## MEMBERSHIP

Mayor Phill Stone

Cr Peter Borda
Cr Mark Inglis
Cr David Knox
Cr Bill Simpson
Cr Zia Westerman
Cr Kathryn Campbell
Cr Peter Klobucar
Cr Tamy Pond
Cr Sharon Todd

# NOTICE OF ORDINARY COUNCIL MEETING

**TO YOUR WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**NOTICE** is hereby given pursuant to Section 83 of the Local Government Act that the next **ORDINARY COUNCIL MEETING** will be held in the Council Chamber, Civic on Grundel, 21 Grundel Street, Whyalla Norrie on **MONDAY 17 NOVEMBER 2025** commencing at 5.45 pm.

***The Ordinary Council Meeting is open to the public and we encourage you to attend in person. If you're unable to attend the meeting in person, you can join electronically via Microsoft Teams***
*Click here to join the meeting*

When attending the meeting via Microsoft Teams, participants' are agreeing to *Microsoft's Terms and Conditions* – follow this link Microsoft Privacy Statement – Microsoft privacy to view *Microsoft's Privacy Statement*.

A copy of the Agenda for the above meeting is supplied as required.

**JUSTIN COMMONS**
**CHIEF EXECUTIVE OFFICER**

Dated: 13 November 2025

# AGENDA

# ORDINARY COUNCIL MEETING – MONDAY 17 NOVEMBER 2025

**1. WELCOME TO COUNTRY**

*Video presentation*

**2. OATH TO WHYALLA**

*We, the Whyalla Council Members, commit to serving the community of which we are a part and will work together diligently and collaboratively to create a prosperous future in which we all can share.*

**3. OBITUARY NOTICES**

**4. ATTENDANCE RECORD**

Apologies – Crs D Knox, M Inglis
Leave of Absence – Nil

**5. COUNCIL MEMBER / EXECUTIVE DECLARATIONS**

*5.1 Conflicts of Interest*
*5.2 Gifts and Benefits*

**6. MINUTES OF PREVIOUS MEETINGS**

*6.1 Confirmation of the Minutes of the previous Ordinary Council Meeting held on Monday 20 October 2025* *Page 5*

**Recommendation**

**That the Minutes of the previous Ordinary Council Meeting held on Monday 20 October 2025, as per copies supplied to Members, be adopted as a true and correct record to that meeting.**

**7. MATTERS ADJOURNED / LAID ON THE TABLE** – Nil

**8. DEPUTATIONS** – Nil

**9. PETITIONS** – Nil

**10. PUBLIC QUESTION TIME**

*Public Question Time Protocol*

*The Mayor will read submitted Questions (on the Public Question Time Template) at the time of the meeting and will give an officer's response at the time of the meeting. (A written response will be given if an officer's response is not available.)*

**11. COUNCIL MEMBER ACTIVITIES**

**12. PRESENTATIONS**

**12.1 Mr S Hams – Korda Mentha**
OneSteel Manufacturing Pty Limited – Update – Confidential

**12.2 Ms A Sanders – Visitor Experience Co-ordinator**
Tourism Triumphs – Wild Vision, Real Action

**13. COMMITTEE REPORTS**

**13.1 Draft Minutes and Summary of the Audit and Risk Committee Meeting – 1 October 2025** *Page 27*

**13.2 Mount Laura Homestead Advisory Group Meeting – 7 October 2025** *Page 43*

**14. REPORTS – COUNCIL OFFICERS**

**14.1 Office of the Chief Executive – Ordinary Reports**

*14.1.1 Appointment of Deputy Mayor* *Page 47*
*14.1.2 Chief Executive Officer's Action Report – October 2025* *Page 50*
*14.1.3 Tracking of Council Resolutions* *Page 78*

**14.2 Corporate Services – Ordinary Reports**

*14.2.1 Monthly Budget Report – October 2025* *Page 81*
*14.2.2 Decommissioning of the Lacey Street Playground* *Page 94*
*14.2.3 Cemetery Operations and Administration Policy Review* *Page 98*

**14.3 City Growth – Ordinary Reports**

*14.3.1 Outdoor Dining Policy – November 2025 Review* *Page 125*
*14.3.2 Changes to the Enrolment Policy for the Whyalla Early Learning Centre* *Page 136*

**14.4 City Infrastructure – Ordinary Reports** – Nil

*14.4.1 Update on Mount Laura Conservation Reserve* *Page 157*

**15. INFORMATION / DECISION REPORTS**

**15.1 Council Members**

*15.1.1 Mayor P Stone – List of Engagements* *Page 163*

**15.2 Corporate Services / City Growth**

*15.2.1 Monthly Information Report – October 2025* *Page 168*

**16. NOTICES OF MOTION**

**16.1 Cr Z Westerman**

*16.1.1 Secure Public Lockers at the Beach* *Page 205*

**17. QUESTIONS ON NOTICE** – Nil

**18. QUESTIONS WITHOUT NOTICE** *Page 206*

**19. MOTIONS WITHOUT NOTICE** *Page 206*

**20. CONSIDERATION OF CONFIDENTIAL ITEMS** – Nil

**21. CLOSE**

**22. DATE OF NEXT MEETINGS**

- 24 November 2025 – Council Members Briefing Session
- 9 December 2025 – Council Members Briefing Session
- 15 December 2025 – Ordinary Council Meeting

**MINUTES OF THE MEETING OF THE COUNCIL OF THE CITY OF WHYALLA**

**HELD ON MONDAY 20 OCTOBER 2025 AT 5.45 PM IN THE COUNCIL CHAMBER**

**PRESENT:** Mayor P Stone, Deputy Mayor P Borda, Councillors K Campbell, M Inglis, P Klobucar, D Knox, T Pond B Simpson, Z Westerman

**OFFICERS IN ATTENDANCE:**

Chief Executive Officer *(Mr J Commons)*
General Manager Corporate Services *(Ms S King)*
Acting General Manager City Growth *(Mr L Jones)*
Acting Manager People and Culture *(Mrs V Dempsey)*
Acting Manager Finance and Knowledge Management *(Mrs S Vigar)*
Manager Media and Communications *(Mr S Kelly)*
Acting Manager City Development *(Mr L Trevisan)*
Manager City Operations *(Mr C Sharp)*
Manager Assets and Planning *(Mr Y Khan)*
Executive Co-ordinator – CEO and Mayor *(Mrs M Armstrong)*

**1. Acknowledgement to Country**

**2. Oath to Whyalla**

*We, the Whyalla Council Members, commit to serving the community of which we are a part and will work together diligently and collaboratively to create a prosperous future in which we all can share.*

**3. Obituary Notices**

| | |
|---|---|
| Graeme | GRINDELL |
| Leslie | HERITAGE |
| Thomas | STOCK |
| Neville | WENSKE |
| Cecil | BROOKSBY |
| Carl | PETERS |
| Anna-Maria | ZIBERNA |
| Graham | JASPER |
| Graham | WATSON |
| Gloria | WILKINSON |
| Joan | MCINTOSH |
| Wayne | WALDEN |

**4. Attendance Record**

Apologies – Cr S Todd
Leave of Absence – Nil

**5. Council Member / Executive Declarations**

5.1 Conflicts of Interest - Nil
5.2 Gifts and Benefits - Nil

*Mayor Stone sought leave of the meeting to bring forward Agenda Item 8 "Deputations" – Item 8.1 "Mr Laurie Kozlovic; Chair – Audit and Risk Committee".*

*The leave of the meeting was granted.*

**8. Deputations**

**8.1 Mr Laurie Kozlovic; Chair – Audit and Risk Committee**

Mr Kozlovic provided a verbal report in addition to the written report provided from the Audit and Risk Committee (Agenda Item 14.2.4) and responded to questions from councillors.

**6. Minutes of Previous Meetings**

*6.1 Confirmation of the Minutes of the previous Ordinary Council Meeting held on Monday 15 September 2025*

Moved Cr Knox, seconded Cr Klobucar

**C5760-2025**

That the Minutes of the previous Ordinary Council Meeting held on Monday 15 September 2025, as per copies supplied to Members, be adopted as a true and correct record to that meeting.

**Carried**

*6.2 Confirmation of the Minutes of the Special Council Meeting held on Monday 22 September 2025*

Moved Cr Pond, seconded Cr Inglis

**C5761-2025**

That the Minutes of the Special Council Meeting held on Monday 22 September 2025, as per copies supplied to Members, be adopted as a true and correct record to that meeting.

**Carried**

**7. Matters Adjourned / Laid on the Table** – Nil

**8. Deputations** – *refer above*

**9. Petitions** – Nil

## 10. Public Question Time

### 10.1 Mr R Thompson – Resident

10.1.1 SANTOS Update – September 2025

*Q1.* *I refer to my question with notice No. 3, posed by me at the Council Meeting held on 15 September 2025, asking whether there would be a public report forthcoming from Council regarding the confidential update given to Council by Santos's General Manager, Plant Manager and their SA External Affairs Manager.*

*My question tonight, is to repeat the same question,*

A1. A public report will not be provided on a future Council Agenda as the information received from SANTOS was either already in the public domain or was provided to Council in confidence.

10.2.1 Korda Mentha Update – September 2025

*Q1.* *I refer to my question with notice No. 4, posed by me at the Council Meeting held on 15 September 2025,requesting if there would be a report forthcoming from the CEO regarding his meeting with Korda Mentha and Sam Crafter regarding the Whyalla Beach Hotel.*

*My question tonight, is to repeat the same question.*

A1. A public report will not be provided on a future Council Agenda as a 'verbal update' was provided at the September Council Meeting regarding this meeting, confirming that the purpose of the meeting was to seek information from Korda Mentha regarding their plans to sell this asset. The Beach Hotel has subsequently been put on the market for sale, with Colliers the selling agent, with Expressions of Interest due by 2.00 pm (ACDT) on Wednesday 22 October 2025.

10.3.1 Weekly Local Government Algae Bloom Briefing

*Q1.* *I refer to my question with notice No. 5, posed by me at the Council Meeting held on 15 September 2025, asking if there would be a report from the CEO, regarding the Weekly Local Government Algae Bloom Briefing.*

*My question tonight, as there are weekly meetings, has the CEO made any public announcement to the public since my last question without notice on 15 September.*

A1. There has been no need for the CEO to make any public announcement regarding the Algae Bloom, as the information received during Weekly Local Government Algae Bloom Briefings are in the public domain – refer www.algalbloom.sa.gov.au and the algal bloom has not directly impacted the marine environment within the Whyalla Local Government Area.

