



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 8th July 2015,
in the Council Chambers,
57 Main Street, Minlaton commencing at 5.30pm

David Harding
ACTING CHIEF EXECUTIVE OFFICER

A G E N D A

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

1.6 Conflict of Interest

CONFLICT OF INTEREST

Elected Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefit or detriment and non-pecuniary benefit or detriment in accordance with Section 73 of the Local Government Act in items listed for consideration on the Agenda. Section 74 of the Local Government Act 1999 requires that Elected Members declare any interest and provide full and accurate details of the relevant interest to the Council prior to consideration of that item on the Agenda.

Each Member of a Council has a duty to vote at all meetings unless excepted by legislation.

The major exception being where a Member has a conflict of interest.

- 1.7 Minutes of previous meeting – for confirmation
1.7.1 Council meeting held on Wednesday 10th June 2015 at 5.30pm
1.7.2 Confidential Council meeting held on Wednesday 10th June 2015 at 6.38pm

- 1.8 Motions on Notice
Nil

- 1.9 Questions on Notice
Nil

- 1.10 Questions without Notice

- 1.11 Petitions
Nil

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|--------|------------------------------------|-------|
| ITEM 2 | <u>MAYOR</u> | Pages |
| | 1. Monthly Report from Mayor Agnew | 5 - 6 |

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|--------|------------------------------|-------|
| ITEM 3 | <u>COUNCILLORS' REPORT</u> | |
| | 1. Deputy Mayor Trevor Davey | 7 - 8 |

- | | | |
|--------|----------------------------------|--------|
| ITEM 4 | <u>INFORMATION AGENDA</u> | Page 9 |
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- 4.1 Items for exclusion

- 4.2 Receipt of Information Reports

- | | | |
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| 4.3 | <u>Chief Executive Officer</u> | Pages |
| | 1. CEO Activities | 10 - 11 |
| | 2. Action List | 12 - 15 |
| | 3. Correspondence received Edithburgh Progress Association | 16 - 18 |
| | 4. Correspondence received from Pledge Trek | 19 - 21 |
| | 5. Correspondence received from NRM | 22 - 30 |

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	3. Audit Committee Minutes June 2015	41 - 42
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	2. Formal Adoption of Budget Valuations and Rates 2015/16	89 - 93
	3. Request Exemption under Policy PO072	94 - 96
	4. ESCOSA Reporting Requirements and Policies	97 - 114
	5. PO122 Loans to Community Groups Policy review	115 - 119
	6. PO124 Asset Accounting Policy review	120 - 127
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	9. Port Victoria Hotel-Motel Public Consultation	151 - 158
	10. Arthurlton War Memorial and Sports Club loan application	159 - 164
	11. Ardrossan Bowling Club sponsorship request	165 - 172
	12. Yorke Peninsula Art Exhibition request for sponsorship	173 - 174
6.3	<u>ASSETS AND INFRASTRUCTURE SERVICES</u>	Pages
	1. Waste and Recycling Service	175 - 183
6.4	<u>DEVELOPMENT SERVICES</u>	Pages
	1. Commemorative Giraffe Statue	184 - 188
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	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
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ITEM 9	<u>NEXT MEETING</u>	
	Wednesday 12 th August 2015	
ITEM 10	<u>CLOSURE</u>	

MAYOR

ITEM 2

MONTHLY REPORT

(File Ref: 9.24.1.1)

PURPOSE

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

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Not applicable

BACKGROUND

Not applicable

DISCUSSION

2 nd June	Central Local Government Region Executive Meeting via teleconference.
3 rd June	Executive Committee Meeting Central Local Government Region phone conference recruitment services.
5 th June	Appointed Chair of the Local Government Transport Advisory Panel meeting held at LGA House.
10 th June	Monthly Council Meeting.
11 th June	Along with Mayoress Claudia we attended a Reception at Government House hosted by the Governor the Honourable Hieu Van Le in honour of the birthday of Her Majesty Queen Elizabeth.
12 th June	Citizenship Ceremony held in the Council Chambers for 2 new citizens one from Wool Bay and one from Balgowan.
13 th June	Combined Maitland, Minlaton and Stansbury/Darlymple Lions Handover Dinner held at the Stansbury Bowling Club.
14 th – 17 th June	ALGA 2015 National General Assembly held in Canberra with the CEO and Deputy Mayor Davey.
23 rd June	Development Assessment Panel meeting Stansbury Progress Association Annual Dinner held at the Dalrymple Hotel Stansbury.
24 th June	Audit Committee meeting at Minlaton.
27 th June	Attended the Clan Ranald Anchor Dinner.
29 th June	Central Local Government Region video conference with McArthur Management.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

Not applicable

DEPUTY MAYOR

ITEM 3

NATIONAL GENERAL ASSEMBLY (File Ref: 9.24.1.1)

PURPOSE

To provide Elected Members with a report on the National General Assembly in Canberra.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

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

BACKGROUND

Council has been represented at the National General Assembly for several years.

DISCUSSION

On the 14th June I was privileged to travel with the Mayor and CEO to Canberra to attend the National General Assembly of Local Government.

On Monday morning the delegates were welcomed by the Hon Warren Truss MP, the Deputy Prime Minister and Minister for Infrastructure and Regional Development.

Probably a predictable presentation well presented. Another interesting speaker in the afternoon was the Rt Hon Lord Mayor of Adelaide, Martin Haese, whose well presented speech focused on building liveable cities and his vision for the city of Adelaide. A well credentialed individual.

Tuesday we endured the most uninspiring speech by the Hon Bill Shorten, Leader of the Opposition, easily the least inspiring of the conference. That afternoon at Parliament House we met with Family First Senator Bob Day, along with an alliance of neighbouring councils, namely Copper Coast, Barunga West, and Wakefield Regional and discussed the Port Wakefield by-pass. Later, facilitated by Rowan Ramsey, we met with Warren Truss, to discuss transport issues, including the Ardrossan to Highway One road train issue. To conclude the afternoon we were invited to Rowan's office for drinks, only to find a group of students from Maitland Area School to be there and included in that group was my granddaughter Ella. A pleasant surprise!

That evening we were hosted at a dinner provided by McArthur's, who have been recruitment advisers to council.

Wednesday, the final morning, we listened to the Hon Greg Hunt MP, Minister for the Environment and various speakers on climate change and the government's Emissions Reduction Fund.

To conclude the conference we heard Rosie Batty, Australian of the Year 2015. Rosie of course is the mother of Luke, who was shot and killed by his father, at a cricket match and in front of Rosie. Her remarkable story of resilience, courage, inspiration, and incredible strength and selfless efforts are an inspiration to many people and is making a difference to the awareness of domestic violence in this country. Easily the best presentation of the conference.

The evening flight back to Adelaide concluded the experience.

Thank you to council for allowing me the opportunity.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Costs associated with Elected Members training and development is included in the annual adopted budget each year.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

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 June 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

BACKGROUND

Not applicable

DISCUSSION

2 nd June	Meeting with Erica Dearlove Rex Minerals Community Engagement Officer.
3 rd June	Inspection of roads in Southern YP with Elected Members.
9 th June	Meeting with the new Regional Risk Coordinator at Maitland.
10 th June	Council Meeting.
12 th June	LG Professionals Executive Meeting.
14 th – 17 th June	ALGA National General Assembly along with Mayor Agnew and Deputy Mayor Davey.
24 th June	Executive Officer interviews at the Ardrossan Hospital.
26 th June	Project Control Group meeting held at Maitland on site.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

Not applicable

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

BACKGROUND

Not applicable

DISCUSSION

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

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

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

ATTACHMENTS

Attachment 1: Action Listing

COUNCIL MEETING 8th July 2015

Action List

Responsible Officer	Agenda Item Number	Task	Due Date	Status
Director Corporate & Community Services	10 th Aug 10 Item 20.4	Advise the Dept of Environment and Natural Resources that Council wish to Relinquish Care and Control of Crown Land Lot 88 Main Street Curramulka CR 5856/772	As soon as DEWNR responds	Underway - DEWNR advised, no response to date
22 nd January 2014				
Director Corporate and Community Services	DA/CCS/R4	Organise Land Only lease for Balgowan Camping Ground	As soon as Ministerial approval is granted	Waiting on consent
14 th May 2014				
Director Assets & Infrastructure Services	DA/AIS/R3	Organise to have the following documents signed and sealed for the Walk the Yorke Leisure Trail with the State Government and private landholders	July 2014 – ongoing for duration of project	All Crown Leases executed. Private landowners under consideration and some require further information. Ongoing
13 th August, 2014				
Director Corporate & Community Services	DA/CCS/R6	Seek Ministerial approval for the revocation of the Community Land classification to accommodate the necessary requirements for the Minister for Emergency Services to build a new Country Fire Service station at Pt Victoria	October 2014	Still with the Minister's officer
10 th December 2014				
CEO	DA/CEO/R2	Director Assets & Infrastructure Services to undertake a full review of the Waste and Recycling Service Policy PO 125 particularly in relation to replacement bins following theft	March 2015	Report to July Council meeting
CEO	DA/CEO/Urgent Matter	Write to the State Government Minister	February 2015	Response received ₁₃

		Hunter seeking funding support for the disposal of the whales at Pararra Beach.		Completed
11 th February 2015				
Director Corporate and Community Services	DA/CCS/R3	Commence public consultation process to grant a lease over a portion of the road reserve adjacent to the Port Victoria Hotel/Motel	February 2015	Underway
8 th April 2015				
Director Development Services	DA/DS/R2	Prepare a plan to implement the Bush Camping recommendations	April 2015	Ongoing
13 th 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	May 2015	Ongoing applicants have been notified
CEO	DA/CEO/R2	Organise for the Order Making Policy to undergo public consultation	July 2015	Currently out for consultation report back to July meeting
Director Corporate and Community Services	DA/CCS/R6	Organise for the Community Grants and Progress Association Allocations process to be implemented	June/July 2015	Underway
Director Corporate and Community Services	DA/CCS/R8	Organise for the Caravan Parks Capital Projects to be implemented and debenture loans to be organised to cover the funds	May/June 2015	Underway
Director Assets and Infrastructure Services	DA/AIS/R1	Advise the Edithburgh Progress Association that Council have endorsed a Working Party for the Edithburgh Tidal Pool and Organise to convene a meeting to commence the process	May/June 2015	First meeting held 25 June 2015
10 th June 2015				
CEO	DA/CEO/R1	Organise for Community Engagement Policy and Strategy to be implemented	June 2015	Completed

CEO	DA/CEO/R2	Organise for the implementation of the new Council report template to be included in word templates	June 2015	Completed
Director Corporate and Community Services	DA/CCS/R2	Organise for the ABP feedback to be considered prior to the adoption of the ABP and budget in July	June 2015	Completed
Director Corporate and Community Services	DA/CCS/R4	Organise to grant a five year lease to the Royal Volunteer Coastal Patrol SA Inc at Point Turton	June 2015	Going to Public Consultation
Director Corporate and Community Services	DA/CCS/R5	Organise to grant a five year lease to the SYP Community Shop for relocation of the Op Shop	June 2015	Going to Public Consultation
Director Corporate and Community Services	DA/CCS/R6	Advise the Minlaton District Business Group that Council has given approval for the use of the Council's Intellectual property – logo tag line	June 2015	Completed
Director Corporate and Community Services	DA/CCS/R7	Organise to include the Asset Management Policy PO128 in the Council's policy manual	June 2015	Completed
Director Corporate and Community Services	DA/CCS/R8	Organise to process the community loan for the Port Vincent Bowling Club	July 2015	Underway
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
Director Development Services	DA/DS/R1	Organise for the Mayor and CEO to sign and seal LMA for Foul Bay	June 2015	Underway
Director Assets and Infrastructure Services	CA/AIS/R1	Advise Tender applicants of the outcome of Tender 126/2015.	June 2015	Completed

CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

3. CORRESPONDENCE RECEIVED FROM EDITHBURGH PROGRESS ASSOCIATION (File Ref: 9.24.1.1)

PURPOSE

To provide Elected Members with an item of correspondence received praising the efforts of Council staff.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Key Theme/s: Community Engagement
1. Vitality and Connection
Strategic Goal/s: Develop and facilitate ongoing partnerships and relationships with Progress Associations

BACKGROUND

Not applicable

DISCUSSION

Correspondence has been received from Edithburgh Progress Association thanking the Southern operations team based at Yorketown for their commitment and assistance provided to the Edithburgh community.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Costs associated with repairs and maintenance works is incorporated into Council's annual budget.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS
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Not applicable

ATTACHMENTS

Attachment 1: Correspondence from Edithburgh



3996 - 2015 - 2



**EDITHBURGH PROGRESS
ASSOCIATION INC**

**PO Box 62
EDITHBURGH SA 5583**

edithburgh.progress@internode.on.net

9th June 2015

Yorke Peninsula Council
Attention : Stuart Heinrich-Smith
PO Box 88
MINLATON SA 5575

Dear Stuart,

Letter of Thanks

On behalf of the Edithburgh Progress Association, I would like to thank you and your team based at Yorketown for the contribution you have made to the community of Edithburgh.

During the past 18 months, your gang has accomplished 23 from the 35 requests submitted for works to be addressed and the Committee really appreciates the commitment and assistance provided.

A copy of this letter has been forwarded to the CEO and Mayor, so they too, are aware of our sincere appreciation of your great efforts.

Yours faithfully,

Joanne Forbes
on behalf of Edithburgh Progress Association Inc

cc – Mayor, Ray Agnew

cc – CEO, Andrew Cameron

CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

4. CORRESPONDENCE RECEIVED FROM PLEDGE TREK (File Ref: 9.24.1.1)

PURPOSE

To provide Elected Members with correspondence received congratulating Council staff.

RECOMMENDATION

That the report be received.

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, programmes, events and activities.

BACKGROUND

Not applicable.

DISCUSSION

A group of walkers from Pledge Trek joined Council staff recently in completing some of the Walk the Yorke trails walking from Point Pearce in the north to Gym Beach in the South.

The group also held a Hands Across the Peninsula with a BBQ and Welcome to Country at the Point Pearce Community Hall to commence.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS
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Not applicable

ATTACHMENTS

Attachment 1: Correspondence from Pledge Trek

Corporate Email Address

RECEIVED
From:
Sent: - 1 JUN 2015
To:
Subject:

Pledge Trek <pledgetrek@gmail.com>
Sunday, 31 May 2015 6:07 PM
Corporate Email Address
Hands Across the Peninsula

Item Number
3745-2015-2
GDS Number
14-65-2.19
Distribution

Dear Goldie and Letitia,

On behalf of PledgeTrek Inc I would like to thank you for your hospitality and generosity as we held our Hands Across the Peninsula event last month. We offer a big thank you to all staff from the Council involved in our event, especially those we met who helped cater at Pt Pearce.

The BBQ and 'Welcome to Country' held at the Point Pearce Community Hall was both touching and inspirational to us as we truly felt that we were a part of Reconciliation between indigenous and non-indigenous people.

We would also like to thank you for all of the time, energy and resources you both put into helping Katie organise this event. It truly was a pleasure to Walk The Yorke. We found the trail to be quite an adventure as it offered the variety of beach and countryside, sand, rocks, seaweed, track and road. We found the benches to be conveniently placed at just about everywhere we needed to rest and the tracks were well marked. And we loved having your company Letitia.

When you have time, please visit our website www.pledgetrek.com.au where we have included information and links to the Council and Walk The Yorke tracks.

Once again, thank you very much.

Kind regards

Marion Pledger
Chairperson
PledgeTrek Inc



CHIEF EXECUTIVE OFFICER

IA/ITEM 4.3

5. CORRESPONDENCE RECEIVED FROM NORTHERN AND YORKE NRM

(File Ref: 9.24.1.1)

PURPOSE

To provide Elected Members with correspondence received outlining NRM Board current project report.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Key Theme/s: Community Engagement
1. 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

Council has been actively working with Northern and Yorke NRM for many years. We have successfully sourced funding for many community projects during this time.

DISCUSSION

Elected Members would be aware of the large contribution that our Council region makes to the Northern and Yorke NRM, this has been a contentious issue for some time.

Mayor Agnew recently attended a meeting and was provided with a copy of the Yorke District Group Project Report showing current projects and their status as at May/June for members information.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Council is responsible for the collection of the NRM Levy throughout the region via our rates notices for distribution to the NRM Board the amount to be collected in the 15/16 year equates to \$756,353.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

Attachment 1: Action Plan from Northern and Yorke NRM

Yorke Peninsula District Group Project Report May/June 2015

On schedule (G)

Major delays and problems (R)

High Risks Associated (Y)

Completed (P)

Bio Fund				
Project Code	Project Title	Project Delivery	Status	Progress
3778 + 3774	Pest Plant Control (WoNS) 7452	<ul style="list-style-type: none"> • Jasmine Swales • Aaron Smith • Max Barr • Deb Furbank 		<u>WONS – Aerial Boxthorn control operations</u> <ul style="list-style-type: none"> • Aerial operations performed between 06/05/2015 and 08/05/2015 along South Coast of SYP – Pt Davenport Area, West Coast of SYP • 7,400 boxthorn treated over 3003ha • Cost of contractor (Helifarm) was \$28,830.00 (ex GST) for the 4 days • 65 different properties treated – various landholder's involved: YPC, MEC and local residents.
3778	Pest Animal Control	<ul style="list-style-type: none"> • Aaron Smith • Max Barr 		<u>Fox Baiting</u> <ul style="list-style-type: none"> • Baiting for Biodiversity on Park – Innes National Park (2 Rounds in May/June) – Bait lay and Bait Pick up for ~180 stations (roads, tracks and beaches)
3778	Protection of Breeding Sites	Deborah Furbank		<ul style="list-style-type: none"> • Breeding has finished for beach nesting birds this season. • More information is required about nest failure for ospreys before we investigate installation of nesting platforms. • I attended the national Beach-nesting Bird Conference and Yorke Peninsula received several special mentions for achievements during the national biennial count where 42 volunteers surveyed over 300km of coastline.
3778	Environmental Weeds (BioFund SYP)	Deborah Furbank		<p>Exceeded 2500ha target with total of 8175 ha</p> <ul style="list-style-type: none"> • Aleppo Pine Yorke Highway – 400 ha • Graslan Aerial application to Boxthorns- 2880 ha, 74 properties • Bridal Veil Control/ Follow up Corny Point area- 4050 ha north Pt Annie Rd – Corny Point • Boxthorn cut and swab SYP- 120 ha, 4 properties • Acacia Cyclops SYP- 40 ha, 1 property • Beach Daisy Follow up Formby Bay 685 ha

3778	Orchid Monitoring	Deborah Furbank and Lee		<ul style="list-style-type: none"> Orchid Recovery Team meeting Feb 16th community event organised for Brentwood Cemetery in June. Final meeting organised for June 30th
3778	Malleefowl Monitoring	Deborah Furbank		<ul style="list-style-type: none"> Innes Grid monitored November 2014 Malleefowl manager's forum. Andy Sharp attended for N&Y.
3778	PAC school	Deb Furbank		<ul style="list-style-type: none"> On the 12th of May 27 students and 3 teachers took part in a Beaches are Habitat Workshop. They learned about beach-nesting birds and marine debris. The assisted in a Marine debris Survey removing thousands of pieces of plastic from Pondalowie Bay. This activity had a huge impact on many of the students. This program occurred four times throughout the year as part of the PAC school camp.
3778	Carbon Trading Awareness	Fabienne Dee/ Deb Furbank		<ul style="list-style-type: none"> Fact sheet available on NRNYwebsite. 42 landholders engaged at fox bait pickup and Moonta Ag Bureau meeting. 8 fact sheets distributed at soil CAP Fact sheets dropped at Alkaline Soils Minlaton
3778	Fencing Contractor	Deb/Max		<ul style="list-style-type: none"> 7 properties of revegetation or good quality vegetation fenced SYP
3778	Revegetation 65 ha	Deb Furbank		<ul style="list-style-type: none"> Complete 5 properties to be revegetated.
3778	Protection of coast from rec impacts	Deb Furbank		<ul style="list-style-type: none"> Milestone of 30 ha protected exceeded with a total of 97 ha. Foul Bay bush camp, Point Annie, Gleeson's Landing.
CFOC				
2946	Education Program YP	Fabienne Dee		<ul style="list-style-type: none"> All YP schools contacted 8 SYP registered – 2 clusters of 4 schools each Attended regional and state Education for Sustainability meetings 2 new schools registered for YEL program – first workshop held in Wallaroo 1st Workshop held for both SYP clusters – set the scene – project selection 2nd workshop held for both SYP clusters - Marine Day at Port Vincent Marine Centre - reef walk and activities 4th and 5th May Assisted teachers with project application for YEL Sustainability Grant applications 9 YEL schools have successfully applied for a \$500 Sustainability Project Grant
		Fabienne Dee		<ul style="list-style-type: none"> Class visits completed for 6 of the 8 SYP schools as part of YEL program – 130 students Exploring availability of Bridal creeper Hoppers for Curramulka school project Email support for YEL project teachers

				<ul style="list-style-type: none"> • Class visits for NYP schools • Assist NYP schools with sustainability grant applications
	Professional Development for Teachers	Fabienne Dee		<ul style="list-style-type: none"> • Teacher Professional Development session held at Minlaton Town Hall – YEL Program planning for 2015 – 10 teachers/Principals attended • Teacher Professional Development session held at Minlaton District School - Designing and implementing a school environment management plan – 5 teachers attended + 2 apologies requested resources from the PD, EFS Moodle and resources training was also provided during the PD
2946	Youth Creating Habitat Day – Tree planting Day 24th July	Fabienne Dee		<ul style="list-style-type: none"> • Meeting with teachers from Curramulka Primary - Planning for Tree planting Day to be held in July – To be attend by all 10 YEL schools • Plant ID session for Curramulka Primary – Bush Park project
				<ul style="list-style-type: none"> • Tree planting day activities – 24th July • Badge maker – endangered species – research resources • Set up – preparation
2946	YEL Celebration and Certificates	Fabienne Dee		<ul style="list-style-type: none"> • Booked Stansbury Primary School to hold event
3774 and NRM Levy 816	Pest Animal Control (Rabbit baiting)	<ul style="list-style-type: none"> • Max Barr • Jasmine Swales 		<u>Rabbit Baiting in townships</u> <ul style="list-style-type: none"> • Phone calls still be received about landholders wanting rabbit bait, namely in townships, well after the summer coordinated rabbit baiting program. • Reports of higher rabbit numbers in coastal townships • Callers details are recorded to be notified for the next rabbit baiting program • Outside of baiting program residents are referred to purchase Bait from Rural Supply stores
3774	Pest Plant Control (WoNS)	<ul style="list-style-type: none"> • Jasmine Swales • Aaron Smith • Max Barr 		<u>WoNS – Aerial Boxthorn control operations</u> <ul style="list-style-type: none"> • As above
				<u>WoNS – Buffel Grass Taskforce</u> <ul style="list-style-type: none"> • Contributed 5 days to Cross-Regional Buffel Grass control efforts on arterial roads in the Upper North District between Horrocks Pass and Crystal Brook with BiosecuritySA
				<u>WoNS – Boneseed 10 year Plan Follow up</u> <ul style="list-style-type: none"> • 19 of 29 sites revisited in YD, seedlings and mature plants removed
3774	Pest Plant Control (WoNS)	<ul style="list-style-type: none"> • Aaron Smith • Max Barr 		<u>WoNS – Bridal Veil Control</u> <ul style="list-style-type: none"> • Follow up of Bridal Veil sites commenced, some bridal veil beginning to come up. Control works planned for June/July/Aug

		•Jasmine Swales		
	SYP CAP	Danielle Calabro		<ul style="list-style-type: none"> February meeting completed, next meeting July.
	Soil CAP	Danielle Calabro		<ul style="list-style-type: none"> Meeting Artherton April 7th complete, final meeting scheduled for late June.
	Project Development	Danielle Calabro		<ul style="list-style-type: none"> Watsons Beach Project- Community Grant funding successful. Assisting with Boxthorn Project Port Clinton/ Ardrossan- Community Grant funding successful. A project plan is to be developed for the area between Port Minlacowie and Parsons Beach.
	Project Development	Max Barr Danielle Calabro		<ul style="list-style-type: none"> Follow up visit to Tiparra Springs to install some extra and fix up torn out coconut coir logs. Planted remaining fore-dune plant species
Parks Projects				
Code	Innes Road Works	Mark Davison		<ul style="list-style-type: none"> Stage 1 & 2 completed Part 1 of Stage 3 has just been tendered (Supply of 11,000 ton road base material) Selection still underway. Completion by 27/4/2015. Part 2 of Stage 3 Contractor sought by direct negotiation. Road construction from Surfers day visitor are thru to Shell Beach to begin 27/4/2015 and completed by 30/6/2015. Approx. 5km length. Dolphin Bay Road rebuild and car park construction to form part of the above works. Some vegetation clearance has commenced for these works by INP staff. Contract for material supply let to Hanson Quarries Curramulka. Transport to site to begin 26/3 and completed by 1/5. Site visit with Ellers Earthmoving and Trevor Mace Engineering on 17/3 completed.
	Casuarina Camp ground	Mark Davison		<ul style="list-style-type: none"> Campsites fenced Amenities operational Beach access track completed Project completed campground open and operating
	Online booking system	Mark Davison		<ul style="list-style-type: none"> Computer installed at the visitor information centre

	I would classify this project as being complete for Innes NP. While other areas across the state are now coming online, or will be, the system has been well accepted by users and while minor issues are still occurring this are being rectified as they occur.			<ul style="list-style-type: none"> • Online signage erected • System is still displaying error messages • Potential issues exist with Innes Staff servicing public requirement • Project Steering Committee reformed at corporate level • Investigations regarding upgrading WIFI at VIC • Communication to customers is key to success for online booking requires support from corporate. • Exterior weather proof keyboard purchased and installed and operational (MD) • No local agent. No cash payment facility. Ongoing. Was an issue over Christmas/ New Year period. Somewhat resolved by directing to YP Visitor Centre, Minlaton. (MD) • New signage for Innes VC doors ordered to consolidate existing temporary signage on to one sign. • Day entry is still an issue re length of time to purchase. IT to rectify. • System being rolled out in SE February 2015.
	Innes National Park Revegetation Project	Mark Davison		<ul style="list-style-type: none"> • Last year of 5 year revegetation project. • Will have approx. 2500-3000 tube stock and advance trees to plant in various areas.

Other Projects				
Code	Project Title	Project Delivery	Status	Progress
	Native Vegetation Management	Deborah Furbank / Max Barr		<p>Some Native Vegetation Management responsibilities are transitioning to Regional NRM Staff.</p> <ul style="list-style-type: none"> • Clearance issues for May/June include enquiries about clearance along fence lines, roadside maintenance by SAWater and installation of a fire track.
	EOI Innes	Terry Boyce		<ul style="list-style-type: none"> • Meeting with Innes Experience on site in June completed • Follow up discussions scheduled mid-June (To be confirmed) • Innes accreditation completed and accepted • Meeting with Innes Experience Adelaide with GED •
	HR Yorke	Terry		<ul style="list-style-type: none"> • District managers substantive positions are back to normal

		Boyce		<ul style="list-style-type: none"> Hannah Short has commenced maternity leave Team Leader Landscapes interviews scheduled for 18th June Marine Parks contracts will conclude this month
	Kadina Mines	Terry Boyce		<ul style="list-style-type: none"> Breaches of the perimeter fence on the southern side of Kadina mine site recently have resulted in heavier gates being manufactured and repairs to the fence. Additional work is being undertaken to remove the PA gates to the perimeter to discourage personal access New locks are being purchased to secure the area
	Network Development	Terry Boyce		<ul style="list-style-type: none"> Councils continue to be updated with NRM progress Community grants have been circulated to councils and groups
	Response to Community	Terry Boyce		<ul style="list-style-type: none"> Responded to community member re On line booking for Icon Parks, explained background and reasons for transition
	Pump House Removal Wallaroo	Terry Boyce		<ul style="list-style-type: none"> Council have agreed to demolish the pump house on foreshore of Wallaroo at their cost Crown lands will provide in kind support and assign that parcel of land over to council

Marine Parks				
	Signage and Outlets	Aaron Smith		<ul style="list-style-type: none"> MP information re-supplied to 8 outlets Compliance signage checked at 10 locations (all ok)
	Compliance	Aaron Smith		<ul style="list-style-type: none"> 28 shore patrols during May (Chinaman's Hat SZ (8), Port Victoria SZ (8), Blanche Harbour (4), Winnonowie (4), Yatala Harbour (4)). Corflute sign installed at Port Wakefield due to vandalism, requires monitoring.
	Tiparra Springs Planting Day	Aaron Smith		<ul style="list-style-type: none"> Coastal restoration works undertaken at Tiparra Springs (including coir log installation and tree planting in impacted areas.
	Marine Debris	Deb Furbank Fabienne Dee		<ul style="list-style-type: none"> 30 people from Prince Alfred College (PAC) attended a marine debris and beach nesting birds presentation. 8 bags of rubbish collected on Pondalow beach (SSGMP) while training in marine debris surveys.
	Port Vincent Marine Centre	Fabienne Dee		<ul style="list-style-type: none"> 40 people (including) 31 students involved in 'journey of discovery' at Port Vincent Marine Centre. Activities included a guided tour of the centre and reef walk, aim to raise awareness of MP's and SZ's

Aboriginal Engagement

	Tiparra Springs Planting Day	Max Barr/ Danielle Calabro		This event was a huge success with over 16 Narungga community members taking part in the event.	
	Revegetation Port Vic	Deb Furbank		In contact with Ron Newchurch regarding approx. 12 ha of revegetation. Assisting with identifying funding sources.	
	Cultural Heritage and Environmental Protection Formby Bay	Deb Furbank		Working in Collaboration with Aboriginal Affairs and Narungga community members on project development	

Mitigation Strategies for Projects at Risk

Code	Project Name & funding source	Delivery	Risk	Mitigation Strategy	By When

DIRECTOR CORPORATE AND COMMUNITY SERVICES

IA/ITEM 4.4

1. ART COMMITTEE MINUTES – 1 June 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 1 June 2015 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:

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

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

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

Not applicable

ATTACHMENTS

Attachment 1: Art Committee minutes June 2015



Minutes of the Meeting of the Art Committee

held on Monday 1 June 2015
in the Minlaton Council Office
commencing at 2.00pm

(Subject to confirmation)

ITEM 1 OPEN

1.1 Welcome by Chairperson - Anne Eyles declared the meeting open 2.10pm.

1.2 Present - Anne Eyles, Irene Hughes-Jones, Brenda Bowman, Bruce Davey, Karen Schulz, Felicity Kemp

1.3 Apologies- Wendy Story, David Harding, Sally Glazbrook, Cr Alan Headon, Geoff Lock, Cr John Rich

1.4 Minutes of previous meeting –

Brenda Bowman moved

Irene Hughes-Jones seconded

That the Minutes of the Art Committee meeting held on 31 March 2015 as circulated be confirmed.

CARRIED

ITEM 2 BUSINESS ARISING.

2.1 Raffle – Discussion about what will be in the raffle. Should we do a paintings raffle or goods and services from local shops?

Brenda moves that a painting for the raffle.

