.1 Develop and facilitate ongoing partnerships and relationships with Progress Associations, Tidy Towns and other key community groups

##### **BACKGROUND**

The James Well and Rogues Point Progress Association are concerned that with the higher volume of tourists attracted to the area, they may encounter emergency situations whilst being under-prepared.

##### **DISCUSSION**

The Rogues Point and James Well Progress Association have requested Council to consider making a contribution towards the cost of a defibrillator which would be placed on the outside of the Progress Association Centre.

The request cites that with the close proximity of the 'Walk the Yorke' trail and a higher volume of tourist coming to the region, this may result in the increased need for this type of device. Emergency contacts to access the device would be clearly listed and the Progress Association members have volunteered to undergo training in the use of the defibrillator. This training would be facilitated through the SA Ambulance Service at Ardrossan.

The total cost for the Defibrillator is \$5,300 (including secure cabinetry) and Cr Bittner had suggested a subsidy of \$750 would be most appropriate.

## **COMMUNITY ENGAGEMENT PLAN**

Level 2 – Consult.

## **CONSULTATION PROCESS**

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

- Director Corporate and Community Services.

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

- James Well and Rogues Point Progress Association;
- Cr Naomi Bittner.

## **POLICY IMPLICATIONS**

Nil.

## **BUDGET AND RESOURCE IMPLICATIONS**

No allowance has been included in the 2015/2016 Adopted Budget. Should Council consider a contribution, a budget adjustment at the second quarter would be required. This would result in a net increase to the operating deficit.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Provision of a defibrillator could be viewed as exercising a duty of care towards the operation of a Council created tourist attraction.

## **ATTACHMENTS**

**Attachment 1:** Letter from James Well and Rogues Point Progress Association

**Attachment 2:** Community Engagement Plan

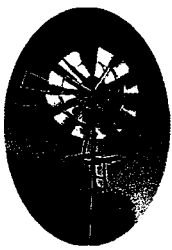
## Corporate Email Address

**From:** Janet Maguire <janetmaguire7@bigpond.com>  
**Sent:** Thursday, 24 September 2015 4:00 PM  
**To:** Corporate Email Address  
**Subject:** letter to Y.P Councillor Naomi Bittner & Trevor Goldsworthy re: Defibrillator  
**Attachments:** DEFIB TO COUNCIL.doc

24 SEP 2015

Item Number
7423-2015-3
Sub Number
7.31.3.2
Distribution
copy to CEO EA





# James Well & Rogues Point Progress Association (Inc)

PO Box 31, Ardrossan SA 5571  
[www.jameswellroguespoint.org.au](http://www.jameswellroguespoint.org.au)

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Jess Maguire

Secretary, James Well & Rogues Point Progress Assoc. (Inc.)

PO Box 31

James Well SA 5571

Naomi Bittner, Councillor

District Council of Yorke Peninsula

24 September 2015

Dear Naomi,

The James Well & Rogues Point Progress Association Inc. intends to purchase an AED defibrillator machine for use in an emergency in our area.

Currently our intention is to store the said defibrillator inside our Progress Association Centre and provide a list of key holders' information, so it can be accessed when needed.

However, we are cognisant of the fact that the new 'Walk the Yorke' trail, which will bring trekkers to within 3 metres of our Centre, and they will walk through our entire area. Therefore we would be willing to house the defibrillator in a secure cabinet on the outside of our building, with a list of telephone numbers of key holders, so that if needed by walkers, it can be available.

The cost of the defibrillator is about \$5000.00 and the secure cabinet in the vicinity \$300.00.

If we proceed with the option of making our defibrillator available to visitors to the area, would the District Council of Yorke Peninsula, or 'Walk the Yorke' administration, be prepared to subsidise our Association to some extent, please.

We have discussed our purchase with Ardrossan station SAAS Regional Team Leader, who is willing to undertake a defibrillator training program for our members.

Thanking you in anticipation,

Jess Maguire



# COMMUNITY ENGAGEMENT PLAN

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

## Captain Harry Butler Statue

Stakeholders	Level 1 INFORM	Level 2 CONSULT	Level 3 PARTICIPATE	Level 4 COLLABORATE	Responsibility	Start Date	End Date	Status	Evaluation Method
Progress Associations		Personalised Letter			Director CCS	24/09/2015	11/11/2015	NS	funds granted

## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **DA/ITEM 6.3**

#### **1. DRAFT TRANSPORT ASSET MANAGEMENT PLAN**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To consider submissions received in relation to the public consultation process of the Draft Transport Asset Management Plan.

##### **RECOMMENDATION**

That Council:

1. acknowledges the submission made on behalf of North Coast Road residents;
2. acknowledged the officers response in relation to the submission; and
3. endorse and adopt the Draft Transport Asset Management Plan.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Sustainable Communities

1. Sustainable Infrastructure

Strategic Goal/s: 1.1 Implement and maintain Council's Asset Management Plan

##### **BACKGROUND**

The Draft Transport Asset Management Plan was presented to Council as a way forward in managing transport assets and was endorsed to undergo Public Consultation at the Wednesday 12 August 2015 Council meeting (DA/AIS/R2).

##### **DISCUSSION**

At the close of the public consultation process on Friday 11 September 2015, one written submission had been received, there were 152 hits on the Council website articles and 413 people were reached through Council's Facebook page of whom 94 clicked on the article.

The submission was received from Mr Dennis Smith, on behalf of North Coast Road ratepayers, on Friday 11 September 2015. The submission requested Council consider the following in relation to the North Coast Road:

- that it should be a priority to improve the surface road base with a binder to address the corrugation issue and combine this with improving dangerous bends;
- when the Draft Plan is finalised that Council consider the five years of documented history of the road;
- that the safety aspect of some sections of road should raise their current condition weighting;
- that the North Coast Road should be at the top of the hierarchy set out in the plan; and

- that as the Draft Plan is finalised that the group of ratepayers is kept informed by email of any changes.

The submission also commended Council for assembling the Plan and the detailed information in it.

A reply has been forwarded to Mr Smith advising that any submissions received in relation to the Draft Transport Asset Management Plan would be presented to Council at the October 2015 meeting for their consideration prior to the adoption of the Plan. Officers have provided a summary to the North Coast Road ratepayers submission (Attachment 2).

The Draft Transport Asset Management Plan is presented to Council as a way forward in managing transport assets. It includes the following:

- road categorisation for all roads within the Council area;
- levels of Service (construction, renewal and maintenance standards) for all road categories;
- proposed funding for upgrade, renewal and maintenance of transport infrastructure;
- the Plan highlights that there is currently a backlog of capital renewal expenditure of approximately \$7.5 million in 2014-15 and another spike of renewal expenditure of approximately \$10 million in 2021-22 on the Unsealed Road Network. The timing of expenditure will be largely dependent on road condition data as it reflects the Levels of Service adopted in the Plan; and
- a proposed 10 year Capital Works program developed using a Condition Profile and Renewal Standard. This program will be a useful tool to assist and guide in the development of future budgets.

The Condition Profile has been developed using condition assessment data and a methodology to determine a profile. The profile provides a guide on where assets sit in relation to their useful life and when they should be treated.

The proposed 10 year Capital Works program is based on renewal expenditure which is major work which does not increase the assets design capacity, but restores, rehabilitates, replaces or renews an existing asset to its original service potential. Work over and above restoring an asset to original service potential is considered upgrade expenditure. Some assets identified in the proposed program may require upgrade works such as road widening, vegetation removal, additional earthworks, stormwater management, service relocation, land acquisition, etc.

The document is an evolving plan that will act as a guiding document for the future. The document will be updated as Council invests in its Transport assets and reviewed annually as part of that process.

## **COMMUNITY ENGAGEMENT PLAN**

A Level 2 Consult process has been completed.

The public consultation process entailed a Public Consultation notice in the Yorke Peninsula Country Times, on Council's website and also through Council's social media sites Facebook and Twitter.

## **CONSULTATION PROCESS**

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

- Chief Executive Officer
- Director Assets and Infrastructure Services
- Director Corporate and Community Services
- Director Development Services
- Works Manager
- Works Supervisor North
- Works Supervisor South

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

- Tonkin Consulting

## **POLICY IMPLICATIONS**

PO128 Asset Management Policy

## **BUDGET AND RESOURCE IMPLICATIONS**

Within previous and current budget parameters.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999

## **ATTACHMENTS**

**Attachment 1:** Copy of submission from Mr Dennis Smith

**Attachment 2:** Summary of officers response to the submission

**Attachment 3:** Draft Transport Asset Management Plan

16 September 2015

Our ref: 6975-2015-2  
GDS ref: 14.67.2.3

Mr Dennis Smith  
PO Box 237  
WAROOKA SA 5577  
By Email: [dennismith6@bigpond.com](mailto:dennismith6@bigpond.com)

Dear Dennis

**RE: DRAFT TRANSPORT ASSET MANAGEMENT PLAN**

I wish to acknowledge receipt of your correspondence dated 12 September 2015 in relation to the Draft Transport Asset Management Plan and other matters.

Your submission, along with any others received, will be presented to Council at the October meeting for their consideration prior to the adoption of the Plan. I will email you a copy of the report to Council when available.

All parties will be notified following the formal adoption of the Transport Asset Management Plan complementing the consultation process.

I also take this opportunity to advise that the other matters raised within your correspondence have been referred to the appropriate officers for consideration.

Yours sincerely



MICHAEL McCAULEY  
Asset Manager

☎ (08) 8832 0000  
✉: [michael.mccauley@yorke.sa.gov.au](mailto:michael.mccauley@yorke.sa.gov.au)

Cc: Elected Members  
Mr Andrew Cameron, Chief Executive Officer

**Corporate Email Address**

3 1 AUG 2015

**From:** dennis smith <dennissmith6@bigpond.com>  
**Sent:** Tuesday, 1 September 2015 4:18 PM  
**To:** Corporate Email Address  
**Subject:** meeting  
**Attachments:** page 1 ratepayers report.docx; page 2 & 3 of ratepayers report.docx

Attention C.E.O Andrew Cameron,

Hello Andrew, Regarding the ratepayers meeting with you & staff on Tues, 8th Sept in Minlaton Town hall at 2pm, please find 2 attachments for the agenda.

Regards, Dennis Smith, for the group.

<b>Item Number</b>
6520-2015-1
<b>GDS Number</b>
18-20-2-2
<b>Distribution</b>

## **Ratepayers of North Coast Road meeting with Y.P Council, about this road, & Draft Transport Plan.**

### Part 1 of the Agenda.

The North Coast Road ratepayers present the following statements to Council, to sum up the **documented** last 5 year history of this road.

1. For a number of years, residents, holiday home owners, & other users of the N.C.R, have been complaining to council about the condition of this road.

Even the garbage contractor has done so.

2. The complaints have been by phone, written letters, emails, & approaches to councillors representing our area.

3. The complaints were about the safety concerns of driving the road, & dust billowing onto homes & holiday homes. The complaints were also about bad corrugations, pot holes, dangerous blind bends, & wire & pieces of steel embedded in the road surface.