## 11. Council Members Activities

11.1 Cr Z Westerman

Cr Westerman advised of her attendance at the following:

- 22 September 2025 – Special Council Meeting
- 22 September 2025 – Council Members Briefing Session
- 27 September 2025 – Council Members Coffee Catch-up
- 29 September 2025 – Council Members Briefing Session
- 30 September 2025 – Meeting with Clinical Team Leader – SA Ambulance Service re transport
- 1 October 2025 – Audit and Risk Committee Meeting and Council Members Joint Workshop
- 2 October 2025 – Platinum All Care Games Get-Together
- 4 October 2025 – Youth Market
- 13 October 2025 – Council Members Briefing Session

11.2 Deputy Mayor P Borda

Deputy Mayor Borda advised of his attendance at the following:

- 16 September 2025 – Whyalla Business and Tourism Annual Awards night meeting
- 17 September 2025 – One Whyalla Community Meeting with Korda Mentha
- 17 September 2025 – Australian Citizenship Ceremony
- 18 September 2025 – Meeting with Port Augusta Councillor collaborating on 2026 Regional Leadership Summit
- 18 September 2025 – Combined Schools Choir Festival of Music
- 18 September 2025 – Operation Flinders Walk with Whyalla Youth
- 29 September 2025 – Council Briefing Session
- 4 October 2025 – Filipino Cultural Association Induction of new committee
- 13 October 2025 – Meeting with resident, re: Main Street amenity
- 13 October 2025 – Council Members Briefing Session
- 14 October 2025 – Operation Flinders walk with Whyalla youth
- 17 October 2025 – Whyalla Business and Tourism Awards

11.3 Cr P Klobucar

Cr Klobucar advised of his attendance at the following:

- 15 September 2025 – Ordinary Council Meeting
- 1 October 2025 – Audit and Risk Committee Meeting and Council Members Joint Workshop
- 17 October 2025 – Whyalla Business and Tourism Annual Awards

11.4 Cr T Pond

Cr Pond advised of her attendance at the following:

- 15 September 2025 – Ordinary Council Meeting
- 15 September 2025 – CBS tour
- 16 September 2025 – Meeting with Department for Infrastructure and Transport
- 16 September 2025 – Combined Schools Choir rehearsal and performance
- 17 September 2025 – Combined Schools Choir rehearsal and performance
- 18 September 2025 – Meeting with Rotary
- 18 September 2025 – Meeting with community member, re providing advice
- 19 September 2025 – Christmas on the Avenue Meeting
- 19 September 2025 – Whyalla News interview
- 19 September 2025 – Meeting with community member, re rubbish on verge
- 20 September 2025 – Triple Y, re quiz fundraiser
- 22 September 2025 – Special Council Meeting
- 22 September 2025 – Council Members Briefing Session
- 19 September 2025 – Coffee with a Cop
- 23 September 2025 – Small Business representative, re catch-up
- 24 September 2025 – Family Violence Board Meeting
- 26 September 2025 – Opening of Draft and Drift
- 27 September 2025 – Council Members coffee catch-up
- 1 October 2025 – Meeting with resident, re celebrating day of the elderly (2026)
- 1 October 2025 – Audit and Risk Committee Meeting and Council Members Joint Workshop
- 4 October 2025 – Youth Market
- 8 October 2025 – Purple orange discussion
- 8 October 2025 – HOPE event
- 8 October 2025 – Meeting with resident re establishing an Epilepsy Support Group
- 9 October 2025 – Meeting with resident, re high dump fees
- 11 October 2025 – Local market
- 12 October 2025 – Little Athletics Meeting
- 13 October 2025 – Local charity, re helping community groups
- 14 October 2025 – HOPE Hub
- 14 October 2025 – OneSteel Meeting
- 14 October 2025 – Media for the Pageant Incentive Program'
- 14 October 2025 – Whyalla United Aboriginal Corporation Meeting
- 14 October 2025 – Census Presentation
- 15 October 2025 – Working bee
- 16 October 2025 – Nunyarra aged care event
- 17 October 2025 – WorkSkil presentation for Thrive Program
- 17 October 2025 – Meeting with resident, re establishing a dance troupe in Whyalla
- 17 October 2025 – Aboriginal Women's Group Meeting
- 17 October 2025 – Whyalla Business and Tourism Annual Awards
- 18 October 2025 – Charlotte's Web

**12. Presentations** – Nil

**13. Committee Reports** – Nil

**14. Reports – Council Officers**

**14.1 Office of the Chief Executive Officer – Ordinary Reports**

*14.1.1 Chief Executive Officer's Action Report – October 2025*

Moved Cr Knox, seconded Cr Simpson

**C5762-2025**

Council notes the Chief Executive Officer's Action Report – October 2025.

**Carried**

*14.1.2 CEO Procurement Exemption*

Moved Cr Knox, seconded Deputy Mayor Borda

**C5763-2025**

Council notes the CEO Procurement Exemption report.

**Carried**

*14.1.3 Upper Spencer Gulf Regional Assessment Panel – Appointment of Assessment Manager*

Moved Cr Knox, seconded Deputy Mayor Borda

**C5764-2025**

Council notes the appointment of Ms Adina Teaha as the Assessment Manager for the Upper Spencer Gulf Regional Assessment Panel.

**Carried**

## 14.2 Corporate Services – Ordinary Reports

*14.2.1 Monthly Budget Report – September 2025*

Moved Cr Simpson, seconded Deputy Mayor Borda

**C5765-2025**

Council notes the Monthly Budget Report – September 2025.

**Carried**

*14.2.2 Quarterly Procurement Report 1 July – 31 August 2025*

Moved Deputy Mayor Borda, seconded Cr Inglis

**C5766-2025**

Council notes the Quarterly Report – Procurement for the period 1 July to 31 August 2025.

**Carried**

*14.2.3 Representation Review*

Moved Deputy Mayor Borda, seconded Cr Knox

**C5767-2025**

Council:

1. receives and notes that the final Representation Review Report has been gazetted and provided by the Electoral Commission of South Australia;
2. notes that the arrangements approved as part of the representation review process will take effect from polling day of the next periodic election:

a. the name of the council to be changed to City of Whyalla;

b. the Principal Member of the Council continues to be a Mayor, elected as a representative of the area as a whole;

c. the area of the Council shall not be divided into wards;

d. the elected body of the Council will be comprised of ten (10) elected members, these being the Mayor and nine (9) Councillors.

**Carried**

*14.2.4 Audit and Risk Committee Annual Report*

Moved Cr Knox, seconded Cr Pond

**C5768-2025**

Council receives and notes the "Audit and Risk Committee 2024/2025 Annual Report to Council" report.

**Carried**

*14.2.5 Review CEO's Annual Report on the Effectiveness of the Organisation's Culture*

Moved Cr Inglis, seconded Deputy Mayor Borda

**C5769-2025**

Council notes the "Review CEO's Annual Report on the Effectiveness of the Organisation's Culture" report.

**Carried**

*14.2.6 Financial Results 2024/25*

Moved Deputy Mayor Borda, seconded Cr Knox

**C5770-2025**

Council notes the audited financial results compared with the original budget of Council for the financial year ending 30 June 2025.

**Carried**

*14.2.7 Annual Report 2024/25*

Moved Cr Knox, seconded Cr Pond

**C5771-2025**

Council adopts the 2024/25 Annual Report.

**Carried**

*14.2.8 Budget Review 2025/26 Quarter 1 incorporating Financial Results 2024/25*

Moved Cr Pond, seconded Deputy Mayor Borda

**C5772-2025**

Council:

1. adopts the Budget Review incorporating the Financial Results 2024/25, identifying an operating deficit of $2,149,000 and an estimated cash position at end of reporting period of $216,000;
2. approve the 2025/26 Annual Business Plan and Budget and Long Term Financial Plan to be amended to reflect the variances; and
3. resolves to hold a Workshop in December 2025 to discuss alternative options to address the deficit, in line with the advice of the Audit and Risk Committee.

**Carried**

*14.2.9 Investment and Loan Performance*

Moved Cr Knox, seconded Cr Inglis

**C5773-2025**

Council notes the Investment and Loan Performance Report for 2024/25.

**Carried**

*14.2.10 Audited Financial Statements*

Moved Cr Knox, seconded Deputy Mayor Borda

**C5774-2025**

Council endorses the Audited Financial Statements for the year ending 30 June 2025 in accordance with Section 127 of the Local Government Act 1999, noting that the audit opinion has been issued without qualification.

**Carried**

**14.3 City Growth – Ordinary Reports**

*14.3.1 Building and Swimming Pool Inspection Policy*

Moved Cr Inglis, seconded Cr Westerman

**C5775-2025**

Council endorses the updated Building and Swimming Pool Inspection Policy, as detailed within Annexure "A".

**Carried**

*14.3.2 Community Grants*

Moved Cr Knox, seconded Cr Simpson

**C5776-2025**

Council approves the application for Community Grant funding as listed below:

| Group | Project | Amount |
|---|---|---|
| Whyalla Wanders Soccer Club | Replenish Event Chairs | $3,000 |
| Whyalla Surf Life Saving Club | First Aid Kit Rebuilding | $3,935 |
| Good Sam Inn | Good Sam Inn Community Meals | $5,000 |
| | **Total:** | **$11,935** |

**Carried**

**14.4 City Infrastructure – Ordinary Reports** – Nil

**15. Information / Decision Reports**

**15.1 Council Members**

*15.1.1 Mayor P Stone – List of Engagements*

Moved Cr Knox, seconded Deputy Mayor Borda

**C5777-2025**

Council receives and notes the Mayor P Stone – List of Engagements report.

**Carried**

## 15.2 Corporate Services/City Growth

*15.2.1 Monthly Information Report – October 2025*

Moved Cr Simpson, seconded Cr Knox

**C5778-2025**

Council notes the:

1. calendar of information reporting over the course of 12 months;
2. indicative schedule of upcoming items, to be considered at future Council meetings;
3. staffing update; and
4. October 2025 activity reports for the following services:

    - Asset Management (deferred from August)
    - Customer Experience
    - Community Activation
    - Whyalla Recreation Centre
    - Community Engagement/Media and Comms

**Carried**

## 16. Notices of Motion

## 16.1 Cr D Knox

*16.1.1 Tracking of Council Resolutions*

Moved Cr Knox, seconded Deputy Mayor Borda

**C5779-2025**

That a report be presented to the November meeting of Council, detailing how resolutions are tracked to ensure that they are fully actioned, delayed or are not able to be actioned and the mechanisms for reporting them back to Council.

**Carried**

*16.1.2 Regional Development Australia – Eyre Peninsula – Transitioning of the Steelworks*

Moved Cr Knox, seconded Cr Inglis

**C5780-2025**

That the RDA Eyre Peninsula be asked to advise on how it can assist with the transitioning of the Steelworks and in particular, how it can assist Council in maximising downstream opportunities from the construction and demolition works and downstream opportunities for both local and new local businesses that will provide services to the works on completion.

**Carried**

*16.1.3 Construction of New Steelworks – Opportunities*

Moved Cr Knox, seconded Cr Pond

**C5781-2025**

That a report be prepared for Council's December meeting, covering how Administration will pursue opportunities for both business and city growth arising from both the construction of the new Steelworks and the subsequent operation of those works and that the report address any perceived shortcomings in Council's Administration in terms of actioning the identified opportunities and the costs to address those shortcomings, if any.

**Carried**

*16.1.4 Re-establishment of Council's Economic Development Working Party*

Moved Cr Knox, seconded Cr Pond

**C5782-2025**

That a report be provided to Council on the merits, or otherwise, of re-establishing Council's Economic Development Working Party, how it would operate and potential membership.