Bruce Davey Second

That the raffle is a painting.

CARRIED

Bruce Davey will donate a painting of his for the raffle. Brenda would like to sell tickets before the Art Exhibition.

2.2 Website – Anne spoke with Stewart. The website is still up and going. No further expenses to continue. Discussions occurred around what is still on the site and what needs to be put on there.

2.3 Lighting for Exhibition – quote from Mad Panic is \$1800 for 2016.

Brenda Bowman moved Irene Hughes-Jones Seconded

That we except Mad Panic's price and continue to use them.

CARRIED

2.4 Review Sponsorship – Anne to follow up with a second letter to the sponsors who haven't replied then a follow up phone call one week later. Anne will work through the list of who needs letters. Discussions occurred around how much money the committee needs for prize money.

Anne to follow up with David about Council links to ongoing and new sponsors.

2.5 SA Life Magazine – Brenda to speak with SA Life about an article. Brenda to follow up with a young local artist. This will promote YP Art Exhibition.

2.6 Dates for future meetings – Anne and Bruce away all of July. Next meeting Monday 17th August, 2pm, Maitland. Monthly meetings from August are required.

2.7 Garden Club – Brenda to follow up with Garden Club. A formal letter will be required to be sent.

Action. Felicity to get Wendy to send Brenda Letterhead.

2.8 Artist in Residence – Anne to contact Sam and Victoria. Advertise on website for artists to demonstrate. Advertise at least 2mths before event.

2.9 Opening Exhibition – Stephen Griffiths is opening

2.10 Judge – Discussions around who will be judging? Anne suggested we have the same judges at every exhibition. Brenda recommended to ask The Framer for artists to judge. Bruce suggested a panel. For further discussion at next meeting.

ITEM 3 FINANCE

Sponsorship covered in Item 2.4

ITEM 4 CORRESPONDENCE IN:

Returned mail

ITEM 5 CORRESPONDENCE OUT:

Nil

ITEM 6 FROM TABLED ITEM:

Irene showed members Campbell Town Art Show catalogue and had a voting page for People Choice Award. Perhaps we should look at putting in YP Art Exhibition catalogue?

ITEM 7 ANY OTHER BUSINESS

Nil

ITEM 8 NEW BUSINESS.

8.1 Review of entry forms – online entry forms will be available on website. Brenda has feedback from 2014 entries. Not enough room at medium, spelling error in credit charge (not change), no address for Council.

Action: Felicity to follow up and correct these problems on entry forms.

8.2 Review of conditions of entry form

- Wheare Transport selected
- point 16 to move to 7
- new entry fees GST Inc. \$8 small, leave \$15 for big

Bruce Davey Moved Brenda Bowman Seconded

The new fee for 2016 exhibition

CARRIED

- Wednesday opening night 23rd March 2016, Easter Sunday 27th March.

-Action: Karen to check GST on painting commission

-all goods from Wheare Transport Thursday 10th March til Thursday 17th March. Returning to Adelaide depot by 30th March.

9 Greenfields Drive, Greenfields. 08 8337 3083

- Personal delivery 19th March 9am-4pm

- Collection Monday 28th March

- (point 2) All entries must be submitted on an assigned entry form received at YPC PO Box 88 Minlaton, by 5pm on Thursday 18th February.

- Update entry forms to have closing date and time of entries.

- Peoples Choice prize amount \$500

- Schools \$100 plus voucher

- Open second prize \$1000, third prize \$500, \$250 merit award

- Local Artist leave as it is. 1st and 2nd

8.3 Irene gave an update on Schools entry. She is organising an art show over the October long weekend for school students. This will hopefully encourage Maitland and Port Victoria entrance. Can we change our conditions of entry for school entrance to have students who live in area but are attending schools out of the district permission to enter?

Discussion occurred if this is an option that should be taken. How to limit entries?

ITEM 9 NEXT MEETING

17th August 2pm at Maitland

ITEM 10 CLOSE.

The meeting closed at 4.31pm

.....

Chairperson - Anne Eyles

DIRECTOR CORPORATE AND COMMUNITY SERVICES

IA/ITEM 4.4

2. TRA TOURISM REGION PROFILES, 2013-14

(File Ref: 9.24.1.1)

PURPOSE

To keep Elected Members informed of the economic benefit of Tourism to the Yorke Peninsula Region.

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

Key Theme/s:	Sustainable Communities
	3.1 Sustainable Economic Growth
Strategic Goal/s:	3.2 Increase access to employment opportunities for our communities

BACKGROUND

Tourism contributes significantly to the economic sustainability of the Yorke Peninsula Council region and it is important that Council remain committed to supporting and developing the industry to maximise our tourism opportunities.

DISCUSSION

Tourism Research Australia's *Tourism Region Profiles 2013-14* provide comprehensive tourism demand and supply data for 76 of Australia's tourism regions. The profiles are published annually to support the development of regional tourism and growth of regional economies.

The data provided by Tourism Research Australia in respect of the Yorke Peninsula Region is attached and provided for information only. Key points from the information provided are as follows;

- The average visitor to the Yorke Peninsula Region stays for 3 nights and spends approximately \$267 per trip
- Visitors pay an average of \$106 per night for accommodation on Yorke Peninsula
- Domestic overnight visitors spend \$116 million within the Yorke Peninsula Region in the 2013-14 financial year and Day trippers spent \$43 million.
- The majority of our visitors are holiday makers or are visiting friends and relatives.
- All of our visitors drive to the Yorke Peninsula and the majority participate in food and wine activities whilst here.
- Our visitors are generally over 35, with the 55+ age group being the most common.

It is important to note that the information provided within this report is very general and more specific statistics pertaining to the Yorke Peninsula Region are collected by the Regional Tourism Officer and the Yorke Peninsula Visitor Information Centre.

COMMUNITY ENGAGEMENT PLAN

As this report is for information only, engagement with the community is not required on this occasion.

CONSULTATION PROCESS

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

- Director, Corporate and Community Services
- Corporate Services Officer
- Visitor Information Services Coordinator

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

- Jo Barrie, Regional Tourism Officer

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Should Council not continue to support tourism throughout the region, the economic viability of the region may be negatively impacted.

ATTACHMENTS

Attachment 1: TRA Tourism Region Profiles, 2013-14



TOURISM REGION PROFILES, 2013–14

YORKE PENINSULA, SOUTH AUSTRALIA

AREA POPULATION*: 42,795



TOURISM BUSINESSES*	TOTAL
Non-employing	174
1 to 4 employees	170
5 to 19 employees	100
20 or more employees	20
Total	464

TOP THREE VISITOR ORIGINS (VISITORS '000)

INTERNATIONAL	DOMESTIC OVERNIGHT	DOMESTIC DAY
Germany np	Adelaide 263	Adelaide 333
United Kingdom np	Other SA 131	Other SA 214
New Zealand np	Other Vic np	- -

KEY TOURISM METRICS FOR YORKE PENINSULA

	INTERNATIONAL	DOMESTIC OVERNIGHT	DOMESTIC DAY	TOTAL
Visitors ('000)	np	434	547	np
Nights ('000)	np	1,478	-	np
Average stay (nights)	np	3	-	np
Spend (\$m)	np	116	43	np
Average spend per trip (\$)	np	267	79	np
Average spend per night (\$)	np	78	-	np
Average spend (commercial accommodation) per night (\$)	np	106	-	np

TOURISM STATISTICS FOR YORKE PENINSULA

VISITORS TO YORKE PENINSULA	INTERNATIONAL	DOMESTIC OVERNIGHT	DOMESTIC DAY	TOTAL
Reason (visitors '000)				
Holiday	np	277	227	np
Visiting friends or relatives	np	127	210	np
Business	np	np	np	np
Other	np	np	np	np
Reason (nights '000)				
Holiday	np	996	-	np
Visiting friends or relatives	np	414	-	np
Business	np	np	-	np
Other	np	np	-	np
Transport (visitors '000)				
Air	np	np	np	np
Drive	np	416	533	np
Other	np	np	np	np
Activities (visitors '000)^				
Culture and heritage	np	72	np	np
Food and wine	np	221	np	np
Nature based	np	89	np	np
Travel party type (visitors '000)				
Unaccompanied	np	58	-	np
Adult couple	np	126	-	np
Family group	np	127	-	np
Friends/relatives travelling together	np	121	-	np
Other	np	np	-	np

TOURISM STATISTICS FOR YORKE PENINSULA CONTINUED

VISITORS TO YORKE PENINSULA	INTERNATIONAL	DOMESTIC OVERNIGHT	DOMESTIC DAY	TOTAL
<i>Visitors by origin (intrastate/interstate) ('000)</i>				
Intrastate	-	394	547	941
Interstate	-	np	np	np
<i>Visitor nights by origin (intrastate/interstate) ('000)</i>				
Intrastate	-	1,283	-	1,283
Interstate	-	np	-	np
<i>Destination expenditure by origin (intrastate/interstate) (\$m)</i>				
Intrastate	-	105	43	148
Interstate	-	np	np	np
<i>Age group (visitors '000)</i>				
15-24	np	np	np	np
25-34	np	np	np	np
35-44	np	98	np	np
45-54	np	67	np	np
55+	np	177	212	np

TOP THREE ACCOMMODATION (VISITORS '000)

	INTERNATIONAL	DOMESTIC OVERNIGHT	DOMESTIC DAY	TOTAL
Friends or relatives property	Friends or relatives property	Friends or relatives property	-	Friends or relatives property
np	np	181	-	np
Caravan/Camping	Caravan/Camping	Caravan/Camping	-	Caravan/Camping
np	np	93	-	np
Hotel or similar	Hotel or similar	Rented property	-	Rented property
np	np	np	-	np

*Data for 2013. ^International data represents activities for entire trip compared to activities within Tourism Region for domestic overnight and domestic day.

^np = the estimate is unreliable and cannot be published. - = not available.

Sources: ABS Population Estimates - SA2 - Cat. No. 3235.0, ABS Count of Australian Businesses - Cat. No. 8165.0, International Visitor Survey and National Visitor Survey, Tourism Research Australia. For more information, see [Tourism Region Profiles - Definitions](#).

TRA.GOV.AU

DIRECTOR CORPORATE AND COMMUNITY SERVICES

IA/ITEM 4.4

3. AUDIT COMMITTEE MINUTES – 24th June 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 24th June 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:

- 2015/16 Annual Business Plan Consultation feedback
- Proposed General Rates 2015/16
- Long Term Financial Plan
- Interim Audit Letter
- Internal Audit Activity Report
- Internal Controls Project update
- Internal Audit Plan 2015-2018
- Asset Management update
- Asset Management Policy
- Yorke Peninsula Community Transport

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

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

- Manager Financial Services

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

- Chair Audit Committee
- Audit Committee

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

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 June 2015

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 July 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 Walk the Yorke Project is progressing well with activities undertaken as follows:
 - all 19 shelters completed;
 - fencing works commenced on Eastern Coast;
 - trail markers installed between Kemp Bay and Baby Lizards; and
 - 140 bench seats installed so far with an additional 40 remaining to be installed.
- Road construction and / or maintenance requirements have been applied to the following roads in accordance with the 2014-15 Budget allocations:
 - Gun Club Road – completed;
 - Pookawarowie Road – completed;
 - Old Coast Road – completed;
 - Coringle Road – earthworks commenced;
 - Cutline Road – ongoing;
 - James Well Road – completed; and
 - Bittner 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.

- The following upgrades / works have been undertaken upon Community Waste Management Systems (CWMS):
 - High flow pressure pump installed – **Maitland**
 - New rain water tank installed – **Maitland**
 - Internal pipework (WWTP) – **Maitland**
 - Replacement of gravity drain – Alice Street – **Maitland**
 - Chlorine analysis installed – **Chinaman Wells**
 - Chlorine dosing pump replaced – **Rogues Point**
 - Irrigation tank stand – **Foul Bay**

All CWMS, Water Supply Schemes and Stormwater Harvesting Scheme are continually monitored with water quality testing in accordance with SA Health and Environmental Protection Authority (EPA) licence conditions.
- Jetpatching requirements have been accommodated within Warooka, Yorketown and Minlaton.
- Roadside vegetation clearance and / or maintenance activities have been undertaken within the Hundred of Dalrymple (Depot Shed Road, Green Flat Road, Kooraka Road, Pentonvale Road and Rabbit Corner Road), Hundred of Melville (Goldsmith Beach Road, Gumbowie Road, Recluse Road and Troughbridge Hill Road) and Hundred of Tippara (Thomas Road).
- Approximately 50 Customer Service Requests (CSR's) have been addressed throughout June with activities including:
 - street tree pruning and / or maintenance;
 - sign replacement and repairs;
 - sealed and unsealed road maintenance;
 - footpath maintenance;
 - maintenance to public buildings;
 - maintenance to coastal infrastructure;
 - stormwater infrastructure installation and maintenance; and
 - response to vandalism.
- Audit and replacement of white posts upon the Marion Bay road has been completed.
- Remedial work to playground at Marion Bay.
- Replacements of gates to the Minlaton Cemetery.
- Upgrades to stormwater outlets and footpath access adjacent to the Minlaton Town Hall.
- Footpath maintenance has been completed in Edithburgh, Minlaton, Port Vincent and Price.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

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

- Asset Manager
- 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

Met from within the capital and operations budgets.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

Not applicable

DIRECTOR DEVELOPMENT SERVICES

IA/ITEM 4.6

1. DEVELOPMENT APPLICATION DECISIONS

(File Ref: 9.24.1.1)

PURPOSE

To inform the Elected Members of Development Application decisions for the period 1 June 2015 to 26 June 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 June 2015 to 26 June 2015.

Yorketown

544/1228/2013	544/1023/2014	544/1049/2015
544/1053/2015	544/1065/2015	544/1091/2015
544/1096/2015	544/1101/2015	544/1102/2015
544/1103/2015	544/1104/2015	

Maitland

544/2064/2013	544/2297/2014	544/2017/2015
544/2027/2015	544/2043/2015	544/2044/2015
544/2048/2015	544/2055/2015	544/2065/2015
544/2068/2015	544/2077/2015	544/2078/2015
544/2079/2015	544/2080/2015	544/2083/2015
544/2084/2015	544/2088/2015	544/2090/2015

544/2091/2015

544/2099/2015

544/2096/2015

544/2106/2015

544/2109/2015

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

Not applicable

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 1 JUNE 2015 – 26 JUNE 2015**

YORKETOWN

Dev. App. No.	Name & Address	Location	Proposal	Class	Area m ²	Cost \$	Conditions Planning Building	Assessment / Valuation No	Decision Date	Builder Licence No
544/1228/2013	P Stotter C/- Multi Design PO Box 662 GAWLER	(Lot 48) 10-12 Sixth Street WOOL BAY	New Dwelling	1a	89.96	120,000	LAPSED	216820 5405830005	16 June 2015	N/A
544/1023/2014	A & A Joy 30 Suffolk Road ALDGATE	(Lot 48) 4 Oyster Point Drive STANSBURY	Verandah Extension	10a	6	1,000	LAPSED	207027 5404715005	10 June 2015	Owner Builder
544/1049/2015	E & M Tonks C/- Post Office STANSBURY	(Lot 48) 1 Lantana Court STANSBURY	Garage, Carport & Verandah	10a 10a 10a	67.5 37.8 35.1	19,830	Planning 6 Building 2	418863 5404805465	10 June 2015	TBA
544/1053/2015	K Bajcarz PO Box 124 YORKETOWN	(Lot 5) 63 Warooka Road YORKETOWN	Stage 2 New Dwelling, Garage UMR & Alfresco	1a 10a 10a	254.58 38.01 64.05	400,000	Planning 3 Building 1 Stage 2 Private Certifier	204032 5403632005	16 June 2015	CC Tape & Sons BLD4511
544/1065/2015	T Marano 52 Esplanade PORT WILLUNGA	(Sec 313) 40 Galway Crescent POINT SOUTTAR	Demolish Garage; New Garage	10a 10a	36 49	7,300	Planning 5 Building 1 Private Certifier	116293 5400874359	16 June 2015	Owner Builder
544/1091/2015	J Reeves 42 Coppin Street SEMAPHORE	(Lot 2) 5 Rattley Drive COOBOWIE	Verandah	10a	42	3,000	Planning N/A Building 2	433201 5405663200	1 June 2015	Owner Builder
544/1096/2015	B Cant PO Box 232 EDITHBURGH	(Lot 44) 1 Grace Street EDITHBURGH	Swimming Pool, Deck & 2.3m fence	10b 10b 10b	22.68 63 16	10,000	Planning 1 Building 2	404616 5405166220	16 June 2015	Owner Builder
544/1101/2015	J Hillock 3 Earle Street HILLCREST	(Sec 650) 34 O'Halloran Pde EDITHBURGH	Caravan Annexe & Porch	1a 10a	15.4 6.24	4,800	Planning 2 Building 2	209650 5405001004	16 June 2014	Matthew Lampe BLD262044
544/1102/2015	MG & PL Coote PO Box 64 MINLATON	(Sec 121) 167 Gum Flat Road MINLATON	Garage	10a	135	13,910	Planning 5 Building 3	320010 5408906706	17 June 2015	TBA
544/1103/2015	D Taylor 13 Marlee Court WEST LAKES	(Lot 24) 22 Oyster Point Drive STANSBURY	Caravan Annexe & Porch	1a 10a	18 8.1	7,500	Planning 3 Building 5	207654 5404753001	16 June 2015	Owner Builder
544/1104/2015	K Grainger 38 Kennion Cres PARA HILLS	(Lot 24) 13 James Street STANSBURY	Garage	10a	56.42	5,650	Planning 5 Building 2	207316 5404741000	16 June 2015	Owner Builder
TOTAL						\$471,990				

MAITLAND

Dev. App. No.	Name & Addresses	Location	Proposal	Class	Area m ²	Cost \$	Conditions Planning Building	Assessment / Valuation No	Decision Date	Builder Licence No
544/2064/2013	J & D Galloway 6 Chandos Street SYDENHAM	(Lot 3) 6 Jetty Road PORT JULIA	Demolish Existing Dwelling; New Dwelling, Garage & Deck	1a 10a	204.23	226,556	Planning 14 Building 1 Private Certifier	315127 5408663505	23 June 2015	Country Living Homes
544/2297/2014	Tw Van Schaik PO Box 109 MAITLAND	(Lot 19) 54-56 Elizabeth St MAITLAND	Verandah	10a	56	15,000	Planning 2 Building 2 Private Certifier	10645 4601845058	11 June 2015	Owner Builder
544/2017/2015	AD Martin 3 Martinique Court WEST LAKES	(Lot 1) 21 Cornwall Street PORT CLINTON	Garage	10a	69.16	7,000	Planning 8 Building 2	433581 4606283859	03 June 2015	Owner Builder
544/2027/2015	A Fantasia 7 Thelma Street PAYNEHAM	(Lot 6) 15 Talbot Road PORT VINCENT	Carport & Verandah	10a	66.15 51.8	10,500	Planning 4 Building 3	309526 5408352504	16 June 2015	Fielders Centenary
544/2043/2015	BD Smith 30 Fourth Street ARDROSSAN	(Lot 137) 30-32 Fourth Street ARDROSSAN	Dwelling Extension	1a	28	30,000	Planning 2 Building 1	1511 4600210000	22 June 2015	TBA
544/2044/2015	PJ & A Sweet 304 South Road HILTON	(Lot 38) 2 Baker Avenue PORT VINCENT	Pergola & Deck	10a	22	5,000	Planning 6 Building 2 Private Certifier	308320 5408292505	03 June 2015	J Elliott BLD36454
544/2048/2015	RJ & LF Wise 883 Main Road CHANDLERS HILL	(Lot 54) 5 Esplanade BALGOWAN	Garage	10a	54	8,000	Planning 7 Building 2	36475 4605079004	02 June 2015	TBA
544/2055/2015	MR Halford 18 Yararoo Drive PORT CLINTON	(Lot 64) 18 Yararoo Drive PORT CLINTON	Verandah	10a	48	3,100	Planning 4 Building 2	39347 4606179226	24 June 2015	Owner Builder
544/2065/2015	KE Yeates 112 Adelaide Road MANNUM	Lot 7 Harvey Crescent BLACK POINT	Retaining Wall	10b		5,000	Planning 2 Building 1	48751 4604903583	02 June 2015	Owner Builder
544/2068/2015	G Pfeiler PO Box 79 WAIKERIE	(Lot 431) 87 Edwardes Tce PORT VICTORIA	Garage Extension	10a	42.68	5,000	Planning 7 Building 2	17897 4603273903	16 June 2015	Owner Builder
544/2077/2015	G Munro 6 Salrak Avenue MARION	Lot 102 Moorara Road PORT VICTORIA	Verandah	10a	31.5	4,210	Planning 4 Building 2	432120 4604723830	04 June 2015	Owner Builder
544/2078/2015	PM & CM Phillips RSD 41 STRATHALBYN	(Lot 81) 20 North Terrace ARDROSSAN	Carport & Portico	10a	34/1	8,000	Planning 5 Building 2 Private Certifier	1321 4600193000	03 June 2015	TBA
544/2079/2015	Yorks Peninsula Council Council Agents Wednesday 8th July 2015 CA & JA Butler PO Box 171 STANSBURY	(Lot 52) 8 Lime Kiln Road PORT VINCENT	Free Standing Carport	10a	22.11	3,900	Planning 2 Building 2	311852 5408472565	04 June 2015	⁴⁹ TBA

544/2080/2015	JM Dudin PO Box 8 TARLEE	(Lot 168) 38 Barton Road TIDDY WIDDY BCH	Garage	10a	56	11,000	Planning 7 Building 2 Private Certifier	7831 4600620519	10 June 2015	TBA
544/2083/2015	JB & RS Thiele PO Box 78 PORT VICTORIA	(Lot 1) 232 Urania Road PORT VICTORIA	Garage	10a	112	11,000	Planning 4 Building 2	50229 4604685600	16 June 2015	Owner Builder
544/2084/2015	C & D Boucher 14 Parkers Road GAWLER BELT	(Lot 212) 20 Allen Road TIDDY WIDDY BCH	Decking	10a	28	2,000	Planning 1 Building 1	7740 4600620332	11 June 2015	Owner Builder
544/2088/2015	GJ & SR Mackey 13 Bowman Road PRICE	(Lot 6) 13 Bowman Road PRICE	Carport	10a	48	4,000	Planning 3 Building 2	432179 4606325000	16 June 2015	Owner Builder
544/2090/2015	Yorke Peninsula Council PO Box 88 MINLATON	(Lot 5) 46 Davey Road ROGUES POINT	Replacement of Seawall & Access Ramp	10b	20	95,000	Planning 3 Building 1	412825 4604912480	12 June 2015	M A Skinners
544/2091/2015	G Sickerdick 4 Yararoo Drive PORT CLINTON	(Lot 42) 13 Kulpara Street PORT CLINTON	Garage	10a	54	5,790	Planning 6 Building 2	38836 4606177650	16 June 2015	TBA
544/2099/2015	MA Hayward 9 Crampton Cres PORT VICTORIA	(Lot 89) 9 Crampton Crescent PORT VICTORIA	Verandah	10a	36	4,500	Planning 4 Building 2	18887 4603276346	24 June 2015	Olympic Industries GL37130
544/2096/2015	Maitland Progress Association 3 Robert Street MAITLAND	(Lot 755) 9 Gardiner Terrace MAITLAND	New Doors, Verandah & Skylight	10a	14	5,670	Planning 1 Building 2	1114 4601896015	10 June 2015	C Sandercock
544/2106/2015	RM Selfe PO Box 3133 RUNDLE MALL	(Lot 23) 9 Lamshed Street MAITLAND	Verandah	10a	15.6	1,000	Planning Nil Building 2	12351 4602015005	16 June 2015	Owner Builder
544/2109/2015	RF & BJ Denby 5 Aunger Road LEWSTON	(Lot 77) 4 Hawk Road PORT VINCENT	Garage	10a	38.51	5,710	Planning Nil Building 1	417154 5408348281	24 June 2015	Owner Builder
TOTAL						\$476,936				

DIRECTOR DEVELOPMENT SERVICES

IA/ITEM 4.6

2. WASTEWATER SYSTEM APPLICATION DECISIONS

(File Ref: 9.24.1.1)

PURPOSE

To inform the Elected Members of Wastewater Application decisions for the period 1 June 2015 to 26 June 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 1 June 2015 to 26 June 2015.

Maitland

050/030/2013	050/026/2015	050/049/2015
050/050/2015		

Yorke town

050/053/2015

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

Not applicable

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 1 JUNE 2015 – 26 JUNE 2015**

Maitland

Septic App. No.	Owner	Location	Proposal	Conditions	Assess. No	Decision Date	Plumber & Licence No
544/030/2015	J & D Galloway 6 Chandos Street SYDENHAM	(Lot 3) 6 Jetty Road PORT JULIA	Sewer Connection	11	315127	23 June 2015	Country Living Homes
050/026/2015	BD Smith 30 Fourth Street ARDROSSAN	(Lot 137) 30-32 Fourth Street ARDROSSAN	STED Connection	11	1511	22 June 2015	TBA
050/049/2015	LL Brokenshire PO Box 65 MAITLAND	(Unit 2) 15 Main Street BALGOWAN	Aerobic System	11	35527	3 June 2015	T Woods
050/050/2015	MM & D Dutschke 74 Warren Avenue BLAIR ATHOL	(Unit 1) 1/15 Main Street BALGOWAN	Aerobic System	11	35535	02 June 2015	T Woods

Yorke town

Septic App. No.	Owner	Location	Proposal	Conditions	Assess. No	Decision Date	Plumber & Licence No
050/053/2015	B & T Winter PO Box 22 HARDWICKE BAY	(Lot 106) 15 Progress Road HARDWICKE BAY	Aerobic System	11	321752	1 June 2015	Geoff Wilde Earthmoving

DIRECTOR DEVELOPMENT SERVICES

IA/ITEM 4.6

3. OPERATIONS OF THE DEVELOPMENT ASSESSMENT PANEL (File Ref: 9.24.1.1)

PURPOSE

To keep Elected Members informed of the operations of the Development Assessment Panel (DAP).

RECOMMENDATION

That the report be received.

LINK TO STRATEGIC PLAN

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

BACKGROUND

In accordance with the Procedures for the Operations of the DAP, a report is to be submitted to Council each year in respect to considering development applications.

DISCUSSION

The following statistics are based on the 2014/2015 financial year.

- The number of times the DAP have exercised the use of the provisions of Section 56 A (12) of the Act, (gone in camera) – Nil.
- The disclosure, or declare an interest by DAP members pursuant to Section 56 A (7) – Nil.
- Resignation of a member – 1
- The number of unanimous decisions of the DAP to approve or refuse development applications – 19.
- The incidence of items deferred by the DAP – 1.
- The adjournment of consideration of development applications – Nil.
- Any matters that would improve the effectiveness of, or expedite the decisions of the DAP – The Development Assessment Panel continue to meet regularly as required and have not identified any actions to improve processes.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

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

- Director Development Services

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

- Nil

POLICY IMPLICATIONS

PO127 Development Assessment Panel Delegations Policy

BUDGET AND RESOURCE IMPLICATIONS

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

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act 1999

Development Act 1993

Councils Development Plan

ATTACHMENTS

Not applicable

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 is to keep Elected Members informed on various matters that the Inspectorial Team attend to during the past month.

DISCUSSION

Council's Officers have dealt with many routine matters during the past month, including illegal campers, abandoned vehicles, wandering and nuisance dogs, noisy dogs and nuisance cats. Two dogs were impounded during the past month, none of which were claimed by their owner. One of the owners was known, but did not wish to pay any fees for the return of the dog.

Two dog owners were given an expiation in relation to complaints received about their dogs. Two expiations were also issued to the drivers that illegally parked their vehicle within a disabled parking zone.

Council staff have continued to door knock the area in relation to unregistered dogs.

Routine patrols of boat ramps have been performed to ensure that users are paying to use the facilities.

Several loads of rubbish have been illegally dumped in the area. As a result of inquiries a Moonta resident was given a \$315 expiation notice for illegally dumping of some household rubbish on Nalyappa Road Nalyappa.

Regular patrols have taken place at the bush camping reserves to ensure users are paying for the facilities.

Council Rangers have attended several training sessions in relation to the proposed changes to the Dog and Cat Management Act. The consultation process finished on 26 June 2015 and a Citizen's Jury has been set up to discuss the submissions. Although there has been no feedback sought from the community this group is also discussing the possible implementation of the compulsory desexing of dogs and cats.

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

Not applicable

DEBATE

AGENDA

CHIEF EXECUTIVE OFFICER

ITEM 6.1

1. SOCIAL MEDIA POLICY AND IMPLEMENTATION (File Ref: 9.24.1.1)

PURPOSE

The purpose of this report is to seek endorsement of the use of social media tools, and if so approved, the endorsement and adoption of the draft Social Media Policy including the proposed Terms of Use.

RECOMMENDATION

That Council:

1. approves the use of social media; and
2. endorses the draft Social Media Policy (Attachment 1) and draft Terms of Use (attachment 2)

LINK TO STRATEGIC PLAN

Key Theme/s:	Community Engagement
Strategic Goal/s:	2. Sense of Ownership
	2.1 Our communities are well informed

BACKGROUND

To date the Yorke Peninsula Council has relied on Council's website, Council reports and media releases/public notices (and previously community newsletters) as the mechanisms for distributing general information to the broader community. The greatest focus has been on one-way communication (Council pushing out messages) and not on genuine two-way communication.

However Council has an opportunity to reach a broader section of the community by moving to a social media platform.

DISCUSSION

Social media provides new opportunities for reaching all ratepayers when conducting community engagement activities or when marketing and promoting new programs.

The move to social media has three key principles objectives:

1. **To better inform the community** of the services and activities carried out by the Yorke Peninsula Council.
2. **To enhance and encourage two way communications** with all members of the community – reaching both residents and non-resident rate payers. Social media

will be used as a main channel linked back to Council's website for further information.

3. **To complement community engagement** with the Council, projects, activities and events provided or supported by the Council.

Initially, Council's use of social media will be limited to Facebook and Twitter.

In preparation for the use of social media, Attachment 1 provides a new Social Media Policy. This policy:-

- Recognises the growing use of social media;
- Outlines how Council will use social media;
- Details professional use of social media;
- Details personal use of social media; and
- Use by visitors to Council's social media sites.

Visitors to Council's social media sites are required to adhere to Council's Terms of Use. These terms are provided as Attachment 2.

COMMUNITY ENGAGEMENT PLAN

This will be a Level 1 consultation – informing the community of Council's new on-line presence. Refer Attachment 3: Community Engagement Plan.

CONSULTATION PROCESS

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

- Business Improvement Officer
- Manager Information Services
- Cross section of Council staff

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

- Nil

POLICY IMPLICATIONS

PO057 Community Engagement Policy
PO063 Records Management Policy

BUDGET AND RESOURCE IMPLICATIONS

Nil additional budget is required. At this stage, all social media activities will be resourced from within existing staff numbers.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Whilst online communication tools may expose Council to some risks (e.g. reputation damage), Council staff will regularly post-moderate the sites and respond where

necessary. The Terms of Use (refer Attachment 2) provide clear guidelines regarding 'shutting down' abusive or defaming comments, including banning repeat offenders.