4. On 1 occasion, in reply to a complaint, a staff member of Y.P council wrote back; 1 sentence said..... **“ You are correct with your assumption that the pavement condition does deteriorate rapidly, especially in prolonged dry conditions with ever increasing traffic. “**

5. In 2010, 2011, & 2012, Council installed traffic counters along N.C.R. The count grew each year, & was obviously peaking with Xmas & Easter movements. Importantly, the increase of these traffic numbers, occurs for weeks either side of the holiday periods.

The traffic count grew to a maximum of 320 vehicles per day in the Xmas period of 2012, & then the counters were removed. This represents up to 320 clouds of dust billowing onto residents, homes, & holiday homes **each day**.

6. In Nov 2013, 322 local ratepayers petitioned council to seek funding to seal N.C.R. **To date, no funding has been applied for, to improve any section of the road, whether it be for sealing sections of it, or adding a binder to the road base.**



7. Enquiries were made to another senior staff member of Council, about this road. Part of his reply explained that because of engineering road designs, the N.C.R would require relocation of 6 electricity poles & associated wiring, & the purchase of strips of farmland adjacent to the road, to enable the road upgrade to bitumen. This would be unlikely to happen.

8. Late in **Nov 2013**, Councillor John Rich met with Brian Davey & Dennis Smith, & suggested that perhaps the best way forward, would be to resurface the bad sections of the road.

9. Since that time, nearly 2 years ago, Y.P council has been promoting the N.C.R as part of its tourism drive in "Walk the Yorke." There is a well utilised caravan park at Pt Turton, which has recently had a \$400,000 upgrade by Council. 2 camping grounds have been established at the other end of N.C.R, 1 at Pt Souttar, & 1 around the headland, 1 km away at Burners beach. Council has installed 10 bench seats between Pt Turton & Pt Souttar, a shelter shed at Pt Souttar, & directional signs along the whole route for cyclists & walkers. There is also a growing number of holiday home rentals along this road.

**But very little has been done to upgrade the basic infrastructure of this road, with patrol grading the main Council action.**

10. In her tourism report to Y.P council in 2014, Jo Barrie, manager of Y.P Tourism, emphasised to Council that the biggest barrier to the growth of tourism on Y.P, was the poor state of the roads.

11. The Point Turton Progress Association, emailed a letter to Council, supporting the upgrade of this road, in January this year.

12. Unfortunately, in the last year, we have had 2 rollovers on this road, the last with a young family having to witness the death of their toddler.

13. The S.A Public Health act, updated in June 2013, has division 4, section 37, devoted to Councils in general. In particular, clause D states....

“ Insofar as is reasonably practicable, to have adequate measures in place within its area, to ensure that activities do not adversely affect public health.”

Clause F states; “ As necessary, to ensure that remedial action is taken to reduce or eliminate adverse impacts or risks to public health. “

14. In recent months, Council has produced the Transport Asset Management Plan, which is available for consultation until 11<sup>th</sup> Sept. 2015.

At the meeting of C.E.O Andrew Cameron & Council staff, with the listed ratepayers, questions & discussions about N.C.R & the draft plan, can take place.

This will be followed by the completion of the ratepayer’s submission to Council, along with names & addresses of those present.

## Corporate Email Address

**From:** dennis smith <dennissmith6@bigpond.com>  
**Sent:** 11 SEP 2015 Saturday, 12 September 2015 12:43 PM  
**To:** Corporate Email Address  
**Subject:** North Coast Road  
**Attachments:** Page 4 of 5 of delegates report.docx

Item Number

6975-2015-2

GDS Number

14-67-2-3

Distribution

Copy to CEO

Attention The Mayor, Ray Agnew, C.E.O Andrew Cameron, all Councillors.

Hello all.

Please find attached, the second half of our report about the above road.

There are 4 photos to accompany our submission.

The 2 dust photos are from summer 2013.

The 2 corrugation photos are from winter 2015.

I will send the photos separate to this report, so that they can be compressed.

Regarding the questions about the draft plan that I started on, I will hold them back until the draft is a plan.

Re the meeting. At no stage was I told that we had a maximum time of one & half hrs for discussions, or I would have adjusted the procedure to accommodate this report.

**7 members of our group drove over from Adelaide specifically for the meeting, & felt a bit shortchanged.. Some had to return that night, for business the following day.**

Regards Dennis Smith.

15. Andrew, this group of N.C.R ratepayers, are submitting this report to you, in our bid for the North Coast Road to be priority 1 for attention, in the classification of high use, sheeted, unsealed road, under the Transport Asset Management Plan.

16. Under the Risk Management plan to be developed, page 34, we submit that because of the closeness of homes & holiday homes to the North Coast Road, & because of the loose nature of the limestone road, & therefore the huge dust issue in the normally dry holiday periods, **that this 11km road should be a priority to improve the surface road base with a binder. A binder in the road base would also address our corrugation issues. If this work could be combined with improving dangerous bends, then this would be a good compromise between the present road, & bituminising.**

If this surface can be reasonably robust, then maybe we have a manageable situation for all concerned.

With regard to our discussions on the 8<sup>th</sup> Sept. about the dangerous bends, we request the following be considered;

The first sharp bend on the NCR after leaving the bitumen at Point Turton, needs a short section of Armco barrier installed, before somebody goes over the nearby cliff.

All of the other bends can have their safety improved by clearing overhanging vegetation, that is in line of sight of the apex, as the bends are approached.

In the case of the bend at the drain, that could be further improved by adding a short extension of the culvert that runs beneath the road, & removing a little more of the trees that hug the drain.

Further down NCR, at bends around limestone hills, low scrubby bushes could be cleared back a little, to allow drivers a better view of oncoming traffic.

The bend just before reaching Limestone Lodge, approx. 8kms from end of seal, is particularly nasty because of the closeness of homes to the road.

If the road could be pushed a little wider towards the farm fence, near the apex, & approaches to the bend, & minor tree trimming is undertaken, safety would be improved. Just past this area is the only hill on this road. The road approaches, & the top of the hill, need to be widened for safety.

**17. In the near future, when the draft plan is finalised, we ask that Council takes into consideration, the 5 years of documented history about the N.C.R.**

We believe that the combination of increasing traffic down this road, with the close proximity of homes to the road, places the ratepayers of N.C.R in considerable risk, from both the dust, & accident perspectives.

**18. In relation to the proposed plan, there are 4 sections of N.C.R road that we believe should also be included in the first to receive attention, ( 2014 / 15 )**

This recommendation complies with task #3 of plan improvement, page 47.

The first is from the 1 km mark to the 2 km mark, from the end of seal. Justification, dust & corrugations outside properties. See photo taken at front of David Rankine property, near the drain. Condition listing is 56.

The second & third sections, are from the 6km to the 8 km mark; justification, **very bad corrugations develop around bends on a limestone hill.**

The condition weight of these sections, **is listed as 8**, almost as new ! We believe the safety aspect of this section, should raise the condition weights dramatically. See photo of this section.

The fourth is from the 8 km mark to the 9 km mark, which is the section commonly known as millionaire's row. This section is listed as condition 56. Justification, dust & corrugations outside properties. See corrugation photos.

Please note; these corrugations are not displayed at present, as the road has just had its best grade in a long time, as it was graded while in a saturated state.

**19. The ratepayers believe that under the Risk Management, (p. 34 ) the N.C.R should be at the top of the hierarchy set out in this plan, ( p.47. )**

**We believe that the duty of care under the Public Health Act ( 13 of this report ) emphasises the need for Council to act on our behalf.**

**Page 6 of 6.**

**20.** We also request that as the plan is finalised, this group of ratepayers is kept fully informed by email, of any changes relating to the hierarchy, & any changes made to the plan , in relation to our requests above, so that full transparency is maintained to us, without us having to search for the information.

**21.** These ratepayers commend Council for assembling this plan, & for the detailed information in this plan.

This report is supported by 4 photos, attached.

Submitted on Friday 11<sup>th</sup> Sept. by the following ratepayers of NCR who attended the meeting with Council on

8<sup>th</sup> September 2015.

Dennis Smith, Diane Smith, Brian Davey, Pam Davey, Tony Pearce, Rosemary Pearce, Noel Lucas, Anne Lucas, Phil Bone, John Borg, Richard Morrison, Alan Walding, Cheryl Hayes, Kerry Faucett, Barry Norman, Carol Norman, Allison Russell.

## Corporate Email Address

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**From:** dennis smith <dennissmith6@bigpond.com>  
**Sent:** Saturday, 12 September 2015 2:53 PM  
**To:** Corporate Email Address  
**Attachments:** 1-2 km section, dust at Rankine's N.C.R..jpg

photo 1 for NCR report

Your message is ready to be sent with the following file or link attachments:

1-2 km section, dust at Rankine's N.C.R.

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.





## Corporate Email Address

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**From:** dennis smith <dennissmith6@bigpond.com>  
**Sent:** Saturday, 12 September 2015 2:57 PM  
**To:** Corporate Email Address  
**Subject:** Emailing: corrugations 8-9 km section N.C.R (2)  
**Attachments:** corrugations 8-9 km section N.C.R (2).jpg

Photo 4 of NCR report

Your message is ready to be sent with the following file or link attachments:

corrugations 8-9 km section N.C.R (2)

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



## Corporate Email Address

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**From:** dennis smith <dennissmith6@bigpond.com>  
**Sent:** Saturday, 12 September 2015 2:57 PM  
**To:** Corporate Email Address  
**Subject:** Emailing: corrugations 6-8 km section N.C.R  
**Attachments:** corrugations 6-8 km section N.C.R.jpg

Photo 3 ofNCR report

Your message is ready to be sent with the following file or link  
attachments:

corrugations 6-8 km section N.C.R

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.