**Carried**

*16.1.5 Whyalla Early Learning Centre*

Moved Cr Knox, seconded Deputy Mayor Borda

**C5783-2025**

That a report be presented to the December meeting of Council, providing details on the current impediments to Council making a profit, or at least breaking even at the Whyalla Early Learning Centre, and the steps which are being taken together with timelines to overcome the impediments.

**Carried**

**17. Questions on Notice** – Nil

**18. Questions without Notice**

**18.1 Cr M Inglis**

*18.1.1 Dredging of Marina*

Q1. Is the dredging of the two marinas still on track?

A1. Mr L Jones, Acting General Manager City Growth advised that there have been some delays recently, therefore the dredging will now occur between November 2025 and January 2026.

**18.2 Cr T Pond**

*18.2.1 Correspondence from Point Lowly Ratepayers Association Inc*

*Q1. At the last Ordinary Council Meeting, we spoke about responding to the correspondence received from the Point Lowly Ratepayers Association and that a copy of Council's response could be forwarded onto Council Members – when will this occur?*

A1. Mr J Commons; Chief Executive Officer, advised that Administration arranged to meet with the Point Lowly Ratepayers Association last week, however, a couple of members were unavailable due to being on holidays.

At this stage, Council Administration will be meeting with the Association some time during November, when more members are available to attend.

Administration plan to meet with the Association in the first instance, followed by issuing Council's reply correspondence. The draft correspondence has been drafted and will be on hold until after the meeting to ensure that any concerns raised at the meeting can also be addressed within the reply correspondence.

*18.2.2 Rubbish and Illegal Dumping*

*Q1. If we're not looking at trialling the vouchers or free dump days for residents, does Council have any future plans to bring down the large bill for illegal dumping, and to tidy up our town; we're seeing more and more rubbish on verges – do we have a plan?*

A1. Mr C Sharp; Manager City Operations, advised that via the City Amenities Project, the team have worked on distributing vouchers to the Aboriginal community and Housing Trust – this update will be fed back to Council Members via the Infrastructure Information Report.

Administration has connected with the vulnerable communities with vouchers, in excess of $10,000 – if the community draws down on them (there is money within the budget for this).

Previously, Administration got two uptakes on the vouchers, hence why we are now targeting vulnerable communities. Also in 2026, there are a number of contracts due for renewal.

*18.2.3 Beach Volleyball*

*Q1. Are we going to be reinstating the volleyball court at either the Ada Ryan Gardens or beach anytime soon?*

A1. Mr L Jones; Acting General Manager City Growth, advised that the sand volleyball courts at Ada Ryan Gardens are to been removed and that there are no plans to reinstate volleyball facilities at the Gardens and/or beach.

**18.3 Cr B Simpson**

*18.3.1 Dumping on Verges*

*Q1. Last year, Administration promoted via its Facebook page, what to do and what not to do with regard to dumping on verges, etc. – we've never repeated these posts – I believe we should be promoting this each month.*

We make a statement and don't follow-up.

A1. Mayor Stone noted the statement.

**18.4 Cr D Knox**

*18.4.1 Dumping on Verges*

*Q1. At our last meeting, it was suggested that Council staff (who are regularly out and about within their role) could carry a standard pad of letters to request residents to "tidy up of their verge" and pop these letters into letterboxes belonging to residents with illegal dumping on their verge – have we done anything to action this?*

A1. Mr Sharp advised that the City Amenity Project group have taken a positive angle and have been looking into identifying residents who look after and take pride in their verges (as noted by staff during their day-to-day activities) with a voucher – raising community awareness to own their verge and reward accordingly.

Mr Sharp advised that he will liaise with Regulatory Services regarding legislation and what Council staff are authorised to do (with regard to fining residents, etc.).

**19. Motions without Notice**

**19.1 Cr D Knox**

*19.1.1 City of Victor Harbour – Request for Advocacy Support on Local Government Reform – Letter of Support*

Moved Cr Knox, seconded Cr Pond

**C5784-2025**

Council support City of Victor Harbour's approach on advocacy support on the Local Government reform and add to it "that Council suggests that intending candidates for election to Council, be required to attend a minimum of two Council Meetings prior to nominating for Council".

**Carried**

***Adjournment of Meeting***

Moved Cr Knox, seconded Cr Campbell

**C5785-2025**

The Council Meeting be adjourned for 15 minutes for a refreshment break.

**Carried**

*Council Meeting adjourned at 7.23 pm*

Moved Cr Inglis, seconded Cr Pond

**C5786-2025**

The Council Meeting reconvene and return to Consideration of Confidential Items.

**Carried**

*Council Meeting reconvened at 7.39 pm*

**20. Consideration of Confidential Items**

**20.1 Corporate Services**

*20.1.1 Lease Fees Implementation – Confidential*

Moved Cr Simpson, seconded Deputy Mayor Borda

**C5787-2025**

Pursuant to Section 90(2) and (3)(b) of the Local Government Act 1999, the Council orders that the public be excluded from the meeting with the exception of Justin Commons; Chief Executive Officer, Sue King; Group Manager Corporate Services, Les Jones; Acting General Manager City Growth, Vanessa Dempsey; Acting Manager People and Culture, Sandra Vigar; Acting Manager Finance and Knowledge Management, Sean Kelly; Manager Media and Communications, Colin Sharp; Manager City Operations, Yusuf Khan; Manager Assets and Planning; Lucas Trevisan; Acting Manager City Development and Michelle Armstrong; Executive Co-ordinator – CEO and Mayor for Agenda Item 20.1.1– Lease Fees Implementation.

The Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will receive and consider a report containing information the disclosure of which could reasonably be expected to prejudice the commercial position of the Council and would, on balance, be contrary to the public interest.

**Carried**

Moved Deputy Mayor Borda, seconded Cr Simpson

**C5788-2025**

Council:

1.

2.

3.

4.

5. having considered Agenda Item 20.1.1 – Lease Fees Implementation in confidence, under Sections 90(2) and (3)(b) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act, orders that this Report, the Annexures and the Minutes pertaining to this item, be kept confidential and not available for public inspection for a period of 7 years except insofar as is necessary to implement the Council's decision on the basis that it contains commercial information the disclosure of which could reasonably be expected to prejudice the commercial position of the Council, notwithstanding that it will be reviewed annually in February of each year.

**Carried**

*20.1.2 Unsolicited Proposal – CT5754/342 Cartledge Avenue – Confidential*

Moved Deputy Mayor Borda, seconded Cr Westerman

**C5789-2025**

Pursuant to Section 90(2) and (3)(d) of the Local Government Act 1999, Council orders that the public be excluded from the meeting with the exception of Justin Commons; Chief Executive Officer, Sue King; Group Manager Corporate Services, Les Jones; Acting General Manager City Growth, Vanessa Dempsey; Acting Manager People and Culture, Sandra Vigar; Acting Manager Finance and Knowledge Management, Sean Kelly; Manager Media and Communications, Colin Sharp; Manager City Operations, Yusuf Khan; Manager Assets and Planning; Lucas Trevisan; Acting Manager City Development and Michelle Armstrong; Executive Co-ordinator – CEO and Mayor for Agenda Item 20.1.2 – Unsolicited Proposal – CR5754/342 Cartledge Avenue.

The Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where Council will receive and consider a report containing commercial information of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.

**Carried**

Moved Cr Knox, seconded Cr Simpson

**C5790-2025**

Council:

1.

a.

b.

c.

d.

2. having considered Agenda Item 20.1.2 – Unsolicited Proposal - CR5754/342 Cartledge Avenue in confidence, under Sections 90(2) and (3)(b) of the Local Government Act 1999, Council pursuant to Section 91(7) of the Act, orders that this Report, the Annexures and Minutes pertaining to this item be kept confidential and not available for public inspection for a period of five (5) years, on the basis that it contains commercial information of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, notwithstanding that it will be reviewed annually in February of each year.

**Carried**

*20.1.3 Unsolicited Proposal – CT5831/957 Bevan Crescent – Confidential*

Moved Deputy Mayor Borda, seconded Cr Inglis

**C5791-2025**

Pursuant to Section 90(2) and (3)(d) of the Local Government Act 1999, Council orders that the public be excluded from the meeting with the exception of Justin Commons; Chief Executive Officer, Sue King; Group Manager Corporate Services, Les Jones; Acting General Manager City Growth, Vanessa Dempsey; Acting Manager People and Culture, Sandra Vigar; Acting Manager Finance and Knowledge Management, Sean Kelly; Manager Media and Communications, Colin Sharp; Manager City Operations, Yusuf Khan; Manager Assets and Planning; Lucas Trevisan; Acting Manager City Development and Michelle Armstrong; Executive Co-ordinator – CEO and Mayor for Agenda Item 20.1.3 – Unsolicited Proposal – CR5831/957 Bevan Crescent.

The Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where Council will receive and consider a report containing commercial information of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.

**Carried**

Moved Deputy Mayor Borda, seconded Cr Inglis

**C5792-2025**

Council:

1.

a.

b.

c.

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f.

2. having considered Agenda Item 20.1.3 – Unsolicited Proposal – CR5831/957 Bevan Crescent in confidence, under Sections 90(2) and (3)(b) of the Local Government Act 1999, Council pursuant to Section 91(7) of the Act, orders that this Report, the Annexures and Minutes pertaining to this item be kept confidential and not available for public inspection for a period of five (5) years, on the basis that it contains commercial information of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, notwithstanding that it will be reviewed annually in February of each year.

**Carried**

*20.1.4 Unsolicited Proposal – CT5831/957 Bevan Crescent – Confidential*

Moved Cr Pond, seconded Cr Campbell

**C5793-2025**

Pursuant to Section 90(2) and (3)(b) of the Local Government Act 1999, the Council orders that the public be excluded from the meeting with the exception of Justin Commons; Chief Executive Officer, Sue King; Group Manager Corporate Services, Les Jones; Acting General Manager City Growth, Vanessa Dempsey; Acting Manager People and Culture, Sandra Vigar; Acting Manager Finance and Knowledge Management, Sean Kelly; Manager Media and Communications, Colin Sharp; Manager City Operations, Yusuf Khan; Manager Assets and Planning; Lucas Trevisan; Acting Manager City Development and Michelle Armstrong; Executive Co-ordinator – CEO and Mayor for Agenda Item 20.1.4 – Former Civic Building Site.

The Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will receive and consider a report containing commercial information of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the Council.

**Carried**

Moved Cr Pond, seconded Cr Inglis

**C5794-2025**

Council:

1. rescinds the previous resolution made at the meeting of 23 June 2025, whereby Council resolved to request the Chief Executive Officer to seek formal tenders for the demolition of the former Civic Building and develop plans and associated costings for minor landscaping improvements to the site to ensure an appropriate streetscape amenity is maintained. The outcomes of these processes are to be presented to Council for further consideration including impact on the Council's Long Term Financial Plan (C5655-25); and
2. approves Administration to commence the request for proposal (RFP) process, to collect proposals from local Real Estate Agents to sell the former Civic Building on Darling Terrace and to bring proposals back to Council to decide the appropriate proponent; and
3. having considered Agenda Item 20.1.4 in confidence, under Sections 90(2) and (3)(b) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act, orders that this Report and the Annexures pertaining to this item, be kept confidential and not available for public inspection for a period of five years, on the basis that it contains commercial information of a confidential nature the disclosure of which could reasonably be expected to prejudice the commercial position of the Council, notwithstanding that it will be reviewed annually in February of each year.