ATTACHMENTS

Attachment 1: Draft Social Media Policy

Attachment 2: Draft Terms of Use

Attachment 3: Community Engagement Plan



COUNCIL POLICY

Social Media

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

1. POLICY OBJECTIVES

This policy aims to provide the community, stakeholders, council staff and Elected Members with an understanding of the role of social media as tool for engaging with community and disseminating information.

This policy also sets out Council's position in respect to the expectations of Council's representatives when engaging in social media in both an official and personal capacity.

This policy applies to the use of social media from any location, network or device, at any time, whether during business hours or not.

2. SCOPE

This policy applies to:

- All employees of the Yorke Peninsula Council, including Council's Visitor Information Centre that use social media sites.
- Elected Members.
- Contractors or consultants acting on behalf of Council including Council managed caravan parks.

3. DEFINITIONS

Authorised Employee	For the purposes of this Policy, an employee who has been approved and trained to post on social media on behalf of Council as per the Social Media Policy.
Content	Any information that is published to an account such as statements, photos and videos.
Council	The Yorke Peninsula Council.
Council representatives	Anyone identified as a Yorke Peninsula Council employee, contractor or Elected Member.
Employee	A person who works for Council, including employees, contractors, volunteers, work experience placements, students or any other person who has access to Council's electronic systems.
Platform / tool / site	A social media website such as Facebook or Twitter.

Post	Means an entry i.e. comment, statement, photo etc. onto a social media site.
Social Media	Social media generally is defined as a group of web based applications that enable the creation and exchange of user generated content. For the purpose of this policy, social media will specifically refer to Facebook, Twitter and Council blogs (at this point in time).
Stakeholder	A person or group who may be interested in or affected by matters of Council.

4. POLICY STATEMENT

Yorke Peninsula Council recognises the growing use of social media and the opportunities to effectively engage with our community, ratepayers, visitors and other stakeholders.

Social media will provide a genuine opportunity for open discussions with our community, and also allows Council to regularly communicate information to a wider audience.

The Yorke Peninsula Council website remains Council's primary and predominant internet presence and any content posted to additional social media sites will also be made available on Council's website wherever practicable.

The Yorke Peninsula Council will use social media as follows:-

- As a channel for community engagement,
- Actively encourage user participation and open discussion,
- Regularly communicate Council news, initiatives, projects and events,
- Raise public awareness of Council business, services and facilities,
- To increase openness and transparency regarding Council,
- Promote local businesses, organisations and events that are located within the Yorke Peninsula Council area and may be of interest to the local community,
- As a channel for disseminating time sensitive information as quickly as possible (e.g. road flooding, fire danger etc.).

Professional use of social media

Before engaging in social media as a representative of the Yorke Peninsula Council, staff must be authorised to comment via approval of the Chief Executive Officer or their designated officer.

If authorised to comment as a Yorke Peninsula Council representative, the authorised employee must:-

- Ensure that content disclosed is publicly available information.
- Ensure that content posted is directly related to Council events, news, information, projects, initiatives, issues, authorised statements or directly relevant to the local community, not personal opinions.
- Ensure that content posted is factually accurate, not misleading and complies with all Council policies.
- Comment only on their area of expertise and topics within their area of responsibility.
- Protect our customers' privacy and be conscious regarding any personally identifiable information.
- Do not disclose any other individual's personal information without their prior consent.

- Ensure Council's Records Management Policy is adhered to.
- Follow Council's Code of Conduct at all times.
- Uphold the values of Council at all times by acting with integrity, accountability, customer commitment and professionalism and not breach their duty of loyalty to the Council.
- Exercise sound judgement and common sense. If there are doubts – do not post.
- Remember that on-line content is permanent; even if it is 'removed/deleted' it can still be found by users.
- Adhere to the Terms of Use as provided as Attachment A of this policy.

Council's social media sites will be monitored during normal business hours (Monday to Friday) and authorised employees will aim to respond to posts within 24 hours (with the exception of weekends and public holidays).

Personal use of social media

Council recognises that Council representatives are using a myriad of social media platforms in their personal life. This policy is not intended to discourage or unduly limit personal expressions or on-line activities. However, when Council representatives are using social media for personal use, they must ensure that:-

- Personal comments are not misconstrued by readers as representing official Yorke Peninsula Council position and policy.
- If content posted in any way identifies the user as a Council representative, it must be stated that the views expressed are personal and not those of the Yorke Peninsula Council.
- Content posted does not damage Council's reputation, commercial interests or bring Council into disrepute.
- Content disclosed is publicly available information.
- Content posted is factually accurate and not misleading.
- If negative or disparaging posts regarding Council are found, they avoid temptation to respond themselves and leave it for Council's authorised employees.
- The Yorke Peninsula Council logo is not used on any personal social media presence.
- Adhere to the Terms of Use as provided as Attachment A of this policy.

Non-compliance with the Social Media policy by Council representatives will be managed through the relevant Codes of Conduct and disciplinary systems.

Visitors to Yorke Peninsula Council's social media sites

Community, ratepayers, visitors and other stakeholders are actively encouraged to engage with Council in genuine two-way communication.

However, users must agree to adhere to the Terms of Use as provided as Attachment A of this policy.

Disclaimers

The Yorke Peninsula Council will make reasonable effort to ensure that the information contained on social media sites is current and accurate at the time of creation or last modification. Council makes no guarantee of any kind, and no legal contract between the Council and any person or entity is to be inferred from the use of information on the Twitter and Facebook sites.

Council will not accept responsibility for any user content on any Yorke Peninsula Council social media site, nor guarantee their accuracy. Any content shared on any Yorke Peninsula Council online presence, reflects the views of the author and will not necessarily reflect the official views of the Yorke Peninsula Council.

Users understand and agree that if the Yorke Peninsula Council or users of this page provide information and advice of any kind, any use of such advice or information is solely at their own risk. Users are granting the Yorke Peninsula Council and anyone viewing this page irrevocable permission to copy, distribute, make derivatives, display or perform the contributor's work publicly and free-of-charge.

Any links to external websites and/or non-Council information provided on Council's social media sites are provided as courtesy. They should not be construed as an endorsement by Council of the content or condition or views of the linked materials.

Any advertisement that may appear when viewing our page is not endorsed by Council, nor are Council directly affiliated with the advertisement unless stated otherwise.

The Yorke Peninsula Council may vary the terms of use for social media tools and sites from time to time and users should review the Terms of Use regularly to ensure they are aware of any changes.

5. COMPLAINTS

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

6. REVIEW

This policy will initially be reviewed after a period of six (6) months from the initial implementation of the social media accounts to assess the applicability, rigour and effectiveness.

This policy will then be reviewed every 3 years in consultation with employees and the community. The policy will also be reviewed as deemed necessary in consideration of any changes to legislation and relevant standards, codes of practice and guidelines.

7. TRAINING

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

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

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

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO014 Code of Conduct for Employees

PO057 Community Engagement Policy

PO063 Records Management Policy

PO088 Elected Members Use of Council Supplied Electronic Equipment

PO0123 Code of Conduct for Elected Members

Yorke Peninsula Council, Community Engagement Strategy

9. REFERENCES AND LEGISLATION

Australian Humans Rights Commission Act 1986 (Cth)
Copyright Act 1968 (Cth)
Equal Opportunity Act 1984 (SA)
Freedom of Information Act 1991 (SA)
Local Government Act 1999 (SA)
Privacy Act 1988 (Cth)
Spam Act 2003 (Cth)
State Records Act 1997 (SA)

10. COUNCIL DELEGATION

Details of Delegation:	CEO
Delegate:	

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed

The Yorke Peninsula Council Facebook page is intended to provide a genuine opportunity for open discussions with our community. This page aims to regularly communicate information about upcoming events and activities, projects and initiatives, important news updates as well as information about Council business, services and facilities.

Whilst we strongly encourage user participation and open discussion, Council has the right to remove any content that is not in the spirit of the Terms of Use outlined below. Council also retains the right to ban any repeat offenders from the Yorke Peninsula Council Facebook page.

This page will be monitored during normal business hours and we aim to respond within 24 hours (with the exception of weekends and public holidays).

All personal complaints or grievances about the Yorke Peninsula Council and its services should be formally reported as per Council's Complaints Policy, refer [Complaints Policy](#).

Please report any situations requiring immediate attention by telephoning (08) 8832 0000 or the emergency after hours number on (08) 8832 2999.

Terms of Use

All content must be in line with both the Yorke Peninsula Council's and Facebook's Terms of Use (<http://www.facebook.com/terms.php>). Content might be removed if it is:-

- Obscene, hateful, derogatory, threatening, sexist or racist,
- Illegal, fraudulent, misleading or deceptive,
- Singling out any individual for negative comment,
- Compromising the safety or security of the public,
- Spam or advertising,
- Containing personal details or sensitive information,
- Off topic or repetitive posts copied/pasted or duplicated,
- Promoting political parties,
- Containing viruses, corrupted files, or any other software or programs that may damage the operation of another's computer.

Your access to and use of Council's online sites constitutes your acceptance of these terms. **VERY IMPORTANT:** if you see a comment that you think is inappropriate, please let us know by emailing us at admin@yorke.sa.gov.au or phone (08) 8832 0000.

Disclaimer

The Yorke Peninsula Council does not accept responsibility for any user content on this page, nor do we guarantee their accuracy. Any content shared on any Yorke Peninsula Council online presence, reflects the views of the author and do not necessarily reflect the official views of the Yorke Peninsula Council.

Users understand and agree that if the Yorke Peninsula Council or users of this page provide information and advice of any kind, any use of such advice or information is solely at their own risk. Users are granting the Yorke Peninsula Council and anyone viewing this page irrevocable permission to copy, distribute, make derivatives, display or perform the contributor's work publicly and free-of-charge.

The Yorke Peninsula Council may vary the terms of use for social media tools and sites from time to time and users should review the Terms of Use regularly to ensure they are aware of any changes. You can read further information about Social Media by the Yorke Peninsula here: [insert hyperlink to the Policy.](#)



Responsible Officer: Business Improvement Officer

Issue Date: 10th June 2015

Next Review Date: June 2019

PROJECT NAME: Launch of Council's Social Media tools

¹ Please note: this is in relation to the announcement of Council's new social media tools. This announcement will remain on front page of Council's website for a period of 3 weeks. Links (icons) to Council's Facebook and Twitter sites will remain on Council's website.

² This will be specific advertising in the YP Country Times

³ *Promotional posters to be displayed in Council offices*

CHIEF EXECUTIVE OFFICER

ITEM 6.1

2. STRATEGIC MANAGEMENT PLAN FRAMEWORK (File Ref: 9.24.1.1)

PURPOSE

To propose a framework (including timelines) for developing the 2016-2020 Yorke Peninsula Council Strategic Management Plan. The framework provides the community with multiple opportunities to be involved.

RECOMMENDATION

That Council endorse the proposed framework and timelines for developing its 2016-2020 Strategic Management Plan.

LINK TO STRATEGIC PLAN

Key Theme/s: Corporate Governance and Leadership
1. Progressive Communities through Strategic Planning
Strategic Goal/s: 1.1 Strong, proactive leadership

BACKGROUND

The Local Government Act (the Act) requires Councils, within 2 years of a general election, to have a plan in place that:-

- Identifies the council's objectives for a period of at least 4 years;
- Identifies the principal activities that the council intends to undertake to achieve its objectives; and
- States the measures (financial and non-financial) that will be used to monitor and assess the performance of council in achieving its objectives.

The Act also states that "A Council must adopt a process or processes to ensure that members of the public are given reasonable opportunity to be involved in the development and review of its Strategic Management Plan".

A Strategic Management Plan describes the high level goals and outcomes that Council wishes to achieve and the high level strategies to achieve those outcomes.

Strategic Planning starts with determining the vision. The vision is a word picture of the preferred future. A vision should be:-

- A clear image of what the future should look like
- Inspirational and motivational
- Driving our strategic planning
- Focusing the organisation on the future

The next levels of the plan are the:-

- Goals - high level key themes describing what success will look like if the vision is achieved, followed by
- Outcomes - statements that specifically describe what you will achieve if the goals are reached – need to be measurable and achievable, and then
- Strategies - the high level plan of how the organisation is going to achieve its outcomes (Council's suggested approach).

DISCUSSION

It is proposed that the Strategic Management Plan (SMP) is developed incrementally in defined stages to allow multiple opportunities for the community to be involved.

Stage 1 – Develop Vision and Goals

1. Ask the community 2 questions:-
 - 3 words to describe what is unique about Yorke Peninsula and should be preserved for the future;
 - 3 most important areas that Council should focus over the long term (e.g. the environment, new infrastructure, economic development etc.); and
 - *Also ask (a) if they want to be part of a focus group and (b) want to receive draft copies of the Plan as it develops. Provide an area for them to insert contact details.*
 - Refer to **attachment 1** for an example of this flyer.
2. Consultation period to be open for 4 weeks. Feedback will be collated, organised into key themes. From this a 1-page document will be developed with a draft vision and goals. This will be presented to the September Council meeting for Elected Member approval to move onto the next stage.

Stage 2 – Feedback/Confirmation of Vision & Goals; develop Outcomes & Strategies

1. Based on recommended vision and goals, put the 1-page document back out for consultation.
2. Provide the community 4 weeks to respond (& also hold workshops). Collate feedback and make any adjustments to the draft vision and goals.
3. Based on discussions held at community workshops collate information and draft outcomes.
4. Internal workshops (CMT & staff) further draft/test outcomes and develop strategies.
5. Develop 5-6 page document and present to November Council meeting. Elected Member signoff on Vision and Goals + recommended draft outcomes and strategies.

Stage 3 – Feedback and Confirmation of Outcomes & Strategies

1. Put 5-6 page document out for consultation.
2. Provide community 2 weeks to respond. Collate feedback and make any adjustments to the draft Outcomes and Strategies.
3. Workshop relevant staff and develop performance measures.
4. Develop full SMP and consult / seek feedback internally.
5. Present draft full SMP to December Council meeting. Elected Member signoff draft SMP for community consultation.

Stage 4 - Feedback and Confirmation of Draft SMP (inc. performance measures)

1. Put draft full SMP document out for feedback.
2. Provide community 6 weeks to respond (allows additional time over the Christmas period). Collate feedback and make any adjustments to the draft SMP.

Stage 5 – Finalisation and Adoption of SMP

1. Present final SMP to February 2016 Council meeting for endorsement and adoption.

Refer to **attachment 2** for a diagrammatic overview of the stages and timelines.

COMMUNITY ENGAGEMENT PLAN

This is a Level 3 consultation. Refer to **attachment 3** for the proposed Community Engagement Plan.

CONSULTATION PROCESS

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

- Business Improvement Officer

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

- Nil

POLICY IMPLICATIONS

PO057 Community Engagement Policy

Community Engagement Strategy

BUDGET AND RESOURCE IMPLICATIONS

This approach requires no additional budget, only staff time to deliver this project which can be achieved through existing budgets.

At a later stage Council may wish to consider allocating funds for professional printing of the endorsed 2016-2020 Strategic Management Plan.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Section 122 Local Government Act 1999

ATTACHMENTS

Attachment 1: Example Flyer for 2016-2020 Strategic Management Plan engagement

Attachment 2: Proposed overview of stages and timelines

Attachment 3: Proposed Community Engagement Plan

Please return this form to:

Yorke Peninsula Council
PO Box 57
MAITLAND SA 5573
or
admin@yorke.sa.gov.au

Before 7 August 2015



2016-2020 Strategic Plan

As this Plan develops Council will continue to seek feedback from the community throughout the year.

If you would like to be part of a focus group, please indicate here ☐

If you want draft copies of the Plan as it develops, please indicate here ☐

Name: _____

Postal: _____

Email: _____

Contact Us

8.30am - 5.00 pm (Mon - Fri)

Phone: (08) 8832 0000

Fax: (08) 8853 2494

Email: admin@yorke.sa.gov.au

Web: www.yorke.sa.gov.au

Postal: PO Box 57, Maitland SA 5573

Council is starting its next long term plan for the Yorke Peninsula and wants your input into the development of the 2016-2020 Strategic Management Plan.

Your input is important.



Yorke Peninsula Council
Council Agenda
Wednesday 8th July 2015



The 2016-2020 Strategic Management Plan will describe the goals and outcomes that Council wants to achieve for our community's future and the high level strategies that describe how we will achieve them.

To start the first stage of this process, we want to ask you a few questions to help build our vision and goals.....

Question 1

What are 3 words to describe what is unique about Yorke Peninsula and should be preserved for the future?

1. _____
2. _____
3. _____

Question 2

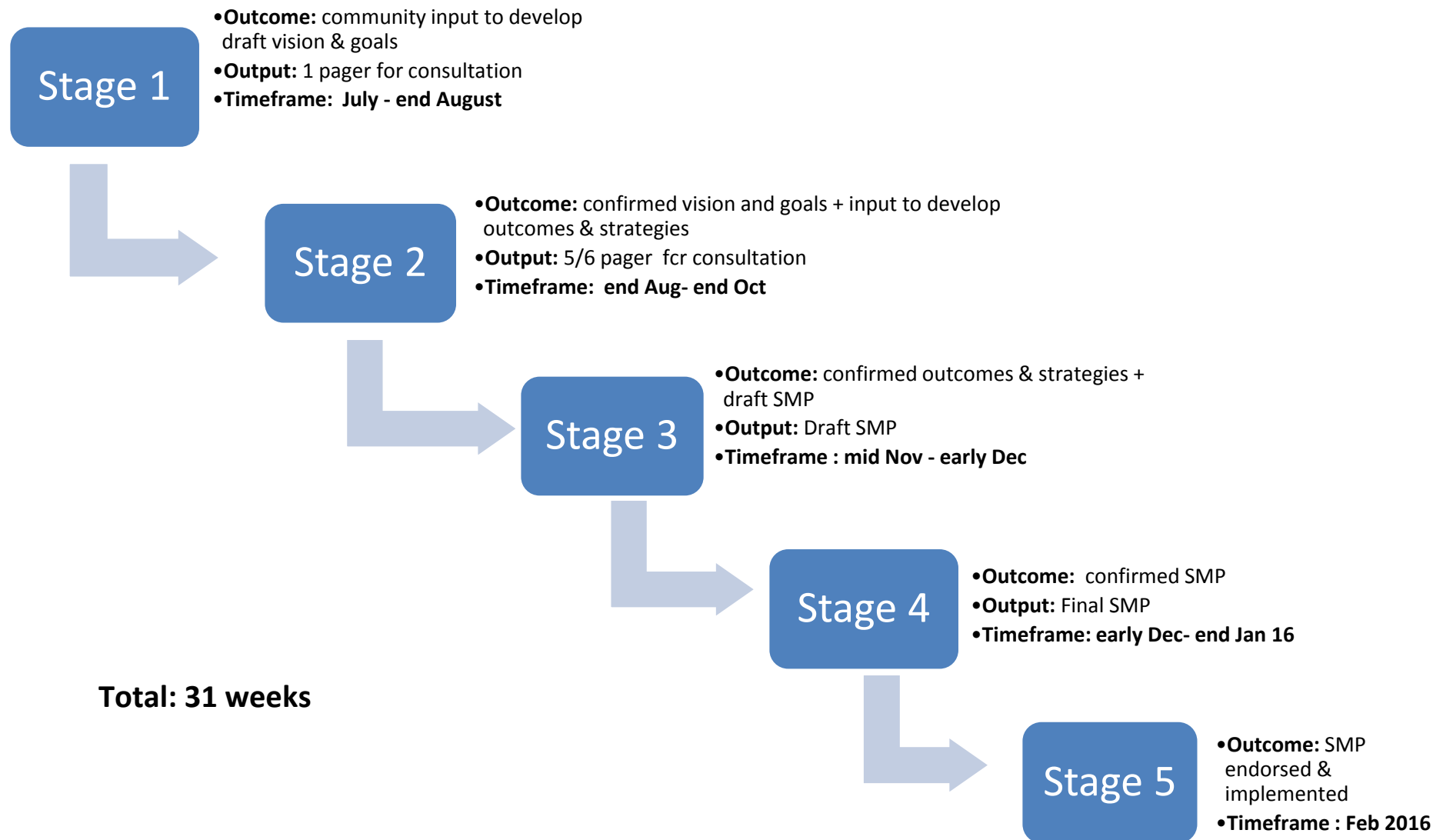
What are the 3 most important areas that Council should focus on over the long term? (e.g. the environment, new infrastructure, maintaining current infrastructure, economic development etc)

1. _____
2. _____
3. _____

Please tear here and return



Attachment 2 – Overview of Stages and Timelines



PROJECT NAME: 2016-2020 STRATEGIC MANAGEMENT PLAN

Stakeholders		Level 3 PARTICIPATE	Detail	Responsibility	Start Date	End Date	Status	Evaluation Method
Stage 1	Entire community	Website	Notice of Stage 1 consultation period on front page of website with link to flyer	TBA	09/07/2015	07/08/2015	NS	Number of website hits
		Social Media	Notice of Stage 1 consultation period advertised via social media sites	TBA	10/07/2015	07/08/2015	NS	Number of likes, reposts or retweets
		Public Notice	Notice in Country Times informing community of Stage 1 consultation	TBA	09/07/2015	14/07/2015	NS	Notice appears to correct issue
		Media Release	Send to YP Country Times		09/07/2015	14/07/2015	NS	Media release 'picked up'
		Special Publication	Insert flyer into Country Times	TBA	21/07/2015	28/07/2015	NS	Number of submissions received
		Special Publication	Have copies of Stage 1 flyers available at all Council offices	TBA	09/07/2015	07/08/2015	NS	Number of flyers picked up
	Progress Associations		Send Stage 1 flyer with covering letter	TBA	10/07/2015	17/07/2015	NS	Number of submissions received
	Boards/Advisory Groups							
	NGOs							
	Schools							
Sporting Clubs								
Stage 2	Entire community	Website	Notice of Stage 2 consultation period on front page of website with link to 1-pager	TBA	10/09/2015	09/10/2015	NS	Number of website hits
		Social Media	Notice of Stage 2 consultation period advertised via social media sites	TBA	10/09/2015	09/10/2015	NS	Number of likes, reposts or retweets
		Special Publication	Have copies of Stage 2, 1-pager available at all Council offices	TBA	10/09/2015	09/10/2015	NS	Number of 1-pagers picked up
		Media Release	Send to YP Country Times	TBA	10/09/2015	15/09/2015	NS	Media release 'picked up'
	Progress Associations	Personalised Letter	Send 1 pager with covering letter inviting comment &/or opportunity to attend a workshop	TBA	11/09/2015	18/09/2015	NS	Number of submissions received
	Boards/Advisory Groups			TBA	11/09/2015	18/09/2015		Number of attendees at workshop/s
	NGOs	&						
	Schools	Workshop						
	Sporting Clubs							
	Other	Personalised Letter	Send invitation to be part of focus group (to anyone who indicated an interest in Stage 1)	TBA	11/09/2015	18/09/2015	NS	Number of participants in focus group
Send 1 pager with covering letter (to anyone who indicated an interest in Stage 1)			TBA	11/09/2015	15/09/2015	NS	Number of submissions received	
Stage 3	Entire community	Website	Notice of Stage 3 consultation period on front page of website with link to 5/6 page document	TBA	12/11/2015	26/11/2015	NS	Number of website hits
		Social Media	Notice of Stage 3 consultation period advertised via social media sites	TBA	12/11/2015	26/11/2015	NS	Number of likes, reposts or retweets
		Special Publication	Copies of 5/6 page document available at all Council offices	TBA	12/11/2015	26/11/2015	NS	Number of 5/6 page docs picked up
		Media Release	Send to YP Country Times		12/11/2015	17/11/2015	NS	Media release 'picked up'
	Other	Personalised Letter	Send 5/6 page doc to anyone who attended workshops in Stage 2	TBA	13/11/2015	17/11/2015	NS	Number of submissions received
			Send 5/6 page doc to anyone who indicated an interest in Stage 1	TBA	13/11/2015	17/11/2015	NS	Number of submissions received
	Progress Associations			Send 5/6 page doc with covering letter inviting feedback	TBA	13/11/2015	17/11/2015	NS
Stage 4	Entire community	Website	Notice of Stage 4 consultation period on front page of website with link to full draft SMP	TBA	10/12/2015	22/01/2016	NS	Number of website hits
		Social Media	Notice of Stage 4 consultation period advertised via social media sites	TBA	10/12/2015	22/01/2016	NS	Number of likes, reposts or retweets
		Special Publication	Copies of full draft SMP available at all Council offices	TBA	10/12/2015	22/01/2016	NS	Number of draft SMPs picked up
		Media Release	Send to YP Country Times	TBA	10/12/2015	15/12/2015	NS	Media release 'picked up'
	Other	Personalised Letter	Send letter to anyone who attended workshops in Stage 2 to advise copies of draft SMP is available online for final comment	TBA	11/12/2015	18/12/2015	NS	Number of submissions received
			Send letter to anyone who indicated an interest in Stage 1 to advise copies of draft SMP available online for final comment	TBA	11/12/2015	18/12/2015	NS	Number of submissions received
	Progress Associations			Send letter to advise draft SMP available online for final comment	TBA	11/12/2015	18/12/2015	NS

CHIEF EXECUTIVE OFFICER

DA/ITEM 6.1

3. REPRESENTATIVE FOR YP COMMUNITY TRANSPORT SERVICES INC

(File Ref: 9.24.1.1)

PURPOSE

For Council to appoint a representative to the YP Community Transport Services Inc Board.

RECOMMENDATION

That Council appoint as their representative to the YP Community Transport Services Inc Board.

LINK TO STRATEGIC PLAN

Key Theme/s: Corporate Governance and Leadership
1. Progressive Communities through Strategic Planning
Strategic Goal/s: 1.1 Strong, proactive leadership

BACKGROUND

Council appointed Cr Jeff Cook as their representative to the YP Community Transport Services Inc Board at the 1st meeting of Council following the periodical election held in 2014.

DISCUSSION

Cr Cook has continued as a member of the YPCTS Board during the transition period to them becoming a business entity separate from Council from 1 July 2015.

Cr Cook has recently indicated to me as the Acting CEO that he does not have the capacity to continue with this role at this time.

It will therefore be necessary for Council to appoint a new representative to the YPCTS Board.

Andrew Cameron, CEO, has indicated that he has a keen interest in taking on this role for the Council, however the current constitution of YPCTS requires that the appointed representative must be an Elected Member.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

Not applicable

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Costs associated with Council representation on external boards are included each year within the adopted budget.

Council currently makes a financial contribution to operations of YPCTS, providing both \$40,000 for replacement vehicle costs and a financial contribution of \$10,000 annually for running costs of those vehicles together with a negotiated contribution towards administration costs of approximately \$13,000 per annum.

Significant contributions are also made annually by both the District Council of Copper Coast and the District Council of Barunga West.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Given the critical nature of the community service provided by YPCTS and the large funding contribution made by Council to YPCTS, it is important that Council have representation on the Board to ensure the continued provision of this valued service, to mitigate risk and ensure appropriate use of ratepayer funds.

ATTACHMENTS

Not applicable

CHIEF EXECUTIVE OFFICER

DA/ITEM 6.1

4. ORDER MAKING POLICY

(File Ref:9.24.1.1)

PURPOSE

For Council to endorse and adopt the Order Making Policy.

RECOMMENDATION

That Council endorse and adopt the updated Order Making Policy in accordance with the requirements of Section 259 of Local Government Act.

LINK TO STRATEGIC PLAN

Key Theme: Corporate Governance and Leadership
1. Organisational Efficiency and Resource Management
Strategic Goals: 1.1 Meet all legislative and compliance responsibilities
2.4 Effective risk management

BACKGROUND

The draft Order Making Policy was presented to Council for endorsement to undertake public consultation at the 13th May 2015 meeting.

DISCUSSION

Council's Order Making Policy is a statutory policy requirement to define the role of Council in the management of its area at a local level.

In accordance with Sections 216, 217, 218, 254 and 299 of the Local Government Act the Order Making Policy empowers the Council to make orders to comply with the legislation.

Authorised officers under Section 260/261 of the Act are the staff delegated by Council to issue such orders on behalf of Council.

The draft policy was release for public consultation following the May 2015 meeting with a consultation period of 5 weeks ending on Friday 19th June 2015.

No submissions have been received during the consultation process, therefore Council now needs to consider formal adoption of the policy.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

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

- Chief Executive Officer
- Governance Officer
- Executive Assistant to CEO and Mayor

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

- Nil

POLICY IMPLICATIONS

PO091 Risk Management Policy
PO001 LGA Peak Policy for LG WHS and IM

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act 1999

Delegations Register

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

ATTACHMENTS

Attachment 1: Order Making Policy



COUNCIL POLICY

Order Making Policy

Policy Number:	PO100		
Strategic Plan Objective	Corporate Governance and Leadership 2. Organisational Efficiency and Resource Management 2.3 Meet all legislative compliance responsibilities		
Policy Owner:	Chief Executive Officer	File Number:	9.63.1.
Responsible Officer:	Governance Officer	Minute Reference:	
Date Adopted:	13 th May 2015	Next Review Date:	May 2018

1. POLICY OBJECTIVES

The purpose of this policy is to define the role of council in the management of its area at a local level. In particular, it is the function of council to provide for the health, safety, well-being and interests of the members of our community and maintain or enhance the amenity of the area.

Council is required, pursuant to Section 259 of the Local Government Act 1999 to prepare and adopt a policy for the operation of its order making powers. This policy is subject to public consultation, review and evaluation.

This policy will apply to the matters set out in the Local Government Act 1999, sections 216, 217, 218 and 254 which empowers council to order a person to do or refrain from doing a certain thing and section 299 which empowers council to intervene on behalf of neighbouring property owners or occupiers to require vegetation to be cut back or removed. This policy does not apply to other circumstances provided for in the Local Government Act 1999 and other South Australian statutes, which specifically empower council to make orders, when appropriate and as the need arises.

2. SCOPE

This policy applies to staff who have been delegated as Authorised Officers under Section 260/261 of the Local Government Act working in the Yorke Peninsula Council region.

3. DEFINITIONS

Amenity	means any quality, condition or factor that makes or contributes to making the locality harmonious, pleasant or enjoyable (Development Act 1993)
---------	--

4. POLICY STATEMENT

Council has a role in the administration of the requirements of section 216, 217, 218, 254 and 299 of the Local Government Act taking into consideration equity, procedural fairness, natural justice, regulation and enforcement, timeliness and promptness.

Council will ensure that each case, for the possible use of the order making powers, is considered on its merits.

Issues including, but not limited to:

- risk management
- community health and safety
- maintenance of amenity
- extent of impact
- urgency and severity of the issue
- protection of the environment

will be taken into consideration in the application of this policy.

4.1 Leadership

Council will educate the community as to the requirements under the relevant legislation.

Council will support the community (individuals and groups) in maintaining the amenity, safety and health of the area.

Council will collate, prepare and distribute information in regard to the circumstances under which council will exercise its order making powers.

4.2 Advocate

Council will act as an advocate for legislative and policy amendments, which serve to promote amenity, health and safety within the region.