## Corporate Email Address

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**From:** dennis smith <dennissmith6@bigpond.com>  
**Sent:** Saturday, 12 September 2015 2:58 PM  
**To:** Corporate Email Address  
**Subject:** Emailing: near the drain  
**Attachments:** near the drain.jpg

Photo 2 of NCR report

Your message is ready to be sent with the following file or link  
attachments:

near the drain

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



## Summary of Officers Response

Date Received	Submitter	Feedback		Response	Action Taken
31 August 2015	Dennis Smith on behalf of Diane Smith, Brian Davey, Pam Davey, Tony Pearce, Rosemary Pearce, Noel Lucas, Anne Lucas, Phil Bone, John Borg, Richard Morrison, Alan Walding, Cheryl Hayes, Kerry Faucett, Barry Norman, Carol Norman, Allison Russell	1	For many years people have been complaining about the North Coast Road, even garbage contractors.	Have been received, acknowledged, responded to and captured by Records Management.  Since 2013 Council have received: <ul style="list-style-type: none"> <li>• 7 Customer Service Requests; and</li> <li>• 36 items of correspondence from 15 people.</li> </ul>	Nil required
		2	Complaints by phone, letters, emails and personal approaches to Elected Members.	Refer Point 1	Nil required
		3	Complaints about: <ul style="list-style-type: none"> <li>• safety concerns when driving the road;</li> <li>• dust;</li> <li>• corrugations;</li> <li>• pot holes;</li> <li>• bends; and</li> <li>• material (steel) on road.</li> </ul>	Refer Point 1	Nil required

		4	<p>Response on one occasion from Council staff “you are correct with your assumption that the pavement condition does deteriorate rapidly, especially in prolonged dry conditions with ever increasing traffic.”</p>	<p>Response was as follows:</p> <p>“It is unfortunate that all unsealed roads throughout the state will be continually open to scrutiny given their historic formation, therefore it can be appreciate that the open surface nature of the North Coast Road is exposed and impacted by two major influences, weather patterns and loads (traffic).</p> <p>To this end, increases in traffic volumes and drier weather conditions accelerate material loss from unsealed roads impacting on the formation life of the road pavement and surrounds. This impact has been, and will continue to be, a challenge for all road authorities with unsealed roads in their network.”</p>	<p>Previous advise to submitter</p>
--	--	---	--	--	-------------------------------------



		5	Reference to increased traffic volumes and placement of traffic counters.	Metro counters were placed on the North Coast Road for data collection, with data provided to Dennis Smith.	Nil required
		6	Reference to a petition submitted to Council in November 2013 requesting Council apply for funding to seal the North Coast Road. To date no funding has been applied for.	Petition received by Council.	Nil required
		7	Land acquisitions and relocation of utilities infrastructure aligned with current engineered design for the North Coast Road.	Respondent advised that should Council consider reconstructing the North Coast Road to a bitumen standard it would need to align with the existing engineered design which would require land acquisitions and relocation of existing utilities services such as SA Power Networks infrastructure.	Nil required
		8	Meeting with Councillor Rich, Brian Davey and Dennis Smith outcomes.	Meeting noted	Nil required

		9	Promotion of Walk the Yorke and Point Turton Caravan Park, camping grounds at either end of the North Coast Road. Growing number of holiday home rentals along this road. Very little done to upgrade infrastructure on road with Patrol Grading main action.	Walk the Yorke will traverse along sections of the North Coast Road as it does on many other roads throughout the district.	Nil required
		10	Tourism Report in 2014 emphasised to Council the barrier to the growth of tourism on the Yorke Peninsula the state of roads is.	Unable to provide comment on third party statements taken out of context.	Nil required
		11	Supporting letter from Point Turton Progress Association in January 2015 for upgrading of the North Coast Road.	Received, acknowledged and captured by Records Management.	Nil required
		12	Reference to two rollovers on road and the death of a child.	Councillors are aware of DPTI crash data for the period 2010-14.	Nil required
		13	Reference to South Australian Public Health Act.	Dust is an unfortunate characteristic of an unsealed road.	Nil required
		14	Draft Transport Asset Management Plan available for consultation until 11 September 2015.	Public consultation process undertaken on the Draft Transport Asset Management Plan with outcome being presented to the October 2015 Council meeting.	Referred to October 2015 Council meeting

11 September 2015	Dennis Smith on behalf of Diane Smith, Brian Davey, Pam Davey, Tony Pearce, Rosemary Pearce, Noel Lucas, Anne Lucas, Phil Bone, John Borg, Richard Morrison, Alan Walding, Cheryl Hayes, Kerry Faucett, Barry Norman, Carol Norman, Allison Russell	15	This group of North Coast Road ratepayers seeking North Coast Road as Priority 1 in the Transport Asset Management Plan.	Draft Transport Asset Management Plan categorises the Road Network with the North Coast Road captured as Unsealed High Use with identified sections requiring planned renewals.	Refer Point 14
		16	Risk Management Principles: <ul style="list-style-type: none"> <li>• alignment of road to dwellings;</li> <li>• dust;</li> <li>• improvement to road base;</li> <li>• vertical alignment of road (bends);</li> <li>• attention to vegetation; and</li> <li>• stormwater extension.</li> </ul>	Subject to the formal adoption of the Draft Transport Asset Management Plan Council will be considering future allocations of funding for planned renewals, including Accelerated Renewal Project – Unsealed Roads.	Decision at a future Council meeting
		17	Seeking Council to take in five years of documented history about the North Coast Road.	Comment acknowledged	Nil required
		18	Nominating areas of the North Coast Road for priority attention for upgrading.	Sections identified within the Draft Plan.	Nil required
		19	This group of North Coast Road ratepayers believe under the Risk	Refer Point 13	Nil required

			<p>Management section within the Plan the North Coast Road should be at the top of the hierarchy set out in the Plan.</p> <p>This group of ratepayers believe that the duty of care under the Public Health Act emphasises the need for Council to act on their behalf.</p>		
		20	<p>This group of North Coast Road ratepayers to be kept fully informed by email of any changes relating to the hierarchy and any changes made to the Plan in relation to the their requests so that full transparency is maintained to them without them having to search for information.</p>	<p>Review of Plan to be undertaken on an annual basis and available for public inspection.</p>	<p>Nil required</p>
		21	<p>This group of North Coast Road ratepayers commended Council for assembling this Plan and for the detailed information in the Plan.</p>	<p>Submission/letter acknowledged and will be presented to Council at the October meeting.</p>	<p>Nil required</p>
			<p>Photographs attached to the submission.</p>	<p>Captured in Records Management.</p>	<p>Nil required</p>

## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **DA/ITEM 6.3**

#### **2. “90 DAY PROJECT – A MODERN TRANSPORT SYSTEM FOR AGRICULTURE”**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To seek a position from Council in relation to the issues complimenting the “90 Day Project” initiative.

##### **RECOMMENDATION**

That Council supports the existing Commodity and General Freight Route Gazettal system for 26 metre B Double (Restricted Access Vehicle) operations upon the Yorke Peninsula with applications for operations outside of the existing process considered on merit and subject to a route assessment undertaken by a suitably qualified assessor at the applicant’s expense, with any route upgrades required at cost to the applicant.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s:	Sustainable Communities
	1. Sustainable Infrastructure
Strategic Goal/s:	1.3 Maintain and upgrade our road network and other infrastructure assets

##### **BACKGROUND**

The “90 Day Project – A Modern Transport System for Agriculture” is a partnership between Primary Producers SA (PPSA), the peak body representing South Australian agriculture interests, Primary Industries and Regions SA (PIRSA) and the Department of Planning, Transport and Infrastructure (DPTI). Its objective is to improve regional road access for Restricted Access Vehicles (RAVs) and agricultural machinery and thereby deliver efficiencies and reduce transport costs for primary producers and regional and rural communities.

Council received correspondence on Wednesday 30 September 2015 with a response required by Friday 16 October 2015.

##### **DISCUSSION**

Further to my email of Friday 2 October 2015, Council have been requested to examine the issues identified from feedback of the “90 Day Project – A Modern Transport System for Agriculture” initiative.

The Project sought feedback from farmers, transport operators and the community on three key issues:

- The movement of oversize agricultural machinery on public roads.
- RAV route extensions required to improve industry productivity.

- “First / last mile” access issues for RAVs.

It has been identified that Council were not invited to provide feedback for this Project.

Council has been proactive in accommodating freight movements for both commodity and general throughout our road network and embraced the initial process and permit systems applied by DPTI. This process was that a request for a RAV would be lodged with Council from an operator, staff would assess the application and routes and provide a clearance to the operator subject to a permit being issued by DPTI.

Regulating RAV movements throughout South Australia was further streamlined in 2009 with the introduction of the gazettement of commodity and general freight routes for RAVs (B Doubles up to 26 metres) within South Australia. At that time the Yorke Peninsula Council endorsed this gazettal process.

Notwithstanding the current gazettal system all stakeholders are aware that not all roads, although gazetted as commodity routes, are utilised, primarily due to its design layout.

As can be appreciated the freight industry is constantly evolving with efficiencies the driving target. Councils are generally receptive to practical demand while mindful of the ability of their road network to accommodate this evolution of freight movements.

Opinions and views vary from Council to Council on the perceived impact certain RAVs may have on their road network, generally unsealed roads. Perceptions aside the geometry (design) at intersections and horizontal alignment of roads factor in consideration of updating from a commodity to general freight route or approval for RAVs (B Doubles over 26 metres). The issue of responsibility for upgrade of cost to accommodate is for further consideration.

Other matters of interest which have evolved from the survey with DPTI seeking Council to examine are:

- Upgrade all Yorke Peninsula Council main roads to Higher Mass Limit (HML).
- Permit 36.5 metre road trains access between Ardrossan and Port Wakefield with branch off to quarries in the Clinton area.
- Increase road train access on commodity routes on the Yorke Peninsula.
- Upgrade access to the Viterra grain site at Ardrossan for HML 26 metre B Double to HML 36.5 metre road train.

#### Upgrade all Yorke Peninsula Council main roads to HML.

This is currently processed by way of application from an operator and a clearance is given on our sealed roads. The operator must then lodge an application and gain a permit from DPTI.

#### Permit 36.5 metre road trains access between Ardrossan and Port Wakefield with a branch off to quarries in the Clinton area.

This decision is vested with DPTI, however, of interest is the branch off to quarries in the Clinton area, which will require views from Council on movements on its road network. Costs associated with required upgrades on road design to accommodate those units is also a consideration.

Increase road train access on commodity routes on the Yorke Peninsula.

Currently commodity routes are gazetted for B Doubles up to 26 metres (RAVs). I suggest there would be significant costs in upgrading road designs / layouts to accommodate road trains and Council should consider who will meet those costs.

Upgrade access to the Viterra grain site at Ardrossan for HML 26 metre B Double to 36.5 metre road train.

After discussion with DPTI staff an assumption is made that this relates to Silo Road. If this assumption is correct consideration of this upgrade would be subject to:

- a. adjoining DPTI roads approved for road train operations, which they currently are not; and
- b. redesign of the Maitland Road / Silo Road / Airstrip Road intersection and consideration of costs for that upgrade.

DPTI therefore request Council indicate whether it, as the Road Manager:

1. Supports implementation of the RAV route extensions or “first / last mile” issues and agrees that it can be added to the relevant RAV network in RavNet (i.e. provides Council’s consent under the Heavy Vehicle National Law (HVNLI)).
2. Supports implementation of the RAV route extensions or “first / last mile” access issues but cannot agree to them being added to the relevant RAV network until necessary roadwork and / or other infrastructure improvements are made allow RAVs to operate safely. Details of the scope, nature and indicative cost of improvements should be provided along with details of the capacity of Council to fund the necessary work from within its budget.
3. Does not support implementation of the RAV route extension or “first / last mile” access issues under any circumstances. Details of the Council’s reasons as the Road Manager should be provided.

Given the uncertainty of future road train operations upon DPTI roads Council may wish to advise the Project Steering Committee of current RAV (26 metre B Double) acknowledging that operator or freight industry requests for operations outside of the current process should be assessed on an individual basis with a safety audit undertaken by a suitably qualified assessor (at the operators cost) and should any upgrades be required on that route that all costs be borne by the operator or DPTI.

Further input from Elected Members is appreciated.

## **COMMUNITY ENGAGEMENT PLAN**

As the “90 Day Project – A Modern Transport System for Agriculture” is a partnership between PPSA, PIRSA and DPTI it has not been / is not necessary for Council to undertake Community Engagement as this has been / will be done with necessary stakeholders by those organisations.