**Carried**

## 20.2 Office of the Chief Executive

*20.2.1 Regional Airport Strategy – Hudson Howell Report – <u>Confidential</u>*

Moved Cr Knox, seconded Cr Simpson

**C5795-2025**

Pursuant to Section 90(2) and (3)(b) of the Local Government Act 1999, the Council orders that the public be excluded from the meeting with the exception of Justin Commons; Chief Executive Officer, Sue King; Group Manager Corporate Services, Les Jones; Acting General Manager City Growth, Vanessa Dempsey; Acting Manager People and Culture, Sandra Vigar; Acting Manager Finance and Knowledge Management, Sean Kelly; Manager Media and Communications, Colin Sharp; Manager City Operations, Yusuf Khan; Manager Assets and Planning; Lucas Trevisan; Acting Manager City Development and Michelle Armstrong; Executive Co-ordinator – CEO and Mayor for Agenda Item 20.2.1 – Regional Airport Strategy – Hudson Howell Report.

Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will receive and consider a report containing information the disclosure of which could reasonably be expected to prejudice the commercial position of the Council and would, on balance, be contrary to the public interest.

**Carried**

Moved Cr Inglis, seconded Deputy Mayor Borda

**C5796-2025**

Council:

1. notes the "Eyre Peninsula Regional Airports Strategy" – 1 August 2025 – Hudson Howell Report;
2. endorses the CEO to commence discussion with Lower Eyre Council, Ceduna Council and the RDA Eyre Peninsular regarding opportunities identified within the Hudson Howell Regional Airports Strategy Report; and
3. having considered Agenda Item 20.2.11 – Regional Airport Strategy – Hudson Howell Report in confidence, under Sections 90(2) and (3)(b) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act, orders that the Report and Annexure "A" pertaining to this item, be kept confidential and not available for public inspection for a period of 7 years except insofar as is necessary to implement the Council decision on the basis that they contain commercial information the disclosure of which could reasonably be expected to prejudice the commercial position of the Council, notwithstanding that it will be reviewed annually in February of each year.

**Carried**

*20.2.2 City of Whyalla Advocacy Plan – <u>Confidential</u>*

Moved Cr Westerman, seconded Cr Inglis

**C5797-2025**

Pursuant to Section 90(2) and (3)(b) of the Local Government Act 1999, the Council orders that the public be excluded from the meeting with the exception of Justin Commons; Chief Executive Officer, Sue King; Group Manager Corporate Services, Les Jones; Acting General Manager City Growth, Vanessa Dempsey; Acting Manager People and Culture, Sandra Vigar; Acting Manager Finance and Knowledge Management, Sean Kelly; Manager Media and Communications, Colin Sharp; Manager City Operations, Yusuf Khan; Manager Assets and Planning; Lucas Trevisan; Acting Manager City Development and Michelle Armstrong; Executive Co-ordinator – CEO and Mayor for Agenda Item 20.2.2– City of Whyalla Advocacy Plan.

Council considers that the requirement for the meeting to be conducted in a place open to the public has been outweighed in circumstances where the Council will receive and consider a report containing information the disclosure of which could reasonably be expected to prejudice the commercial position of the Council and would, on balance, be contrary to the public interest.

**Carried**

Moved Cr Simpson, seconded Cr Westerman

**C5798-2025**

Council:

1. endorse the City of Whyalla Advocacy Plan that outlines the vision and key objectives Council will seek to achieve via its advocacy efforts over coming years;
2. publish the City of Whyalla Advocacy Priorities (Attachment 3 of Advocacy Plan) on Council's website and communicated to key stakeholders; and
3. having considered Agenda Item 20.2.2 – City of Whyalla Advocacy Plan in confidence, under Sections 90(2) and (3)(b) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act, orders that the Report and all Annexures except for Attachment 3 of Annexure B pertaining to this item, be kept confidential and not available for public inspection for a period of 7 years except insofar as is necessary to implement the Council decision on the basis that they contain commercial information the disclosure of which could reasonably be expected to prejudice the commercial position of the Council, notwithstanding that it will be reviewed annually in February of each year.

**Carried**

Moved Cr Pond, seconded Deputy Mayor Borda

**C5799-2025**

Council returns to Ordinary Meeting Procedures.

**Carried**

**Close** – *meeting concluded at 7.53 pm*

## 21. Date of Next Meetings

- 3 November 2025 – Council Members Briefing Session
- 17 November 2025 – Ordinary Council Meeting
- 1 December 2025 – Council Members Briefing Session
- 8 December 2025 – Council Members Briefing Session
- 15 December 2025 – Ordinary Council Meeting

Confirmed: ……
Presiding Member – November 2025

## 13. COMMITTEE REPORTS

### 13.1 Draft Minutes and Summary of the Audit and Risk Committee Meeting – 1 October 2025 – For Noting

**Council Meeting:** 17 November 2025
**Author's Title:** Lisette Symons – Executive Co-ordinator – Corporate **File No.:** 0-159
**Directorate:** Corporate Services

**Annexures:**

A – DRAFT Minutes of the Audit and Risk Committee Meeting – 1 October 2025

B – Summary of the Minutes of Audit and Risk Committee Meeting – 1 October 2025

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason** – Not applicable

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**PURPOSE**

The purpose of this report is to supply Council with the DRAFT Minutes and a summary of the Audit and Risk Committee Meeting held 1 October 2025 noting that the minutes will not be endorsed by the Committee until their next meeting in February 2026.

**SUMMARY**

The confidential version of the 1 October 2025 Minutes was distributed to the Committee on 23 October 2025. They will be endorsed by the Committee at their next meeting to be held in February 2026, after which they will go to the March 2026 Ordinary Council Meeting for noting. This draft version and summary is supplied for Council's information in the interim.

**RECOMMENDATION**

**Council notes the DRAFT Minutes and Summary of the Audit and Risk Committee Meeting held on Wednesday 1 October 2025.**

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**DUE DATE**

| | |
|---|---|
| Draft Minutes and Summary of the Audit and Risk Committee Meeting – 1 October 2025 – For Noting | 17/11/2025 |

**Annexure "A"**

**MINUTES OF THE WHYALLA CITY COUNCIL AUDIT AND RISK COMMITTEE MEETING**
**WEDNESDAY 1 OCTOBER 2025 AT 11.00 AM**
**HELD AT WHYALLA CITY COUNCIL, 21 GRUNDEL STREET, WHYALLA**

| | |
|---|---|
| **PRESENT:** | Mr L Kozlovic (*chair*), Ms P Christie, Cr P Klobucar |
| **OFFICERS IN ATTENDANCE:** | Chief Executive Officer *(Mr J Commons)*<br>General Manager Corporate Services *(Ms S King)*<br>Acting Manager People and Culture *(Mrs V Dempsey)*<br>Manager Finance and Knowledge Management *(Mr G Jennings)*<br>Manager Depot and Roads *(Mr T Spirat)*<br>Work Health Safety and Risk Business Partner *(Ms E Papoulis)*<br>Finance Co-Ordinator (*Ms S Vigar)* – via Teams<br>Executive Co-Ordinator – Corporate *(Ms L Symons)*<br>Dean Newbery and Partners *(Mr A Bure) (for Item 2.1)*<br>*Dean Newbery and Partners (Ms S Creten) (for Items 2.1)* |
| **OBSERVERS:** | Mayor P Stone<br>Mr R Bria |

**ACKNOWLEDGEMENT**

The Chair acknowledged that the meeting was being held on Barngarla and Kaurna land and gave thanks for the use of this land.

## 1. STANDING ITEMS

### 1.1 Welcome and Apologies

Apologies - Nil
Leave of Absence – Nil

### 1.2 Declaration of Members' Conflict of Interests

Nil

DRAFT

### 1.3 Minutes of Previous Meeting – Monday 8 August 2025

Moved Ms P Christie seconded Cr P Klobucar

**AC566-2025**

That the Audit and Risk Committee confirm the minutes of the Audit and Risk Committee Meeting held on Monday 8 August 2025 as a true and correct record of the meeting.

**Carried**

*The Chair sought leave of the meeting to alter the order of the Agenda*
*Leave of the meeting was granted*

**1.5 Committee Members/Staff/Auditors Discussion –** Nil

## 2. ITEMS FOR DECISION

### 2.1 2024/25 Draft Financial Statements

The Manager Finance and Knowledge Management introduced this item advising that the audit this year was very straight forward and that the 5-year contract with our current auditor; Dean Newbery has now ended. There were no material adjustments to enter and only minor wording changes

Dean Newbery commended Council on their preparedness for this audit and advised that the standard of information provided made for a very efficient audit. They further advised that while our financial results and sustainability issues are outside of their scope, they are aware of the challenges facing Whyalla and hoped that if they are renominated as auditors in 5 years' time that Council's financial position would be improved.

Some clarification was sought around the large dollar amount of sundries reported with the major items included here consisting of a one-off write-off of a Work In Progress item, water charges and IT costs, as well as many other low value items. Items could be individually classified even where they don't meet the materiality threshold, to bring the total value of sundries down, to provide more meaningful information for statement users.

It was requested that a note be made summarising these sundry expenses and a request that Administration come back with a proposal on how this will be broken down further for next year's audit as clarity is required on these items.

Moved Ms P Christie, seconded Cr P Klobucar

**AC567-2025**

The Audit and Risk Committee:

1. in accordance with Section 126(4) of the Local Government Act 1999, advise that it has reviewed the draft Annual Financial Statements of the Council for the financial year ended 30 June 2025 and is satisfied that they present fairly the state of affairs of Council;
2. advise Council's Auditor that it has reviewed the Annual Financial Statements of the Council for the financial year ended 30 June 2025 and is satisfied that they present fairly the state of affairs of Council; and
3. note the Audit Completion Report from Dean Newbery for the financial year ended 30 June 2025.

**Carried**

*11.34am all staff and Management left the meeting*

*The Audit and Risk Committee met with the Auditors without Management present*

*11.47am all staff and Management returned to the meeting*

*11.47am Ms S Creten left the meeting*

*11.47am Mr A Bure left the meeting*

The Chair advised that given the nature of discussions held with the External Auditor, no update was required and acknowledged and thanked Management for the work carried out.

### 2.2 Financial Results 2024/25

The Manager Finance and Knowledge Management acknowledged that our financial results are worse than our budgeted position, with large items identified during the year including a reduction in airport income due to passenger numbers being overestimated, and increased stormwater depreciation due to very large unit rate increases. Budget pressures are also ongoing for areas such as hard waste and illegal dumping, legal fees and IT software and hardware. There were several additional unexpected items that came in at year end that worsened our position, including the revaluation of the landfill provision.