Council will consult with and where required, act as advocate for the community where inappropriate actions and activities adversely affect or impact upon the health, safety or amenity of the community.

4.3 Regulator

4.3.1 Council is responsible for ensuring that correct procedures are used when issuing orders under sections 216, 217, 218 and 254 of the Local Government Act 1999. The matters to which this policy applies are set out below. The matters are stated in general terms.

The following incorporates a list of those matters for which council will exercise its order making powers under sections 216, 217, 218 and 254 of the Local Government Act 1999.

4.3.1.1 Power to order owner of a private road to carry out specified roadwork – S216

4.3.1.2 Power to order owner of infrastructure on road to carry out specified maintenance or repair work – S217

4.3.1.3 Power to require owner of adjoining land to carry out specified work – S218

4.3.1.4 Unightly condition of land – S254

To take action considered by the council to be necessary to ameliorate an unsightly condition.

4.3.1.5 Hazards on lands adjoining a public place – S254

to fence, empty, drain, fill or cover land (including land on which there is a building or other structure)

to remove overgrown vegetation, cut back overhanging branches or to remove a tree

to remove or modify a flag or banner, a flag pole or sign, or similar object or structure that intrudes into a public place

where the public place is a road – to take action necessary to protect the road or to remove a hazard to road users.

4.3.1.6 Animals that may cause a nuisance or hazard – S254

To do or refrain from doing the thing specified in order to abate a nuisance or a hazard to health or safety associated with a live or dead animal or animals, or otherwise to deal with an animal or animals.

4.3.1.7 Inappropriate use of vehicle – S254

To refrain from using a caravan or vehicle as a place of habitation.

Further details regarding the above provisions are contained in sections 216, 218 and 254 of the Local Government Act 1999.

4.3.2 Council may also exercise powers under section 299 of the Local Government Act 1999, upon application by an owner or occupier of land, to issue an order requiring the owner or occupier of adjoining land to remove or cut back encroaching vegetation.

As a matter of policy, council will not exercise its discretionary power to issue an order under such circumstances, other than in relation to council land which is not a 'public place' as defined under the Local Government Act 1999, and views such issues as a civil matter for negotiation between the relevant property owners/occupiers (note that the power in relation to a 'public place' is covered by section 254 of the Local Government Act 1999).

4.4 Service provision

Council will recognise the diversity of local communities and individuals attitudes within the region and will reflect this in a flexible and educative approach to the administering of the relevant legislation.

Council will resource the capacity to exercise its order making powers having regard to community expectations, priorities for competing resources and the relative urgency and importance of the matter.

5. COMPLAINTS

Complaints about the contents of this policy can be made in writing to the Chief Executive Officer and will be managed in accordance with PO147 Complaints Policy.

6. REVIEW

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

7. TRAINING

Employees will be trained to manage complaints efficiently and effectively, and provided with a level of delegated authority appropriate for the nature of complaints they are expected to resolve.

Training needs will also be identified through the performance review and audit processes. Training will also occur and as necessary in response to changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO147 Complaints Policy

9. REFERENCES AND LEGISLATION

Local Government Act 1999

10. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Nil

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Order Making Policy	PO100	12/11/2004	08/06/2010

CHIEF EXECUTIVE OFFICER

DA/ITEM 6.1

5. NOMINATION TO CENTRAL LOCAL GOVERNMENT REGION

(File Ref: 9.24.1.1)

PURPOSE

For Council to nominate their representative to the Central Local Government Region.

RECOMMENDATION

That Council nominate Mayor Ray Agnew as the Chair of the Central Local Government Region.

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

BACKGROUND

Mayor Agnew has been the Council appointed representative since becoming the Mayor in 2006.

DISCUSSION

Mayor Agnew is currently the Chairperson of the Central Local Government Region and has been serving in that capacity for 2 terms, serving as a Deputy Chair for several years prior to becoming the Chairperson.

Mayor Agnew has indicated that he would like to continue to represent Council and the region in this manner and has sought Council endorsement for his nomination to the CLGR.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

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

- Acting Chief Executive Officer

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

- Nil

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

All costs associated with Mayor Ray Agnew's involvement as the Chair of the CLGR are payable by our Council, however reimbursement for some costs such as accommodation are claimable through CLGR.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

CLGR is a Section 43 Subsidiary of the member Councils

ATTACHMENTS

Attachment 1: Correspondence from CLGR



Central

Local Government Region of South Australia

Incorporated under provisions of the Local Government Act

To all Central Region Councils

1st July 2015

ABN: 34 728 242 315

Chairman:
Mayor Ray Agnew

Executive Officer:
Paul McNerney

Postal Address:
PO Box 168
CRYSTAL BROOK SA 5523

Telephone:

Mobile:
0409 19 55 44

Facsimile:

Email:
ceo@centralregion.sa.gov.au

Website:
www.centralregion.sa.gov.au

Member Councils:

- The Barossa
- Barunga West
- Clare & Gilbert Valleys
- Copper Coast
- Flinders Ranges
- Goyder
- Light Regional
- Mallala
- Mount Remarkable
- Northern Areas
- Orreroo/Carrieton
- Peterborough
- Port Pirie Regional
- Wakefield Regional
- Yorke Peninsula

RE: NOTICE OF AGM AND CALL FOR OFFICE BEARERS

1. NOTICE OF AGM – 21ST AUGUST 2015

Notice is hereby given that the Annual General Meeting of the Central Local Government Region of SA will be held on **Friday 21ST AUGUST 2015**, commencing 10.00am and hosted by the District Council of Peterborough.

Items for consideration by the meeting will need to be submitted to me in writing before 30th July 2015.

Agenda papers will be distributed in due course. Could you please ensure that your Council delegate and proxy delegate are made aware of these arrangements.

2. CALL FOR OFFICE BEARERS – 2015/16

The Central Local Government Region charter requires office bearers to be elected at the Annual General Meeting by and from the Board Members appointed by the Constituent Councils.

The appointees shall hold office from the Annual General Meeting at which they are elected until the next Annual General Meeting.

Accordingly, nominations from Constituent Councils for the positions of Chair and 2 x Deputy Chairs are now sought and are to be received in writing by the Executive Officer no later than 14th August 2015 - one week prior to the 2015/16 Annual General Meeting.

Nominations for the two additional board members to the Central Region Executive Committee are to be called from board members at the Annual General Meeting, after the election of the Chair and Deputy Chairs.

Following the close of nominations, a list of nominees will be immediately provided to all Councils ahead of appointment at the AGM.

Should you have any queries regarding the forthcoming AGM please contact me by email: ceo@centralregion.sa.gov.au or phone: 0409 19 55 44

Regards

Paul McNerney
Interim Executive Officer
Yorke Peninsula Council
Council Agenda
Wednesday 8th July 2015

DIRECTOR CORPORATE & COMMUNITY SERVICES

DA/ITEM 6.2

1. 2015-2016 ANNUAL BUSINESS PLAN

(File Ref: 9.24.1.1)

PURPOSE

As outlined in the legislative requirements set out in the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011, the 2015-2016 Annual Business Plan has been finalised (copy provided under separate cover) and is presented for endorsement by Council.

RECOMMENDATION

That pursuant to section 123(6) of the Local Government Act 1999 and regulation 6 of the Local Government (Financial Management) Regulations 2011 and having considered all submissions received, the Annual Business Plan for 2015-2016 be adopted.

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

Council received the Draft Annual Business Plan at the May Council meeting and subsequently put out to public consultation with all feedback from the community presented to Councillors at the June Council meeting.

DISCUSSION

As reported at the June 2015 Council meeting, the public consultation for the draft Annual Business Plan was completed.

The document has been updated to reflect the rating option endorsed at the June Council meeting and recommended financial adjustments endorsed by Council at the June 2015 meeting and references to the document being a draft have been removed.

COMMUNITY ENGAGEMENT PLAN

Level 2, Consult

- Website
- Public Notice
- Ability to appear before Council

Copies of the Annual Business Plan 2015-2016 are available to the community on Council's web site or from any Council office.

Level 1, Inform

- Public Notice - In accordance with S123 (9) of the Local Government Act 1999, all ratepayers will be provided with a summary of the Annual Business Plan in the next rates notice and copies of the plan will be available at all Council offices.

CONSULTATION PROCESS

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

- Corporate Management Team
- Manager Financial Services
- Managers and other key staff

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

- Community via Council's website
- Local community via public notices in the Country Times
- Letter to Progress Associations

POLICY IMPLICATIONS

The annual budget contained in the Annual Business Plan complies with the requirement for an Adopted Budget as defined by Policy PO142 Budget Reporting & Amendment Policy.

BUDGET AND RESOURCE IMPLICATIONS

Adoption of Council's Annual Business Plan 2015-2016 also endorses Council's Operating and Capital Budgets for the 2015-2016 financial year.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

The Annual Business Plan sets out Council's objectives for the next twelve months and how these objectives and activities link to Council's Strategic Plan.

It provides Council with a clear mechanism to reach its short term goals and reduces the risk of exposure that exists in failing to meet strategic objectives.

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

The Annual Business Plan 2015-2016 will, as is the case each year, be provided to Councillors under separate cover once updated to reflect the Valuer-General's final report which will not be received until Monday 6th July 2015. No material changes have been made to the Draft Annual Business Plan 2015-2016 previously presented to Council.

DIRECTOR CORPROATE AND COMMUNITY SERVICES

DA/ITEM 6.2

2. FORMAL ADOPTION OF BUDGET, VALUATIONS AND RATES FOR 2015-2016 **(FINAL)** (File Ref: 9.24.1.1)

PURPOSE

To seek formal adoption by Council of the Budget, Valuations and Rates for 2015-2016. Due to ongoing updates to valuations, final valuations and rates in the dollar figures will be provided at the Council meeting.

RECOMMENDATION

1. Adoption of Budget

That pursuant to section 123(7) of the Local Government Act 1999 and regulation 7 of the Local Government (Financial Management) Regulations 2011 and having determined the budget to be consistent with the adopted Annual Business Plan and in respect of the financial year ending 30 June, 2016 -

The budget for that year as laid before Council at this meeting, which consists of –

- 1.1 budgeted Uniform Presentation of Finances; and;
- 1.2 budgeted Statement of Comprehensive Income; and
- 1.3 budgeted Balance Sheet; and
- 1.4 budgeted Statement of Changes in Equity; and
- 1.5 budgeted Cash Flow Statements; and
- 1.6 budgeted Financial Indicators

be adopted, such budget involving an amount of \$15,409,300 to be raised from the general rates.

2. Adoption of Valuations

That pursuant to section 167(2)(a) of the Local Government Act 1999, the most recent valuations of the Valuer-General available to the Council of the Capital Value of land within the Council's area, be adopted for rating purposes for the financial year ending 30 June 2016, totalling \$x,xxx,xxx,xxx, comprising \$xxx,xxx,xxx in respect of non-rateable land and \$x,xxx,xxx,xxx in respect of rateable land.

3. Determination of basis for differential rates

That pursuant to Section 156(1)(a) of the Local Government Act 1999, the Council determines that the basis for differential rates on land within its area shall be according to the attribution of land uses, in accordance with Regulation 14 of the Local Government (General) Regulations 2013.

4. Declaration of General Rates

4.1 That pursuant to Sections 152(1)(c), 153(1)(b) and 156(1)(a) of the Local Government Act 1999, and in order to raise the amount of \$15,409,300, a fixed charge is imposed and differential general rates are declared for the financial year ending 30 June 2016, on rateable land as follows:

4.1.1 on rateable land of category (g) use (primary production) in the area of the Council, a rate of 0.xxxx cents in the dollar of capital value of such land; and

4.1.2 on all other rateable land within the Council area, a rate of 0.xxxx cents in the dollar of the capital value of such land; and

4.1.3 the fixed charge component of the general rate is \$400.00

4.2 That pursuant to Section 153(3) of the Local Government Act 1999, Council will not fix a maximum increase in the general rates charged on the principal place of residence of a principal ratepayer.

5. Service Charges

5.1 Community Wastewater Management Systems Service Charges

That pursuant to Section 155 of the Local Government Act 1999, service charges are imposed for the financial year ending 30 June 2016 (in accordance with the CWMS Property Units Code as provided at Regulation 12 of the Local Government [General] Regulations 2013) as follows on each assessment of rateable and non-rateable land in the following areas to which land the Council makes available a Community Wastewater Management System:

Maitland and Tiddy Widdy Beach Areas	Occupied Land: \$460.00 per unit
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Ardrossan, Balgowan, Black Point, Edithburgh, Point Turton, Port Vincent, Port Victoria, Stansbury, Sultana Point and Yorketown areas	Occupied Land: \$460.00 per unit Vacant Land: \$350.00
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Bluff Beach, Chinaman Wells, Foul Bay, Port Julia, Hardwicke Bay and Rogues Point area	All land: \$460.00 per unit
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and that in recognition of the additional costs incurred by the property owners of Assessment Numbers 200634, 200642, 200667, 200683, 200691, 202226, 202234 and 202242 due to the requirements to install and maintain a pumping facility and/or due to the provision of an Advanced Wastewater Treatment System a rebate of 50% of the Community Wastewater Management System charge payable be provided pursuant to Section 166(1)(m)(ii) of the Act.

5.2 Water Supply Schemes Service Charges

That pursuant to Section 155 of the Local Government Act 1999, service charges are imposed for the financial year ending 30 June 2016 as follows on each assessment of rateable and non-rateable land in the following area to which land the Council provides or make available a water supply service;

Balgowan area	\$160.00
Black Point area	\$180.00
Hardwicke Bay area	\$180.00

5.3 Waste Collection and Recycling Service Charges

That pursuant to Section 155 of the Local Government Act 1999, the Council imposes an annual service charge for the year ending 30 June 2016 upon both rateable and non-rateable land to which it provides the prescribed service of waste collection (the Waste Collection and Recycling Service) which is based upon the nature and level of usage of the service and is imposed as follows:-

\$240.00 for a two (2) bin service and
\$260.00 for a three (3) bin service.

6. Declaration of Separate Rates

That pursuant to Section 95 of the Natural Resources Management Act 2004, and section 154 of the Local Government Act 1999 and for the financial year ending 30 June 2016, a separate rate of 0.0xxxx cents in the dollar is declared on all rateable land in the area of the Council to raise the amount of \$xxx,xxx payable to the Northern and Yorke Natural Resources Management Board.

7. Payment

- 7.1 That all rates (general and separate) and service charges are payable in four equal or approximately equal instalments in the Months of September and December 2015, and March and June 2016 (unless otherwise agreed with the Principal Ratepayer) and pursuant to Section 44 of the Local Government Act 1999, the Chief Executive Office is delegated authority to fix the dates by which rates must be paid; and
- 7.2 That pursuant to Section 44 of the Local Government Act 1999, the Chief Executive Officer is delegated the power in Section 181(4)(b) of the Local Government Act 1999, to enter into agreements with ratepayers relating to the payment if rates in any case of hardship or financial difficulty.

LINK TO STRATEGIC PLAN

Key Theme/s:	Sustainable Communities
	1. Sustainable Infrastructure
	3. Our Economy
Strategic Goal/s:	1.1 Provide infrastructure assets that are sustainable and safe
	3.1 Sustainable economic growth
Key Theme/s:	Corporate Governance and Leadership
Strategic Goal/s:	1. Progressive Communities through Strategic Planning
	1.1 Strong, proactive leadership
	2. Organisational Efficiency and Resource Management
	2.1 Financially sustainable organisation
Key Theme/s:	Community Engagement
Strategic Goal/s:	2. Sense of Ownership
	2.1 Our communities are well informed

BACKGROUND

Council have previously considered a number of possible rating options for the 2015/2016 year and at its Council meeting of 10/6/2015, Council endorsed option two, of the options provided at that meeting as the endorsed rating option. This report formally adopts the Budget, Valuations and Rates for 2015/2016 rating year.

DISCUSSION

The budget, property valuations, rates and service charges for 2015/2016, following adoption of the Annual Business Plan, may now be adopted and declared.

As forecast in the Proposed General Rates for 2015/2016 report to Council in June, further valuation updates have been received from the State Valuation Office resulting in an increase of approximately \$3,236,500 to the total rateable valuation (\$5,391,277,202) predominately due to a small increase in capital values for residential land use. The majority of this can be attributed to newly completed houses and improvements increasing the values.

As a result of the minor changes to the rateable valuations, the recommended rate-in-the-dollar for primary production use is expected to remain the amount (as per the preferred rating option endorsed by Council at the June Council meeting) of \$0.001689. The actual final rate-in-the-dollar will be provided for insertion into Item 4.1.1 of this reports recommendation at the meeting.

Similarly, the recommended rate-in-the-dollar for the other eight land uses is suggested to be decreased from \$0.002278 to approximately \$0.002274, due to this increase in capital values. This actual appropriate rate-in-the-dollar will be provided for insertion into item 4.1.2 of this report's Recommendation at the meeting.

The resultant total amount of General Rates generated will still be approximately \$15,409,300, an increase of 6.05% on the amount of General Rates raised in 2014/2015.

Updated schedules of valuation and rating details (in the same format as the schedules that were included in the Proposed General Rates for 2015/2016 report to Council in June) are available upon request.

The recommendation in this report comprises the formal motions required to adopt the annual budget, adopt the property valuations and declare the rates and service charges.

As in previous years, a separate motion is recommended (by Council's solicitors) for each section. Therefore this will require seven separate motions.

COMMUNITY ENGAGEMENT PLAN

Level 2, Consult

- Website
- Public Notice

The draft 2015/2016 Annual Business Plan was released to public consultation on 14/5/2015 following endorsement of that action at its meeting held on 13/5/2015. The public consultation period was advertised in the Yorke Peninsula Country Times and on Councils web site with copies made available on Council's website or counters at all Council offices. The closing date for comments was 3/6/2015.

Copies of submissions received were provided to Councillors.

In accordance with S123(9) of the Local Government Act 1999, all ratepayers will be provided with a summary of the Annual Business Plan in the next rates notice and copies of the plan will be available at all Council offices.

CONSULTATION PROCESS

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

- Corporate Management Team
- Manager Financial Services
- Managers and other key staff

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

- Community via Council's website
- Community via public notices in the Country Times

POLICY IMPLICATIONS

PO057 – Public Consultation Policy

PO060 – Rate Relief Policy

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

The recommendations in this report have been reviewed by Councils lawyers for legal compliance.

The resolutions are consistent with, and give authority to, the 2015/2016 budget as developed by Council and Council staff in consideration of financial and other relevant risk management considerations.

Local Government Act 1999

Local Government (General) Regulations 2013

Natural Resources Management Act 2004

ATTACHMENTS

Attachment 1: Uniform Presentation of Finances

Attachment 2: Statement of Comprehensive Income

Attachment 3: Balance Sheet

Attachment 4: Statement of Changes in Equity

Attachment 5: Cash Flow Statements

Attachment 6: Financial Indicators

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

3. REQUEST FOR EXEMPTION UNDER POLICY PO072

(File Ref: 9.24.1.1)

PURPOSE

To seek Council approval for an exemption under clause 4.7 of PO072 Disposal of Land and Other Assets to allow transfer, for nil consideration, five vehicles purchased for the use of YPCTS Inc.

RECOMMENDATION

That Council approve an exemption under clause 4.7 of PO072 Disposal of Land and Other Assets to enable the transfer of five vehicles to YPCTS Inc. for nil consideration effective 1st July 2015.

LINK TO STRATEGIC PLAN

Strategic Plan

Key Theme:

Corporate Governance and Leadership

2. Organisational Efficiency and Resource Management

Strategic Goal:

2.4 Effective Risk Management

BACKGROUND

Yorke Peninsula Council (YPC) has been the auspice body for YPCTS Inc. in various forms since amalgamation in 1997. As part of its auspice service over the past 14 years, Council has managed all financial transactions and reporting and all staff management services for YPCTS Inc. at no charge. Council has also provided, under a service agreement with YPCTS, an annual amount of \$50,000 p.a. towards replacement (\$40,000) and running costs (\$10,000) of the 5 vehicles utilised in providing community transport services to the Yorke Peninsula Council area together with an annual contribution towards normal administration expenses of YPCTS.

At the end of the 2013/2014 financial year, it was pointed out by Council's auditors, Dean Newbery & Partners, that YPCTS had reached a level of annual income exceeding \$500,000 which, under the Associations Act, deems YPCTS to be a "Prescribed Association. As a consequence, the Act requires YPCTS to separate financially from Council's general ledger and to produce independently audited financial reports.

DISCUSSION

The Board of YPCTS Inc. considered all relevant information and made a decision to separate totally from YPC, not only financially but in all areas including IT support and all employee and volunteer services previously controlled directly by YPC..

Council staff considered the risks associated with providing vehicles now to be driven by volunteers no longer associated with, or under the control of, Council, and the inherent

risk such an arrangement would create with respect to liability, responsibility and appropriate insurances.

As part of this process, an opinion was sought from Council's external auditors, Dean Newbery & Partners, and Council's insurers, Local Government Risk Services, on the implications of continuing with provision of vehicles under these altered arrangements.

With regard to insurance, volunteers not inducted by and under Council's care and control cannot be insured for journey or accident insurance. Vehicle insurance would be available but would require a strict adherence to protocols developed by Council and applicable to YPCTS Inc. All volunteers would require authorisation from Council to drive the provided vehicles. These protocols have not been developed, and in any event there remains a risk liability if such protocols are breached, whether with or without Council's knowledge.

Following consultation with Council's auditors it is considered that the "least risk" option for both parties going forward would be for Council to transfer ownership of the five vehicles in question for nil consideration and for Council to provide annually, by way of a monetary contribution, an amount agreed upon for vehicle provision with this amount clearly identified in any future service agreement.

Council Policy PO072 Disposal of Land and Other Assets contains an exemption under clause 4.7 that allows Council to dispose of an asset by methods other than a tender process where it will bring the best outcome for Council. The exemption requires approval from the Elected Members to ensure the reason for exemption is recorded. Accordingly, it is recommended that Council consider transfer of the five vehicles in question to YPCTS Inc. for nil consideration to ensure that risk or liabilities associated with the provision of these vehicles is mitigated.

Clause 4.7 of PO072 Disposal of Land and Other Assets reads:

"4.7 Exemptions from this policy

This Policy contains general guidelines to be followed by the Council in its disposal activities. There may be emergencies, or disposals in which a tender process will not necessarily deliver best outcome for the Council, and other market approaches may be more appropriate. In certain circumstances, the Council may, after approval from its Elected Members, waive application of this Policy and pursue a method which will bring the best outcome for the Council. The Council must record its reasons in writing for waiving application of this Policy. "

COMMUNITY ENGAGEMENT PLAN

Level 1 – Inform via public notice on the web site.

CONSULTATION PROCESS

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

- Manager Financial Services
- Director Corporate & Community Services
- Financial Accountant (insurance officer)

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

- Local Government Risk Services
- Dean Newbery & Partners

POLICY IMPLICATIONS

PO072 Disposal of Land and Other Assets

BUDGET AND RESOURCE IMPLICATIONS

Council will be required to account for the written down value of these vehicles as a loss on disposal at 30 June 2015 should this recommendation be endorsed by Council.

All contributions by Council to YPCTS Inc. services for the 2015/2016 financial year have been included in the 2015/2016 budget. It is not expected that this recommendation will adversely impact those provisions.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

There is an inherent risk associated with council's inability to control the use of the vehicles by volunteers not under Council's care and control. While provision of a document outlining the protocols to be adhered to will provide a level of cover, this will not guarantee nil liability to Council in the future.

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

Nil

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

4. ESCOSA REPORTING REQUIREMENTS AND POLICIES

(File Ref: 9.24.1.1)

PURPOSE

For Council to endorse and adopt required policies under the Water industry Act 2012 as requested by the Essential Services Commission of South Australia (ESCOSA).

RECOMMENDATION

That Council:

1. endorse and adopt PO018 Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers as presented for inclusion in Council's policy manual and on Council's website.
2. endorse and adopt the updated PO147 Complaints Policy as presented for inclusion in Council's policy manual and on Council's website.

LINK TO STRATEGIC PLAN

Key Theme: Corporate Governance and Leadership
2. Organisational Efficiency and Resource Management
Strategic Goal: 2.1 Financially Sustainable Organisation

BACKGROUND

The Essential Services Commission of South Australia (ESCOSA) was established as the reporting body for water retailers under the Water Industry Act 2012. Regulatory reporting requirements were introduced and Council conducted its first round of reporting in November 2014.

DISCUSSION

The Annual Compliance Report provided following the first regulatory reporting period advised it was a requirement under the Water Industry Act 2012 and associated regulations that Council formally endorse and adopt the Minister for Communities and Social Inclusion's Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers (attachment 1).

The reporting regulations also required inclusion of one paragraph specific to water retail customers in our current Complaints Policy, and a number of legislation references. Accordingly, this has been updated and is presented with tracked changes (attachment 2).

COMMUNITY ENGAGEMENT PLAN

Level 1 - Inform

CONSULTATION PROCESS

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

- Manager Financial Services
- Financial Accountant
- Infrastructure Coordinator
- Governance Officer

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

- Essential Services Commission of South Australia

POLICY IMPLICATIONS

Water Services Customer Charter IS126

Water Services Customer Contract

Complaints Policy PO147

BUDGET AND RESOURCE IMPLICATIONS

Not Applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Ensuring compliance with legislation under the Water Industry Act 2012

ATTACHMENTS

Attachment 1: Draft PO018 Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers.

Attachment 2: Draft PO147 Complaints Policy



COUNCIL POLICY

Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers

Policy Number:	POxxx		
Strategic Plan Objective	Corporate Governance and Leadership 2. Organisational Efficiency and Resource Management 2.1 Financially Sustainable Organisation		
Policy Owner:	Director Corporate & Community Services	File Number:	
Responsible Officer:	Manager Financial Services	Minute Reference:	
Date Adopted:		Next Review Date:	

1. POLICY OBJECTIVES

1.1 Yorke Peninsula Council is committed to assisting **residential customers** of **water** and **sewerage services**, who are experiencing **financial hardship**, to manage their payments in a manner that best suits the **customer**, and ensuring they remain connected to a **retail service**.

1.2 The purpose of this **policy** is to identify **residential customers** who are experiencing payment difficulties due to **hardship**, and assist those **customers** to better manage their bills on an ongoing basis.

1.3 This **policy** sets out:

- processes to identify **residential customers** experiencing payment difficulties due to **hardship**, including identification by us, self-identification by a **residential customer**, identification by an **accredited financial counsellor**, or welfare agency, and
- an outline of a range of processes or programs that **we** will use, or apply, to assist **our customers** who have been identified as experiencing payment difficulties.

1.4 This policy is based on the customer hardship policy for minor and intermediate retailers, made by the Minister for Communities and Social Inclusion, pursuant to section 37 of the Water Industry Act 2012, under a delegation by the Minister for Water and the River Murray, without modification.

2. SCOPE

This Policy applies to all residential customers of water and sewerage services seeking deferment of payment for reasons of hardship.

3. DEFINITIONS

Accredited Financial Counsellor	in South Australia, accredited financial counsellor means a person who holds a Diploma of Community Services (Financial Counselling), and who has worked at least 12 months as a financial counsellor under the supervision of the South Australian Financial Counsellors Association
Connection	means an agreed point of supply at which a customer receives a retail service from a supplier
Consumer	means a person supplied with retail services as a consumer or user of those services (as defined in the <i>Water Industry Act 2012</i>) (<i>Note: you may be a consumer by virtue of being a council ratepayer</i>)
Customer	<p>means a person who owns land in relation to which a retail service is provided and includes:</p> <ul style="list-style-type: none"> – where the context requires, a person seeking the provision of a retail service, and – in prescribed circumstances, a person supplied with retail services as a consumer or user of those services (without limiting the application of this definition to owners of land), and – a person of a class declared by the regulations to be customers <p>(as defined in the <i>Water Industry Act 2012</i>) (<i>Note: you may be a customer by virtue of being a council ratepayer</i>)</p>
Customer Hardship Policy	means this policy for minor and intermediate retailers , that has been adopted by Yorke Peninsula Council, in accordance with section 37 of the <i>Water Industry Act 2012</i>
Financial Counsellor	means accredited financial counsellor
Financial Hardship	means a circumstance of experiencing a lack of financial means, that may be either ongoing or temporary, but does not include

	circumstances where a person chooses not to meet a liability for an unpaid debt
Hardship	means financial hardship
Hardship Customer	means a residential customer who has been identified under, accepted into, or is eligible for assistance under our hardship program
Hardship Program	means an agreement between us and a hardship customer for payment of outstanding sums due for retail services
Intermediate Retailer	means a retailer that provides retail services to more than 500 but less than 50000 connections
Minor Retailer	means a retailer that provides retail services to less than 500 connections
Our, Us, We	means Yorke Peninsula Council
Regulations	means regulations under the <i>Water Industry Act 2012</i>
Residential Customer	means a customer or consumer who is supplied with retail services for use at residential premises (as defined in the <i>Water Industry Act 2012</i>) (<i>Note: you may be a residential customer by virtue of being a council ratepayer</i>)
Retail Service	<p>means a service constituted by:</p> <p>the sale and supply of water to a person for use (and not for resale other than in prescribed circumstances (if any)) where the water is to be conveyed by a reticulated system, or</p> <p>the sale and supply of sewerage services for the removal of sewage (<i>including but not limited to community wastewater management systems</i>)</p> <p>(even if the service is not actually used) but does not include any service, or any service of a class, excluded from the ambit of this definition by the regulations (as defined in the <i>Water Industry Act 2012</i>).</p>
Retailer	means the holder of a licence issued by the

	Essential Services Commission of South Australia under the <i>Water Industry Act 2012</i>
Sewage	includes any form of waste that may be appropriately removed or dealt with through the use of a sewerage service (as defined in the <i>Water Industry Act 2012</i>)
Sewerage service	means: a service constituted by the collection, storage, treatment or conveyance of sewage through the use of a reticulated system, or any other service, or any service of a class, brought within the ambit of this definition by the regulations (as defined in the <i>Water Industry Act 2012</i>) (Note: sewerage service includes but not limited to community wastewater management systems)
Water	includes rainwater, stormwater, desalinated water, recycled water and water that may include any material or impurities, but does not include sewage (as defined in the <i>Water Industry Act 2012</i>)
Water Service	means: a service constituted by the collection, storage, production, treatment, conveyance, reticulation or supply of water , or any other service, or any service of a class, brought within the ambit of this definition by the regulations . (as defined in the <i>Water Industry Act 2012</i>)

4. POLICY STATEMENT

4.1 Retail services provided by Councils

4.1.1 Council rates are made up of **retail services** (as defined in this policy) and non-retail services, for example refuse collection.

4.1.2 If you are a **residential customer** in receipt of a **retail service** provided by a council and you are experiencing **financial hardship**, then only the **retail service** element of the council rates will be subject to the terms of this **hardship** policy. All or any other sums that are due to the council for non-retail services may be dealt with under the council's existing **hardship** policies. The council may exercise its discretion to apply this hardship policy to other sums due.

4.2 Payment plans

4.2.1 Our payment plan for a **hardship customer** will be established having regard to:

- the **customer's** capacity to pay and current financial situation
- any arrears owing by the **customer**, and
- the **customer's** expected usage needs over the following 12 month period.