## **CONSULTATION PROCESS**

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

- Nil

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

- DPTI staff

#### **POLICY IMPLICATIONS**

Not applicable

#### **BUDGET AND RESOURCE IMPLICATIONS**

Unknown at this stage.

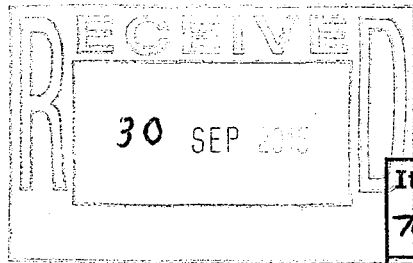
#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Unknown at this stage.

#### **ATTACHMENTS**

**Attachment 1:** Correspondence from DPTI





In reply please quote 2015/00871

Enquiries to Mark Hennessy  
Telephone (08) 8343 2065

Mr Andrew Cameron  
YORKE PENINSULA Council  
Chief Executive Officer  
PO Box 57,  
Maitland 5573

Item Number
7601 - 2015 - 2
GDS Number
20.3.2.3
Distribution
copy to CEO EA



Government of South Australia

Department of Planning,  
Transport and Infrastructure

DEVELOPMENT DIVISION

77 Grenfell Street  
Adelaide SA 5000

GPO Box 1533  
Adelaide SA 5001

Telephone: 08 8343 2222  
Facsimile: 08 8204 8740

ABN 92 366 288 135

Dear Mr Cameron

The "90 Day Project – A Modern Transport System for Agriculture" is a partnership between Primary Producers SA (PPSA), the peak body representing South Australian agriculture industries, Primary Industries and Regions SA (PIRSA) and the Department of Planning, Transport and Infrastructure. Its objective is to improve regional road access for Restricted Access Vehicles (RAV) and agricultural machinery and thereby deliver efficiencies and reduce transport costs for primary producers and regional and rural communities.

The Project sought feedback from farmers, transport operators and the community on three key issues:

- The movement of oversize agricultural machinery on public roads.
- Restricted Access Vehicle route extensions required to improve industry productivity.
- "first/last mile" access issues for Restricted Access Vehicles.

The Project report "A Modern Transport Systems for Agriculture – A New Partnership Approach" (see [www.pir.sa.gov.au/agtransport](http://www.pir.sa.gov.au/agtransport)) was released on 31 March 2015.

It detailed a range of Restricted Access Vehicle route extension and "first/last mile" access issues that stakeholders considered needed to be rectified over the short (12 month), medium (5 year) and longer (10 year) term.

In response, DPTI has established a project team to implement the findings of the report, with support from PIRSA and PPSA, focussed on the following three streams:

- Regulatory improvements, especially for agricultural equipment.
- Scoping and prioritising for funding consideration "first/last mile" and RAV access improvement road projects.
- PIRSA/PPSA jointly developing and delivering a communications program aimed at primary producers to promote new initiatives and improve the understanding of current regulations.

Following a detailed analysis by the project team, the RAV route extension and "first/last mile" access issues identified in the Project have been grouped into one of the following categories:

- 20 issues that have been completed.
- 8 issues that are in the process of being completed.
- 80 issues relating to State roads that require investigation and resolution by DPTI as the relevant Road Manager.
- 32 issues relating to roads in Council areas that require investigation and resolution by Councils as the relevant Road Manager.

The Restricted Access Vehicle route extension and "first/last mile" access issues relating to your Council area are detailed in the attached table.

It would therefore be appreciated if you would examine each of the issues and indicate whether your Council (as Road Manager):

1. Supports implementation of the RAV route extensions or "first/last mile" issues and agrees that it can be added to the relevant RAV network in RavNet (i.e. provides Council's consent under the Heavy Vehicle National Law (HVNL)).
2. Supports implementation of the RAV route extensions or "first/last mile" access issues but cannot agree to them being added to the relevant RAV network until necessary roadwork and/or other infrastructure improvements are made allow Restricted Access Vehicles to operate safely. Details of the scope, nature and indicative cost of improvements should be provided along with details of the capacity of Council to fund the necessary work from within its budget.
3. Does not support implementation of the RAV route extension or "first/last mile" access issues under any circumstances. Details of the Council's reasons as the Road Manager should be provided.

To allow DPTI to consolidate the responses received and formulate an indicative multi-year funding program for consideration by the Project Steering Committee it would be appreciated if you would respond to this request by the 16 October 2015.

Please contact Ian Day on mob: 0427 272 116 or email: [ian.day@sa.gov.au](mailto:ian.day@sa.gov.au) if you have any questions or require further clarification.

Yours sincerely



Lindsay Oxlad  
**Program Manager**

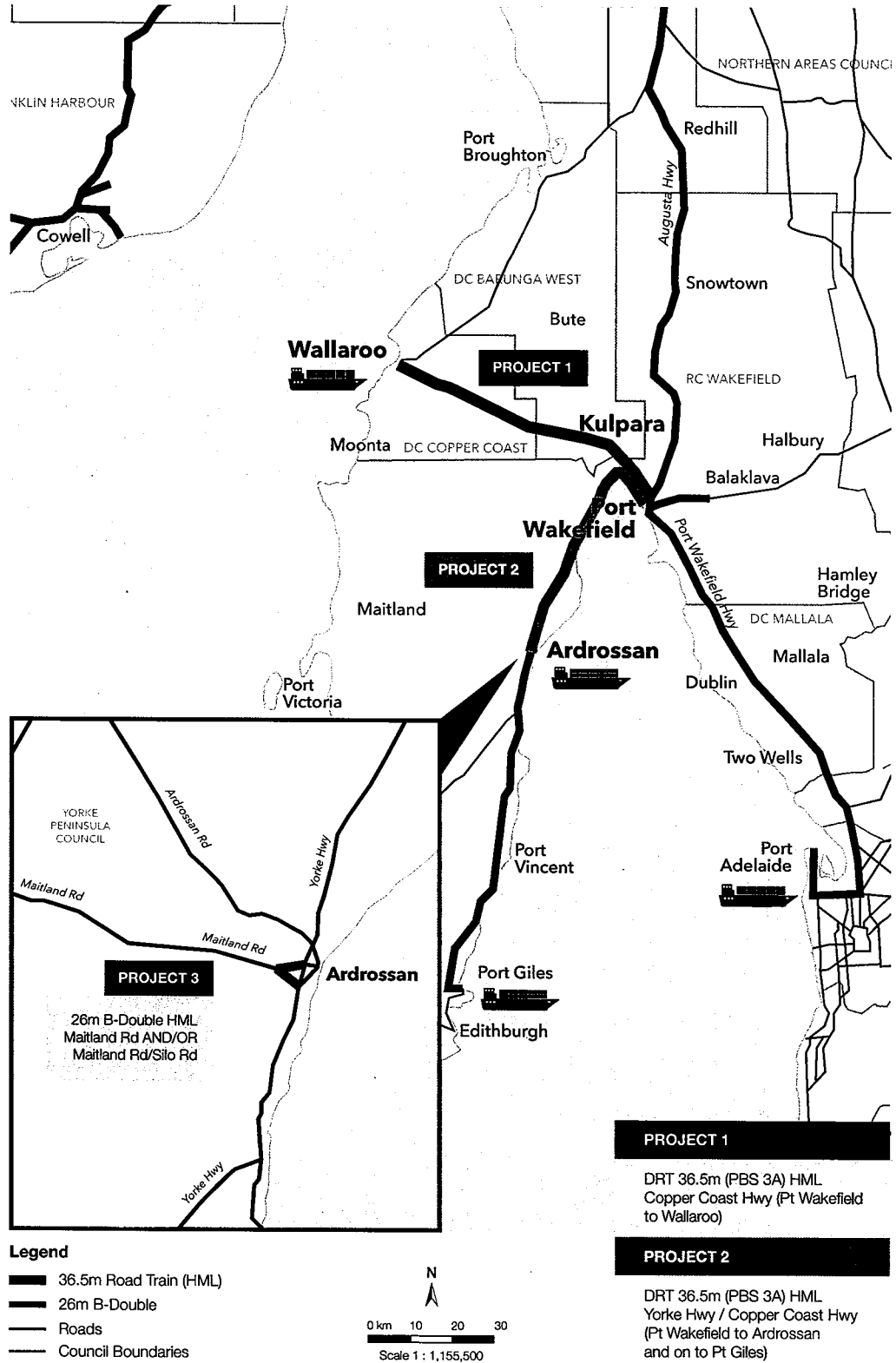
29 September 2015

## A Modern Transport System for Agriculture.

### Issues identified in the Yorke Peninsula Council

ID	Issue
27	Upgrade all Yorke Peninsula Council main roads to HML.
69	Permit 36.5 metre Road trains access between Ardrossan to Port Wakefield - with a branch off to quarries in the Clinton Area.
92	Increase road train access on commodity routes on the Yorke Peninsula
122	Upgrade access to the Viterra grain site at Ardrossan from HML 26m B-double to HML 36.5metre Road train.

# Map 1



## **DIRECTOR DEVELOPMENT SERVICES**

### **DA/ITEM 6.4**

#### **1. REVOCATION OF COMMUNITY LAND - WAROOKA**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To seek permission to proceed with the public consultation process for the revocation of Community Land classification for the purpose of transferring ownership of Council property to Warooka Progress Association Inc. (Progress).

##### **RECOMMENDATION**

That Council

1. give permission to proceed with the revocation of Community Land classification over the properties Allotment 47 PLN 453, 22 Brentwood Road, Warooka, Certificate of Title: Volume 5748 Folio 585 (Consulting Rooms) and Allotment 1 PLN 14529, 6 Brentwood Road, Warooka, Certificate of Title: Volume 5749 Folio 718 (Museum) for the purpose of transferring the properties to Warooka Progress Association Inc. for no monetary cost.
2. give permission to commence the public consultation process being the initial step to the revocation of Community Land classification for Allotment 47 PLN 453, 22 Brentwood Road, Warooka, Certificate of Title: Volume 5748 Folio 585 and Allotment 1 PLN 14529, 6 Brentwood Road, Warooka, Certificate of Title: Volume 5749 Folio 718.
3. authorise the Mayor and Chief Executive Officer to sign and affix Council's seal to the relevant documents necessary to execute the Revocation and License.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Community Engagement  
2. Sense of Ownership  
Strategic Goal/s: 2.2 Our Communities are well informed

##### **BACKGROUND**

A recommendation was carried at the 9th March 2011 Council meeting for Council staff to commence investigations and have discussions with relevant community organisations that have an interest in land that is surplus to Council. As a result, the Warooka Consulting Rooms and Warooka Museum properties were identified in this category. Please refer to Location map, Attachment 1.

##### **DISCUSSION**

Council has met with Progress various times to discuss the transfer proposal which included the condition of the buildings and what works would be required prior to a transfer occurring. The Director Development Services has overseen renovations to

the building over a period of time and Council has now received a formal written request from Progress to consider the transfer of both properties.

Allotment 47, Brentwood Road, Warooka has been used as a doctor's consulting room since June 10, 1939 and for the property to be invested in the community it was transferred to the District Council of Warooka in 1967. After the transfer it continued as consulting rooms under lease from Council to the Doctor's Consulting Rooms Committee.