There are some income streams increasing eg. a slight rates growth whereas the budget allowed for a 0% rate growth, ex gratia rates from the land sale have not been built in and non-rateable land in the industrial estate has now been handed over to private ownership. These are not huge but will help improve Council's financial position in an ongoing way.

The Committee expressed its concern that there is a continued deficit each year. Depreciation needs to be examined closely to determine how assets can be offloaded to reduce this. It is not sustainable to continually set a budget and then not meet that budget by a large margin. Difficult decisions are required to be made to achieve different results. A more strategic discussion is required about how best Council can spend their money.

*Cr P Klobucar vacated the meeting at 12.04pm*
*Cr P Klobucar returned to the meeting at 12.08pm*

Moved Ms P Christie, seconded Cr P Klobucar

**AC568-2025**

The Audit and Risk Committee notes that they have reviewed the financial results compared with the estimated financial result that will be presented to Council for the financial year ending 30 June 2025, noting the Audit and Risk Committee's strong preference for more focused decision making to help achieve financial sustainability and revisiting the Long-Term Financial Plan to achieve this.

**Carried**

### 2.3 Budget Review 2025/26 Quarter 1 Incorporating Financial Results 2024/25

The Manager Finance and Knowledge Management introduced this item advising that this is primarily to pick up retiming of capital expenditure budgets and any other items flowing through. The main impact from year end is an increase in depreciation from the revaluation of buildings and open space, as well as the final capitalisation of the runway project. Over the next 12 months unit rates for stormwater and building and open space assets will be reviewed internally and discussions held with the contractor, to see if any adjustments can be made.

The Airport Project had an impact on Capital Project Delivery. More planning is going into larger projects now, so better results are expected in terms of delivery going forward. Note: in the overall result for this year there is $950 000 in the operating budget for dredging of the marina which cannot be capitalised.

The Committee commented that more needs to be done in the budget review to offset deterioration, rather than pick up impacts such as increased depreciation and simply roll this into business as usual and increase the budget deficit. There needs to be remediation or rectification steps in place to address this.

Moved Ms P Christie, seconded Cr P Klobucar

**AC569-2025**

The Audit and Risk Committee:

1. note the Budget Review incorporating the Financial Results 2024/25, identifying an operating deficit of $2,149,000 and an estimated cash position at end of reporting period of $216,000, that will be submitted to Council for adoption; and
2. notes that the 2025/26 Annual Business Plan and Budget and Long-Term Financial Plan will be amended to reflect the variation.
3. the Audit and Risk Committee recommends that Management presents to Council some alternative options to address the deficit.

**Carried**

## 2.4 2024/25 Investment and Loan Performance

Moved Ms P Christie, seconded Cr P Klobucar

**AC570-2025**

The Audit and Risk Committee note the Investment and Loan Performance Report for 2024/25

**Carried**

## 2.5 2026/27 Annual Business Plan and Budget Process and Parameters

The Manager Finance and Knowledge Management introduced this item, explaining that the parameters are consistent with those previously undertaken. The process starts in December internally, going to Elected Members in Feb/March, to the Audit and Risk Committee in April, with consultation in April/May and adoption by Council around June. A new external auditor needs to be appointed, and Management are currently investigating the best way forward in this area. A shared service arrangement with other councils was considered; however, this has proven not to be viable.

Services that are provided need to be consistent with our budget capability and fees reflect the nature of the services provided.

Moved Ms P Christie, seconded Cr P Klobucar

**AC571-2025**

The Audit and Risk Committee recommends to Council the proposed process and parameters for the development of the 2026/27 budget process, incorporating the following suggested changes to parameters:

a. services reference affordability
b. additional parameter around user charges reflecting the cost of services unless determined otherwise by Council.

**Carried**

### 2.6 Set Annual Schedule of Meetings

Moved Cr P Klobucar, seconded Mr L Kozlovic

**AC572-2025**

The Audit and Risk Committee:

1. Sets the 2026 schedule of ordinary meetings for the Audit and Risk Committee to be held at 9.00am at the Council's Civic Building, Grundel Street on:

   - Friday 20 February 2026
   - Friday 10 April 2026
   - Friday 22 May 2026
   - Friday 24 July 2026
   - Friday 9 October 2026 (to coincide with a joint workshop with Council to be confirmed)

**Carried**

### 2.7 Audit and Risk Committee Work Program 2026

The decision was taken to defer this item to the first meeting of 2026 so that the new Audit and Risk Committee members could contribute to this discussion.

### 2.8 Audit and Risk Committee Annual Report to Council

The Chair of the Audit and Risk Committee will attend the next Ordinary Council Meeting to present the Annual Report to Council.

Moved Ms P Christie, seconded Cr P Klobucar

**AC573-2025**

That the Audit and Risk Committee:

1. Provide feedback on the outline and content to be included in the 2025 Audit and Risk Committee Annual Report to Council provided at Appendix A to this report.

2. Requests the Chair of the Audit and Risk Committee to finalise the Annual Report on the Committee's behalf considering the feedback received and when finalised refer the report '2025 Audit Committee Annual Report' to Council at the 20 October 2025 Ordinary Council Meeting

**Carried**

### 2.9 Audit and Risk Committee Performance Assessment Report

The General Manager Corporate Services introduced this item, advising that these survey results are comprised of responses from the Audit and Risk Committee, Council Members and selected Council Management staff.

Going forward it would be valuable to be able to separate out the category of the authors of the survey. The Audit and Risk Committee provide advice, not direction and so there is possibly a lack of understanding of the role of the Committee.

The Council representative needs to provide the liaison between the Committee and Council rather than the Committee attending Council meetings.

Moved Cr P Klobucar, seconded Mr L Kozlovic

**AC574-2025**

That the Audit and Risk Committee :

1. Receive and note the 'Performance Assessment' Report; and
2. Holds a session with the new Audit and Risk Committee members and Council Representative or Councillors and discuss survey results.

**Carried**

### 2.10 Audit and Risk Committee Terms of Reference Reviewed

Moved Ms P Christie, seconded Cr P Klobucar

**AC575-2025**

That the Audit and Risk Committee:

1. Recommends that Council adopts the revised Audit and Risk Committee Terms of Reference provided at Annexure A.

**Carried**

### 2.11 Risk Management, Business Continuity and Emergency Management Planning

The Work Health Safety and Risk Business Partner introduced this item, advising that the BCP and EMP have been amalgamated into one schedule. This document is currently out for consultation, and after recommendation, the next step is to move to endorsement.

The following feedback was provided by the Committee:

- Page 9 of the BCP states that "The Business Continuity Plan will be reviewed and approved by the Audit and Risk Committee and Council" however, the Audit and Risk Committee review the plan while Council approves it, and this needs to be amended so this is clearer.
- Page 11 of the BCP, there is a statement that is out of context and needs to be removed.
- Page 12 of the BCP refers to a "small BCP kit" but does not specify what is in this kit.
- Page 14 of the BCP refers to steps in developing a BCP. Does this need to be included, or should it be included as a procedure, as it is a bit circular.
- In terms of the Control Centres – what is the solution if both are not a viable option?
- In terms of procurement – if there is an emergency the exemptions should be waived until normal business has been achieved.

To ensure that this document is accessible, it will be uploaded to our P: Drive, it will also be available on SkyTrust. BCP testing is part of the CEO KPIs and needs to be carried out annually.

With regards to the Risk Management Framework the following feedback was provided:

- On page 30 of the Framework there is some tidying up required of the percentages and figures
- Operational Risks that are extreme or high should be reported to the Audit and Risk Committee
- Consider reviewing the risk matrix

Moved Ms P Christie, seconded Cr P Klobucar

**AC576-2025**

1. Audit and Risk Committee recommend the endorsement of the revised Risk Management Policy
2. Audit and Risk Committee recommend the endorsement of the revised Risk Management Framework.
3. Audit and Risk Committee recommend the endorsement of the revised Business Continuity Plan
4. Audit and Risk Committee recommend the endorsement of the Emergency Management Plan (EMP) and Business Continuity Plan (BMP) 25-26 Emergency Exercise Schedule

Subject to the feedback noted above.

**Carried**

## 3.0 ITEMS FOR NOTING

### 3.1 Quarterly Procurement Report

There are 9 procurement exemptions in the first two months of the year, which is quite high. Does the Procurement Policy need to be reviewed, considering this high number, to determine if it is too restrictive.

There has been significant work done on promoting local spend by Council. A forum was held recently involving all local contractors and suppliers to brief them on opportunities and processes, and budgets to encourage diversity and fairer quoting. There was a large portion of work carried out by local contractors/suppliers during the recent Airport Runway Upgrade Project.

The Chief Executive Officer is to provide a report to Council on the reasons for the procurement exemption granted for the Cultural Plan and Leadership Development body of work.

Moved Ms P Christie, seconded Cr P Klobucar

**AC577-2025**

That the Audit and Risk Committee receive and note the Quarterly Report – Procurement for the period 1 July to 31 August 2025

**Carried**

### 3.2 WHS Annual Reporting

The Work Health Safety and Risk Business Partner introduced this item, advising that one of the CEO's KPIs is a requirement to report on the annual plan. This is a strategically informed plan focusing on areas of improvement in the WHS space. These metrics will come to the Committee, and feedback is sought on what else they may want included.

The committee has requested reporting on MTIs and LTIs, the general type of claim and whether they are open or closed. More visibility on the nature and severity of injuries was also requested, along with the identification of hazards.

Moved Mr P Klobucar, seconded Ms P Christie

**AC578-2025**

That the Audit and Risk Committee note this report against the CEO's KPI targets and provide feedback as noted above for any additional information requested in the bi-annual reporting.

**Carried**

### 3.3 Review CEO's Annual Report on the Effectiveness of the Organisation's Culture

The Acting Manager People and Culture, introduced this item, advising that this item reports on some of the key deliverables of the CEO's KPIs. A staff satisfaction survey is currently underway, which closes on 6 October. The Culture Development plan is over the course of the next 3 years.

Following the closure of the survey, there will be listening and focus groups conducted to further investigate those results. This will occur in November with a report in early 2026, which will feed into the Cultural Development Plan.

The Talent Management Strategy refers to the strategy of talent review, performance management, workforce planning and succession planning.

There is also a continued commitment to school-based traineeships.

Moved Cr P Klobucar, seconded Ms P Christie

**AC579-2025**

That the Audit and Risk Committee :

1. Note the report and provide any further commentary under this item.
2. Recommend Item 3.3 "Review CEO's Annual Report on the Effectiveness of the Organisation's Culture" to the Ordinary Council Meeting to be held on 20 October 2025.

**Carried**

### 3.4 Annual Report on Council Insurance Claims 2024/2025

The Finance Coordinator introduced this item, advising that the report shows a breakdown of overall claims for the year. The majority of claims are due to windscreen damage. The type of WorkCover claims and public liability claims is also shown.

Of the three LTI claims, all injured persons are back at work; the claim just may not have been closed out. There are currently no ongoing LTI claims.