4.2.2 The payment plan will also include an offer for the **hardship customer** to pay for their **retail services** in advance or in arrears by instalment payments at a frequency agreed with the **customer** (e.g. weekly, fortnightly, monthly or as otherwise agreed with the **customer**).

4.2.3 Where a payment plan is offered to a **hardship customer**, **we** will inform the **customer** in writing, within 10 business days of an agreement being reached, of:

- the duration of the plan
- the amount of each instalment payable under the plan, the frequency of instalments and the date by which each instalment must be paid
- if the **customer** is in arrears – the number of instalments to pay the arrears, and
- if the **customer** is to pay in advance – the basis on which instalments are calculated.

4.2.4 **We** will waive any fees for late payment of a bill for a **hardship customer**.

4.2.5 Where a **hardship customer** is seeking assistance in accordance with this **policy**, but has failed to fulfil their obligations under an existing hardship arrangement, **we** will require them to sign up for direct debit deductions or Centrepay (where available).

4.3 Debt recovery

4.3.1 **We** will suspend debt recovery processes while negotiating a suitable payment arrangement with a **hardship customer**.

4.3.2 **We** will not engage in legal action or commence proceedings for the recovery of a debt relating to a **retail service** for a **hardship customer** if:

- the **customer** has agreed to a payment arrangement and continues to adhere to the terms of that arrangement, or
- **we** have failed to comply with the requirements of this **customer hardship policy**.

4.4 Rights of residential customers experiencing financial hardship

4.4.1 Every **residential customer** experiencing **financial hardship** has the right to:

- Be treated respectfully on a case-by-case basis, and have their circumstances kept confidential.
- Receive information about alternative payment arrangements, this **customer hardship policy**, and government concessions, rebates, grants and assistance programs.
- Negotiate an amount they can afford to pay on a payment plan or other payment arrangement.
- Consider various payment methods, and receive written confirmation of the agreed payment arrangement within 10 business days.
- Renegotiate their payment arrangement if there is a change in their circumstances.
- Receive information about free and independent, **accredited financial counselling services**.
- Receive a language interpreter service at no cost to the customer.
- Be shielded from legal action and additional debt recovery costs, whilst they continue to make payments according to an agreed payment arrangement.
- Not have **retail services** restricted or disconnected as long as they have agreed to a payment arrangement and continue to make payments according to an agreed plan.

4.5 General provisions

4.5.1 **We** will ensure **residential customers** have equitable access to this **customer hardship policy**, and that this **policy** is applied consistently.

4.5.2 **We** will ensure appropriate training of staff dealing with **residential customers in hardship** to enable them to treat **customers** with respect and without making value judgements. Training will also assist staff in the early identification of **hardship customers**, with establishing payment plans based on a **hardship customer's** capacity to pay, and include processes for referral to an **accredited financial counsellor** or welfare agency for assistance.

4.5.3 This **customer hardship policy** is available on **our** website: www.yorke.sa.gov.au.

4.5.4 **We** will also make a copy of this **policy** available to a **customer**, upon request, and at no charge to the **customer**, as soon as practicable following a request to do so.

4.5.5 This **customer hardship policy** does not limit or prevent **us** from waiving any fee, charge or amount of arrears for the provision of **retail services** to **customers** who are experiencing **financial hardship**.

4.6 Confidentiality

4.6.1 Any information disclosed by a **customer** is confidential and will not be used for any purpose other than the assessment of an application for assistance.

5. COMPLAINTS

Details of **our** customer complaints and dispute resolution process are available at **our** website: www.yorke.sa.gov.au. **We** will also make a copy of this process available to a **residential customer**, upon request, and at no charge to the **customer**.

A **residential customer** experiencing **hardship** has a right to have any complaint heard and addressed by **us**, and in the event that their complaint cannot be resolved, the right to escalate their complaint to the external dispute resolution body approved by the Essential Services Commission of South Australia.

6. REVIEW

This policy will be reviewed every five (5) years or as required by the Essential Services Commission of South Australia under the Water Regulations Act 2012.

7. TRAINING

Relevant employees with delegated authority to consider requests will be trained to manage requests efficiently and effectively.

Training needs will be identified through performance review and audit processes. Training will also occur as necessary in response to changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

Water Services Customer Charter IS126
Water Services Customer Contract
Complaints Policy PO147

9. REFERENCES AND LEGISLATION

Local Government Act 1999
Water Industry Act 2012
Water Industry Regulations 2012
Water Retail Code – Minor and Intermediate Retailers
Water Industry Guideline No. 2 (WG2/01)

10. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate & Community Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed



COUNCIL POLICY

Complaints

Policy Number:	PO147		
Strategic Plan Objective	Meet all legislative and compliance responsibilities		
Policy Owner:	Chief Executive Officer	File Number:	9.63.1
Responsible Officer:	Governance Officer	Minute Reference:	023/2013(13/02/2013)
Date Adopted:	13 th February 2013	Next Review Date:	February 2015

1. POLICY OBJECTIVES

Council is committed to providing a quality service to its customers and regards complaints as an opportunity to improve practices and processes as well as resolving issues.

The aim of this policy is to provide a fair, consistent and structured process for Council's customers if they are dissatisfied with a Council action, decision or service.

Emphasis is placed on resolving complaints as quickly as possible. Where complaints cannot be settled in the first instance, Council will ensure that they are dealt with through appropriate, more formal processes and by staff with the appropriate authority to make decisions.

2. SCOPE

2.1 This policy applies:

- i) where Council has failed to meet the normal standards for a service which has been, or should have been delivered;
- ii) to all employees of the Yorke Peninsula Council undertaking work for/on behalf of Council.

2.2 Complaints about matters that are not Council's responsibility, such as disputes between neighbours, civil liability matters and matters already being dealt with through the Court process, will not be handled under this policy.

3. DEFINITIONS

Definitions are provided in Attachment 1.

4. POLICY STATEMENT

Council welcomes complaints as a way of improving its services and programs as well as providing an opportunity to put things right.

All complaints received by Council will be treated seriously and complainants will be treated courteously.

There are five fundamental principles that underpin Council's approach to handling complaints:

- Fairness: treating complainants fairly with impartiality, confidentiality and transparency at all stages of the process;
- Accessibility: ensuring broad public awareness about Council's policy and a range of contact options;

- Responsiveness: ensuring that sufficient resources and well trained staff are provided and that systems are reviewed for improvement;
- Efficiency: complaints will be resolved as quickly as possible, while ensuring that they are dealt with at a level that reflects their complexity;
- Integration of different areas of Council where the complaint overlaps functional responsibilities.

This policy and information about how to lodge a complaint is available by clicking on the “~~Complaints, Compliments and Suggestions~~customer Complaints” link on the front page of Council’s website, or via any Council office.

4.1 The Complaint Process

Council requires that all complaints are submitted in writing. A person can make a complaint in a number of ways:

- Complete the appropriate form on Council’s website;
- Email;
- Letter;
- Fax;
- Visit a Council customer service office.

The following steps will be followed by staff to ensure complaints are dealt with efficiently and effectively:

- Acknowledge complaints promptly;
- Assess the complaint - simple problems may not need to be investigated;
- Plan the investigation where one is warranted;
- Investigate the complaint;
- Respond to the complainant with a clear decision;
- Follow up any customer service concerns;
- Consider and manage any process and/or personnel issues which may need correction.

Wherever possible complaints will be resolved when first reported, but if necessary officers will escalate complaint handling as set out below.

4.2 Three Tiered Scheme

Complaints may vary greatly in their level of complexity and seriousness. To assist with determining and managing complaints, Council have categorised complaints into a three tiered scheme.

Level 1 - Immediate response to resolve the complaint

All staff are authorised to handle complaints in the first instance, wherever possible. All attempts will be made to deal with complaints promptly at the initial point of contact at the appropriate officer level.

Level 2 - Complaint escalated to a more senior officer

A complaint will be directed to a more senior officer in the Council, where circumstances indicate that the complaint would be more appropriately handled at a higher level. This can include, where an officer has been involved in the matter that is the subject of the complaint, where the complaint is about an issue that requires a decision to be made at a more senior level, or where a complaint concerns a matter that ranges across more than one Council work area.

Level 3 - Internal review of a Council decision by statutory process

Internal review of a Council decision is available under section 270 of the *Local Government Act 1999*. This is a process established by legislation that enables the

Chief Executive Officer (CEO) to reconsider all the evidence relied on to make a decision, including new evidence if relevant. This process, as set out in Council's Internal Review of Council Decisions Policy, is a last resort in the complaint handling process, but may also be used in situations which are not able to be resolved by other means, such as a complaint about a decision of the CEO.

With the exception of Level 1 responses Council will ensure, wherever possible, that complaints are handled independently of the original decision-maker/officer involved in the matter that is the subject of the complaint.

4.3 Timeframes

Council will respond within ten business days, acknowledging receipt of the complaint and, where possible, resolving it at that time. If a resolution is not possible complainants will be advised of the likely timeframe required to investigate and resolve a complaint and regularly updated as to progress where necessary.

4.4 Remedies

Where complaints are found to be justified Council will, where reasonably practicable, remedy the situation in a manner which is consistent and fair for both Council and complainants. The solution chosen will be proportionate and appropriate to the circumstances.

As a general principle the complainant should, so far as possible, be put in the position he or she would have been in, had things not gone wrong. This may mean providing the desired service or changing a decision. Sometimes, however, it may only be possible to offer an apology.

Compensation may only be offered in cases where the loss or suffering is considered substantial. The CEO is the only representative authorised to offer financial compensation and must consult with the Local Government Association Mutual Liability Scheme before doing so, in relation to all civil liability matters.

4.5 Alternative Remedies

Council may seek to use alternative dispute resolution methods, such as mediation, to resolve a complaint in circumstances where the CEO or his/her delegate, deems that this is the appropriate course of action and the complainant agrees. Costs and expenses relating to alternative dispute resolution methods will be shared equally between the Council and the other party.

4.6 Complainants Right to Seek Other Forms of Resolution

While Council prefers to work with its customers to resolve complaints quickly and effectively, a complainant retains the right to seek other forms of resolution, such as contacting the Ombudsman, or taking legal action at any time. As a general rule, the Ombudsman prefers a complaint to be addressed by Council in the first instance, unless this is not appropriate in the circumstances.

When advising a complainant of the outcome of a complaint investigation, Council will provide information about alternative remedies, including any rights of appeal and the right to make a complaint to an external agency such as the SA Ombudsman.

4.7 Alternative Complaint Processes

There are also other complaint processes which may apply to particular types of complaints and the complaint may be more properly dealt with by another process. This will be explained to the complainant at the outset. For example:

- Complaints against a Councillor or the Chief Executive Officer;
- Freedom of Information applications;
- Civil Liability matters;

- Insurance claims;
- Decisions made under legislation other than the *Local Government Act*, such as the *Development Act 1993* or *Expiation of Offences Act 1996*.

4.8 Privacy and Confidentiality

Complainants have a right to expect that their complaint will be investigated in private, to the extent possible. The identity of complainants will be made known only to those who need to know in the process of investigating and resolving the complaint. The complaint will not be revealed or made public by the Council, except where required by law.

All complaints lodged with Council are subject to the *Freedom of Information Act 1991* and confidentiality cannot be guaranteed under the provisions of that legislation.

4.9 Unreasonable Complainant Conduct

Occasionally the conduct of a complainant can be unreasonable and a decision may be made to apply restrictions on contact with the person. Before making any decision to restrict contact, the complainant will receive a written warning that, if the specified behaviour(s) or actions continue, restrictions may be applied.

Any decision to suspend action on a complaint will be made by the CEO or his/her delegate.

4.10 Using Complaints to Improve Service Provision

In addition to making changes to procedures and practices where appropriate, Council will review and evaluate the information gained through its complaints handling processes on an annual basis to identify systemic issues and improvements to service provision. Council will receive a report annually on the number and nature of complaints received, including the percentage of unresolved complaints.

Where appropriate, complainants will be provided with an explanation of changes proposed or made as a result of the investigation of their complaint.

4.11 Complaints About the Sale and Supply of Water and/or Wastewater Services

Essential Services Commission of South Australia (ESCOSA) have issued Council with a water retail licence for the sale and supply of water and/or wastewater services. Under the terms of the licence Council are required to comply with the Water Retail Code ("the Code"). In accordance with the terms of the Code, Council have developed a Water Services Customer Charter ("the Charter") that sets out what Council is required to do under the Code, includes information about complaints, financial hardship, translation and interpreting services and large print requirements. The Charter is available on Councils website, or via any Council office.

In addition to the requirements under clauses 1 – 4 above, Council will ensure compliance with the Regulatory Service Standards when managing complaints about the sale and supply of water and/or wastewater services.

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5. **COMPLAINTS**

Complaints about the contents of this policy can be made in writing to the Governance Officer and will be managed in accordance with the processes contained within.

6. **REVIEW**

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

7. **TRAINING**

Employees will be trained to manage complaints efficiently and effectively, and provided with a level of delegated authority appropriate for the nature of complaints they are expected to resolve.

Training needs will also be identified through the performance review and audit processes. Training will also occur and as necessary in response to changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO037 Internal review of Council Decisions Policy
 PO123 Code of Conduct for Elected Members
 PO123 Process for Managing Complaints and Breaches under the Code of Conduct for Elected Members
 PO014 Employee Code of Conduct
 PO014 Process for Managing Complaints and Breaches under the Employee Code of Conduct
 PO134 Whistleblowers Policy

9. REFERENCES AND LEGISLATION

[Local Government Act 1999](#)
[Water Industry Act 2012](#)
[Water Industry Regulations 2012](#)
[Water Retail Code – Minor and Intermediate Retailers](#)
 Australian Standard ISO 10002-2006, Customer satisfaction – Guidelines for Complaint Handling in Organisations
 Ombudsman SA VALUING COMPLAINTS – An audit of complaint handling in South Australia – November 2011
 The Commonwealth Ombudsman's Better Practice Guide to Complaint Handling 2009
 Protocol – Ombudsman Enquiry Procedure
[Water Industry Guideline No. 2 \(WG2/01\)](#)
 LGA Model Complaints Policy
[PO063 Records Management Policy](#)
[Water Services Customer Charter](#)
[Water Services Customer Contract](#)

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Governance Officer

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed

ATTACHMENT 1

DEFINITIONS

Business Day	A day when the Council is normally open for business.
Complaint	<p>For the purposes of this policy, a complaint is defined as an expression of dissatisfaction with a product or service delivered by the Council or its representatives that has failed to reach the standard stated, implied or expected. This includes complaints about a service that has been, or should have been delivered.</p> <p>It does not mean a request for service ("Customer Service Request").</p>
Council	The Yorke Peninsula Council
Employee(s)	All personnel undertaking tasks/duties for and/or on behalf of the Yorke Peninsula Council , including persons employed directly by the Council in a full time, part-time or casual basis under an employment contract, volunteers, contractors, agency personnel and work experience placements.
Feedback	Comments, both positive and negative, about services provided by Council without necessarily requiring a corrective action, change of services or formal review of a decision.
<u>Regulatory Service Standards</u>	<u>Timeframes for response to complaints as determined by ESCOSA from time to time</u>
Request for Service	An application to have Council or its representative(s) take some form of action to provide a Council service such as grading a road or fixing a footpath ("Customer Service Request").
Unreasonable Complaint Conduct	<p>Unreasonable complainant conduct is behaviour by a complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for the parties to a complaint. Examples of behaviours that can be characterised as unreasonable include:</p> <p>Unreasonable persistence</p> <ul style="list-style-type: none"> • persisting with a complaint even though it has been comprehensively considered by the organisation, and where all avenues of review have been exhausted; • reframing a complaint in an attempt to get it taken up again; • showing an inability to accept the final decision by repeatedly raising the issue after reasonable attempts have been made to provide a

ATTACHMENT 1

	<p>reasoned and rational explanation;</p> <ul style="list-style-type: none"> • persisting in interpreting the law or policy in a way that is not in accordance with generally accepted or expert views on the issue and insisting that action be taken accordingly; • persisting in wanting to know where to go next when it has been explained that there is nowhere else to go; • demanding a review because it is available but not arguing a case for a review; • making an issue out of anything; • getting gratification from the process of regular contact with the case officer, possibly including inventing unnecessary reasons for having contact. <p>Unreasonable demands</p> <ul style="list-style-type: none"> • insisting on outcomes that are unattainable (is a not-in-jurisdiction issue, wants the department shut down or someone fired from their job, prosecution of individuals); • insisting on 'moral' outcomes, e.g. justice in the community interest, when really a personal interest is at stake; • demanding an apology and/or compensation when no reasonable basis for expecting this type of outcome exists; • wanting revenge or retribution; • wanting what is not possible or appropriate, e.g. copies of sensitive documents, names/contact details of staff, other complainants or whistleblowers, etc; • issuing instructions and making demands as to how a complaint should be handled; • providing supporting details that are extraordinarily detailed when this type of detail is not relevant to the complaint; • making unreasonable resource demands, expecting resources in excess of or out of proportion to the seriousness of issue, e.g. wanting us to seek expert opinion; • wanting regular and lengthy phone contact where this is not warranted; • showing reactions or demands for action that are out of proportion to
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ATTACHMENT 1

	<p>the ...</p> <ul style="list-style-type: none"> • moving the goal posts — changing the desired outcome; • shopping for a sympathetic ear in the office — demanding to talk to a supervisor or the General Manager personally; • placing us on an extensive email copy list and expecting responses to numerous emails; • consistently creating complexity where there is none; • presenting as overly needy or dependent (e.g. wanting to transfer responsibility for their wellbeing to the organisation). <p>Unreasonable lack of cooperation</p> <ul style="list-style-type: none"> • presenting a large quantity of information which is not organised, sorted, classified, summarised, where the complainant is clearly capable of doing this, presenting information in dribs and drabs — refusing to present all information at the outset; • refusing to define issues of complaint ('the attached speaks for itself' — usually a large quantity of information) where the complainant is clearly capable of doing this; • focusing on principles rather than substantive issues; • changing the complaint, raising new issues in the process of our consideration; • displaying unhelpful behaviour, e.g. withholding information, dishonesty, misquoting others, swamping the organisation with documents. <p>Unreasonable arguments</p> <ul style="list-style-type: none"> • holding irrational beliefs, e.g. seeing cause and effect links where there are clearly none; • holding what is clearly a conspiracy theory unsupported by any evidence; • insisting that a particular solution is the correct one in the face of valid contrary or alternative arguments; • interpreting facts in a clearly irrational/unreasonable way and insisting this interpretation is the correct one; • insisting on the importance of an issue that is clearly trivial.
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	<p>Unreasonable behaviour</p> <ul style="list-style-type: none"> • displaying confronting behaviour, e.g. rudeness, aggression, threats; • sending rude, confronting, threatening letters; • making threats of self harm; • making threats of harm to others; • displaying manipulative behaviour (overly ingratiating, tears, veiled threats).
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DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

5. PO122 LOANS TO COMMUNITY GROUPS POLICY REVIEW

(File Ref: 9.24.1.1)

PURPOSE

For Council to endorse and adopt the updated Loans to Community Groups Policy.

RECOMMENDATION

That Council endorse and adopt the updated Policy PO122 Loans to Community Groups as presented for inclusion in Council's Policy Manual and on Council's website.

LINK TO STRATEGIC PLAN

Strategic Plan

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

Strategic Goal: 2.1 Financially Sustainable Organisation

BACKGROUND

Council policy currently allows community groups to access loans via Council's loan facilitator with long term fixed interest rates, allowing community groups to undertake significant capital projects and thereby increase availability of improved community facilities.

The current policy caps availability of loans at \$1 million total borrowings overall. Current low interest rates and the ever increasing costs of operational costs for community groups has seen an increase in community loan requests to facilitate major projects looking to defray upkeep costs (e.g. synthetic lawn bowls greens defraying water costs).

DISCUSSION

Council staff have reviewed the current Community Loans Policy taking into consideration the increasing desire of community groups to take up this opportunity, and recognising the inherent time cost to Council staff involved with preparation and administration of such loans.

Accordingly it is recommended that Council Policy PO122 is updated to alter the total loan thresholds from "**total borrowed** of \$1,000,000" to "**total outstanding** of \$1,500,000".

In addition a review of the individual loan thresholds applicable has been undertaken, and it is further suggested that the previous level of loan eligibility (from \$10,000 to \$150,000) be updated to allow application for individual loans between \$20,000 and \$200,000.

The proposed updated Policy PO122 Loans to Community Groups is attached for Council's consideration (attachment 1).

COMMUNITY ENGAGEMENT PLAN

Level 1 Inform

- Web site
- Public notice

CONSULTATION PROCESS

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

- Manager Financial Services
- Financial Accountant

POLICY IMPLICATIONS

Updated PO122 Loans to Community Groups

BUDGET AND RESOURCE IMPLICATIONS

All principal and interests costs of loans sourced under this policy are met by the community organisation securing the loan. Council officers look to mitigate any risk to Council by satisfying themselves that the organisation has the capacity to service any loan granted.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

It is essential that Council has the appropriate policies and delegations in place to protect rate payer funds from misappropriation. From an auditing perspective it is essential that documentation exists to provide an appropriate auditable trail of documentation for the expenditure of rate payer funds.

Local Government Act 1999

ATTACHMENTS

Attachment 1: Draft PO122 Loans to Community Groups



COUNCIL POLICY

Loans To Community Groups

Policy Number:	PO122		
Strategic Plan Objective	Corporate Governance and Leadership 2. Organisational Efficiency and Resource Management 2.1 Financially Sustainable Organisation		
Policy Owner:	Director Corporate and Community Services	File Number:	7.63.1
Responsible Officer:	Manager Financial Services	Minute Reference:	196/2013 (11/09/2013)
Date Adopted:	11/09/2013	Next Review Date:	September 2018

1. POLICY OBJECTIVES

Council is aware of the benefit local organisations provide to the local community and the desire of many of these organisations to improve their facilities and to improve or extend the level of service they provide. Due to their nature and the fact that they lease land from council, many organisations can find it difficult to obtain funds for large capital works.

The aim of this policy is to set out guidelines for the consideration of loans to Community Groups to assist them with larger projects.

The provision of loan funds to Community Groups is not without risk and Council has a responsibility to ensure that the risks associated with such loans are appropriately managed.

2. SCOPE

This policy applies where Council receives an application for consideration of loan funds to a Community Group.

3. POLICY STATEMENT

Maximum Loan Amount:

Total outstanding community loan borrowings of up to ~~\$1,000,000~~ \$1,500,000 will be allowed under this policy. Individual loans to Community Groups will be allowed between ~~\$10,000- \$20,000~~ and ~~\$150,000- \$200,000~~.

Eligible Organisations:

Organisations eligible for loans under this policy:

- Must be based within the Yorke Peninsula Council
- Must be incorporated or be sponsored by an incorporated body
- Must be community based and not for profit organisations
- Must not have a commercial or political purpose or be part of a larger organisation which would be expected to be able to provide loan funds
- Must not have gaming machines

Eligible Projects:

Projects considered eligible for a loan under this policy must be for the purchase or construction of capital equipment or buildings, where the borrower has contributed 25% or more towards the project.

Ineligible Projects:

The following projects will not be eligible for funding under this policy:

- Projects which have commenced prior to the loan being approved by Council
- Projects where the applicant has not sourced funds from the agency primarily responsible for the project, for example Commonwealth or State Government
- Projects which use the funds for gaming machines
- Projects where the expenditure is of a recurrent or ongoing nature

Loan Conditions:

Loans to community groups will have the following conditions:

- Funds must be used for the purpose for which the loan was obtained.
- The loan recipient will obtain all necessary permits / approvals and insurance relating to the project.
- Any costs associated with default of the loan are the responsibility of the organisation.
- Organisations are to publicly acknowledge Council's contribution.
- Funds must be drawn down within 12 months of the loan being approved by Council.
- Interest rates for the loan will be at the current rate for a fixed term loan available through the Local Government Finance Authority at the time the loan is taken out by Council.
- Only fixed term, fixed rate loans, with six monthly repayments in arrears are available.
- Loans are available for a maximum of 10 years, but shorter periods are preferred.
- For the period of the loan, annual financial statements for the organisation, and if applicable the sponsoring organisation, are to be made available to Council on request.
- Organisations must notify Council of any change of Executive during the period of the loan.
- Council is to be advised as soon as possible when circumstances change which may reduce the capacity or ability of the group to repay the debt as agreed.
- No additional borrowing will be undertaken during the life of the loan except with the approval of Council.
- Where the loan is for a project on Council owned or Council controlled land there must be a current lease over the land and the period of the loan is not to be greater than the balance of the lease period.
- Any current lease agreement with the borrower will be altered to include a condition that in the event of default the Council may terminate the lease.
- Where the project being funded is not on Council property, the organisation will provide sufficient security to enable the Council to satisfactorily recover any outstanding amounts.
- Council may set other conditions as appropriate.

Overdue Repayments:

Where organisations apply for deferment of payment the following will apply:

- A grace period of up to one week from the due date for repayment be allowed for deferment of payment, based upon consideration of the particular circumstance by the Director of Corporate and Community Services.
- In the event of a request to defer scheduled repayments, or of default, greater than one week from the scheduled repayment date, Council recover an administration cost of \$50, plus interest calculated at the 24 hour call investment rate with the Local Government Finance Authority of South Australia, from the first day following the scheduled date for repayment, until the periodic payment is received in full.

4. 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.

5. REVIEW

Every five years

6. 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.

As required

7. RELATED COUNCIL POLICIES AND DOCUMENTS

PO139 Treasury Management Policy

PO048 Outstanding Debts Policy

SF206 Application form – Loans to Community Groups

8. REFERENCES AND LEGISLATION

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

10. COUNCIL DELEGATION

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

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Reimbursement of Debenture Loans to Council	PO067	7/4/2003	8/6/2010
Loans To Community Groups	PO122	11/9/2007	8/6/2010

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

6. PO124 ASSET ACCOUNTING POLICY REVIEW

(File Ref: 9.24.1.1)

PURPOSE

To seek approval from Council for adoption of the new Asset Accounting Policy.

RECOMMENDATION

That Council endorse and adopt Policy PO124 Asset Accounting Policy as presented for inclusion in Council's Policy Manual and on Council's website.

LINK TO STRATEGIC PLAN

Strategic Plan

Key Theme:

Corporate Governance and Leadership

2. Organisational Efficiency and Resource Management

Strategic Goal:

2.1 Financially Sustainable Organisation

BACKGROUND

Previous Council Policy PO128, Asset Management and Accounting Policy, required full review to reflect current legislative requirements and best practice guidelines. Comparison to the current LGA draft policy and similar policies in SA Councils indicated the current Policy was no longer relevant, and it was recommended that the old policy (PO128 Asset Management and Accounting Policy) was not updated, but was replaced with two new policies based on the LGA draft templates for both Asset Management and Asset Accounting Principles. PO128, Asset Management Policy, went to the June meeting of Council and was subsequently endorsed.

DISCUSSION

Following the endorsement of PO128 at the June Council meeting, Council staff have prepared the second Policy relating to management and accounting of Assets, PO124 Asset Accounting Policy, for consideration.

The new policy aims to set guidelines for implementing consistent financial management processes in relation to Council Assets that are reflective of legislative requirements within both AASB116 and the Local Government Act 1999.

COMMUNITY ENGAGEMENT PLAN

Not Applicable

CONSULTATION PROCESS

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

- Manager Financial Services

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

- Local Government Association of SA

POLICY IMPLICATIONS

PO 128 Asset Management Policy

BUDGET AND RESOURCE IMPLICATIONS

Not Applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

It is essential that Council has the appropriate policies and delegations in place to protect rate payer funds from misappropriation. From an auditing perspective it is essential that documentation exists to provide an appropriate auditable trail of documentation for the expenditure of rate payer funds.

Local Government Act 1999

ATTACHMENTS

Attachment 1: Draft PO124 Asset Accounting Policy



COUNCIL POLICY

Asset Accounting Policy

Policy Number:	PO124		
Strategic Plan Objective	Corporate Governance and Leadership 2. Organisational Efficiency and Resource Management 2.1 Financially Sustainable Organisation		
Policy Owner:	Director Corporate and Community Services	File Number:	7.63.1
Responsible Officer:	Manager Financial Services	Minute Reference:	
Date Adopted:		Next Review Date:	May 2018

1. POLICY OBJECTIVES

To document the financial management of Council's assets which are recognised, capitalised and re-valued in accordance with Australian Accounting Standards and this policy.

Council has an obligation to ensure that all assets are managed efficiently and that decisions regarding the acquisition of new assets and the sale and maintenance of current assets are undertaken in an open and transparent fashion.

2. SCOPE

This Policy includes the accounting treatment of all Council's non-current assets.

3. DEFINITIONS

In this Policy, unless the contrary intention appears, these words have the following meaning:

Capital Renewal	Renewing the existing asset to extend its serviceability but not providing a higher level of service e.g. Resealing, re-sheeting and unsealed road (not widening).
Capital Upgrade	Renewing the asset, thereby providing a higher level of service – e.g. Sealing an unsealed road, upgrading a stormwater pipe with larger size.
Capital Expansion	Providing a new asset – e.g. extending a footpath to an area where the footpath did not exist or was classified as “natural earth”.
Maintenance	Does not upgrade or renew the asset, but enables the asset to attain its planned lifespan – e.g. pothole repair, crack sealing and bitumen patching.
Recoverable Amount	Is the higher of its fair value less costs to sell; and its value in use.
Fair Value	the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length

4. POLICY STATEMENT

RECOGNITION OF AN ASSET:

An asset is recognised in the balance sheet when it is probable that the future economic benefits will flow to the entity and the asset has a cost that can be measured reliably.

MEASUREMENT AT RECOGNITION:

An asset that qualifies for recognition as an asset shall be measured at its cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition and all other costs incurred in getting the asset ready for use. Where an asset is acquired at no cost or for a nominal cost, the cost is its fair value as at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

CLASSIFICATION OF ASSETS

Assets will be classified as follows:

- Land
- Buildings and Other Structures
- Transport Infrastructure
- Stormwater Drainage
- Plant and Equipment
- Furniture and Fittings
- CWMS Infrastructure
- Water Scheme Infrastructure
- Other Assets

CAPITALISATION OF ASSETS:

Assets should have a useful life of greater than one year in order for the expenditure to be capitalised and have a value above the materiality test. Materiality levels are set so as not to misstate Financial Statements and to provide a guide as to whether it is practical from an administrative perspective that expenditure is capitalised.

Materiality levels for capitalisation are:-

- | | |
|---|----------|
| • Office Furniture & Equipment | \$1,000 |
| • Other Plant and Equipment | \$1,000 |
| • Building – new construction / extensions | \$5,000 |
| • Park and Playground Furniture and Equipment | \$2,000 |
| • Paving, footpaths, kerb and gutter | \$2,000 |
| • Drains and Culverts | \$5,000 |
| • Road construction and reconstruction | \$10,000 |
| • All other assets | \$1,000 |

No capitalisation threshold is applied to the acquisition of land or interests in land. Land under roads is not capitalised.