Allotment 1, Brentwood Road, Warooka was originally the Warooka Police Station, however the station closed in 1924 and was used as a private residence until 1980 when it was purchased by the Warooka and District Museum and Historical Society (the Society). The Society transferred the property to the District Council of Warooka who in turn leased the property back to the Society.

The Warooka Consulting Rooms is classified as Category 3 Public & Community and the Warooka Museum is classified as Category 4 Business & Commercial on the Community Land Register. To enable Council to transfer the properties to Progress, it is necessary for Council to revoke the community land classification on the properties.

It is proposed that Council transfer the properties to Progress for no monetary cost and be responsible for all costs related to the transfer.

Once both properties are transferred, Progress will be responsible for –

- Property and Public Liability Insurance policies and premiums;
- Ongoing costs for internal / external and structural maintenance and additions;
- Ongoing costs related to the service charge / usage for water, gas and electricity; and
- All other recurrent expenditure / running costs in relation to the properties.

Consideration may be given for Council rates and service charges to be rebated 100% under the Local Government Act 1999 Section 166(1) – Discretionary rebates of rates;

- (c) Where the rebate will conduce to the preservation of buildings or places of historic significance; and/or
- (j) Where the land is being used by an organisation which, in the opinion of Council, provides a benefit or service to the local community.

A Public notice will be advertised in the YP Country Times, on Council's website and on site at Allotment 47 & 1, describing the matter of the Revocation of Community Land with an invitation for interested persons to make submissions to Council in relation to the matter within 21 days. Persons may also make a written submission to appear before Council.

An information report will also be available at all Council Offices and on Council's website.

A report will be presented to Council outlining the outcome of the public consultation process including any written submissions received for Council's consideration and will also ask for a resolution from Council to seek Ministerial approval for the revocation of the community land.

## **COMMUNITY ENGAGEMENT PLAN**

Community Engagement Plan Level 1 - Inform.

## **CONSULTATION PROCESS**

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

- The Corporate Management Team
- Cr John Rich

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

- Warooka Progress Association Inc. Committee

## **POLICY IMPLICATIONS**

PO057 Community Engagement Policy

PO072 Disposal of Land and other Assets

## **BUDGET AND RESOURCE IMPLICATIONS**

Transfer properties for no monetary cost.

Council 100% responsible for transfer cost of \$8,249 being –

Stamp Duty –

    Allotment 47 - \$2,655 for valuation of \$95,000

    Allotment 1 - \$ 2,690 for valuation of \$96,000

Lands Titles Office fee –

    Allotment 47 & 1 - \$652 for each = \$1,304

Legal services – approximately \$1,600

Council has a budget allocation of \$12,500 for Legal Fees associated with property transfers leaving a remainder of \$4,251 for the 2015 – 2016 budget.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999 Section 194(2)

Local Government Act 1999 Section 201(1)(2)

Local Government Act 1999 Section 166 (1)(c)(j)

## **ATTACHMENTS**


**Attachment 1:** Location map of properties

**Attachment 2:** Community Engagement Plan

## Attachment 1 – Allotments 47 & 1 Warooka





 <p><i>Agriculturally rich - Naturally beautiful</i></p>	<h1>COMMUNITY ENGAGEMENT PLAN</h1>					SF215
						Responsible Officer: Business Improvement Officer
						Issue Date: 10th June 2015
						Next Review Date: June 2019
<b>PROJECT NAME: REVOCATION OF COMMUNITY LAND – Allotment 47 &amp; 1 Brentwood Road Warooka</b>						
<b>Stakeholders</b>	<b>Level 1 INFORM</b>	<b>Responsibility</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status</b>	<b>Evaluation Method</b>
Entire community	Public Notice	Property Tenure Officer	20/10/2015	16/11/2015	NS	Report back to Council at end of PC process  Elected Members to make decision based on any submissions received from PC process
Entire community	Website	Property Tenure Officer	20/10/2015	16/11/2015	NS	
Entire community	Ability to appear before Council	Property Tenure Officer	20/10/2015	16/11/2015	NS	
Other	Personalised Letter	Property Tenure Officer	20/10/2015	16/11/2015	NS	

## **DIRECTOR DEVELOPMENT SERVICES**

### **DA/ITEM 6.4**

#### **2. REASSIGNMENT OF PORT VINCENT KIOSK LEASE**

(File Ref: 9.24.1.1)

##### **PURPOSE**

To give consideration to the reassignment of the Port Vincent Kiosk property lease, to the potential new owners of the Kiosk business.

##### **RECOMMENDATION**

That Council

1. approve the reassignment of the lease from KPV Enterprises to Douglas and Alexandria Bennett of DNA Enterprises (YP), on the same terms and conditions as the current lease over the Port Vincent Kiosk property 20 Marina Drive, Port Vincent, Part Allotment 7 PLN 24058 Crown Record: Volume 5753 Folio 177.
2. Authorise the Mayor and Chief Executive Officer to sign and affix Council's seal to the relevant documents necessary to execute the Lease Assignment documents.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s:	Sustainable Communities
Strategic Goal/s:	4. Economic Growth through Sustainable Industrial Development 4.3 Realise the benefits for our Community created through major industry and business growth

##### **BACKGROUND**

Lessee KPV Enterprises Pty. Ltd. has entered into a contract of sale for their Port Vincent Kiosk (the Kiosk) business subject to the approval of the lease reassignment.

##### **DISCUSSION**

The potential new owners of the Kiosk are Douglas and Alexandria Bennett of 2 Cameron Street, Port Vincent who have extensive experience in the hospitality business and currently work for a family hotel on Yorke Peninsula. They have both been involved in aspects of business throughout their working life in various positions.

Mr & Mrs Bennett intend to continue running the business as a Kiosk with an emphasis on using local produce where possible, providing greater options of healthier food choices and continue to employ school based hospitality trainees. They have prepared a Mission Statement which details their vision and plans for the Kiosk business. Please refer to Attachment 1.

As the lease is a commercial lease, Council must respond within 42 days if it wishes to oppose the reassignment of the lease.

The Department for Environment, Water and Natural Resources (DEWNR) has approved Council's Consent to Lease Dedicated Crown Land application to 31 July 2020 over the Kiosk property. Any extension to the current lease will also be subject to further DEWNR consent.

Council's lease over the Kiosk property expired 31 July 2015 and as the Kiosk business was for sale at the time and in accordance with the lease, Council's solicitor advised that the current lease remain on a monthly tenancy for the time being. Once the lease is to be reassigned, a new lease on the same terms and conditions will be prepared for the new Lessee.

As the proposed new lessee is a corporate entity, a Directors Guarantee will also be entered into.

#### **COMMUNITY ENGAGEMENT PLAN**

Not applicable

#### **CONSULTATION PROCESS**

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

- Director Corporate and Community Services
- Director Development Services

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

- KPV Enterprises Pty. Ltd – current Lessee of Kiosk
- Department of Environment, Water & Natural Resources
- YP Real Estate
- DNA Enterprises (YP)

#### **POLICY IMPLICATIONS**

Not applicable

#### **BUDGET AND RESOURCE IMPLICATIONS**

The solicitor's leases document preparation cost of \$630 is to be 50% responsibility to the current Lessee and 50% responsibility to the proposed Lessee, which is equivalent to the cost to each party if a new lease as well as a lease reassignment document, were to be prepared.

#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Local Government Act 1999 Section 202 – Alienation of community land by lease of licence

#### **ATTACHMENTS**

**Attachment 1:** Mission Statement written by Douglas & Alexandria Bennett

Douglas & Alexandria Barrett  
2 Cameron St. Port Vincent SA 5581

# Port Vincent Kiosk

## Proposed lease expression of interest

(Please see other attachment of the last 3 years of trading to demonstrate the ability to financially maintain the costs of running this business)

## Mission Statement

*Our mission is simple. We aim to provide our customers with the finest quality food & beverages, connect with, laugh with, and uplift the lives of our customers. We will continue to use the business as a kiosk, emphasise on local seafood & give our customers greater options in healthier food choices.*

## Who are we?

Douglas & Alexandria Barrett. We are a local married couple, who have both been raised on the Yorke Peninsula & grown up in family run businesses. We have experience in all aspects of business, especially hospitality where we have been bought up in the industry, often being responsible for managerial responsibilities. After branching from our family businesses we have both continued to work in hospitality, holding positions across Australia in a broad range of hospitality business's including hotels, deli's, café's & cruise ships.

## Our Food & beverages

To continue to serve foods & beverages that the kiosk is known and remembered for, hot cinnamon donuts, perfect hot coffee, crispy pale –ale battered whiting, frothy, chocolaty milkshakes. Our aim, while to continue the more traditional items, will be to create exciting menu changes which will highlight our beautiful local seafood and an array of tantalising dishes that Port Vincent has not yet been introduced to. We will strive to deliver innovative, exciting and creative food to our menu, with seasonal changes & specials.

- To use local produce when possible, as part of our delicious menu.
- To cater healthier, more convenient options for our customers.
- To bring exciting new menu items and have seasonal produce highlighted throughout our menu.
- To provide at a fair price - nutritional, well-prepared meals - using only quality ingredients.

## Our staff

We plan on continuing to employ a number of school based trainees, offering them training in hospitality.

To ensure that each guest receives prompt, professional, friendly and courteous service from each of our staff.

To provide all who work with us a friendly, cooperative and rewarding environment which encourages long- term, satisfying, growth employment.

Employ cheerful, skilled, articulate, patient and zealous staff who are dedicated to providing a happy environment for patrons & fellow staff, whilst in return learning valuable hospitality skills for future employment.

Our aim is to train our staff in all aspects of our business to see that they are always growing in experience.

## Our community

To provide an establishment that resembles our town's relaxed atmosphere.

To have every customer who comes through our doors leave impressed and excited to come back again.

## How will we market ourselves?

By giving back to our local community groups through donations, support & involvement.

Social media, through Facebook, Instagram & Trip advisor – seeing that all reviews are acknowledged & our accounts are regularly updated.

By contributing & supporting local community groups, including sports, schools & progress groups.

Updating current signage, car magnets and staff uniforms.

Local noticeboard promotions & running competitions & specials.

Business cards, drink coolers & stationary.

Press release in newspaper.

Lastly, but most importantly, through word of mouth.



## Environmental Management

Ensuring packaging products are environmentally friendly.

Reduction in packaging.

Reducing water usage by presenting the majority of our food in lined re-usable baskets.

Continuing recycling of boxes, cans & bottles & other recyclable products.

Reuse incoming cartons for outgoing goods or for storage internally.

Ensure all bins have correct signage to promote best practice.

Ensuring appliances to be replaced or upgraded are high star energy rating.

## Our Team

We are a married couple with 3 children. My husband and I were both raised on the Yorke Peninsula and both bought up in the hospitality industry, with both of our families owning a number of hotels. We have both worked consistently in hospitality, managing hotels, convenient store & a number of café's, we are confident and experienced in all aspects of the industry.

We have the support of the previous owners, David & Tanya, who will be training and mentoring us through the process of the transition & beyond, along with our families who are very supportive of our business plan.