Moved Cr P Klobucar, seconded Ms P Christie

**AC580-2025**

The Audit and Risk Committee note the Annual Report on Council Insurance Claims 2024/25 Report

**Carried**

### 3.5 Internal Audit Project Brief – Asset Management Review

Moved Ms P Christie, seconded Cr P Klobucar

**AC581-2025**

That the Audit and Risk Committee note the internal audit scope for the Asset Management Review

**Carried**

### 1.4 Business arising from Previous Meetings – as at 1 October 2025

Moved Ms P Christie, seconded Cr P Klobucar

**AC582-2025**

That the Audit and Risk Committee:
Note the progress of actions taken to address items of business arising from previous meetings of the Audit and Risk Committee as well as external reviews.

**Carried**

## 4. CONFIDENTIAL ITEMS

### 4.1 WHS Council Playground Audit Outcomes FY 24-25 – Confidential

Moved Ms P Christie, seconded Cr P Klobucar

**AC583-2025**

Pursuant to Section 90(2) and (3)(e) of the Local Government Act 1999, the Audit and Risk Committee orders that the public be excluded from the meeting with the exception of Justin Commons; Chief Executive Officer, Sue King; General Manager Corporate Services, Grant Jennings; Manager Finance and Knowledge Management, Vanessa Dempsey; Acting Manager People and Culture, Manager Depot and Roads; Tom Spirat, Ellisha Papoulis; Work Health Safety and Risk Business Partner, Sandra Vigar; Finance Coordinator and Lisette Symons; Executive Coordinator – Corporate for Agenda Item 4.1 – WHS Council Playground Audit Outcomes FY 24-25

The Audit and Risk Committee considers that the principle that the meeting be conducted in a place open to the public has been outweighed in circumstances where the Committee will receive and consider a report containing matters affecting the security of the council, members or employees of the council, or council property or the safety of any person.

**Carried**

Moved Cr P Klobucar, seconded by Ms P Christie

**AC584-2025**

1.

3. In accordance with Section 91(7) and (9) of the Local Government Act 1999, Council orders that this report Item 4.1, WHS Council Playground Audit Outcomes FY24-25, the Appendix to this report and the minutes pertaining to this item having been considered in confidence under Section 90(2) and (3)(e) of the Act be kept confidential and not available for public inspection on the basis that it may affect the security of Council and the safety of members, employees of the Council or Council property or the safety of any person. This order is to remain in effect until February 2031 notwithstanding that it will be reviewed annually in February of each year.

**Carried**

### 4.2 Former Civic Building Update – Confidential

This Item was deferred to the Joint Workshop due to time constraints.

### 4.3 Verbal Update on Council Business and City Developments - Confidential

This Item was deferred due to time constraints

### 4.4 Update from Council Representative - Confidential

This item was deferred due to time constraints

### 4.5 Meeting Review - Confidential

This item was deferred due to time constraints

## 5. MOTIONS WITH NOTICE

Nil

## 6. MOTIONS WITHOUT NOTICE

Nil

**7. DATE OF NEXT MEETING** – TBA - 2026

**8. CLOSE** – Meeting closed at 1.42pm

Confirmed: ……
Presiding Member – February 2026

# Annexure "B"

Summary of Key Items from Audit and Risk Committee Meeting held 1 October 2025

**2024/25 Draft Financial Statements**

The audit was described as efficient and straightforward, with no material adjustments required. Auditors commended Council's preparation and quality of information. Clarification was sought on high "sundries" values; a request was made for clearer itemisation in future reports.
*Committee confirmed the draft financial statements as a true and fair representation.*

**2024/25 Financial Results**

Council's financial results were worse than budgeted, largely due to overestimated airport revenue, increased stormwater depreciation, and revaluation of landfill provisions. The Committee expressed serious concern over the continued operating deficits, urging strategic asset review and cost control to achieve sustainability.

**2025/26 Budget Review (Q1)**

Budget revisions included retiming of capital works and increased depreciation. The Committee stressed the need for remedial measures rather than simply accepting higher deficits.
*Operating deficit noted at $2.149M with $216K cash position.*
*Committee requested Management present options to address the deficit.*

**Investment & Loan Performance 2024/25**

*Report noted with no issues raised.*

**2026/27 Budget Process & Parameters**

Parameters remain consistent, with emphasis on affordability and cost-reflective user charges. Appointment of a new external auditor to be progressed.
*Committee endorsed the revised budget process and parameters.*

**Risk Management, BCP & EMP**

Revised Risk Management Policy, Framework, Business Continuity Plan, and Emergency Management Plan were endorsed *subject to feedback* (clarity on approval processes, control centre contingencies, procurement exemptions in emergencies).

**Procurement Report**

Nine procurement exemptions noted (considered high). CEO to report to Council on Cultural Plan and Leadership Development procurement.

**WHS and Culture Reporting**

- WHS Annual Report presented – committee requested more detailed data on injuries and claims.
- CEO's Annual Report on Organisational Culture presented – staff survey underway with follow-up sessions planned for late 2025.

**Other Notable Items**

- **Insurance Claims 2024/25:** Majority due to windscreen damage; no ongoing LTI claims.
- **Internal Audit:** Scope for Asset Management Review noted.
- **Committee Work Program 2026:** Deferred to next meeting.
- **Meeting Schedule 2026:** Five meetings confirmed (Feb–Oct).

**MINUTES**

**For the Mount Laura Homestead Advisory Group Meeting**
**held on Tuesday 7 October 2025 at 10.04am in the Whyalla Library Training Room**

**Meeting Chair –Jenny Barnes**

## 1. ACKNOWLEDGEMENT OF COUNTRY

*We acknowledge that this meeting is held on the traditional lands of the Barngarla People, and we pay our respects to Elders past, present and emerging.*

## 2. WELCOME

Jenny welcomed the attendees to the meeting and introduced Sue King (General Manager Corporate Services). Attendees went around the table and introduced themselves, Sue will replace Irene Adair on the Advisory Group.

Petrina advised that she is the Secretary of the Mt Laura Homestead Museum.
Vicky advised she is the Treasurer and Vice Chairperson of the Mt Laura Homestead Museum.

## 3. ATTENDANCE RECORD

| | |
|---|---|
| <u>Present</u> | |
| Greg Desmond | National Trust Mt Laura Homestead Museum |
| Sue King | General Manager Corporate Services |
| Jenny Barnes | Events & Tourism Lead (chair) |
| Joanne Blayney | Executive Coordinator (notes) |
| Paul Mazourek | Community Activation Officer – Tourism Assets |
| Petrina Morse | Secretary – National Trust Mt Laura Homestead Museum |
| Vicky Walker | Vice Chairperson & Treasurer – National Trust Mt Laura Homestead Museum |
| <u>Apologies</u> | No formal apologies were received however, the following members were absent |
| Cr Sharon Todd | Whyalla City Councillor |
| Les Jones | Manager Capital Works Delivery |

## 4. DECLARATION/S OF CONFLICT OF INTEREST

Nil

**5. NOTES OF PREVIOUS MEETING**

That the notes of the meeting held on 8 July 2025 be received and confirmed as true and accurate.

*The date of the meeting held was corrected to 8 July 2025, previously had 8 May 2025*

Moved Vicky Walker Seconded Paul Mazourek

Carried

**6. BUSINESS ARISING FROM PREVIOUS MEETING**

Nil

**7. REPORTS**

7.1 Stage 1 Future Developments actions – progress report Vicki Walker

- Things are going well; Petrina has been busy decluttering and throwing rubbish away.
- Paul has been spending an hour per week (started in July) with Vicky and/or Petrina, arranging items in the repository area that will go on display in the future.
- Some good and valuable items have been uncovered during the clean up, they will form part of the display.

7.2 Future Developments actions – artefacts selection – progress report – Paul Mazourek

- Paul to email Sue King a copy of the Mount Laura Homestead Museum Audit report
- Currently in the process in line with future development steps
- Thank you to Petrina and Vicky for the hard work put in decluttering, it is a massive job; offices 1, 2 and 3 and the homestead depository 1, 2 & 3 have been completed.
- Items have been identified for the permanent display and the others in the depository.
- The categories/subjects for room one - items are Early Pastoral History, Early Exploration and Mining, Early Whyalla (in general) and Mount Laura Homestead Pastoral Property.
- Room 2 will include – Early Whyalla (continuation), Shipyards, and information about the Army.
- Room 3 – will include other items not used in the main rooms (1&2) as they are the showcase. The brand-new display cabinetry will be as you walk in, visitors will be able to identify interests etc.
- Petrina just has the filing cabinets in room three to go declutter.
- Three dimensional items have been selected and moved into the depository at the back of the building. Items that are of no historical value will be removed.
- Continue to attend Tuesdays weekly.
- Neil has been asked to hire a skip to put rubbish and old furniture etc in to dispose them.
- Everything is progressing well and hopes to have a clearer picture in the very near future.
- A couple of really good items were located during the clean-up, including a beautiful wedding dress.

- The building assessment can now be done.
- A $50,000 grant was secured for the museum, work cannot start until the building assessment is completed, the ceiling and floors and possible salt damp to be checked and corrected if needed.
- Once the work commences the homestead will need to be closed during works.

**Action**

- Paul to liaise with Les regarding the building assessment, noting that Les advised once the rooms were cleared enough to access, they could commence the assessment of ceilings, structural components, and salt damp.
- Request Les attends the December meeting to update the group.

**8. PRESENTATIONS**

Nil

**9. OTHER BUSINESS**

9.1 Museum matters

Greg requested the school building donations be tabled on the agenda, items including honour boards from 1940 onwards. Greg asked why the shed application has been "parked".

Jenny addressed Greg's request as follows:

- It was not agreed that there would be an extra agenda item, museum matters is a standing item.
- The shed application has been addressed at every meeting held, it has been agreed and minuted that there will be no further progress on sheds/storage building/s until the review is undertaken and completed.
- Acknowledged that Greg is very passionate about the Homestead and Museum.
- All members have agreed that we are working through the Future Development Plan, Vicky and Paul have both reported on, it has been progressing really well, there is money put aside in the budget for expenditure for anything required as part of the plan – there will be no developments until its conclusion.

- Greg advised - the reception glass was smashed over the weekend; Jenny advised the Child Care Centre also had windows smashed over the weekend. Greg said the security cameras do not work at nighttime.

**Vicky**

Disheartened with the National Trust, over the last 3-4 years they all but disbanded and were MIA, no communication, no GST return, no questions – because it fell over the period with COVID, the loss of two caretakers unexpectedly, the volunteers kept ticking along. The National Trust have now decided to charge a fee of 10% of admissions, which is bizarre are they should be helping and supporting not taking from them, after complaints they reduced it to 7.5% but they are now including donations and grants. National Trust are now charging $300 per quarter based on last years' donations and grants, Brian Barber donated $1000 to buy a new lawnmower which Vicky put through as a donation so she could claim the GST back.

- National Trust have advised there will be GST on admissions which has not been the case until now.

  Jenny is unsure of how grant money would be acquitted if, all of the money was not going towards what was applied for, not the purpose for which it was intended.

Vicky is concerned that the premise is a huge undertaking and is run purely by volunteers, the electricity costs are around $1400 per quarter. If any volunteers or the caretaker leave, what would happen.