Buildings leased to community groups - these buildings will not be capitalised since Council has no effective care and control over these structures and does not expect to achieve a future economic benefit from them.

Networked assets – Expenditure can still be capitalised on items that fall below the materiality thresholds individually, but operate together as a cohesive whole to form a significant total value - for example the computer network.

DEPRECIATION OF NON-CURRENT ASSETS:

All non-current assets have a limited useful life. All non-current assets, excluding freehold land, are systematically depreciated over their useful lives, which reflects the consumption of the service potential embodied in those assets. In calculating depreciation expense the residual value of an asset will be taken into consideration.

Depreciation periods for infrastructure assets have been estimated based on the best information available to Council. Depreciation is recognised on a straight-line basis using the following standard estimates for useful lives although the actual useful life and therefore depreciation rates may be varied from this for specific assets where asset quality and environmental and/or operational conditions so warrant:-

Infrastructure

• Sealed Roads – Surface	15 to 30 years
• Sealed Roads – Structure	25 to 80 years
• Unsealed Roads	10 to 20 years
• Paving and Footpaths	10 to 70 years
• Drains, Kerb and Gutter	90 to 100 years
• Culverts	50 to 75 years
• Reticulation Pipes – PVC	50 to 60 years
• Reticulation Pipes – other	25 to 65 years
• Pumps and Telemetry	15 to 25 years

Building and Other Structures

• Buildings – masonry	50 to 100 years
• Buildings – other construction	20 to 40 years
• Park Structures – masonry	50 to 100 years
• Park Structures – other construction	20 to 40 years

Plant and Equipment

• Office Equipment	5 to 10 years
• Vehicles and Road-making Equipment	3 to 8 years
• Other Plant and Equipment	5 to 15 years

Furniture & Fittings

• Furniture & Fittings	5 to 20 years
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Other Assets

• Playground equipment	5 to 15 years
• Benches, seats, BBQ's etc	10 to 20 years
• Reserve Furniture	5 to 15 years
• Artworks	indefinite

REVALUATION OF NON-CURRENT ASSETS:

Where this policy requires the revaluation of assets they are to occur with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at reporting date in accordance with Australian Accounting Standards and Regulations under the Local Government Act.

For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

The following classes of assets will be independently re-valued every five years:

Class	Next Valuation date
•Land	30 June 2019
•Buildings and Other Structures	30 June 2019
•Road Infrastructure	30 June 2018
•Stormwater Infrastructure	30 June 2020
•Community Water and Effluent Infrastructure	30 June 2020

To maintain the accuracy of asset valuations, where appropriate, Road Infrastructure asset values will be adjusted annually in line with changes in the cost of replacing those assets.

The following classes of will be valued at cost and not re-valued:

- Major Plant and Equipment
- Minor Plant and Equipment
- Furniture and Fittings
- Other Assets

ASSETS REGISTER:

A register of all assets shall be maintained in an appropriate Asset Management System and shall record individual assets in sufficient detail as to permit their identification and control. The assets registers shall be updated at least annually. The assets registers shall be used for the purpose of revaluing and depreciating assets and for stocktaking. A stocktake of all inventories shall be conducted independently every year.

REGISTER OF ATTRACTIVE PORTABLE ITEMS

A register of items which are attractive and portable shall be maintained for the purpose of controlling and safeguarding items which by their nature are at risk of loss.

A stock take of such items shall be conducted at least every two years.

Attractive portable items are items which are more likely to be subject to loss due to theft or misplacement and shall include items such as cameras, portable TV's, videos and communication equipment. This register will not only include assets which are capitalised but also those that fall below the threshold for capitalisation. The justification for inclusion and separate identification in the register pertains to the assets qualities of portability and potential high risk of loss given their attractiveness.

IMPAIRMENT OF ASSETS

In accordance with AASB 136 – Impairment of Assets, an annual assessment will be made at 30th June each year, as to whether there is any indication that an asset (or a class of assets) is 'impaired'. This assessment can also be informed by any indications of impairment highlighted during the process of revaluing a class of Council assets. An asset is impaired when its carrying amount exceeds its recoverable amount.

This assessment will be documented and recorded as part of the annual financial statements working papers, for review by our external auditor.

Where an asset is determined to be impaired, the entity shall estimate the recoverable amount of the asset. If the assets carrying amount exceeds the amount to be recovered through the use or sale of the asset, it will be written down and an impairment loss recorded in the Financial Accounts, unless the asset is carried at a revalued amount. Where an asset has been revalued, the impairment loss will be offset against the asset revaluation reserve to the extent available. An impairment loss can be reversed for physical non-current assets in subsequent years.

5. COMPLAINTS

Complaints about this Policy can be made in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's complaints policy PO147.

6. REVIEW

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

7. TRAINING

Council is committed to supporting relevant authorised officers (through appropriate delegations) in complying with this Policy. Training needs will be identified and reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO128 Asset Management Policy
PO147 Complaints Policy

8. REFERENCES AND LEGISLATION

Local Government Act 1999 (SA)
Local Government (Financial Management) Regulations 2011
Australian Accounting Standards Board AASB116

10. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate and Community Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Asset Management and Accounting Policy	PO128	10/6/2008	10/8/2010

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

7. PO142 BUDGET REPORTING AND AMENDMENT POLICY REVIEW

(File Ref: 9.24.1.1)

PURPOSE

For Council to endorse and adopt the updated Budget Reporting and Amendment Policy.

RECOMMENDATION

That Council endorse and adopt PO142 Budget Reporting and Amendment Policy as presented for inclusion in Council's policy manual and on Council's website.

LINK TO STRATEGIC PLAN

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

BACKGROUND

Following the introduction of the Control Track system to review relevant Council internal controls, Council's internal auditor identified the need for an update to Council Policy PO 142 Budget Reporting and Amendment Policy. The Policy did not include a reference to the requirement for Budget Managers to analyse monthly reports and identify discrepancies for review.

DISCUSSION

The Council Policy has been updated to include this notation in item 4.1 – Timing and Content of Budget Reporting to Managers. Other minor wording adjustments to ensure relevance which have not altered the intent of the document have also been updated.

COMMUNITY ENGAGEMENT PLAN

Not Applicable

CONSULTATION PROCESS

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

- Manager Financial Services
- Internal Auditor

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

- Local Government Association

POLICY IMPLICATIONS

PO 142 Budget Reporting and Amendment Policy
PO147 Complaints Policy

BUDGET AND RESOURCE IMPLICATIONS

Regular review by budget managers ensures Council budgets are reviewed in accordance with the requirements of the Local Government Act 1999

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

Attachment 1: Draft PO142 Budget Reporting and Amendment Policy



COUNCIL POLICY

Budget Reporting & Amendment Policy

Policy Number:	PO142		
Strategic Plan Objective	Corporate Governance and Leadership 2. Organisational Efficiency and Resource Management 2.1 Financially Sustainable Organisation		
Policy Owner:	Corporate & Community Services	File Number:	7.63.1
Responsible Officer:	Director Corporate & Community Services	Minute Reference:	
Date Adopted:		Next Review Date:	July 2019

1. POLICY OBJECTIVES

This policy looks to provide clear direction to management and staff in relation to reporting performance against Council's Adopted Budget and amending Council's Adopted Budget where required.

The intention of the Budget Reporting and Amendment Policy is to provide management with a framework within which to operate in regard to the following:

- The Process to be allowed and general guidelines in relation to confirming the accuracy of budget information and the investigation of significant variances;
- The content, timing and process to be followed for reporting to Council on its performance against budget;
- The scope and conditions associated with the Chief Executive Officer approving any increases in budget expenditure or new budget items without obtaining Council approval;
- The process required to be followed as well as general guidelines in relation to the carrying forward of expenditure authority associated with projects included in the budget for the previous year;
- Set delegations for budget "transfers" where reallocation of budget amounts does not change the Council approved budget surplus/deficit or approved capital budget.

2. SCOPE

This policy provides guidance and outlines procedure for all budget managers within Council and highlights reporting requirements for performance against, and periodic amendments to, Council's adopted Budget.

3. DEFINITIONS

Adopted Budget	The Budget position adopted by Council at its July Council meeting each year in accordance with Council's Annual Business Plan.
Revised Budget	Consists of the Adopted Budget adjusted for all approved amendments under this policy.
Budget Review Form	SF189 - Budget Adjustment Request Form
Significant Variance	Variances to budget exceeding 10%

4. POLICY STATEMENT

4.1 Timing and Content of Budget Reporting to Managers

Monthly Budget vs Actual Financial Reports will be prepared and forwarded to Budget Managers immediately following end of month. The reports will highlight, at activity level, budget activity for the year to date, original and revised budget information, and outstanding committed expenditures. Budget managers will be responsible for analysing reports and identifying any variances or discrepancies for adjustment at quarterly reviews.

4.2 Timing and Content of Budget Reporting to Council

A monthly Budget Update (Financial Report) is to be prepared and included in the agenda of the Ordinary Meeting of Council. The report will include details as at the end of the month immediately preceding the date of the meeting. The report will highlight, at summary level, budget activity for the year to date, original and revised budget information, and include the latest revised forecast of expected budget results for the year. Reports for June will not be submitted to the July meeting of Council but will be prepared following completion of the year-end Financial Statements.

4.3 Approval of Variations outside the scope of the Adopted Budget

Council approval must be sought and obtained before commitments are made or events occur that would result in activity outside of the budget limits.

In considering a request for a revision to its budget, Council will consider the impact the approval would have on the achievement of the targets for financial indicators established in Council's original budget. It will also consider the capacity to increase other revenue or reduce other expenditure (either of a corresponding operating or capital nature as appropriate) to offset the variation and the merit of so doing.

4.4 Approval of variations within the scope of the Adopted Budget

Where circumstances so warrant (e.g. for reasons of urgent necessity) the CEO may in consultation with the Principal Member authorise budget variations that are within the scope of approved limits for budget items, providing that variations made do not:

- a) In aggregate exceed threshold value limits for that function/activity outlined in the Budget;

- b) Materially impact on the quality, quantity, frequency, range or level of service previously provided for or implicitly intended in the original allocation; and
- c) Impact on any explicit proposals Council has included in its Annual Business Plan or has otherwise publicly committed to and accommodated in its Budget.

Whenever such changes are made, the following Budget Update must include information from the CEO explaining the rationale for the decision.

4.5 Guidelines in relation to the carry forward of expenditure authority associated with projects included in the Adopted or Revised Budget for the previous financial year.

Funding approval for budgeted activities not completed at the end of any budget year is forfeited unless approval to carry-over the activity and associated budget allocation is granted by Council (including by the CEO under delegated authority as per conditions outlined in 4.3 above).

While there may be one-off exceptions, operating activity budgeted for but not expended in a year generally should not be carried forward to the following year. Identifiable projects that will not commence in the year that they have been budgeted for should be re-evaluated and where warranted included in the budget for the following year at the time of its adoption. Similarly capital projects that have not commenced in one year should be considered against other competing priorities in determining the content of the budget for the following year rather than treated separately as 'carried forwards'.

The scope and funding requirements of capital projects and major operating-type activities that are committed or underway but not completed at the end of one- financial year needs to be reviewed and the projects/activities considered for carrying forward at the August Council meeting in the following financial year.

Any request for carrying forward activity needs to clearly highlight whether the scope of each activity item and its associated funding quantum is proposed to be varied from that previously approved and if so the reasons for same. Any impact on the achievement of the targets for a financial indicator established in Council's original budget for the current year also should be identified.

4.6 Approval of the re-allocation of budget amounts which do not impact the Council Adopted Budget operating surplus/deficit or Adopted capital budget.

During the budget year it will be necessary to re-allocate budget allocations to facilitate dynamic changes to Council's operations. Any changes required should consider the conditions of 4.3 above and should be made only if they do not contravene the requirements of that clause. Such changes then made will be incorporated in the next available Budget Review Report and reflected in the current forecast for the remainder of the financial year.

All such reallocations should be enacted according to delegations (see below) and advised promptly to the Manager Financial Services via an appropriately completed and approved Budget Review Form (attached as Appendix A) for inclusion in the budget review process. No commitments are to be made or events occur in relation to reallocations of budget prior to the relevant approval being obtained.

The following delegations are to be observed for all reallocations meeting the requirements of this clause:

- a) Reallocations of budget not exceeding \$20,000 can be approved by the relevant Director without referral to the CEO or Council.
- b) Reallocations of budget exceeding \$20,000, but not exceeding \$50,000, can be approved by the CEO without referral to Council.
- c) For reallocations exceeding \$50,000 Council approval must be sought and obtained before commitments are made or events occur that would result in activity outside of the above budget limits wherever practical.

Should reallocations result in any change outside the scope of the Budget (i.e. result in changes to the Council Adopted Budget operating surplus/deficit or Adopted capital budget) please revert to procedure 4.2 above.

4.7 Quarterly Budget Review Reporting

Budget Review Reports for quarters ending in September, December and March will be prepared for Council as soon as practical after the end of each quarter and will detail all budget adjustments made under delegation and budget adjustments requiring Council approval. The report will include data presented in the format similar to Figure 1.1 in the LGA's Information Paper 25 – Monitoring Council Budget Performance.

Budget Review reports for the quarter ending in June will be presented to Council as soon as practical after the completion of End of Year Financial Statements.

Significant variances identified in the June Budget Review report will be analysed, and a report explaining these variations will be prepared and forwarded to Council's auditors to accompany the balance date audit Management Representation Letter.

5. COMPLAINTS

Complaints about this policy can be made in writing to the Director Corporate & Community Services. Complaints will be managed in accordance with Council's Complaints Policy PO147.

6. REVIEW

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

7. 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.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

SF189 Budget Adjustment Request Form
PO147 Complaints Policy

9. REFERENCES AND LEGISLATION

Local Government Act 1999
Local Government (Financial Management) Regulations 2011
LGA Information Paper 25 – Monitoring Council Budget Performance

10. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate & Community Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Budget Reporting and Amendment Policy	PO142	12/10/2011	12/10/2011

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

8. PO132 CEMETERY MANAGEMENT POLICY REVIEW

(File Ref: 9.24.1.1)

PURPOSE

To seek Council's permission to proceed with public consultation of the revised PO132 Cemetery Management Policy (the Policy) document to enable Council to provide the information of the new Burial & Cremation Act and Regulations, to the public within the Council area.

RECOMMENDATION

That Council give permission to proceed with the public consultation process to inform the public of the Revised PO132 Cemetery Management Policy as a result of legislative changes to the management of Cemeteries in South Australia.

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, evnts and activities

BACKGROUND

The new Burial and Cremation Act 2013 (*the Act*) came into effect on the introduction of the Burial & Cremation Regulations 2014 (*the Regulations*), in 2014. (Documents provided under Separate Cover).

The current PO132 Cemetery Management document does not reflect the Act and Regulations in at least some areas and on review requires updating. All updates to the Policy are a result of legislation on the management of cemeteries in South Australia. Refer to Attachment 1.

As Council does not currently have a policy in place for a burial outside a cemetery within the Council area one has been included in the revised PO132 Policy document and a form has been prepared for requesting Council's permission to proceed with a burial outside a Council cemetery.

DISCUSSION

The Act is a comprehensive framework which provides for the policies and procedures which need to be adhered to by Council in discharging our responsibilities and regulatory powers under the Act.

The Act includes –

- The use of natural burial grounds (NBGs) in addition to conventional cemetery interments; (Refer to Section 22 of the Act)
- The re-use of existing interment sites where the interment right has lapsed; (Refer to Section 38 of the Act & Section 33 of the Regulations); and
- The conversion of closed cemeteries and NBGs into parklands, public parks and gardens; (Refer to Section 26 of the Act & Section 29 of the Regulations)

The legislation contains significant penalties for breaches of the Act by individuals and Council.

The Local Government Association (LGA) funded an external party to develop a Model Policy and Guideline to assist Councils to consider and discharge their responsibilities under the Burial & Cremation Act 2013 (the Act).

The Policy draft was made available to Council staff at the 2015 Cemetery & Crematoria Assoc. of SA (CCASA) Information Day and the revised PO132 policy was prepared using this model to ensure Council meet the revised requirements for the operation and regulation of Council cemeteries.

In accordance with the Act, permission must first be granted by Council before a burial is to take place within the Council area, when outside a cemetery on private rural land. (Refer to Section 8 of the Act & Section 4 of the Regulations). This requirement has been included in the draft PO132 Policy and to facilitate the requirement a new form titled 'Interment Authority Requesting Permission to Inter Bodily Remains on Private Land Other Than a Cemetery' has been prepared. Refer to Attachment 2

By stipulating that burials outside a cemetery must be within the zoned area of Primary Production, Council ensures that as per the Act, burials outside a cemetery only occur in a prescribed area being an area outside a township. The Primary Production zone would also exclude areas zoned Coastal.

The public consultation process entails advertising a Public Consultation notice in the Yorke Peninsula Country Times and on Council's website with an information report made available at Council offices and on Council's website.

After the 28 days public consultation period a report will be prepared for Council outlining the outcome of the public consultation process including any comments received.

COMMUNITY ENGAGEMENT PLAN

Refer to Attachment 3 Community Engagement Plan

CONSULTATION PROCESS

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

- Corporate Services Officer
- Manager Development Services
- Council Staff administering Cemeteries

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

- CCASA President
- Kangaroo Island Council, Cemetery Administrator

POLICY IMPLICATIONS

PO132 Cemetery Management

PO057 Community Engagement Policy

BUDGET AND RESOURCE IMPLICATIONS

No budget or resource implications are evident in relation to the recommendation

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Burial and Cremation Act 2013

Burial & Cremation Regulations 2014

Local Government Act, 1999 – Schedule 2 Subsidiaries.

Local Government (Exhumation of Human Remains) Regulations 2005

OHSW Regulations 1995 Division 5.5

Australian Standard for Monuments AS204-1994

Coroners Act 2003

Cremation Act 2000

Cremation Regulations 2001

Births, Deaths and Marriages Registration Act 1996

Births, Deaths and Marriages Registration Regulations 1996

ATTACHMENTS

Attachment 1: Revised PO132 Cemetery Management Policy

Attachment 2: SFxxx Interment Authority Requesting Permission to Inter Bodily Remains on Private Land Other Than a Cemetery' has been prepared

Attachment 3: Community Engagement Plan



COUNCIL POLICY

Cemetery Management

Policy Number:	PO132		
Strategic Plan Objective	Efficient, effective and professional organisation		
Policy Owner:	Director Corporate & Community Services	File Number:	16.63.1
Responsible Officer:	Corporate Services Officer	Minute Reference:	124/2013(12/06/2013)
Date Adopted:	12/06/2013	Next Review Date:	June 2018

1. POLICY OBJECTIVES

To ensure administrative matters undertaken are equitable and consistent and control practices are maintained at all cemeteries within the area of the District Council of Yorke Peninsula (Council).

2. SCOPE

This policy applies to all persons undertaking administrative work for/on behalf of Council cemeteries.

3. DEFINITIONS

<u>Council</u>	<u>Yorke Peninsula Council</u>
<u>Cemetery</u>	<u>A place set aside for the disposal and memorialisation of human remains, but does not include a place which consists of a single interment site where only the remains of 1 deceased person is interred or the remains of 2 or more members of the same family are, or are intended to be interred.</u>
<u>Natural Burial</u>	<u>Burial of human remains in the ground without preparation of the remains using chemical preservatives and by containment of the remains only in a shroud or biodegradable coffin</u>
<u>Natural Burial Ground (NBG)</u>	<u>A place where human remains are interred by natural burial but it does not include a place of a prescribed kind.</u>
<u>Relevant Authority</u>	<u>The person/body responsible for the administration of a cemetery</u>
<u>The Act</u>	<u>Burial and Cremation Act 2013</u>
<u>Regulations</u>	<u>Burial and Cremation Regulations 2014</u>
<u>Interment</u>	The placement of human remains in a mausoleum, vault, columbarium or other structure designed for the placement of such remains, or the burial of human remains directly in the earth or in a container

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Interment Right	Issued by the relevant authority Council for the purchase of a interment site at a cemetery or natural burial ground for the purpose of interment
<u>Interment Right Holder</u>	<u>The person registered as holding an Interment Right</u>
Interment Site	A portion of land within a cemetery for the purpose of an interment being a Plot, Niche or Memorial Garden Site
<u>Bodily Remains</u>	<u>The whole or any part of a human body but does not include the whole or any part of a human body that has been cremated</u>
<u>Human remains</u>	<u>Means bodily remains and includes the remains of a still born child and bodily remains after they have been cremated.</u>
Memorial	A tangible tribute to the interred such as a headstone, monument or plaque made of materials such as granite, marble, slate, sandstone or bronze.

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4. POLICY STATEMENT

The management of interments and granting of interment rights in Council's cemeteries is vested in the Council and delegated to its administration.

Council recognises that community cemeteries are the resting place of many district pioneers and respected citizens therefore will efficiently and effectively manage the cemeteries in a caring and equitable manner to meet the needs of its community. Policy PO132 outlines Council's objectives in respect of Council owned and operated cemeteries and has regard to the Burial and Cremation Act 2013 and the Burial & Cremation Regulations 2014 under which Council cemetery authorities must meet revised requirements for the operation and regulation of cemeteries.

The Act provides Council the statutory framework to use natural burial grounds in addition to conventional cemetery interments if the need arises. The policies outlined within this document refer to both a cemetery and natural burial ground.

4. —

General GENERAL

Council is responsible for the care, control and management of the following cemeteries:

- a) Ardrossan
- b) Arthurton
- c) Curramulka
- d) Edithburgh
- e) Maitland
- f) Minlaton
- g) Pink Lake (Yorke town)
- h) Port Victoria
- i) Port Vincent
- j) Stansbury
- k) Warooka

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Under Section 53 of the Act, Council must maintain and make available to the public, registers, records and documentation for each cemetery.

Copies of the registers and plans of the cemeteries are available for inspection by members of the public during Council office hours.

Council may enlarge, improve or embellish any part of the cemetery and take any other action that Council considers necessary or desirable for the proper management and maintenance of the cemetery.

Council may restrict interments in any part of the cemetery however does not have the authorisation to do anything that may be in breach of the terms of an interment right.

Council must in the establishment, administration, extension or improvement of the cemetery, have due regard to the customs and needs of the various ethnic and religious communities that may use the cemetery, for the disposal of human remains.

~~Council recognises that cemeteries are a delicate issue which needs to be dealt with compassion and sensitivity and can be fraught with a number of issues which may ultimately impact on Council. For this reason, it is imperative that the policies and procedures we implement for the management of Cemeteries be detailed and accurate.~~

~~Council is the relevant authority and is responsible for the care, control and management of the following cemeteries;~~

~~Ardressan, Arthurton, Curramulka, Edithburgh, Maitland, Minlaton, Pink Lake (Yorketown), Port Victoria, Port Vincent, Stansbury and Wareoka~~

~~In accordance with legislative requirements Council will maintain;~~

- ~~• Up-to-date MASTER Cemetery Plans~~
- ~~• Register of interment Rights~~
- ~~• Register of Interments~~

~~The policy of allowing an interment right to be for a maximum of 99 years was adopted by Council as from the 9th October 2007 with the renewal of the interment right fee not to be actively pursued at the expiration of a current term.~~

OPENING HOURS

All Council cemeteries are open to the public 24 hours a day.

The cemetery is not a public right of way however Council must allow a person access, free of charge and at any reasonable time, to a cemetery for the purpose of visiting graves and monuments, conducting / attending a funeral or religious service or for any other legitimate non-commercial purpose.

If Council has reason to suspect that a person has committed, is committing or is about to commit an offence in the cemetery, Council may require the person to leave the cemetery and a person must not fail or refuse to comply with a requirement of Council.

Council must ensure the cemetery is fenced at all times.

Opening hours

~~All Council cemeteries are open to the public 24 hours a day.~~

FeesFEES

A scale of fees for granting interment rights and associated cemetery services are to be listed in Council's Register of Fees and Charges.

The fees will be in accordance with the adopted Register of Fees and Charges which are reviewed by Council on an annual basis and are available to the public via Council's website and/or by request at all Council offices.

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ISSUE OF INTERMENT RIGHTS

Interment rights may be granted by Council in accordance with Section 30 of the Act and for one or more sites within a cemetery on completion of an application and payment of the appropriate fee. The interment right gives the holder the exclusive right to authorise the interment of human remains in the allotted site consistent with this policy and the Act.

In considering applications and/or renewal of interment rights, Council will allocate a site on the basis of the next available site in the current marked section of the cemetery which assists with accurate location of interments. Consideration should be given however to a request by the potential interment right holder for another vacant and available site.

Council do not issue interment rights in perpetuity.

Prior to 1 July 2013

The policy was adopted at the 9 October 2007 Council meeting to grant a 99 year interment right with the renewal of the interment right / fee not to be actively pursued at the expiration of a current term.

Effective 1 July 2015

Interment rights may be issued for new interment sites (Burial, Memorial Garden or Niche Wall sites)

The site can be used to accommodate family members and the term of the interment right is 99 or 50 years with renewal rights for a second period on application by an interment right holder or authorised person (In accordance with Section 30 of the Act).

Scattering of Ashes

No interment right is required for scattering of cremated remains in a cemetery or on Council owned land however prior approval of Council is required which may be refused.

RENEWAL OR TRANSFER OF INTERMENT RIGHTS

Renewal

At the expiry of the interment right period Council may, on application by the interment right holder or an authorised person, renew or extend an interment right on payment of an appropriate fee.

Transfer / Relinquishment

A person/s holding an interment right for an unused burial site, memorial garden site or niche may seek approval of Council to relinquish their right (Section 34 of the Act) or transfer (Section 33 of the Act) their right to another person/s. Council will not unreasonably withhold its approval however administrative costs for a relinquishment will be at the cost of the interment right holder in accordance with Schedule 1 of the Regulations. The request to transfer must be by completed application form or a relinquishment by a request in writing and both will require proof of identity by way of Drivers Licence or similar photo identification.

Lost documentation

Council may issue a replacement (copy) of an interment right upon receipt of a Statutory Declaration by the interment right holder or authorised person, which sets out the circumstances in which the formal documentation was lost.

INTERMENTS

Documentation

All applications for a right to inter bodily remains in a Council cemetery must be accompanied by appropriate documentation in accordance with Section 12 of the Act and Regulation 9 of the Regulations.

All interments in Council cemeteries are to be approved by Council in writing by completing the relevant application form.

The interment site is to be marked out by Council staff prior to the excavation of the site to ensure the correct site has been allocated.

Interments are to be undertaken by the funeral company specified in the Burial Authority and preparation of the interment site is to be undertaken by Council or a contractor authorised by Council.

Outside a Cemetery on rural land

In accordance with Sub-Section 8(2) of the Act, Council will receive and assess applications and may grant permission for a burial on private land outside the boundary of a township within the Council area.

Burials outside a Council cemetery is only permitted in an area zoned Primary Production.

A property owner has the choice to either leave the property as is or protect the burial site by land division, when deciding to sell the property. There is no ongoing obligation of a new land holder to continue to allow visits to a burial site on the land they have purchased.

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Bodily remains are not permitted to be disposed of by burial at sea, without the approval of the Attorney-General.

There are no Environment Protection Authority codes or guidelines to abide by in relation to the scattering of cremated remains.

REUSE OF INTERMENT SITES

Council encourages the interment right holder and/or relative to extend an interment right once it has expired and will make every reasonable effort to contact the interment right holder, and/or relatives of the interment right holder to advise them of the expiry of the interment right.

In the event that a right of interment is not renewed Council will take reasonable steps, in writing, to advise a holder of the right of its impending expiration, twelve months prior to its expiration.

If the holder of the right does not renew the interment right by the expiration date:

- a. Burial site – the interment site is deemed to have expired and Council has the right to reuse the site in accordance with Legislation.
- b. Memorial Garden / Niche – the holder of the interment right may -
 - a. Instruct Council to move the interred remains to an unmarked location in the cemetery; or
 - b. Collect the remains for private disposal

and Council has the right to reuse the site in accordance with legislation.

DISPOSAL / EXHUMATION / REMOVALS & RE-INTERMENT OF HUMAN REMAINS

An interment right holder is required to comply with the Act and the approval given by Council prior to:

- a. Reopening an interment site containing bodily remains
- b. Removing or relocating human remains.

The process of excavating and/or modification of a site must be undertaken by a Council employee or a contractor approved by Council. Confirmation of a burial site

must be verified by Council's administration prior to any excavation or other work on the site.

Exhumation of human remains is only permitted without Attorney - General approval when:

- a) Only cremated remains are interred at the site; or
- b) Additional human remains can be interred without disturbing bodily remains; or
- c) A lift and deepen procedure is carried out in accordance with 'Part 2 (11) Lift and Deepen Procedure' of the Regulations.

Public right of way

~~The cemetery is not a public right of way.~~

~~Entry to the cemetery is for employees or agents of Council and people having legitimate business or as determined by Council.~~

Control of animals

~~All dogs in the cemetery must be kept under control and on a leash and all dog faeces must be removed by the person in control of the dog.~~

CONTROL OF ANIMALS

Other than exercising dogs, the public must not ride, drive or exercise animals in the cemetery unless they first have the approval of Council.

All dogs in the cemetery must be kept on a leash of no more than two metres in length and held by a person capable of controlling the dog, preventing it from becoming a nuisance or a danger to others.

It is the dog owner's responsibility to collect dog faeces and dispose of them via a rubbish bin.

General conduct in the cemeteries

~~A person must not cause any nuisance and must at all times conduct themselves in a manner that respects the rights and safety of others.~~

~~All children entering the cemetery must be under the supervision of an adult.~~

~~A person must seek Council approval before erecting any structure in the cemetery such as a shelter or Niche wall.~~

GENERAL CONDUCT IN THE CEMETERIES

A person must not remove, damage, deface or interfere with;

- a. Any building, memorial, other fixture or structure in a cemetery; or
- b. Any part of the cemetery grounds including a tree, shrub, plant, flower or lawn.

In addition a person whilst within the cemetery grounds is not permitted to;

- a. Disturb a funeral service, cause a nuisance or breach the peace; or
- b. Discharge a firearm (except at an armed services funeral); or
- c. Consume alcohol other than as part of a funeral service, as authorised by Council; or
- d. Deposit refuse except in receptacles provided for the purpose.

A person must not cause any nuisance and must at all times conduct themselves in a manner that respects the rights and safety of others.

A person must seek Council approval before erecting any structure in the cemetery such as a shelter or Niche wall.

All visitors, contractors or other persons in a cemetery are subject to the direction and supervision of Council. A person must not refuse to comply with direction or supervision of Council otherwise they may be required to leave the cemetery.

All children entering the cemetery must be under the supervision of an adult.

Maintenance

Council will maintain the area of the cemetery including pathways, roadways, plants, fencing and structures and may reposition any tribute that impedes the maintenance of the surrounds of the interment site.

For the safety and security of the general public, workers and the environment, landscaping of cemetery ground/niche walls/memorial sites is not permitted. This includes the placement of jars, bottles and potted plants.

In the event the surface of any interment site in the cemetery sinks below the level of the natural surface of the ground, Council may cause the site to be filled up to that level.