We will be hiring trainees from Minlaton District School & a number of local staff to ensure that jobs are created and continue to grow within our business to benefit the community.

## Market Summary

Who are we marketing to?

### The captive consumer

Restricted environment, where healthy food choices/menu variety are very limited. One of our main focuses, will be to make healthy food convenient, which is a market that has no local competitors.

### Our community.

With an estimated 500 permanent residents who live in Port Vincent, our goal is to cater to our permanent customers by offering seasonal specials, stocking convenient supplies & opening longer hours. Our long term goal is to have a higher percentage of customers from our town, and also from surrounding towns by ensuring customer loyalty, satisfaction, and offering what is currently not being marketed. Our local & permanent customers, are just as important as our tourist market.

## Tourists

The tourist market will be where the majority of our percentages will be at their highest. With Port Vincent being a holiday destination for upwards of 2000 people during peak times, a very important part of our market are tourists. We will be monitoring the popularity of current items on offer, as well as offering new and exciting products and services to accommodate the needs of the tourist market, for example adding stock specifically aimed at holiday makers staying in the caravan park close by.

Port Vincent is reliant on our business being a success and our goal is to make it grow continually, so that we can bring more people into the town, which also supports other local businesses and creates more jobs.

## Families

According to the national hospitality research centre, 6 out of 10 consumers say they take into account an establishments 'child friendliness' when dining. Families are already a successful consumer of the current kiosk, our plan is to highlight families as a major market in a number of ways – for example;

1. Designated family nights, providing easy take away family dinners consistently each week.
2. Once a month winner of our children's colouring in competition
3. Continuing family favourite menu items

## Local surrounding businesses

With many local businesses in the area, staff and their customers will also be our market. We will have a variety of 'on the go' healthy lunches, cake & coffee deals, whilst also providing the perfect lunch meeting setting.

We are interested in providing private functions in the future which we believe would attract the 'professional' market.



## **DIRECTOR DEVELOPMENT SERVICES**

### **DA/ITEM 6.4**

### **3. PLANNING, DEVELOPMENT & INFRASTRUCTURE BILL** (File Ref: 9.24.1.1)

#### **PURPOSE**

To seek endorsement of Council on the submission to the Local Government Association regarding the Planning, Development and Infrastructure Bill 2015.

#### **RECOMMENDATION**

That Council endorse the submission to the Local Government Association regarding the Planning, Development and Infrastructure Bill 2015.

#### **LINK TO STRATEGIC PLAN**

Key Theme/s:	Sustainable Communities 2. Progressive & Sustainable Development
Strategic Goal/s:	2.1 Streamlined Development Assessment Process

#### **BACKGROUND**

On 8 September 2015, the Honourable John Rau introduced the Planning, Development and Infrastructure Bill (the Bill) into Parliament.

The Bill proposes significant changes to the Development Act 1993, including:

- The creation of a State Planning Commission to perform both assessment and advisory functions;
- The option of establishing joint planning boards to facilitate delegation of planning powers to regional grouping of Councils;
- Changes to assessment panels, including;
  - Accreditation scheme for membership;
  - Introduction of combined assessment panels;
  - In certain circumstances, the ability for the Minister to constitute a local assessment panel to replace a council assessment panel; and
  - Prohibition on Elected Members from being appointed to assessment panels;
- Replacement of Council Development Plans with a single State-wide 'Planning and Design Code' which will consist of a set of menu of zones, subzones and overlays with less local variation;
- New categories for the assessment of development applications, comprising;
  - Accepted development (no development application required);
  - Code assessed development, which fall into one of two subcategories i.e.;
    - Deemed to satisfy (must be granted planning consent), and
    - Performance assessed (assessed against the Planning and Design Code);

- Impact assessed development (assessed by the Minister pursuant to an environmental impact statement;
  - Restricted development (assessed by the State Planning Commission – if it determines to do so);
- Limited public notification, linking notification requirements to the category assigned to the application;
- Planning consent will be deemed to have been granted if the application is not determined within the prescribed timeframe;
- Inclusion of the provision for the delivery of essential infrastructure, including;
  - Creation of essential infrastructure delivery scheme agreements;
  - Creation of scheme coordinators to oversee and drive infrastructure projects, and
  - Detailed provisions relating to funding agreements, including provisions requiring contributions to be made by one or more Councils whose areas will benefit from the infrastructure – to be recovered as a charge on rateable land.
- Online planning portal (established and maintained by DPTI) to facilitate the provision of services and information in connection with the Bill. (Council may be required to contribute towards the cost of this system);
- The requirement to obtain a permit from a Council for an alteration to a public road for a business purpose to be no longer required if the alteration has been approved as part of a development approval;
- New compliance and penalty provisions, including;
  - The ability for DPTI to accept an enforcement undertaking from a person in relation to a contravention of the Bill, which will prevent other enforcement action being commenced against that person;
  - The ability for the State Planning Commission to seek a civil, rather than criminal, penalty against a party who has committed an offence against the Bill;
  - The ability of the State Planning Commission to recover an amount in respect of economic benefit obtained through breach of the Bill;
  - An order making power in the ERD Court to direct a party who has been found to have committed an offence against the Bill to publicise the offence, its consequences and the penalty imposed; and
- Removing Council's entitlement to receive the amount of all fines imposed in relation to court proceedings, instead prescribing in the circumstances in which such amounts will be paid to a Council.

## **DISCUSSION**

The Bill appears to have a large emphasis on cost-shifting while significantly reducing Local Government's ability to be involved in the planning and development process. Council will bear the costs of the proposed SA planning portal, the cost of notifying amendments to planning documents and large essential infrastructure schemes whilst potentially losing revenue it currently obtains from development fees. This has the potential to place a significant burden on Council and its community.

The Minister will gain significant powers in relation to the planning process while Local Government will carry the burden of administration, finance and enforcement.

Council members play an important role in the planning system by contributing local knowledge and representing community expectations, the exclusion of Elected Members from panels and their substitution with suitably qualified persons is a concern and may be an additional burden on regional Councils where suitably qualified persons may difficult to recruit.

The desire for independent assessment should not be at the expense of well-informed decision making at a local level. The danger in having assessments made entirely by accredited professionals who are not associated with a Council, or who may not have an understanding of the local area, is the potential lack of understanding of the varying factors affecting the assessment which can often be intricate and complex.

Correspondence articulating Council's concerns with the Planning, Development and Infrastructure Bill has been prepared and forwarded to the Local Government Association of which a copy is attached.

#### **COMMUNITY ENGAGEMENT PLAN**

Not applicable

#### **CONSULTATION PROCESS**

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

- All Development Services Staff

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

- Norman Waterhouse Lawyers & Kelledy Jones Lawyers
- Local Government Association

#### **POLICY IMPLICATIONS**

Not applicable

#### **BUDGET AND RESOURCE IMPLICATIONS**

No budget implications identified at this point.

#### **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Failure to express concerns with the Bill exposes Council to the risk of the Bill being enacted in its current form.

#### **ATTACHMENTS**

##### **Attachment 1:**

Correspondence forwarded to the Local Government Association expressing concerns over the Planning, Development and Infrastructure Bill.

2 October 2015

Our ref: 1388-2015-0

GDS ref: 3.3.5.3

Lisa Teburea  
Director Planning and Development  
Local Government Association  
GPO Box 2693  
ADELAIDE SA 5001

Dear Lisa

## **Planning, Development and Infrastructure Bill 2015**

Thank you for the opportunity to provide a submission in relation to the Planning, Development and Infrastructure Bill 2015.

### **First impressions of the Bill**

Council acknowledges that the South Australian planning system is in need of an upgrade to ensure that Local Government provides the best development outcomes for our community.

The Bill appears to have a large emphasis on cost-shifting while significantly reducing Local Government's ability to be involved in the planning and development process. It is proposed that Council will bear the costs of the proposed SA planning portal, the costs of notifying amendments to planning documents and large essential infrastructure schemes whilst potentially losing revenue it currently obtains from development application fees. This has the potential to place a significant financial burden on Council and its community.

It is noted that the Minister will gain significant powers in relation to the planning process while Local Government will carry the burden of administration, finance and enforcement. This type of reform defies logic given the fact that it is clearly understood throughout the industry that significant delays in the planning decision process are caused by:

- Government referral agencies not adhering to timeframes for referrals;
- Ministerial delays in determining Development Plan Amendments, even those which have been subject to a very detailed Statement of Intent and which are required urgently to facilitate development;

- the haphazard manner in which the Development Act and Regulations have been amended over the years. There has been a failure to amend definitions of development, exempt and additional forms of development, complying forms of development and public notice categories in the Development Regulations in response to the evolution of development over the life of the present Development Act and in response to significant case law authorities, and where amendments have occurred, they; have only resulted in the Legislation becoming inherently complex and difficult to follow.

The Bill provides a mechanism under which planning can occur on a regional basis. Joint planning arrangements are provided for in Clause 35 which empowers the Minister to, after seeking or receiving the advice of the Commission, enter into a planning agreement relating to a specified area of the State with a Council, Ministers and any other agency.

The legislation does not compel the Minister to include any particular group in the agreement such as the Local Government Association or the local Council. Any such agreement should receive concurrence from the Local Government Association and any Council impacted by the agreement.

Clauses 69, 77, 78, 80, 81, 86 - 92 significantly reduces the Local Government Association and Council involvement in the Planning system.

Council does not support any such reduction in the planning system, particularly if it curtails Local Government's involvement throughout the planning process.

It is noted that Council Members are ineligible for appointment to assessment panels.

The composition of assessment panels is of concern to Council. Council Members play an important role in the planning system by contributing local knowledge and representing community expectations and therefore must be maintained in the makeup of any future assessment panel.

Further, without details of the requirements for the accreditation scheme being known, it is difficult for Council to support the proposal that its assessment panel members be accredited professionals. It is difficult for rural Councils to attract suitably-qualified people to form its present Development Assessment Panel. If accreditation requirements are too onerous, Councils such as ours may face difficulty in constituting panels altogether.

With respect to an assessment panel that has been appointed by a Council, the Minister has power to constitute a local assessment panel if the Minister determines, after investigation, that the assessment panel appointed by the Council has consistently failed to comply with a requirement under the Act. The Minister can then remove the Council assessment panel and substitute it with a local assessment panel appointed by the Minister. Council will not support this unless concurrence is required by the Local Government Association prior to the implementation of a local assessment panel.

There are many instances under the Bill where provision is not made for consultation with Councils. For example, there is no consultation on the establishment of sub-regions, the decision to initiate an essential infrastructure delivery scheme and the funding arrangements under an infrastructure scheme (even where the Council is to contribute to this funding). Council will not support any provision that reduces Local Government consultation in the decision making process.

There are other instances where Councils have an existing role in respect of the planning and development system which is being removed. Notably, Councils will not have a role in the development of statutory instruments including the state planning policies, regional plans, the Planning and Design Code and design standards (except as a member of a joint planning board). Council possesses a wealth of knowledge about the planning constraints and opportunities which exist in its area. The input of Council to these instruments is vital to ensure that sufficient local variations are contained within them to allow for increased development opportunity within our area. Leaving consultation with Council on these instruments to their release on public consultation consistent with the Community Engagement Charter is not adequate nor is it

efficient. Councils should be consulted at the very outset to ensure that planning policy and assessment outcomes do not cause detriment to Council's area.