Paul recommended that Greg keeps dot points to be raised at the next National Trust Meeting, they could be forced to close due to lack of membership and the costs that are now involved. Paul suggested writing to Council and the National Trust with the concerns.

Jenny said getting volunteers and keeping them is becoming harder across the board.

**Greg**

Greg requested he is part of the process in identifying items, Vicky said he can come in any time and see what has been done and identified. Paul said Greg is welcome to contact him for clarification/explanation on work completed so far.

## 10. CLOSE MEETING

10.1 The next meeting will be held on Tuesday 6 January 2026 at 10.00am in the Mount Laura reception room. Greg Desmond to chair.

**JENNY DECLARED THE MEETING CLOSED AT 10.46AM**

## 14.1 OFFICE OF THE CHIEF EXECUTIVE

### 14.1.1 Appointment of Deputy Mayor – For Decision

**Council Meeting:** 17 November 2025
**Author's Title:** Executive Co-ordinator – CEO and Mayor **File No.:** 1-0
**Directorate:** Office of the Chief Executive

**Annexures** – Nil

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason:** Not applicable

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**PURPOSE**

To elect a Deputy Mayor in accordance with Section 51 of the Local Government Act 1999, ensuring the election is undertaken in a fair and democratic manner.

**SUMMARY**

Under Section 51(3) of the Local Government Act, Council may resolve that in addition to the Mayor, there may also be a Deputy Mayor. Section 51(4) provides that if there is to be a Deputy Mayor, then he or she will be chosen by the members of the Council from amongst their own number and will hold office for a term previously determined by the Council (not exceeding 4 years).

The current Deputy Mayor is Cr Peter Borda, and this appointment is now due for reconsideration.

**RECOMMENDATION**

**Council elects Cr *** as the Deputy Mayor, for a period of 12 months, until the November 2026 Local Government elections.**

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**DUE DATE**

| | |
|---|---|
| Appointment of Deputy Mayor – For Decision | 17/11/2025 |

### 14.1.1 Appointment of Deputy Mayor – <u>For Decision</u>

**<u>REPORT</u>**

**BACKGROUND**

Pursuant to Section 51(4) of the *Local Government Act 1999*, if there is to be a Deputy Mayor, he or she will be chosen by the members of the Council from amongst their own number and will hold the office for a term previously determined by the Council (not exceeding 4 years).

**DISCUSSION**

Given the significant volume of civic and advocacy activities anticipated, the position of Deputy Mayor has proven to be an important role, being able to take on activities on behalf of the Mayor, when the Mayor is not available.

**Nomination Process**

a. If two or more nominations are accepted, a vote shall be held forthwith will all Council Members casting a vote.

b. Nominations will be accepted by the Presiding Member, upon the consent of the nominated person.

c. A Member may nominate themselves for a position.

d. A person may withdraw his/her nomination before a vote.

e. A secret ballot voting process will be used to cast a vote.

f. All Members must vote, including those who have nominated for a position.

g. The Presiding Member must also vote.

h. If only two persons are nominated for an appointment, a simple majority first past the post method of counting the voting will be used.

i. If three (3) or more persons are nominated, the lowest vote elimination method be used until two persons remain in the ballot.

j. Should there be an equality of votes, the outcome will be decided by the drawing of lots, with the name of the candidate withdrawn being excluded from the ballot.

k. The Term of Office for such a position shall be for twelve (12) months, expiring on the anniversary date of the November election.

l. In the Council Chamber, the Deputy Mayor shall assume no precedence (other than as Councillor) except during any absence of the Mayor, when the Deputy Mayor shall act in the place of the Mayor.

m. Outside the Council Chamber, the Deputy Mayor shall be given precedence immediately following the Mayor.

**Financial Implications**

Council Member allowances are determined by the Remuneration Tribunal of South Australia and have been set for the City of Whyalla effective 21 November 2025, as follows:

Mayor *(4 times the Council Member allowance)* – $85,544.00
Deputy Mayor *(1.25 times the Council Member allowance)* – $26,732.50
Committee Chair *(1.25 times the Council Member allowance)* – $26,732.50
Council Members – $21.386.00

The allowance for Deputy Mayor would commence from the date of appointment and provision has been made in Council's budget accordingly.

**Strategic Plan**

Objective 1.1 – Unearth community pride within the city

*Strategy 1.1.1 – Regularly inform the community of Council activities, decisions and actions*

**Legislation**

Section 51(4) of the *Local Government Act 1999* provides that if there is to be a Deputy Mayor, he or she will be chosen by his/her peers.

**Officer Direct or Indirect Interest** – Nil

**Risk Assessment** – Nil

**Social Considerations** – Nil

**Community Engagement** – Nil

**Environmental Implications** – Not applicable

**Communication**

Public messages to be made via Council website; Facebook page and local media agencies.

**Conclusion**

To elect a Deputy Mayor in accordance with Section 51 of the Local Government Act 1999, ensuring the election is undertaken in a fair and democratic manner.

## 14.1 OFFICE OF THE CHIEF EXECUTIVE

### 14.1.2 Chief Executive Officer's Action Report – November 2025 – For Noting

**Council Meeting:** 17 November 2025
**Author's Title:** Justin Commons – Chief Executive Officer **File No.:** 1-0
**Directorate:** Office of the Chief Executive

**Annexures:**

A – Chief Executive Officer's Action Report – November 2025
B – Committee/ Working Party/ Workshop/ Sub-committee Meetings Listing
C – Summary of Key Meetings and External Engagements attended by the Chief Executive Officer

| **Officer Direct or Indirect Conflict of Interest:** *In accordance with Local Government Act 1999, Section 120* | | **Status:** *Information classified confidential under Section 90(2) of the Local Government Act* | |
|---|---|---|---|
| ☐ **Yes** | ☑ **No** | ☐ **Yes** | ☑ **No** |

**Reason** – Not applicable

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**PURPOSE**

This report details the specific actions taken by administration, in respect to resolutions of Council, together with information regarding CEO activities and an update on a variety work in progress (WIP) matters.

**SUMMARY**

Council resolutions to be actioned are listed within **Annexure "A"**. This enables Council Members to view outstanding resolutions and gives advice as to the timeframe for the completion and outcome of the said resolutions.

**Annexure "B"** lists Council Member representation at meetings held during the month and meetings to be held over a period of three (3) months.

**Annexure "C"** provides a summary of key meetings and external engagements attended by the Chief Executive Officer during the period 20 October – 16 November 2025, inclusive.

The body of the report also provides an update on a variety of work in progress (WIP) matters, together with an indication of when these matters will next be presented to Council.

**RECOMMENDATION**

**Council notes the Chief Executive Officer's Action Report – November 2025.**

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**DUE DATE**

| | |
|---|---|
| Chief Executive Officer's Action Report – November 2025 – For Noting | 17/11/2025 |

### 14.1.2 Chief Executive Officer's Action Report – November 2025 – For Noting

**REPORT**

**DISCUSSION**

This report details the specific actions taken by administration, in respect to resolutions of Council.

Also contained herein, is a summary of key meetings and external engagements attended by the Chief Executive Officer during the period 15 September – 19 October 2025, inclusive.

**Annexures "A"** and **"B"** list outstanding Council resolutions and meetings with Council Member representation, held over the month and meetings to be held over a period of three (3) months. Each outstanding resolution item has been allocated to a relevant Director/Council officer. This report, and annexures, provides a description of the process, which is to be followed, and timeframe allocated to outstanding resolutions.

**Annexure "C"** provides a summary of engagements attended by the Chief Executive Officer during the period 20 October – 16 November 2025, inclusive.

**Updates – Various Matters**

1. **Executive Recruitment**

   Interviews held with candidates for the General Manager Infrastructure position on Wednesday 5 November. A letter of offer has been issued to the preferred candidate.

2. **Staff Leave**

   We are currently experiencing a period where a number of key staff are taking extended leave - both planned and unplanned. This is creating some challenges that we are currently working through.

3. **Cultural Survey**

   The first activity – being the conduct of the values and behaviours survey; has been completed, with 130 responders (approximately 76% of all staff and councillors) participating – which is a fantastic response rate. We should receive report by close of business, Friday 14 November.

   The next step will be listening groups, with staff and councillor listening groups being held on 2 and 3 December.

   In addition, the Executive will shortly be undertaking *The Leadership Circle 360-degree Leadership Survey.*

   A Council Members Briefing Session will occur on 2 December, where further details regarding the Cultural Survey and Leadership Development Program will be provided.

**4. EPLGA Conference – Feb 2026**

City of Whyalla will be hosting the next EPLGA Conference in February 2026. An internal working group has been formed to commence planning the for this conference. A decision has been made to engage Open Eyre Events as the delivery partner for this event, given the current/planned absence of a number of key staff and limited internal resources to appropriately manage the preparation and hosting of this event.

**5. Demonstration of Excellence**

**a) WBAT Annual Awards**

Whyalla City Council ***won*** the Contribution to Tourism Award at the WBAT Annual Business Awards for the Cuttlefest Event.

**b) SATC Tourism Awards**

City of Whyalla's Visitor Information Centre ***won*** the Visitor Information Centre category at the 7 November 2025 SATC Tourism Awards Night – recognising the consistent delivery of high quality and face to face information services to visitors to our city /region. .

**6. Algal Bloom**

The Algal Bloom has not directly impacted the Whyalla coastline or the Cuttlefish Aggregation Site. The State Government's Cuttlefish Site Bubble Curtain has been decommissioned and put into storage pending a future need for the curtain.

**7. Beach Hotel**

The Beach Hotel has been sold. Pending settlement, details regarding the new owner and their plans for the hotel will be sought.

**8. Empowering Leadership and Community Forums**

CEO KPI 2.5 – Support community leaders and members to 'bring to life' the 2030 and Beyond Whyalla Community Plan.

Empowering Leadership and Community Forums are/were being held for community leaders (10 November and 18 November) and Council employees (11 November and 17 November). The aim of these forums is to provide additional tools for community leaders and Council staff to have 'considered conversations' that enable more meaningful and positive outcomes and relationships between these attendees and the people they interact with (personally and professionally) on a day-to-day basis. The investment in community leaders and Council staff is built on the premise that "A Risting Tide Floats All Boats", whereby equipped with additional tools, our leaders/staff can support everyone in our community more efficiently and effectively.

**9. Dry Zone vs Dry Area**

Consumer and Business Services have confirmed during the processing of our application for a city wide dry zone that they prefer the terminology 'dry area' to be consistent with other localities. Whilst Council's resolution expressly referred to a city wide dry zone, the final deliverable will be a city wide dry area.

**Financial Implications** – Nil

**Strategic Plan**

*Objective 1.1 – Unearth community pride within the city*

Strategy 1.1.1 – Regularly inform the community of Council activities, decisions and actions by promoting positive stories and positive images

**Legislation** – Nil

**Officer Direct or Indirect Interest**

The Executive Management Team are aware of their obligations in declaring a 'conflict of interest' regarding any items discussed within this report.