MAINTENANCE

Council will maintain the area of the cemetery including pathways, roadways, plants, fencing and structures and may reposition any tribute that impedes the maintenance of the surrounds of the interment site.

For the safety and security of the general public, workers and the environment, landscaping of cemetery grounds, niche walls and memorial sites is not permitted by the public. This includes the placement of jars, bottles and potted plants.

Council may remove from an interment site any unattached ornament, empty flower container, broken masonry, decayed or broken wreath or dead flowers. Council may prune, cut down or remove any plant on an interment site in the cemetery that is, in the opinion of Council, unsightly or overgrown.

In the event the surface of any interment site in the cemetery sinks below the level of the natural surface of the ground, Council may cause the site to be filled up to that level.

TRANSPORT OF BODILY REMAINS WITHIN THE CEMETERY

A person must comply with the provisions of the Regulations relating to the handling, storage and transport of bodily remains.

Memorials and Tributes

The design and wording of all memorials will be tasteful and in keeping with the existing ambience of Council managed cemeteries. If a proposed memorial and/or memorial wording is significantly different, a discussion with the Property Tenure Officer on a case by case basis can be arranged on request.

Tribute containers are to be non-breakable unless they are purpose designed receptacles which are a permanent feature of a monument. Council may remove and dispose of any tribute when it is deemed unsightly, offensive and breakable or a risk to public safety.

MEMORIALS (includes plaques, monuments and other approved structures) AND TRIBUTES

Council must first be notified in writing of the intention to install a memorial in the cemetery and approval given to proceed with the installation.

All works must be carried out in accordance with the provisions of Australian Standard AS4204-1994. These standards ensure that memorials and stone work are manufactured in accordance with Australian standards ensuring structural integrity and a high level of workmanship is maintained.

The design and wording of all memorials will be tasteful and in keeping with the existing ambience of Council managed cemeteries. If a proposed memorial and/or memorial wording is significantly different, a discussion with the Property Tenure Officer on a case by case basis can be arranged on request.

Ownership of memorials remains with the interment right holder.

Tribute containers are to be non-breakable unless they are purpose designed receptacles which are a permanent feature of a monument.

Council may repair, remove or reinstate a structure or tribute when it is deemed unsightly, offensive, breakable or offensive consistent with Section 41 of the Act at the owner's cost.

In accordance with Section 42 of the Act Council may also dispose of any structure or tribute that it deems to be unsightly, offensive, breakable, in poor condition or dilapidated.

LANDSCAPING

No person, except an officer of Council may landscape or change the landscaping of any portion of the cemeteries.

All plants and trees in the cemeteries remain the property of the Council.

TRAFFIC REGULATIONS

All South Australian general road rules apply within the cemetery.

As stated in the Regulations, a person must not drive a motor vehicle within the cemetery in a dangerous or careless manner without reasonable consideration for others.

DRIVERS TO COMPLY WITH DIRECTIONS OF COUNCIL

A person must, while in charge of a motor vehicle within a cemetery, comply with any lawful directions of Council as to the driving or parking of vehicles.

All motor vehicles must remain on the designated roadways unless otherwise directed by Council.

Council may issue parking fines under Regulation 24 of the Regulations.

ESTABLISHING A NEW CEMETERY

Subject to the Act, any person may establish a cemetery, natural burial ground or crematorium. Refer to Part 2 Division 1 of the Act for further information.

Council may set apart any part of a cemetery as a natural burial ground or may set any part of the cemetery or natural burial ground for the interment of human remains in accordance with the customs and practices of a particular religion.

CLOSURE AND CONVERSION OF CEMETERIES

For requirements refer to Part 3 Division 2 of the Act and Regulation 28 of the Regulations

STATE HERITAGE REGISTER

The Clan Ranald interment sites at Edithburgh Cemetery are listed on the State Heritage Register and require new headstones / memorial and alteration work to be approved by an appointed Heritage Advisor.

Check the State Heritage Register website at www.planning.sa.gov.au for cemeteries that may be newly listed.

WAR GRAVES

The Office of Australian War Graves (OAWG) is committed to maintaining official memorials in perpetuity.

Where a full monument is required the OAWG will provide and maintain the headstone with a bronze plaque which may also include an optional religious emblem and personal inscription. The memorials are concrete with a rendered finish.

The plaque placed on a wall niche of a memorial garden site will be arranged by the OAWG and be inscribed in a standard format.

NEGLECTED CEMETERIES AND NATURAL BURIAL GROUNDS

If Council is of the opinion that a cemetery or NBG within its area is in a neglected condition or fails to comply with the requirements of the Act, Council may, by notice in writing, require the governing body to remedy the conditions of neglect or non-compliance in accordance with Section 46 of the Act.

AUTHORISED OFFICERS

Council may appoint authorised officers to ensure administration and enforcement of Section 59 of the Act

5. COMPLAINTS

All complaints relating to the management of Council cemeteries should be directed to the Property Tenure Officer.

6. REVIEW

This policy will be reviewed every three years and must be reviewed within twelve months of a general election, in consultation with employees and/or their nominated representative(s). The policy will also be reviewed as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Training needs in regard to Cemetery Management will be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PR079	Administering new cemetery plans
PR080	Administering a new cemetery interment right
PR081	Administering a new cemetery interment
PR082	Requirement for additional cemetery interment sites
PR083	Transfer of a cemetery interment right – existing applicant
PR084	Relinquishment of an existing cemetery interment right
PR085	Transfer of a cemetery interment right - legal incapacity of existing applicant
PR095	Grave digging at Council cemeteries - Guidelines
TBA	Cemetery Memorials
SF018	Cemetery Interment Right
SF018A	Cemetery Interment Right Terms and Conditions
SF172A	Application for new cemetery Interment Right
SF172B	Interment Authority
TBA	Grave digging at Council cemeteries - Checklist

SF173	Transfer of cemetery interment right declaration
TBA	Interment Authority – Permission to inter bodily remains on private land other than a cemetery

9. REFERENCES AND LEGISLATION

[Burial and Cremation Act 2013](#)

[Burial and Cremation Regulations 2014](#)

[Local Government Act, 1934 – Part XXX – Cemeteries](#)

Local Government Act, 1999 – Schedule 2 Subsidiaries.

[Local Government \(Cemetery\) Regulations 2010](#)

Local Government (Exhumation of Human Remains) Regulations 2005

OHSW Regulations 1995 Division 5.5

Australian Standard for Monuments AS204-1994

Coroners Act 2003

Cremation Act 2000

Cremation Regulations 2001

Births, Deaths and Marriages Registration Act 1996

Births, Deaths and Marriages Registration Regulations 1996

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer.
Sub Delegate:	Director Corporate and Community Services Corporate Services Officer

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Cemetery Management – Monuments and Plaques	PO129	12/08/08	08/06/10
Cemetery Management – Relinquishment of Lease	PO130	12/08/08	08/06/10
Cemetery Management – Transfer of Lease	PO131	12/08/08	12/07/11
Cemetery – General	PO132	12/08/08	08/06/10

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

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



INTERMENT AUTHORITY PERMISSION TO INTER BODILY REMAINS ON PRIVATE LAND OTHER THAN A CEMETERY

SF

Responsible Officer:

Issue Date:

Next Review Date:

This form **must be** completed in full and returned to Council prior to proceeding with an interment outside a cemetery in an area zoned Primary Production within the Yorke Peninsula Council area.

DETAILS OF DECEASED

Title: Dr Mr Ms Mrs Miss Gender: M / F

Last Name _____ First Name/s _____

Last Known Address _____

Suburb _____ State _____ Postcode _____

Date of Birth _____ Date of Death _____ Age _____

INTERMENT LOCATION

Please attach a map showing the intended location of grave or natural burial site. Identify any features and estimate the distance to surrounding structures.

NB The site must be at least 20 metres away from any building, structure or water well.

Attached YES/NO

Address of Property _____

Suburb/Township _____ State _____ Postcode _____

General description of area to be used _____

Coordinates of Location _____

Intended interment depth _____

(Interment must be at least 1 metre in depth)

LAND OWNER DETAILS

Title: Dr Mr Ms Mrs Miss

Last Name _____ First Name/s _____

Address _____

Suburb _____ State _____ Postcode _____

Telephone (M) _____ Telephone (H) _____

Email _____

Relationship to Deceased (if any) _____

Signature of Landowner _____ Date _____

FUNERAL SERVICE DETAILS

Name of Funeral Service _____

Address of Funeral Service _____

Suburb _____ State _____ Postcode _____

Telephone _____ Mobile _____

Email _____

Person making arrangements on behalf of Funeral Service

Last Name _____ First Name _____

I agree to be bound by the general instructions and policies of the Yorke Peninsula Council.

Signature on behalf of Funeral Service _____ Date _____

AUTHORISED PERSON DETAILS ON BEHALF OF THE DECEASED

Title: Dr Mr Ms Mrs Miss Gender: M / F

Last Name _____ First Name/s _____

Address _____

Suburb _____ State _____ Postcode _____

Telephone _____ Mobile _____

Relationship to Deceased _____ Email _____

I acknowledge that I am a person authorised to exercise the interment.

Authorised Person's Signature _____ Date _____

YPC OFFICE USE ONLY

Interment Number: _____

Name Plate Checked: YES / NO

Partial Doctors Certificate and Certificate of Identification are to be attached

Attached YES / NO

Council Authorisation:

Name: _____

Signature: _____

NB Once documentation which meets the requirements of Section 12.2 for the Burial and Cremation Act 2013 and Regulation 9 are sighted, copies must be provided and attached to the Interment Authority.

	COMMUNITY ENGAGEMENT PLAN					SF215
						Responsible Officer: Business Improvement Officer
						Issue Date: 10th June 2015
						Next Review Date: June 2019
	PROJECT NAME: CEMETERY MANAGEMENT					
Stakeholders	Level 1 INFORM	Responsibility	Start Date	End Date	Status	Evaluation Method
Entire community	Public Notice	Property Tenure Officer	14/07/2015	4/08/2015	*NS	Report Back to Council at end of PC Process
Entire community	Website	Property Tenure Officer	14/07/2015	4/08/2015	*NS	Elected Members to review any comments received from the PC process

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM

9. PORT VICTORIA HOTEL - MOTEL PUBLIC CONSULTATION

(File Ref: 9.24.1.1)

PURPOSE

To seek permission to proceed with a second public consultation process for the granting of a five year lease with three five year rights of renewal to the lessee of the Port Victoria Hotel-Motel (the Hotel) over a portion of road reserve to accommodate a proposed new hotel decking area.

RECOMMENDATION

That Council give permission to proceed with a further public consultation process for the granting of a five year lease with three, five year rights of renewal over a portion of road reserve for the proposed development of a hotel decking area to Mr Peter J Raison & Mr Kenneth John Davey and Parker Hotels Pty. Ltd.

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 further public consultation process for granting the lease over a portion of road reserve adjacent to the Hotel is necessary due to the plans for the proposed Hotel decking being amended after further consultation between Council, the Hotel Licensee and Port Victoria Progress Association (Progress).

DISCUSSION

Following approval at the 11 February 2015 Council meeting to proceed with the public consultation in relation to the proposed lease, the following steps were taken:

- A public consultation notice was placed in the Yorke Peninsula Country Times and Council's website; and
- An information report was made available to the public on Council's website and on request from all Council offices; and
- A public consultation notice was posted to neighbouring properties to the Hotel; and
- A Public consultation notice was displayed on the Port Victoria community board.

At the close of the public consultation period on 10 March 2015 no submissions were received by Council.

A letter however was received from Progress on 23 March 2015 with concerns about footpath access for pedestrians if the new decking adjacent to the hotel was to proceed as shown in the original plan. Refer to Attachment 1 & 2.

The original plan as shown on Attachment 1 indicated that the public footpath would pass between the hotel and the new proposed deck area which would have pedestrians not patronising the hotel, passing through a licensed area of the hotel.

An onsite meeting was arranged with Council staff, the Hotel Licensee and representatives from Progress.

It is proposed that a rerouted footpath adjacent to Victoria Terrace will deviate to the right, around to the front of the hotel adjacent to Main Street, abutting the curb, and continue on to the current Main Street footpath past the hotel verandah. The access ramp on the corner of the curb would provide access for pedestrians to cross over Main Street and Victoria Street. Taking into consideration all suggestions from the attendees at the meeting, it was agreed that the hotel licensee have amended plans prepared for further consultation. Refer to Attachment 3.

The amended plan indicates a lease area of 62.7 square metres therefore the lease rent will be adjusted accordingly based on the rental valuation conducted by Opteon Property Group, of \$25 (excluding GST) per square metre.

A lease for the portion of road reserve is subject to all necessary Development application outcomes in relation to the new plan.

A copy of the amended plan was emailed to Progress for comment prior to the preparation of this report. Refer to Attachment 4.

COMMUNITY ENGAGEMENT PLAN

Refer to Attachment 5.

CONSULTATION PROCESS

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

- Director: Development Services
- Director: Assets & Infrastructure Services
- Senior Officer: Development Services
- Operational Coordinator

The following external parties have / will be consulted:

- the Hotel Licensee
- Port Victoria Progress Association Inc. representatives

POLICY IMPLICATIONS

PO057 Community Engagement Policy

PO057 Public Consultation Policy

BUDGET AND RESOURCE IMPLICATIONS

The proposed lease fee is \$1,567.50 + GST per annum with an annual rent increase equivalent to CPI% for Adelaide.

The solicitor's \$630.00 lease document preparation fee will be the responsibility of the Hotel Licensees Mr Peter J Raison and Mr Kenneth John Davey.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Section 201 (2) Local Government Act 1999

ATTACHMENTS

Attachment 1: Original Plan for proposed decking

Attachment 2: Correspondence from Port Victoria Progress Inc.

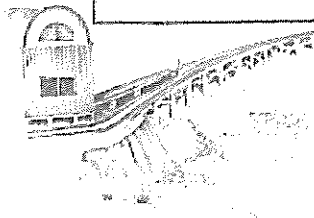
Attachment 3: Revised Plan for Proposed Decking

Attachment 4: Port Victoria Progress Feedback – New Plan

Attachment 5: Community Engagement Plan

[illegible]

Attachment 2: Correspondence from Port Victoria Progress Inc.

	RECEIVED 20 MAR 2015
	2002-2015-3
	ISS Number 16-20-2-1
	Distribution

**Port Victoria
Progress Association Inc.**
PO Box 182 Port Victoria SA 5573
President: Wendy Brusnahan 08 88342234
Secretary: Raelene Irlam , 08 88342175

13 March 2015

Mrs Marilyn Mensforth
YP Council
PO Box 88
Minlaton SA 5575

PORT VICTORIA HOTEL MOTEL LEASE.

Port Victoria Progress fully supports the application for the lease of some of the over road reserve to Port Victoria Hotel/Motel.

We realize that we have missed the submission date for formal submissions but wish you to read and take into account our views on behalf of the community

We fully support the construction of an all weather footpath to ensure pedestrians and gopher riders are able to use the new footpath to safely access the Port Victoria Kiosk/Post Office. At present they have to share the road with vehicles from the northerly access to the Hotels back yard on the Main Street.


Port Victoria Progress Association has been lobbying the Council for the past five years to change the Design of the corner NW of the reserve for community members safety. We are very pleased that a solution can be incorporated into the proposed project.

Please find a map from our measurements which incorporate a 2m unobstructed footpath width. Please take note that 4 Wheel drives with roa bars obstruct onto the verge by 420mm, as can be seen by pictures attached.

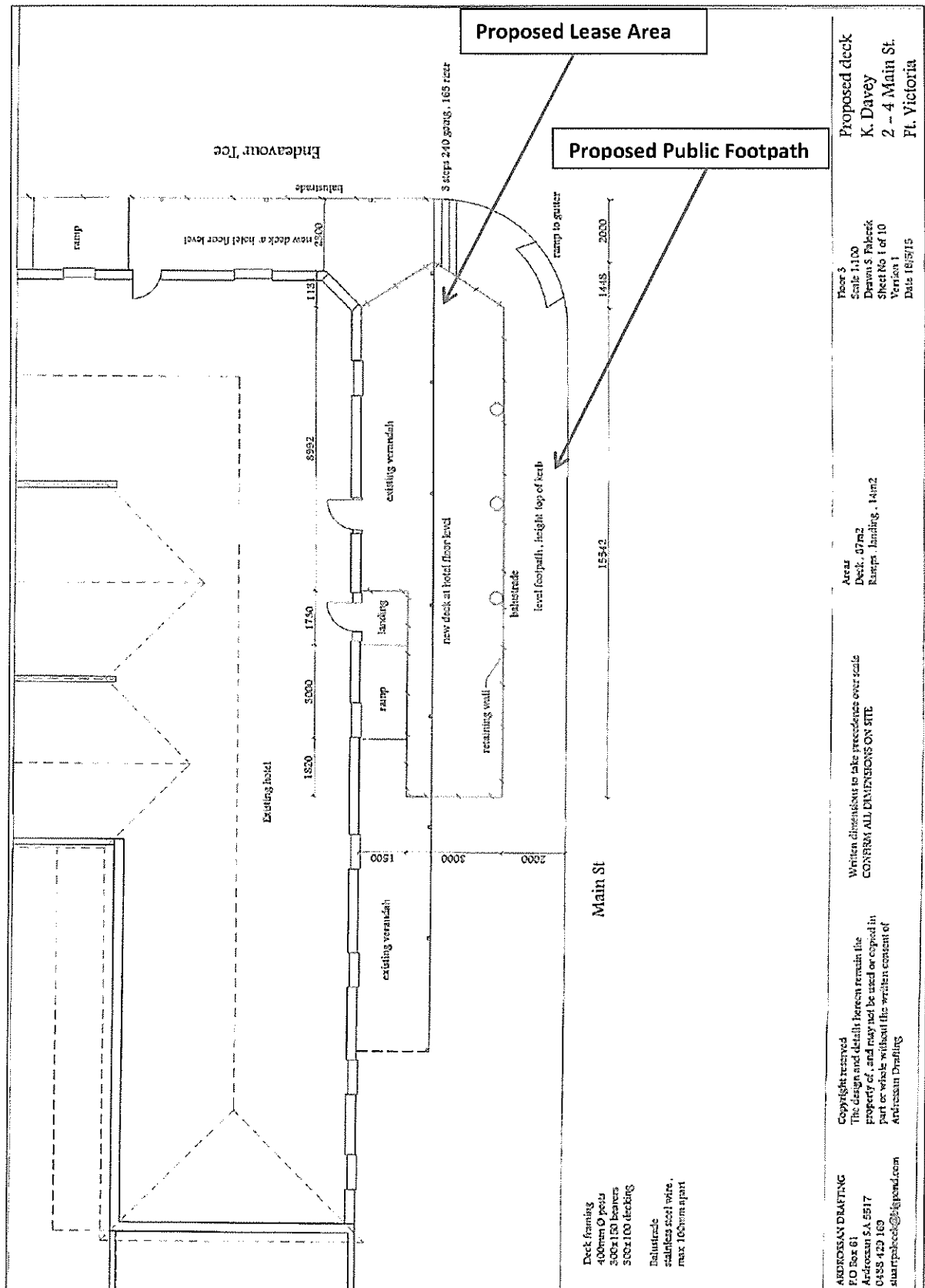
We thank you for your attention

Yours Sincerely

Raelene Irlam, Secretary


Wendy Brusnahan, President

Attachment 3: Revised Plan for proposed decking



Attachment 4: Port Victoria Progress feedback – new plan

Corporate Email Address

From:

Sent:

To: 23 JUN 15

Cc:

Subject:

Port Victoria Progress Association

Tuesday, 23 June 2015 2:27 PM

Marilyn Mensforth

Ken & Denise Davey

Port Victoria Hotel

Item Number

4353 - 2015 - 2

105 Number

16 20 2 - 1

Distribution


Dear Marilyn

Thank you for the opportunity to view the plans for the set up of the Hotel corner.

Wendy and the Progress Assn. hope that it will all go well in the future.


Looks good for the ease of pedestrian and wheel access to negotiate, than what it is now.

Kind Regards
Raelene Irlam



This email has been checked for viruses by Avast antivirus software.
www.avast.com

Attachment 5: Community Engagement Plan

	COMMUNITY ENGAGEMENT PLAN					SF215
						Responsible Officer: Business Improvement Officer
						Issue Date: 10th June 2015
						Next Review Date: June 2019
	PROJECT NAME: Proposed lease over road reserve - Port Victoria Hotel-Motel					
Stakeholders	Level 1 INFORM	Responsibility	Start Date	End Date	Status	Evaluation Method
Entire community	Public Notice	Property Tenure Officer	14/07/2015	4/08/2015	*NS	Report back to Council at end of PC Process
Affected residents	Website	Property Tenure Officer	14/07/2015	4/08/2015	*NS	Elected Members to make decision based on any submissions received from the PC process
Affected businesses	Personalised Letter	Property Tenure Officer	14/07/2015	4/08/2015	*NS	
Progress Associations	Personalised Letter	Property Tenure Officer	14/07/2015	4/08/2015	*NS	
* NS – Not started						

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

10. ARTHURTON WAR MEMORIAL SPORTS CLUB INC.: ARTHURTON BOWLING CLUB COMMUNITY LOAN APPLICATION

(File Ref: 9.24.1.1)

PURPOSE

The Arthurton War Memorial Sports Club Inc. has submitted a request to Council seeking a Community Loan of \$140,000 over a term of Ten (10) years to enable them to install artificial bowling greens at the Arthurton Bowling Club.

RECOMMENDATION

That Council:

1. approve the provision of a Community Loan to the Arthurton War Memorial Sports Club Inc. Bowling Club for the amount of \$140,000 for a period of Ten years repayable by 6 monthly instalments in arrears.
2. pursuant to the provision of Section 134 of the Local Government Act 1999, the District Council of Yorke Peninsula hereby orders that the said Council shall borrow by means of a debenture loan on the security of the general revenue of the Council, the sum of \$140,000 (One Hundred and Forty Thousand Dollars) from the Local Government Finance Authority and that the said loan shall be for a period of 10 (Ten) years. The said loan will be for the Arthurton War Memorial Sports Club Inc. to fund the installation of artificial bowling greens.
3. authorise the Mayor and Chief Executive Officer to sign and seal any documentation to give effect to this resolution.

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

The Arthurton Bowling Club is a local sporting club providing facilities for its members and the community as a whole. The club itself caters for a range of events, including, but not limited to, bowls tournaments, night owls competition, winter bowls, and social bowls for members and the wider community. The Sporting Club as a whole also offers birthday celebrations, wedding receptions etc. in the new Clubroom facilities.

DISCUSSION

The lease of the sporting complex occupied by the Arthurlton War Memorial Sports Club Inc. which incorporates the Arthurlton Bowling Club expires on the 31/12/2018 with a 5 year right of renewal.

The Arthurlton War Memorial Sports Club Inc. have formally undertaken to support the bowling club in servicing the requested loan.

The Arthurlton War Memorial Sports Club Inc. derives a significant amount of its income from its cropping endeavours on land leased from Council, with additional income sourced from its licensed bar facilities.

The lease for the cropping land expires on 28/2/2017 however Council staff have commenced proceedings to extend this lease for a period of 5 years with a 5 year right of renewal.

Finance staff have reviewed budgets and past financial statements and are satisfied the club has the financial means to fulfil the loan obligation. A copy of the loan application is attached.

COMMUNITY ENGAGEMENT PLAN

Not applicable.

CONSULTATION PROCESS

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

- Financial Accountant
- Manager Financial Services

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

- The Arthurlton War Memorial Sports Club Inc.
- The Arthurlton Bowling Club

POLICY IMPLICATIONS

Complies with the updated Council policy PO122 Loans to Community Groups

BUDGET AND RESOURCE IMPLICATIONS

The loan application meets all the eligibility criteria required by policy PO122 Loans to Community Groups.

The loan repayments will be approximately \$17,539.78 per annum payable in twenty, 6 monthly instalments, in arrears, of approximately \$8,769.89 over a period of 10 years. The applicable interest rate for this particular borrowing is 4.5% at the time of writing this report and is not expected to vary greatly in the coming weeks.

The club has had a regular income stream over the past few years and has some cash reserves which provide Council with a high degree of assurance that the club has the

ability to repay the loan. Furthermore written confirmation of intent to honour financial obligations in regard to this loan have been received from both the Arthurlton War Memorial Sports Club Inc and the Arthurlton Bowling Club themselves.

A budget for the period of the Ten (10) year loan was also provided to staff with the loan application. Finance staff have reviewed this budget and past financial statements of both the Arthurlton Bowling Club and Arthurlton War Memorial Sports Club Inc. and are satisfied the club has the financial means to fulfil the loan obligation.

The expected significant savings in water expenses upon replacement of lawn greens also contributes to the club's ability to repay this loan.

The revised community loans policy PO122 recommends limiting outstanding loans to community groups to a maximum of \$1,500,000 at any point in time.

As at 30 June 2015, the total amount lent as community loans was \$740,000 with an additional \$100,000 for Port Vincent Bowling Club as approved at the previous meeting still to be finalised.

Outstanding amounts at the 30th of June 2015 total \$437,471.90, not including the \$100,000 community loan mentioned previously.

PO122 requires individual loans to community groups to be between \$20,000 and \$200,000.

This proposed loan meets all criteria contained in the revised policy.

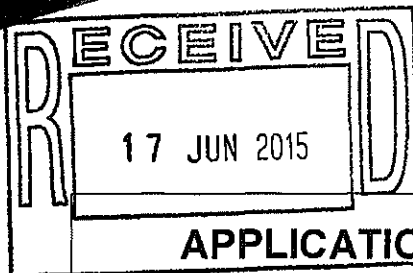
RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Local Government Act 1999

Local Government (Financial Management) Regulations 2011

ATTACHMENTS

Attachment 1: Loan application



Item Number
4160-2015-3

GDS Number
7.1.10.1

Distribution

PRINCIPAL OFFICE:
8 Elizabeth Street, Maitland
Telephone (08) 8832 0000
ALL CORRESPONDENCE TO:
P.O. Box 88, MINTLTON, SA 5575
Fax (08) 8853 2494
Email: admin@yorke.sa.gov.au
Website: www.yorke.sa.gov.au



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APPLICATION FORM - LOANS TO COMMUNITY GROUPS

SF206
Responsible Officer: C&CS
Issue Date: 20/03/2015
Next Review Date: March 2016

Council has adopted Policy PO122 Loans to Community Groups to provide guidelines for the provision of loans to Community, Sporting and Recreational Clubs / Associations based within the area of the Yorke Peninsula Council and which may hold a lease of usage agreement over Council owned or controlled land, if appropriate. Organisations should read Policy PO122 before submitting the application form.

1.	Name of Organisation	ARTHURTON BOWLING CLUB INC. ARTHURTON WAR MEMORIAL SPORTS CLUB INC. (See addendum)
2.	Number of members*/financial members of your organisation *Cross out whichever does not apply	49 Financial members (bowls) 163 (war memorial)
3.	Brief Description of the organisation, its aim, objectives and major activities	Bowling club in the NYP Bowls Association, incorporated with Bowls SA providing competitions, social activities & competing in organised pennant competitions. Our aim is to provide a quality bowls surface for the future 20 plus years of our bowling club with the objective of providing a year round facility that can be used by many groups in our area. Other similar bowling clubs have experienced growth & financial effectiveness by adopting this approach.
4.	Address for correspondence (please include both postal and email address)	PO Box 136, ARTHURTON SA 5572 lloydgeater@bigpond.com
5.	Contact Person / Responsible Officer (please include Name & Address, Position in organisation, phone contact and email address)	Lloyd Geater-Johnson 1 GULF DRIVE, BALGOWAN SA 5573 President Ph. 0419033937 lloydgeater@bigpond.com
6.	Is the organisation currently Incorporated? (please circle)	Yes

7.	Project Description (add additional pages if required)	To remove current bowling surface & construct new base and attaching new carpet surface. Surface will be TD2000 which is a premium surface with lifespan of over 20 years.
8.	Project budget (attached a more detailed sheet if necessary)	<p>... Removal & supply new base & surface ex GST</p> <p>..... \$205,000.....</p> <p>.....(See Addendum).....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><u>Total Cost of the Project</u> <u>\$205,000.....</u></p> <p>Other income (Club Funds) <u>\$..65,000.....</u></p> <p>Council Loan requested \$140,000.....</p>
9.	Date loan funds requested (please allow adequate time for Council to consider your request)	August 2015
10.	Please outline any in-kind contributions (eg materials, volunteers etc)	Members will be supplying trucks for carrying soil materials for the base from Gawler. Estimated 300t required. Onsite help will be given to the construction group.
11.	Please outline how the project will benefit the community	The new bowling surface will be beneficial to the ongoing viability of the club as the financial strain of maintenance, water & labour will be alleviated. Reliance on our cropping ground to just maintain our facility will be reduced allowing us to further improve our community facility. We will be in a position of being able to provide to our community a facility that can be used year round for the promotion & improvement of lawn bowls in our area. We currently have a junior member in the state squad & we are looking to run programmes through the year to encourage further involvement. It is envisaged because of our location regional events & training days will be run throughout the year.
12.	PLEASE ATTACH THE FOLLOWING INFORMATION	
Yorke Peninsula Council Council Agenda Wednesday 27th October 2015		check if attached ⁶³
a) Incorporation documentation		<input checked="" type="checkbox"/>

b)	Copy of Committee's approval/minutes to seek loan	<input checked="" type="checkbox"/>
c)	Organisation's Business/Management/Development Plan	<input checked="" type="checkbox"/>
d)	Copy of audited financial statements for the past three (3) years	<input checked="" type="checkbox"/>
e)	Budget showing organisation's ability to repay the loan.	<input checked="" type="checkbox"/>
f)	Details of Public Liability Insurance Policy and Certificate of Currency	<input checked="" type="checkbox"/>
g)	Full details of the project and purpose for which the loan is sought – including concept plans, proposed applicant organisation's input into the project and how the project will be managed	<input checked="" type="checkbox"/>
h)	Letter confirming that the organisation will comply with Council's loan conditions as set out in PO122 Loans to Community Groups	<input checked="" type="checkbox"/>
i)	Any other information that you think will help Council in making its decision in relation to your application	<input checked="" type="checkbox"/>

Application and supporting documentation needs to be posted to:
Yorke Peninsula Council, PO Box 88 Minlaton SA 5575 or delivered to one of Council's Offices

For further information please contact: Manager Financial Services ph: 08-8853 3800

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

11. ARDROSSAN BOWLING CLUB SPONSORSHIP REQUEST

(File Ref: 9.24.1.1)

PURPOSE

Council has been approached by the President and Committee of the Ardrossan Bowls Club seeking sponsorship for the Men's and Women's Prestige Medley event they are tendering for in conjunction with the Moonta Bowling Club. (to be hosted in December 2015 - letter attached)

RECOMMENDATION

That Council approve sponsorship of the 2015 Men's and Women's Prestige Medley event for the amount of \$2,000 on the condition that the club's tender is successful.

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

BACKGROUND

Ardrossan Bowls Club President Bruce Hart and Secretary Annette Rowntree met with the Director Corporate and Community Services on Tuesday 23 June to discuss possible Council support to assist with hosting the 2015 Men's and Women's Prestige Medley event.