While Councils may initiate an amendment to these instruments with the approval of the Minister, Councils must have the authority of the Minister to initiate the preparation of these instruments. Too often, approval on a Statement of Intent under the present system is delayed pending Ministerial approval. Council is concerned that such delays will simply continue under the proposed new system without an increase in Ministerial delegations to the State Planning Commission or other mechanisms to ensure that delays are addressed.

Under the proposed Bill the Local Government Association's role in nominating appointments to the Development Assessment Commission has not been continued to the State Planning Commission. The nominations put forward by the Local Government Association in the past have proven invaluable to the success of the Commission and Council does not understand why this practice will not continue under the proposed Bill.

Local government is an essential partner in the planning system. Without the resources of Councils, the system cannot operate efficiently and effectively. It is important that Local Government be provided with the opportunity to be involved in all facets of the system.

The ability for the Planning and Design Code to be adapted and modified to a specific area is also reasonably limited. While a specific overlay over a zone will be permitted, it is limited to a variation of technical and numeric requirements, the variation of a requirement applying in a sub-zone with specific parameters and the adoption of options for development that are additional to those provided in a zone or sub-zone. This provision should be expanded to enable other minor regional variations to occur where appropriate. Many areas and localities within Council's area will require special consideration and modification of rules under the Planning and Design Code. More flexibility should be provided to ensure that minor variations can be achieved by Councils to prevent a considerable backlog of proposed amendments to the Code in what will be the State Planning Commission.

### **Involvement in development assessment scheme**

The draft Bill proposes to establish a new development assessment scheme in relation to applications for development. The proposed scheme and how it will impact Councils will largely depend on the drafting of the Planning and Design Code and the regulations. Council does not understand how the implementation of new terminology with sub-categories will improve the current system. The Expert Panel on planning reform was clear that we required a streamlining of the types of development that required planning consent not a completely new set of categories that will further confuse the general public.

Development that is categorised as restricted development will be assessed by the Commission (subject to further delegation), whereas previously assessment of non-complying development was undertaken by the Council in most instances. Again Council fails to see how this will improve the current planning system given the fact that our Council has experienced delays of up to 5 months while seeking concurrence for development in the past.

Further, the lack of a requirement for Council to concur in the granting of consent to a restricted form of development by the Commission is concerning. The concurrence process is vital to manage public expectations and to ensure that developments which are designated to this classification (which are those generally considered to be inappropriate on their face in a particular Zone) are vigorously assessed and only approved where both the (present) DAC and Council concurs.

### **Accredited professionals**

The desire for independent assessment should not be at the expense of well-informed decision making at a local level.

The danger in having assessments made entirely by accredited professionals who are not associated with Government or Councils and who may not have understanding of our local area is the potential lack of

understanding of the varying factors affecting the assessment which can often be intricate and complex. Often, whilst still being guided by the relevant Development Plan (at present), an intimate knowledge of the historical context of a zone can also assist in making the right decision.

As far as private certification is concerned, there is a more than obvious conflict of interest, where those who are relying on attracting business, often in the form of repeat business from developers or building companies, are also approving what is submitted. Councils are far better placed to be responsible for the approvals process which also includes the assessment, as the function of Council is not directly linked to the viability of a business.

Issues with private certification have already been made apparent when Building Rules Consent has been privately certified as is the current practise. Certain certifiers already have a reputation for not doing their job properly and complaints have not been appropriately acted on by DPTI. Where complaints are lodged against certifiers, they take many months to process and do not appear to result in any meaningful outcomes. Councils are powerless to seek corrections when granting final Development Approval and are, in fact, not expected to re-assess what has already been certified as assessed. This makes it particularly difficult when officers are still required to undertake site inspections at various stages of the build, only being able to assess against what has been approved, even though it becomes apparent that what has been approved in the first place, is in fact wrong.

The costs of incorrect privately-certified consents to developers are significant. It is often the case that building work occurs contrary to section 45 of the Development Act, and must be rectified, despite the fact that it is occurring in accordance with privately-certified documents. It is far more cost effective for all approval documents to be correct at the time of approval, and to avoid expensive rectification costs for developers, then it is to continue to allow and expand the present system of private certification.

Council provides a complete development process for its community. The introduction of Accredited Professionals has serious cost implications for Councils, particularly regional Councils in the potential loss of application fees and funding generally for officers in the planning and building areas of Council who provide service to the community which is broader than the mere assessment and determination of applications.

### **Liability for essential infrastructure funding (clauses 155 - 176)**

Part 13 of the Bill provides infrastructure frameworks. An important component of the scheme established by this part of the Bill is funding arrangements for infrastructure. The Bill contemplates that Councils may be liable for contribution to the cost of essential infrastructure. Council notes that the definition of essential infrastructure in clause 3 of the Bill is extremely broad (see our comments in the below paragraph). This appears to be a cost-shifting exercise and is not supported by Council.

### **Broad definition of 'essential infrastructure'**

Essential infrastructure is broadly defined and includes infrastructure associated with the generation of electricity, the distribution or supply of electricity, gas or other forms of energy, water infrastructure or sewerage infrastructure, transport networks or facilities, causeways, bridges, embankments, coast protection works or facilities associated with sand replenishment, communications networks, health, education or community facilities, police, justice or emergency services facilities and other infrastructure, equipment, buildings, structures, works or facilities brought within the ambit of this definition by the Planning and Design Code or the regulations. This definition goes beyond the types of infrastructure traditionally provided by Councils and their individual community members presently. There is a risk that Councils will be required to contribute to infrastructure costs which are currently met by the State or private sector and this is not supported by Council. The Council is concerned that this system is, in effect, a form of indirect taxation whereby individual land owners are required to pay for the costs of infrastructure that is traditionally funded and delivered by the Government.

## **Lack of consultation of funding arrangements**

The funding liability of Councils will be provided for in a 'scheme' initiated by the Minister under Part 13 of the Bill. The Minister may initiate a scheme either on his own volition or at the request of any other person or body. The scheme is initiated by the Minister preparing a draft outline of the scheme that includes information specified in clause 155(3) of the Bill. The outline must include a description of the funding arrangement for the scheme and, if a funding arrangement includes a proposal for the collection of contributions by Councils, specify the area or areas (**contribution areas**) in relation to which it is proposed that the contributions are to be imposed. The Minister must take reasonable steps to consult with any Council in a contribution area in respect of the outline, but that does not mean that the Minister is compelled to initiate the advice provided by Council.

A scheme coordinator will be appointed by the Chief Executive of the Department of Planning, Transport and Infrastructure. The scheme coordinator has various functions in relation to a proposed scheme.

The details of the funding arrangement are determined by the scheme coordinator. On the basis of this report, the Minister decides whether or not to proceed with the scheme. There is no requirement on the Minister to consult with a Council affected by the scheme before making this decision. Consequently, Councils may be locked into a funding arrangement under which they are required to make contributions for infrastructure without any consultation except on the initial outline of the scheme prepared by the Minister. Council does not support this provision.

## **Operation of a funding arrangement**

Where a scheme requires Councils to make a contribution then the quantum of that contribution will be specified by the Minister in accordance with the requirements of the Bill in respect of each financial year. The Bill provides mechanisms for the apportionment of contributions where multiple Councils are relevant to a contribution area. The Minister has discretion, however, to determine that there should be differentiating factors applied with respect to the calculation of the respective shares of constituent Councils taking into account any matters prescribed by regulation. Ultimately the share payable by each Council is determined by the Minister. Council operates under the provisions of the Local Government Act and any such funding arrangement should fall under the control of the Local Government Association not the Minister.

## **Councils must impose a charge on land**

The Bill provides a mechanism by which Councils will be reimbursed for the amounts contributed. As the mechanism provides for reimbursement, Councils will need to incur the upfront costs prior to acquiring the reimbursement. This could place pressure on Council particularly when budgets are required to be set in advance and subject to public consultation.

Clause 167 of the Bill mandates that a Council must impose a charge on rateable land in the contribution area. A charge for this purpose must be consistent with the funding arrangement established under the Bill and any determination or direction of the Minister. This means that Councils will have no discretion as to the nature, imposition or quantum of the charge. The Bill does not contemplate hardship endured by ratepayers or the financial implications for Council if they are unable to collect the debt.

## **Council may be able to recover its compliance costs**

The Bill provides that the costs of the Council in complying with these requirements will be recoverable in accordance with the regulations. There is no indication, however, as to who will meet these costs.

## **A statutory fund is established for each scheme**

Statutory funds are established by the Bill for the receipt of contributions from Councils and other moneys relevant to a particular scheme. The funds will be applied towards the purpose of the relevant scheme in accordance with any direction or approval of the Treasurer. It is not acceptable for government to control statutory funds unless suitable safety nets are in place to ensure that local government is not placed under



undue financial pressure while the Treasurer controls the contribution. The Local Government Association should have a statutory position to ensure transparency in the schemes.

If the fund is wound up by the Minister then the balance of the fund is transferred to the Planning Fund or another fund or account determined by the Treasurer. This means that contributions by Councils will not automatically be refunded to Councils. This provision is far too broad and enables the Treasurer to divert Council contributions to other funds. We then have a situation that Council would not be able to recover the debt if the fund is wound up for reasons other than the completion of the development.

### **A range of issues for Councils arise**

Particular issues which arise for Councils in respect of financial liability under the funding arrangements include:

- (a) lack of consultation prior to the funding arrangement coming into effect so that Councils may not have the opportunity to inform the Minister of financial imperatives or limitations which may limit the ability of a Council to make the contribution;
- (b) there being no provision for Councils to seek relief from the Minister in circumstances where contributions are financially unmanageable for the Council (this may be an issue that arises over time rather than at the commencement of the funding arrangement);
- (c) the perception that the contribution is a local government tax, rather than being a state tax;
- (d) the potential for Councils to be required to contribute to the costs of infrastructure which traditionally have been funded by the private sector or the State Government, given the broad definition of 'essential infrastructure';
- (e) there being no mechanism within the legislation for the calculation of anticipated infrastructure costs over time;
- (f) there is no mechanism in the Bill for the capping of Council contributions to a proportion of the cost of the infrastructure or even capping the contributions at the total cost of the infrastructure;
- (g) with the increased incidence of rates non-payment, there is a financial exposure to Councils which ultimately can only be relieved by the sale of rateable property; and
- (h) the legislation does not provide any mechanism for Councils' input into the quality of the infrastructure works that are undertaken with their contributions.

### **Changes to consultation and third party appeal rights (clauses 44, 95 -108)**

With the introduction of the Community Engagement Charter for public participation, public notification and third party appeal rights with respect to development applications has been substantially pared back and Council would like to raise the following concerns.

- (a) Notification requirements for performance-assessed applications can be excluded by way of the Planning and Design Code. This is not supported as it will simply erode public confidence in the planning system. Particular development pathways should have particular notification requirements to achieve the streamlined assessment pathways recommended by the Expert Panel.
- (b) Notification for restricted development will now be by way of placing a notice on the relevant land which will naturally limit the number of representations to those in the vicinity of the development that have not been notified as adjacent land holders. This is going to create significant issues on the Yorke Peninsula as many dwellings are holiday homes. In some cases

residents will only attend the property periodically so placing a notice on the land will be ineffective.