DISCUSSION

Ardrossan Bowling Club and Moonta Bowling Club are tendering to host this premier event in December 2015. If Ardrossan are successful they will be hosting the Women's Prestige Event. If Moonta is successful they will be hosting the Men's Prestige Event. The tender has been submitted as a joint venture between the two clubs. The Moonta Bowling Club has been successful in hosting this event in the past.

The event will host competitors from 12 regions of South Australia, and will bring over 100 competitors and 20-30 officials, plus visitors, to the area, with competition played over two days.

The Ardrossan Bowling Club will be encouraging all participants to discover more of Yorke Peninsula once the competition is complete, and it is anticipated this will result in more tourism to the region and economic advantages for local businesses.

As a provision of their tender, the Moonta Bowling Club has been granted sponsorship from the Copper Coast Council of approximately \$3,000.

The Ardrossan Bowling Club has secured current sponsorship of \$1,500 from the Ardrossan Progress Association and is seeking further financial assistance of \$2,000 from Council towards hosting the event. This sponsorship will be paid only if the tender bid for the event is successful.

This event is considered a premier event and should the bid be successful will secure considerable focus on and economic benefit for the region.

COMMUNITY ENGAGEMENT PLAN

Not Applicable

CONSULTATION PROCESS

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

- Director Corporate and Community Services
- Executive Assistant to the Director Corporate and Community Services

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

- District Council of Copper Coast

POLICY IMPLICATIONS

Not Applicable

BUDGET AND RESOURCE IMPLICATIONS

The 2015/16 budget contains an amount of \$5,000 for community sponsorships. The amount would be sourced from this budget and would create no additional financial requirement.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

Attachment 1: Correspondence from the Ardrossan Bowls Club



Ardrossan Bowling Club Inc
Oval Terrace, Ardrossan, SA 5571
Tel: (08) 8837 3096



Item Number
4330-2015-3
GDS Number
7.31.3.2
Distribution

23 June 2015

David Harding,

Director of CCS,

Yorke Peninsula Council

MINLATON S A 5575

Dear David,

Thank you for making your time available today to discuss the Ardrossan Bowling Club Inc and Moonta Bowling Club Inc participating in a joint tender for a Bowls SA Prestige Medley to be held in December 2015. The Men's and Women's Prestige Medley is the premier bowls competition in South Australia, involving representative sides from all 12 regions, with Moonta tendering for the Men's event and Ardrossan Bowling Club tendering for the Women's event.

If successful the Ardrossan Bowling Club would host approximately 108 competitors accompanied by some 20-30 officials. We would also anticipate partners of bowlers, spectators and visitors to Ardrossan over this two day event. This competition is an annual event normally held in Adelaide and players are selected from all over the State – many of these visitors would not have been to this region previously.

Players, officials and visitors will be searching for accommodation, meals and town attractions. We have included a comprehensive list of Ardrossan and surrounds information to help them in this regard and, hopefully if successful, we will attract them to our area in the future.

The Ardrossan Bowling Club, Administration and Committee are excited and positive to be involved in this tender requiring the Club to guarantee the payment of \$3,000 prize money as well as a Hosting Fee of \$500. We respectfully request that the Yorke Peninsula Council consider granting financial support to us for this venture, if our tender is successful.

Thanking you in anticipation,

Annette Rowntree

Secretary

Bruce Hart

President



2015 Ladies Prestige Medley

A Tender To: Bowls SA

Oval Terrace, Ardrossan, SA 5571 - Phone: 08 8837 3096 - Fax: 08 8837 3095
[email: ardbowls@internode.on.net](mailto:ardbowls@internode.on.net) - www.ardrossanbowls.com.au/

ARDROSSAN BOWLING CLUB

- 2015

- 1

A HISTORY OF THE ARDROSSAN BOWLING CLUB

The Ardrossan Bowling Club Inc. is medium to large by South Australian club size standards. The clubrooms and 18 bowling rinks are situated in a seaside rural area (on Council lands) approximately 90 minutes from the City of Adelaide. The Club has some 120 members. Over the past few years much hard work has been utilized into significant upgrades to the clubhouse and surrounds to make it more contemporary and user friendly for members, night owls events, winter bowls, community groups and a venue for corporate and local community meetings. Recent capital works have been the installation of new colour bond roofing, insulation, and installation of a solar energy system to negate rising electricity costs. The club is proud of the fact that work efforts within the Club are sustained through the generosity of Volunteers.

HOSTING LARGE EVENTS

Although the Club has not hosted an international event as our co-tender, Moonta Bowling Club, the management and board are confident and excited to be given the opportunity to tender for the 2015 Woman's Prestige Medley. The Club has held a successful Easter Tournament over the past 40 years which involve some 130 visiting bowlers over the 4 days. This tournament involves Men's and Women's pairs, mixed pairs, men's and women's fours and triples. Over 300 meals are catered for by our volunteer ladies who have gained a wonderful reputation for their outstanding catering. The recent 2015 Easter tournament hosted bowlers from 3 Interstate Clubs, 7 Adelaide Clubs and 19 entries from South Australian Clubs in regional areas.

PRIZE MONEY

The Ardrossan Bowling Club Inc. agrees to guarantee the payment of the \$3,000 Prize Money required for the Ladies Prestige Medley, as well as a Hosting Fee of \$500. This is subject to the right of Sponsors who support the Ardrossan bowling Club being acknowledged in the Bowler Magazine, The Bowls SA Website and other promotions pertaining to this event.

INSURANCE

The Club carries full Public Liability Insurance of \$20,000,000 with MGA Insurance Brokers Pty Ltd. If the tender is successful, insurance cover for cancellation of the competition in the event of heat/rain interference will be undertaken. A copy of insurance documentation will be made available to Bowls SA in this instance.

OUR CLUBROOMS OFFER

- Seating for 150 in air-conditioned comfort affording viewing to the three greens.
- Disabled Access to facilities and grounds.
- Large Screen Television with USB accessibility.
- Modern commercial kitchen to cater for large numbers.
- Well stocked bar facilities with fully trained and accredited staff.
- Sufficient parking – access on Oval Terrace and Club surrounds including RV friendly site next to Clubrooms and greens.
- Safe access
- Club meets all OH&S and Fire Prevention and Food Hygiene requirements.

OUR OFFICE OFFERS

- Situated Central to all greens the Office can be closed to ensure privacy.
- Telephone, Facsimile and computer with internet access available.
- Efficient PA system which is available both internally and externally.
- Copying machine.

OUR MEETING ROOM OFFERS

A private area can be secured if required close to Office and access to tea and coffee making facilities. Storage space is available.

ADVERTISING DISPLAYS

There are sufficient areas available both in the Clubrooms and externally which would enable both Bowls SA and any supporting Sponsors to display their advertising requirements.

MEALS AND SNACKS FOR SPECTATORS

The general public would have an option to place an order for a plated meal, or purchase an assortment of light snacks. Tea and coffee will be available for purchase.



BOWLING AT ARDROSSAN

GREENS

The Club has three greens with eighteen playing rinks available. The Club has recently engaged the services of Mr Bradford Porter as our Greens advisor. Brad is regarded as being the best available person in Adelaide to advise and direct Bowling Clubs on greens preparations to enable them to be among the best. He is currently the head greenkeeper for the Lockleys Bowling Club. The Club is satisfied that the standard of greens under Mr. Porters direction will enable this Club to produce greens that will be suitable for this prestigious event.

The greens are regularly cut and rolled during tournaments and generally enable a playing speed to be suitable for an event of this nature.

The attractive surrounds of our Club make a pleasant environment, have ample seating for players and spectators and are well shaded. Water coolers and shade umbrellas are available to players.

UMPIRING

The Club has all the necessary umpiring equipment required to cover all three greens. If required Accredited Umpires can be made available for the competition.

STORAGE

An area for overnight storage of equipment is also available if required by Competitors in various competitions.



“Try the Yorke Peninsula Bowling Experience at Ardrossan”

CATERING FOR THE EVENT

A variety of Hot Meals will be made available to Competitors and Team Managers for the Prestige Medley at a cost of \$14 per person per day. Team Managers will be responsible to collect individual fees from their players.

All meals for Officials and Volunteers will be served in the Clubrooms at a cost of \$14 per meal. A voucher system will apply and the invoice forwarded to Bowls SA.

Tea, coffee and light snacks provided for competitors on arrival in the mornings. Nibbles will be provided at the conclusion of play.

Saturday 12th December 2015 –
Schnitzels with chips and salads
Jellied Fruit and Strawberry mousse
Cheese and biscuit platters at the conclusion of play

Sunday 13th December 2015 -
Cold Collation of meats, with variety of self-serve salads
Apricot Crumble with Ice-cream
Cheese and biscuit platters at the conclusion of play

ACCOMMODATION AND DINING

Ardrossan has two Caravan Parks with units & cabins and is an RV friendly town with Dump Point and sites located alongside the Ardrossan Bowling Club. Additional Caravan parks are located at Black Point, Pine Point, Port Vincent and other locations on Yorke Peninsula.

Also in Ardrossan and the Yorke Peninsula, Motels, Hotels, B&B's, Apartments and Holiday Homes are available for short or long stays.

Many Dining options, Coffee shops and Bakeries are available at the above locations.

DIRECTOR CORPORATE AND COMMUNITY SERVICES

DA/ITEM 6.2

12. YORKE PENINSULA ART EXHIBITION REQUEST FOR SPONSORSHIP

(File Ref: 9.24.1.1)

PURPOSE

To seek additional financial sponsorship for the 2016 Yorke Peninsula Art Exhibition.

RECOMMENDATION A

That Council approve additional sponsorship of \$xxxx for the Yorke Peninsula Art Exhibition

OR

RECOMMENDATION B

That Council do not provide additional sponsorship for the Yorke Peninsula Art Exhibition

LINK TO STRATEGIC PLAN

Key Theme/s: Sustainable Communities
3. Our Economy
Strategic Goal/s: 3.1 Sustainable Economic Growth

BACKGROUND

At a meeting of the Yorke Peninsula Art Exhibition Working Party held on 31st March 2015 the Director of Corporate and Community Services was asked to approach Council with a sponsorship request for additional funding to become a major sponsor of the Yorke Peninsula Art Exhibition.

DISCUSSION

Council has in previous years provided significant clerical and financial support to the Yorke Peninsula Art Exhibition Committee by appointing a Committee Secretary to work directly with the Committee.

After dissolution of the Section 41 Art Committee, Council no longer provides a permanent secretary to the Working Party, however still provides a minute secretary for each meeting and clerical support as and when required as approved by the Director Corporate and Community Services utilising appropriate Council staff rather than a single resource.

Council also continues to support the Art Exhibition financially. Allocations already approved in the 2015/16 budget total \$11,950 (coverage of anticipated loss \$10,950 plus \$1,000 prize sponsorship). In addition, Council provides in-kind support (clerical/minute secretary wages, printing and stationery) estimated at \$10,000 bi-annually. The current estimated total financial contribution for the 2016 Art Exhibition is \$21,950.

The Art Exhibition Working Party are seeking additional financial support in the form of a major sponsor to be utilised as a cash prize for participating artists.

COMMUNITY ENGAGEMENT PLAN

Not applicable

CONSULTATION PROCESS

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

- David Harding, Director, Corporate and Community Services
- Bronwyn Scholes, Corporate Services Officer

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

- Art Exhibition Working Party

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

The 2015 / 2016 Budget has \$5,000 set aside for sponsorships which will be the budget line used for any additional sponsorship granted.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

Not applicable

DIRECTOR ASSETS & INFRASTRUCTURE SERVICES

DA/ITEM 6.3

1. WASTE AND RECYCLING SERVICE (File Ref: 9.24.1.1)

PURPOSE

The purpose of this report is to seek consideration by Council for amendments to the Waste and Recycling Service, in particular the green waste collection and the process in relation to stolen / damaged bins and the replacement of bins.

RECOMMENDATION

That Council:

1. extend its green waste collection to community groups, businesses and non-rateable properties within townships and charge an annual fee of \$52.80 per bin for that service.
2. endorse the need for a Statutory Declaration to be provided as proof of a stolen or damaged bin.
3. waive the fee for a replacement putrescible (140 litre red lidded bin) and recyclable (240 litre yellow lidded bin) once reported stolen or damaged.
4. endorse all recommendations being incorporated into Policy PO125 Waste and Recycling Policy.

LINK TO STRATEGIC PLAN

Key Theme/s: Sustainable Communities
1. Sustainable Infrastructure
Strategic Goal/s: 1.3 Provide waste and recycling services to our community in order to reduce waste to landfill.

BACKGROUND

In 2008 Council introduced the current waste and recycling collection service (three-bin service for urban and two-bin service for rural and business) and a Policy (PO125 – Waste and Recycling Policy) for this service.

PO125 was last reviewed in June 2014.

DISCUSSION

Green Waste

As Councillors would be aware, the current green waste (three-bin) service is currently only available to residential properties with townships. This model has been in force since the introduction of the new waste collection contract in 2008. Since that time there has been the occasional request from businesses, community groups and non-rateable properties such as hospitals etc for a green waste service.

In the past such requests have not been supported by Council, however, Council may wish to reconsider this position moving forward. The challenge in the past seems to have been the charging and reconciliation of the service to such groups, which may have influenced previous decisions not to support a green waste service to businesses and community groups.

Notwithstanding this assumption, the current contract cost for our green waste service is based on a fixed charge for 3501-4000 (unit) services. This unit (bin) figure is an average of actual pick up trends over a 12-month period with a monthly cost of \$14,448 and an annual cost of \$173,376. If this bin amount increases to the next progression, 4001-5000 units, the costs will increase to \$15,107 per month or \$181,278 per annum.

Should Council consider extending the green waste service then cost recovery of a green waste service to businesses, community groups and non-rateable properties can be achieved by applying a fee, similar to the existing fee for collection of additional green organic waste bin, as per the Fees and Charges Register, which is currently \$4.40 per bin per month.

I feel that the extension of the green waste service would be a positive progression in customer satisfaction complementing our waste management model with very little or no financial imposition to Council.

Stolen Bins

The current position of Council in relation to stolen waste or recycling bins is that the property owner is required to produce a Police Report reporting the bin as stolen. This is generally produced to a receptionist and a replacement bin provided at cost to the property owner. The serial number of the new bin is then replaced against the property for reconciliation purposes for Council and the contractor.

In relation to the requirement for a Police Report the initial view was that such evidence enabled confidence that the bin had actually been stolen and that the property owner was not just reporting it to receive an additional bin to service their waste and recycling needs. This said Council may consider the provision of a Statutory Declaration as evidence that the stolen bin report is genuine. This can then be placed on record and referenced if the need arises.

The charge for a replacement bin has also been questioned by some residents who have had their bins stolen. Therefore Council may also wish to review and amend the current requirement to pay the fee for the sale of rubbish and recycling bins and receptacles as per the Fees and Charges Register.

Notwithstanding the outcome of bin replacement costs, residents requiring bin parts (e.g. lid, wheels, etc) will still be required to pay for those parts in accordance with the fees for the sale of rubbish and recycling bins spare parts identified within the Fees and Charges Register.

COMMUNITY ENGAGEMENT PLAN

Level 1 Inform – web site

The community will be informed of the changes to Policy PO125 Waste and Recycling Policy by the updating of the Policy on Council's website.

CONSULTATION PROCESS

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

- Chief Executive Officer
- Operations Manager

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

- Nil

POLICY IMPLICATIONS

PO125 Waste and Recycling Policy

BUDGET AND RESOURCE IMPLICATIONS

The cost for the green waste service could increase by \$659 per month to \$15,107 per month or by \$7,902 to \$181,278 per annum if the number of units (bins) serviced increased to the next progression.

In 2013-14 revenue of approximately \$1,990 was received through the fees charged for replacement stolen or damaged putrescible and recyclable bins. To 26 June 2015 revenue of approximately \$2795 has been received through these fees.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Not applicable

ATTACHMENTS

Attachment 1: Current PO125 Waste and Recycling Policy



COUNCIL POLICY

Waste & Recycling Policy

Policy Number:	PO125		
Strategic Plan Objective	Sustainable Infrastructure		
Policy Owner:	Chief Executive Officer	File Number:	5.63.1
Responsible Officer:	Director Assets & Infrastructure Services	Minute Reference:	104/2014 (11/06/2014)
Date Adopted:	11/06/2014	Next Review Date:	June 2018

1. POLICY OBJECTIVES

This Policy sets out the service to be provided to properties in regard to a waste and recycling collection service within the Yorke Peninsula Council.

Council is committed to the provision of efficient, environmentally friendly waste collection and recycling services.

2. SCOPE

This policy applies to all eligible properties within the Yorke Peninsula Council region in relation to waste and recycling collection service.

3. DEFINITIONS

The Act	means the Local Government Act 1999
Assessment	means a parcel of land identified within Council's Assessment book
Service Charge	is the charge imposed by Council for the service, in accordance with Section 155 of the Local Government Act 1999
Non-Rateable	means properties identified as non-rateable in accordance with the Local Government Act 1999
Standard Entitlements	means: - Residential Properties within Town Service area – 1 Putrescible (140L) per week, 1 Recyclables (240L) per fortnight and 1 Green Organics (240L) per month ie “3 bin system”. - Commercial / Industrial / Other / Non-rateable Properties – 1 Putrescible (140L) per week, 1 Recyclables (240L) per fortnight at the designated pick up point determined by Council ie “2 bin system”.
Bin	is a 140 or 240 litre mobile garbage bin (MGB)
Residential properties	are those properties where there is an identified habitable household, ie a residence which can be used for living by having the reasonable facility and comfort for a person (or persons) to stay (eg a building protecting from weather, having facility for running water, access to public road and toilets with reasonable accessories).

Town Service area	are those properties located within a restricted speed zone of less than 100km/hr or as determined by Council.
Rural Service area	is all other areas within the Council boundary.
Council	means Yorke Peninsula Council, including any of its authorised representatives or staff under the delegated authority of Council.
Putrescible	is the part of household waste remaining after the removal of Recyclables and Green Organics.
Recyclables	means the following containers, packages and products: <ul style="list-style-type: none"> • newspapers, magazines, junk mail, stationery, office paper, envelopes, telephone books, egg cartons, cardboard; • liquid paperboard cartons (eg milk and ice coffee containers); • glass bottles (including wine bottles) and jars (excluding crockery); • aluminium rigid and semi rigid packaging; • all rigid plastic packaging and bottles; • steel rigid packaging, including aerosol cans; • any other recyclables as nominated by Council.
Green Organics	means: <ul style="list-style-type: none"> • small prunings, cuttings and branches no larger than one metre long and 50mm in diameter; • lawn clippings, leaves, weeds (excluding prescribed plants) and cut flowers; • any other materials as included by Council from time to time.
Waste	means any discarded object or material (whether or not it has any apparent value).

4. POLICY STATEMENT

- Each residential property who pay the relevant service charge will be provided with one (1) Putrescible (140L) and one (1) Recyclables (240L) bin to enable the collection service to commence regardless of the size of the premise.
- Existing residential properties within a town service area will be required to utilise their existing 240 litre MGB for the green organics collection. New residential properties within the town service area can provide their own 240 litre MGB or purchase a 240 litre MGB for green organics.
- Where multiple residences exist and are identified within Council's assessment book, a standard entitlement will be provided to each residence unless otherwise approved within this policy. Refer to 3.4 for Business, Industrial and Commercial Premises.
- All bins allocated by Council must remain with the property, and remain the property of Council for the first ten years after initial allocation. Ongoing repairs and replacement to be carried out at the expense of the property occupant. Replacement putrescible waste and recycling bins must be purchased from Council.

- Upon request all new eligible properties may collect their allocated bins from any Council office and these bins must remain with the property, with ongoing repair and replacement to be carried out at the expense of the occupant.
- The supply and collection of extra bins in addition to the standard entitlement, is by arrangement with Council. The annual Service Charge is determined by Council.
- Council is committed to providing education and support to the community on the implementation of the waste reform strategies and will continue to work with residents and organisations to assist them to identify and facilitate solutions to their waste management issues, associated with the introduction of these waste management reform strategies.
- The Chief Executive Officer in collaboration with the Director Assets & Infrastructure Services will have delegated authority to approve waste management solutions where the resident or organisation can demonstrate exceptional circumstances that require flexibility in the application of this policy and that the solution/s will have little or no cost implications for Council or its contractor.

4.1 Putrescible Collection Service

- The putrescible collection service will be provided to all properties that are entitled to receive the service (refer to Standard Entitlements in Definitions). Non-rateable properties can apply to receive the entitlement when a written application is received, including those premises defined in Clause 3.5.
- The waste collection service will be provided via the use of a Council issue 140 litre MGB, collected weekly identified with a red lid.

4.2 Recyclables Collection Service

- The recyclables collection service will be provided to all properties that are entitled (refer to Standard Entitlements in Definitions). Non-rateable properties can apply to receive the entitlement when a written application is received, including those premises defined in Clause 3.5.
- The recycling collection service will be provided via the use of a Council issue 240 litre MGB, collected fortnightly, identified with a yellow lid.

4.3 Green Organics Collection Service

- The green organics collection service will be provided to residential properties within the Town Service area only.
- The green organics service will be provided via the use of a 240 litre MGB, collected monthly, identified with a green lid.
- Premises with an existing 240 litre MGB will may utilise this bin for the green organics collection.
- Council may consider providing an additional green organic collection (additional bin/bins/per monthly collection) to eligible properties, subject to the following conditions;

- Applications must be made in writing; and
- Upfront payment of the appropriate fee as set by Council (calculated per annum) must be forthcoming for the remainder of the financial year.

4.4 Business, Industrial and Commercial Premises

- It is outside of Council's responsibility to collect waste generated by the activities of business, industrial and commercial premises. All business premises will be required to organise and access a commercial waste, recycling and green collection suppliers for any needs in excess of the collection services defined within this policy. Written applications will be considered by Council for a maximum of up to three (3) Putrescible (140L MGB) collections per week and three (3) Recyclables (240L MGB) collections per fortnight and additional bin fees will be applied.
- Multiple tenancies on a single allotment may each apply for a standard entitlement and will be charged a Service Charge for each service as detailed in Clause 3.

4.5 Council Owned Properties and Other Occupied Premises

- A Council owned property and other occupied premises (generally non rateable) may include but is not limited to premises/organisations such as schools, community groups, sports clubs, health services, religious centres, child or aged care, etc.
- In addition to the above, a discretionary provision also allows Council to provide a waste and recycling collection service to other groups, organisations, or activities that can demonstrate they are of a general benefit or that they operate in the community's best interest.
- A service will only be provided for properties within this category once a written application is approved by Council and the appropriate service charge (as determined by Council) will be applied.

4.6 Collection Times

Where a regular collection day falls on a public holiday, all services will continue on the same day as normal, (unless otherwise advised) with the exception of Good Friday, Christmas Day and New Year's Day with further collections for that week being delayed by one day. Any such changes will be shown on Council's website www.yorke.sa.gov.au and advertised in the local newspaper.

4.7 Prohibited Waste

The following substances are **prohibited** from collection by the Council Waste and Recycling Collection Service:

Hot ashes; liquids; dust and fine loose material unless it is securely wrapped in paper; pool chemicals; paints, varnishes and solvents; listed waste (refer to Schedule 1 of the Environment Protection Act); car batteries; acids and alkalis; soil, sand, gravel, rocks; building materials including concrete, bricks, masonry, tiles; asbestos; bitumen; vehicle bodies, engines and parts; tyres; explosives and ammunition; gas bottles; medical waste (includes prescribed waste from dental and veterinary practices); wastes resulting from medical or veterinary research; radio-active waste; e-waste and any other item or

substance that may constitute a hazard to the waste collectors, to the mechanism of the collection vehicle and/or to the environment at large.

4.8 Refusal of Service

- **Service may be refused in circumstances where:**
 - The approved waste collection container is not used;
 - The bin contains prohibited waste as detailed in Clause 3.7;
 - A bin and its contents weigh more than 50kg;
 - A bin is placed in a location that cannot be **easily** accessed by the collection vehicle;
 - There is repeated and recorded misuse of the bin;
 - An occupier has repeatedly failed to remove bins within the 24 hours after being emptied.
- Council reserves the right to refuse service where it is impractical to collect, store or present bins or where, as part of planning approval conditions, responsibility for waste management is vested with the owner/occupier.
- Bins will only be collected from a township service area as defined, the designated rural route or at an identified waypoint or bin station.

4.9 Fees and Charges for the Service

- A service charge will be levied on all properties to which the service is made available.
- There will be different service charges for a “2 bin system” and “3 bin system” as determined by Council annually, with rural properties charged based upon a sliding scale principle subject to the distance from the property (being the identified rural property access) to the collection route.
- Where additional bins are provided at the request of the Business, Industrial and/or Commercial premises fees will be calculated on an annual basis and invoiced separately to the Annual Service Charge.
- The service charge will be set each year by Council and will cover the costs necessary to establish, operate and maintain the service. Income from the service charge will only be used to fund costs associated with the Waste and Recycling Service.
- A service charge for the service will be included on the Rates Notice for each assessment, which receives the service and will be payable at the same time general rates are payable. The service charge will be recovered as if it were a rate, even if the service charge is against a non-rateable assessment.
- A request for additional bins may be considered by Council.
- Rural properties outside of the 5 km collection area may elect to access the waste and recycling service. This service shall be provided by agreement only and upon payment of the appropriate fee, as determined by Council.

5. COMPLAINTS

Complaints about this policy can be made in writing to the Operations Manager.
Complaints will be managed in accordance with Council's Complaints Policy PO147.

6. REVIEW

This policy will be reviewed every four years and as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines. Elected Members and employees will actively participate in evaluation processes.

7. TRAINING

Council is committed to supporting employees who will be trained to manage complaints efficiently and effectively, and provided with a level of delegated authority appropriate for the nature of complaints they are expected to resolve.

Training needs will also be identified through the performance review and audit processes. Training will also occur and as necessary in response to changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

Yorke Peninsula Council – Strategic and Corporate Plan 2012-2015

- Objective 1.3 – Sustainable Infrastructure - Provide waste and recycling services to our community in order to reduce waste to landfill.

9. REFERENCES AND LEGISLATION

State Government Strategic Plan
Environment Protection Authority guidelines
Zero Waste SA – South Australia's Strategy 2011-2015

10. COUNCIL DELEGATION

Details of Delegation:	
Delegate:	Chief Executive Officer
Sub Delegate:	Director Assets & Infrastructure Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Waste & Recycling Policy	PO125	11/03/2008	08/06/2010

DIRECTOR DEVELOPMENT SERVICES

DA/ITEM 6.4

1. COMMEMORATIVE GIRAFFE STATUE

(File Ref: 9.24.1.1)

PURPOSE

To consider a proposal for the erection of a commemorative giraffe statue at Federation Park.

RECOMMENDATION A

That Council not support the erection of a giraffe statue as proposed by Mr Andrew Costello at Federation Park, or any other land owned, or in the care, control and management of Council.

OR

RECOMMENDATION B

That Council support the erection of a giraffe statue as proposed by Mr Andrew Costello at Federation Park, or any other land owned, or in the care, control and management of Council.

LINK TO STRATEGIC PLAN

Key Theme/s:	Sustainable Communities
	2. Progressive & Sustainable Development
Strategic Goal/s:	2.3 Continue to guide sustainable and integrated land use and development through the Development Plan and assessing and monitoring development applications.

BACKGROUND

In December of 2014 a tree adjacent to the Yorke Highway near the Copper Coast turn-off was cut down, by persons unknown. This tree had an unusual shape and had been tagged by some as "Gerry the Giraffe".

The tree had developed somewhat of an icon status with travellers along this stretch of road and had a social media following on Facebook.

After the tree was cut down Mr Andrew Costello, otherwise known as 'Cosi' from the Channel 9 program "South Aussie with Cosi" posted a message on Facebook scolding the destruction of the tree and made an undertaking to his Facebook followers to talk to Council to establish whether some kind of monument or giraffe statue could be erected in the locality to commemorate the tree.

Mr Costello has now put a concept to Council offering to donate a fibreglass giraffe statue, together with an explanatory sign to be erected as a monument in memory of "Gerry the Giraffe".

The proposed giraffe stands approximately 6.6m high and the proposed sign approximately 2.4m x 3.5m.

The giraffe, valued at around \$20,000 together with the sign will be supplied by Mr Costello to Council at no cost, however, Council has been requested to meet the costs associated with approval, erection and ongoing maintenance and insurance.

It has been suggested that the giraffe be erected at Federation Park which is in close proximity to where the tree was growing and within an area for maximum exposure allowing tourists to park off the road to photograph or admire the structure.

DISCUSSION

The erection of the statue constitutes development under the Development Act for which both planning consent and building rules consent will be required. There is no engineering details available for the structure, so if Council is to accept this offer, we would need to be satisfied that it is structurally sound and does not pose a liability for Council. This would involve Council incurring costs for additional engineering over above the costs associated with the erection and ongoing maintenance. The Indicative costs for construction including engineering design and tie down connections for the structure are \$6,000.

For insurance purposes Local Government Risk has advised that a complete assessment would need to be undertaken against potential risk and litigation factors.

COMMUNITY ENGAGEMENT PLAN

Level 1: Providing information to assist understanding of how decisions were made.

CONSULTATION PROCESS

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

- The Director Development Services and Senior Development Officer

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

DPTI have been voluntarily consulted in relation to the proposal as the site is abutting a secondary arterial road (Yorke Highway) and in close proximity to the intersection with a primary arterial road (Copper Coast Highway). DPTI have advised that they have no objection to the giraffe however consider that the proposed sign should be smaller and more of an interpretive sign which suggests vehicles would need to pull off the road to read.

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

Costs associated with the purchase of the statue and sign will not be borne by Council however, Council will be required to undertake engineering design and meet the ongoing costs associated with insurance and maintenance.

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Council will be required to insure the structure to mitigate risk associated with any public liability claims.

ATTACHMENTS

Attachment 1: Photographs of the proposed structure and tree which it commemorates.





CONFIDENTIAL

AGENDA

DIRECTOR CORPORATE AND COMMUNITY SERVICES

ITEM 8 - CONFIDENTIAL

1. BULK FUEL SUPPLY TENDER 130/2015

(File Ref: 9.24.1.1)

PURPOSE

For Elected Members to consider awarding Tender 130/2015 – Bulk Fuel Supply 1.7.15-30.6.18

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, Director Assets and Infrastructure Services and Manager Financial 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 Bulk Fuel Supply 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 Bulk Fuel supply 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 Bulk Fuel Supply Tender be retained in confidence for a period of 12 months.

LINK TO STRATEGIC PLAN

Not applicable

BACKGROUND

Not applicable

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

Not applicable

CONSULTATION PROCESS

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

- Chief Executive Officer
- Director Corporate & Community Services
- Manager Financial Services

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

- Local Government Association of SA
- Rob Ackland, LGA Procurement
- Jacques Badenhorst, LGA Procurement

POLICY IMPLICATIONS

Not applicable

BUDGET AND RESOURCE IMPLICATIONS

Not applicable

RISK/LEGAL/LEGISLATIVE IMPLICATIONS

Sections 90 & 91 - Local Government Act 1999

ATTACHMENTS

Not applicable