- (c) Third party appeal rights are only available to one category of development, namely restricted development. It is our opinion that residents require more information regarding adjoining development and Council will receive the majority of complaints should this consultation process be approved. Further, Council queries whether such appeals will be meaningful where they can commence given that clause 103(11) provides that the Commission is not bound by the Planning and Design Code when assessing restricted developments.
- (d) The Commission has much broader powers to determine whether or not public notification will or will not occur through clause 103(3) which has the potential to further erode the public's understanding of planning decisions.

### **On-line planning services and information (clauses 46-54)**

It is proposed that the Chief Executive of the Department will establish and maintain an electronic database which is to be known as the SA Planning Database which will gain access to the state planning policies, the Planning Rules, any relevant land management agreements and any other instruments and documents as the Chief Executive thinks fit. It is also proposed that with respect to the cost of establishing or maintaining these on-line facilities, the Chief Executive may, with the approval of the Minister, require a Council to make a contribution on a periodic or other basis.

The fee or charge sought by Council may be set on a differential basis or varied from time to time by the Chief Executive with the approval of the Minister. If the Council fails to comply with the requirement to pay the contribution then it will be recoverable by the chief executive as a debt.

Council can see benefit in the introduction of an on-line planning system, particularly if it achieves its apparent intent of being a one-stop system for accessing all planning documents including applications and approved plans and other documents. Council does not support the Chief Executive Officer having the ability to set a contribution fee for Council. The Local Government Association should be given the power to set any such fee based on an independent audit of the system to ensure that Council funds are being used appropriately.

### **Amendments to the Local Government Act 1999**

Council is concerned that the proposed amendments to the Local Government Act will cause detriment to Council and its community. Council has spent considerable time and resources in developing standards and policies applying to alterations and business use of council roads and has also spent considerable resources and effort in improving streetscapes.

The proposed amendments will allow development approvals to override Council's ability to ensure that its policies and standards are maintained through authorisations and permits under sections 221 and 222 of the Local Government Act. These amendments could result in significant liabilities for Council where:

- cross-over and footpath treatments approved in a development approval do not match existing treatments;
- road base and materials do not meet local standards, particularly in respect of coastal areas and flood areas where particular forms of material are required to achieve an appropriate standard of finish and longevity;
- bollards and other barriers for outdoor dining areas are approved which are not consistent with existing outdoor dining areas and the surrounding streetscape;
- existing street trees and street furniture are removed without any consultation with, or recourse to Council; and
- the quality of alterations to public roads do not meet Council standards and require greater levels of maintenance or early replacement with such costs being borne by Council.

Council opposes these amendments in their entirety.

I trust that Council's concerns will be taken into consideration during the upcoming debate in relation to the Planning, Development and Infrastructure Bill 2015.

Yours sincerely

Roger S Brooks  
DIRECTOR DEVELOPMENT SERVICES

CC: Hon. Steven Griffiths MP  
Member for Goyder  
51 Robert Street  
MAITLAND SA 5573

Hon. Geoff Brook MP  
Minister for Regional Development  
Minister for Local Government  
POBox 519  
PORT PIRIE SA 5540

# CONFIDENTIAL

# AGENDA

## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **ITEM 8 – CONFIDENTIAL**

#### **1. 4WD WHEEL LOADER - NORTH TENDER 137/2015** (File Ref: 9.24.1.1)

##### **PURPOSE**

For Elected Members to consider awarding the tender for the supply of one (1) 4WD Wheel Loader (tender number 137/2015).

##### **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 4WD Wheel Loader – North 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 4WD Wheel Loader – North 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 4WD Wheel Loader North - Tender be retained in confidence for a period of 12 months.

##### **LINK TO STRATEGIC PLAN**

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

##### **BACKGROUND**

As per Yorke Peninsula Council's PO058 Purchasing and Procurement Policy, this report is called for as a supplier is to be recommended to Council for selection, following an open tendering purchase method for the supply of one (1) 4WD Wheel Loader – North.

## **DISCUSSION**

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.

## **COMMUNITY ENGAGEMENT PLAN**

As the report is for Council to consider and report in confidence, it has not been necessary to engage with the community on this occasion.

## **CONSULTATION PROCESS**

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

- Chief Executive Officer

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

- Nil

## **POLICY IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **BUDGET AND RESOURCE IMPLICATIONS**

Not applicable

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **ITEM 8 – CONFIDENTIAL**

#### **2. 4WD WHEEL LOADER - SOUTH TENDER 138/2015** (File Ref: 9.24.1.1)

##### **PURPOSE**

For Elected Members to consider awarding the tender for the supply of one (1) 4WD Wheel Loader (tender number 138/2015).

##### **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 4WD Wheel Loader – South 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 4WD Wheel Loader – South 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 4WD Wheel Loader South - Tender be retained in confidence for a period of 12 months.

##### **LINK TO STRATEGIC PLAN**

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

##### **BACKGROUND**

As per Yorke Peninsula Council's PO058 Purchasing and Procurement Policy, this report is called for as a supplier is to be recommended to Council for selection, following an open tendering purchase method for the supply of one (1) 4WD Wheel Loader – South.

## **DISCUSSION**

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.

## **COMMUNITY ENGAGEMENT PLAN**

As the report is for Council to consider and report in confidence, it has not been necessary to engage with the community on this occasion.

## **CONSULTATION PROCESS**

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

- Chief Executive Officer

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

- Nil

## **POLICY IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **BUDGET AND RESOURCE IMPLICATIONS**

Not applicable

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999



## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **ITEM 8 – CONFIDENTIAL**

#### **3. BITUMEN SUPPLY 2015-16 TENDER 141/2015**

(File Ref: 9.24.1.1)

#### **PURPOSE**

For Elected Members to consider awarding the tender for bitumen supply requirements for 2015-16 (tender number 141/2015).

#### **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 Supply 2015-16 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 Supply 2015-16 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 Supply 2015-16 Tender be retained in confidence for a period of 12 months.

#### **LINK TO STRATEGIC PLAN**

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

#### **BACKGROUND**

As per Yorke Peninsula Council's PO058 Purchasing and Procurement Policy, this report is called for as a supplier is to be recommended to Council for selection, following an open

tendering purchase method for bitumen sealing works for 2015-16 Capital Works requirements.

## **DISCUSSION**

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.

## **COMMUNITY ENGAGEMENT PLAN**

As the report is for Council to consider and report in confidence, it has not been necessary to engage with the community on this occasion.

## **CONSULTATION PROCESS**

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

- Chief Executive Officer

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

- Nil

## **POLICY IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **BUDGET AND RESOURCE IMPLICATIONS**

Not applicable

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **ITEM 8 – CONFIDENTIAL**

#### **4. CONSTRUCTION GRADER TENDER 139/2015**(File Ref: 9.24.1.1)

##### **PURPOSE**

For Elected Members to consider awarding the tender for the supply of one (1) Construction Grader (tender number 139/2015).

##### **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 Construction Grader 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 Construction Grader 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 Construction Grader Tender be retained in confidence for a period of 12 months.

##### **LINK TO STRATEGIC PLAN**

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

##### **BACKGROUND**

As per Yorke Peninsula Council's PO058 Purchasing and Procurement Policy, this report is called for as a supplier is to be recommended to Council for selection, following an open tendering purchase method for the supply of one (1) Construction Grader.

## **DISCUSSION**

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.

## **COMMUNITY ENGAGEMENT PLAN**

As the report is for Council to consider and report in confidence, it has not been necessary to engage with the community on this occasion.

## **CONSULTATION PROCESS**

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

- Chief Executive Officer

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

- Nil

## **POLICY IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **BUDGET AND RESOURCE IMPLICATIONS**

Not applicable

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **DIRECTOR ASSETS & INFRASTRUCTURE SERVICES**

### **ITEM 8 – CONFIDENTIAL**

#### **5. SELF-PROPELLED VIBRATORY SINGLE DRUM ROLLER TENDER 140/2015**

(File Ref: 9.24.1.1)

#### **PURPOSE**

For Elected Members to consider awarding the tender for the supply of one (1) Self-Propelled Vibratory Single Drum Roller (tender number 140/2015).

#### **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 Self-Propelled Vibratory Single Drum Roller 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 Self-Propelled Vibratory Single Drum Roller 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 Self-Propelled Vibratory Single Drum Roller Tender be retained in confidence for a period of 12 months.

#### **LINK TO STRATEGIC PLAN**

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

## **BACKGROUND**

As per Yorke Peninsula Council's PO058 Purchasing and Procurement Policy, this report is called for as a supplier is to be recommended to Council for selection, following an open tendering purchase method for the supply of one (1) Self-Propelled Vibratory Single Drum Roller.

## **DISCUSSION**

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.

## **COMMUNITY ENGAGEMENT PLAN**

As the report is for Council to consider and report in confidence, it has not been necessary to engage with the community on this occasion.

## **CONSULTATION PROCESS**

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

- Chief Executive Officer

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

- Nil

## **POLICY IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **BUDGET AND RESOURCE IMPLICATIONS**

Not applicable

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999

## **MAYOR**

### **ITEM 8 - CONFIDENTIAL**

#### **6. CHIEF EXECUTIVE OFFICER'S PERFORMANCE APPRAISAL** (File Ref: 9.24.1.1)

##### **PURPOSE**

To provide Elected Members with a copy of the final Chief Executive Officers (CEO) Performance Appraisal report from the Performance Review Panel.

##### **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 and with the CEO excluded from the meeting the Mayor is responsible to ensure that the minutes are recorded.

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 Chief Executive Officer's Performance Appraisal is information concerning matters that must be considered in confidence as it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

This agenda item requires Council to receive the final report from the Chief Executive Officer's Performance Appraisal and accordingly, the Council is satisfied that the principle that 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 Chief Executive Officer's Performance Appraisal 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 minutes relevant to agenda item 8 titled Chief Executive Officer's Performance Appraisal and the report be retained in confidence for a period of 12 months.

##### **LINK TO STRATEGIC PLAN**

Key Theme/s: Corporate Governance and Leadership

Strategic Goal/s: 1. Progressive Communities through Strategic Planning  
1.1 Strong, proactive leadership

## **BACKGROUND**

The Chief Executive Officer is required to undertake an annual performance appraisal process.

## **DISCUSSION**

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 and as the report relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

## **COMMUNITY ENGAGEMENT PLAN**

As the report is for Council to consider and report in confidence, it has not been necessary to engage with the community on this occasion.

## **CONSULTATION PROCESS**

In preparing this report, the CEO Performance Review Panel consulted with the following Yorke Peninsula Council officer:

- Chief Executive Officer.

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

- Nil.

## **POLICY IMPLICATIONS**

Nil.

## **BUDGET AND RESOURCE IMPLICATIONS**

Not applicable.

## **RISK/LEGAL/LEGISLATIVE IMPLICATIONS**

Sections 90 and 91 - Local Government Act 1999.