**Risk Assessment** – Nil

**Social Considerations** – Nil

**Community Engagement** – Not applicable

**Environmental Implications** – Not applicable

**Communication** – Not applicable

**Conclusion**

Council Administration ensures that all outstanding Council resolutions are completed within an appropriate timeframe. Council Members are advised, via the attached annexures, of the process to be followed and timeframes to be applied.

**Annexure "A"**

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5088-2024<br>19/02/24 | **Lot 126 (Horseshoe Road) Mullaquana – Revoke Community Land Status, Remove Airport Encumbrance and Rezone**<br>Council:<br>1. requests the individual Ministers to allow Council to undertake the process of revoking Lot 126 (CT 6171/890) Mullaquana from community land status;<br>2. requests rezoning of Lot 126 (CT 6171/890) Mullaquana to Rural Living; and<br>3. requests the Commonwealth Government remove the encumbrance from Lot 126 (CT 6171/890) Mullaquana. | GMCG | | | 10% | ***In progress***<br>*Administration preparing documents to support the notification/ consultation to the community, to seek support to revoke the community land status. This action will take approximately 12 months.*<br>*Administration is seeking to engage qualified support to assist with the rezone of the site – it is anticipated that this process could take up to 6 months. This action will not commence until formal feedback is received from the Commonwealth Government, regarding the encumbrance.*<br>*A request has been made through Kelledy Jones Lawyers, to the Commonwealth Government, to remove the encumbrance from the site. Support from the Government was sought approximately 6 months ago, and initial feedback is that they will support the removal; however, it is difficult to advise a timeframe in relation to this request, as the Government appear to be slow in providing correspondence back to Council's lawyers.*<br>*Kelledy Jones are following up with the Commonwealth regarding the encumbrance.*<br>*Kelledy Jones continue to chase a formal response.*<br>*Still waiting on a formal response from the Commonwealth Government, regarding the removal of the encumbrance.* |

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| | | | | | | *Commonwealth have still not responded. Kelledy Jones seeking a response.* |
| C5089-2024 19/02/24 | **Removal of Easements at Lot 126 McIntyre Road**<br>Council endorses the removal of the easements that no longer accommodate infrastructure within Lot 126 McIntrye Road. | GMCG | | | 75% | ***In progress***<br>*Approval to remove the easements has now been granted by KordaMentha.*<br>*Paperwork currently being prepared to lodge with the Land Titles Office.* |
| C5234-2024 17/06/24 | **Unsolicited Proposal – Purchase of Crown Land**<br>Council provides support for the proposal to gain access to Crown Land at Colebrook Street Reserve and provides delegation to the Chief Executive Officer to progresses the process with Crown Lands, including the revocation of community land process. | MF | | | | ***In progress***<br>*This land parcel is included in the revocation of community land process that was recently approved by Council, which will assist to unlock the parcel for development.*<br>*Met with Department of Environment and Water (Crown Department) regarding the process and they have provided support. Draft consultation material to be prepared and shared with DEW prior to consultation.*<br>*Approval from Crown has been granted, to proceed with consultation required to initiate revocation of community land.*<br>*Notification letters and notice in the local paper will occur within the next 14 days.* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5301-2024<br>16/09/24 | **Whyalla Wanderers Soccer and Social Club – Lease Agreement**<br>Council:<br>1. endorses the granting of a Lease to the Whyalla Wanderers Soccer and Social Club over Part Section 74 Playford Avenue, CR 6164/810 for a period of five (5) years commencing on 1 November 2024 and ending on 31 October 2029, with a further five (5) year right of renewal subject to the outcomes of public consultation being undertaken as per Council's Public Consultation Policy; and<br>2. notes the Lease will be finalised and executed under delegated authority on the proviso that no substantial submissions are received following public consultation. Should substantial submissions be received, the item will be referred to Council. | FC | | | | ***In progress***<br>*Lease fee review work has been approved by Council. Letters to Lessees to go out this week. Following this, the final lease agreement will be sent to Lessee for execution.* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5409-2024<br>16/12/24 | **Whyalla Jetty – Additional Seating**<br>Council:<br>1. to install two bench seats, in a style as closely matched as possible to the existing seating closest to the jetty carpark, located on the marina side of the path and facing the marina equally spaced between the two existing seats between the car park closest to the jetty and the beginning of the up ramp to the jetty (per attached plan as a guide);<br>2. install a suitably durable fold-out double bench seat at the top of the ramp up to the jetty on the marina side; and<br>3. if the costs are to exceed $10,000 for this work, Administration are to come back to Council for final approval | MO | 05/12/25 | | 70% | ***In progress***<br>*Working with the City Growth team – selected seats have been purchased to be installed from the jetty carpark to the jetty facing the marina and beach. Locations have been determined and installation preparations and infrastructure surveying has commenced.*<br>*There was damage to some of the seating, delaying this project even further.*<br>*Fold-out seating for the jetty is not feasible, based on engineering advice to date.* |

***Chief Executive Officer's Outstanding Actions Report – November 2025***

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5527-2025<br>17/03/25 | **Defence Land at Fitzgerald Bay Lookout Boundary Realignment**<br>Council:<br>1. resolves to support the boundary realignment required to create the portion of land to purchase for the formalisation of the Fitzgerald Bay Lookout from the Australian Government for the amount of $30 plus GST; and<br>2. provide the Chief Executive Officer with the delegations to finalise the realignment and land transaction. | GMCG | | | | ***In progress***<br>*Surveyor has been engaged and lodgement to land Council for approval, is imminent.*<br>*Contract being prepared for the sale by the Federal Government.* |

***Chief Executive Officer's Outstanding Actions Report – November 2025***

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5533-2025<br>17/03/25 | **GFG Ex-gratia Payment**<br>Council:<br>1. requests the Chief Executive Officer to formally write to the current Administrators of the Steelworks (Korda Mentha) and the State Government, to request consideration of an increase in the ex-gratia payment amount payable by OneSteel to Council, to align with the rates that would be payable under Council's rating policy, if hypothetically, the Steelworks was on Council land; and<br>2. that this communication will be completed by no later than 18 April 2025. | MF | | | | ***In progress***<br>*Sam Crafter; State Lead – Whyalla Steelworks Industrial Transformation advised at the Council Members Briefing Session held on 29 September, that this matter was being progressed.* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5597-2025<br>19/05/25 | **Dry Zone Arrangements in Whyalla**<br>Council:<br>~~1. notes the consultation feedback received during the statutory process for the replacement of the existing "Whyalla – 2 dry zone" with a new "City-wide dry zone" as one of the strategies to address the current alcohol-related problems and anti-social behaviour in public areas;~~<br>~~2. endorses proceeding with the introduction of a City-Wide Dry Zone, given the majority support from the community for this intervention to assist with addressing alcohol-related problems and anti-social behaviour in public areas;~~<br>~~3.~~ endorses the application to the Liquor and Gambling Commissioner to replace the current dry zone known as 'Whyalla – Area 2 (Civic Park)' with a city-wide dry zone known as 'Whyalla – City Wide Dry Zone' to encompass the area shown on the map provided at Annexure "G";<br>~~4. note the legal description for the (new) Whyalla – City Wide Dry Zone – The area of the City of Whyalla township bounded as follows: Commencing at the north-eastern corner boundary of parcel PT SEC 125 McBryde Terrace traversing the southern side of the Railway boundary fence line in an easterly direction to the western boundary of property 26806 Lincoln Highway (CL6268/422 Crown Reference OP008518) and Lot 2 Lincoln Highway (CT6144/965) up to the shoreline,~~ | CEO/GMCS | | | | ***In progress***<br>*DIT have confirmed that Council requires a permit from them, signed by both parties, to erect the signs om DIT roads. This permit is being prepared.*<br>*Location of signs have been determined, both on DIT roads and around Council area. Design of both signs has been resolved.*<br>*Approval given by CEO to commence installing the signs and start a 'soft (media) launch' that the Dry Zone will come into effect once Gazetted by the Minister – anticipated on/by 1 December 2025.*<br>*Awaiting Gazettal by the Minister to give effect to the Dry Zone – anticipate gazettal will occur on/by 1 December 2025.* |

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| | ~~traversing the shoreline south to south westerly to the eastern boundary of property Lot 11 Broadbent Terrace (CL6207/432 Crown Reference OP012974), following northward to the eastern corner of Lot 11 Broadbent Terrace then traversing the southern side of Lincoln Highway road reserve to the western boundary of Jenkins Avenue road reserve, traversing northwards to the northern boundary of property Lot 6763 Jenkins Avenue (CR5361/754) to the boundary of property Lot 1012 Jenkins Avenue (CT6119/643), following the southern and western boundary of Lot 1012 Jenkins Avenue, traversing the boundary of property Lot 500 Robinson Street (CT6299/150) to the northeastern boundary of property Lot 501 Robinson Street (CT6299/151), traversing the northern boundary of Lot 501 Robinson Street to the boundary of property Lot 3002 Jenkins Avenue (CT6107/184), traversing northerly along the eastern side of property Lot 3002 Jenkins Avenue to the southern corner of property boundary Lot 15 McDouall Stuart Avenue (CR5998/434), traversing north easterly along the south and south easterly side of property Lot 15 McDouall Stuart Avenue , crossing property Lot 13 McDouall Stuart Avenue (CR6088/162) north easterly to the western side of McDouall Stuart Avenue road reserve, following the western side of McDouall Stuart Avenue in a northerly to north easterly direction to the commencement point;~~ | | | | | | |

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| | ~~5. write to the Police Commissioner, formally requesting additional police resources to be deployed to Whyalla to assist with the monitoring and enforcement of the dry zone, and to attend to anti-social behaviour attributed to alcohol and/or youth crime across the city, and that Assistant Police Commissioner be invited to a future Council Meeting to discuss this request; and~~<br>6. notes that Council's Administration will continue discussions with relevant service agencies and the Westland Shopping Centre Management, to build the business case(s) for broader local level strategies to address anti-social behaviour attributed to alcohol and/or youth crime across the city. | | | | | |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5602-2025<br>19/05/25 | **Tanderra Village – Future Asset Management Proposal**<br><br>Council:<br>1. endorses the Chief Executive Officer entering into negotiations for a five-year lease term, for the Tanderra site with the current lessee, noting the parameters set out in the report;<br>~~2. reduces the service level for the following buildings at the Tanderra site to 'zero', with no future renewal to occur for the following two buildings at the site:~~<br>~~a. Open Shed;~~<br>~~b. Old Bake House – Storage Building~~<br>~~3. reduces the service level for the following buildings at Tanderra, with future renewals to be kept to a preservation and public safety level for the following buildings at the site:~~<br>~~a. J Block~~<br>~~b. K Block~~<br>~~c. H Block~~<br>~~d. R Block~~<br>~~e. Market Hall and Café~~<br>~~f. Plant Nursery (Old Laundry); and~~<br>4. notes that Administration will commence development of a masterplan for the 'tourism precinct' that seeks to improve visitation, activation and the overall visitor experience from an integrated precinct encompassing Tanderra Village, Steel Cap Gallery, Visitor Information Centre, Maritime Museum and a proposed Designated Overnight Stay RV Camping area. | GMCG | | | | ***In progress***<br><br>*Lease signed on 19 August 2025.*<br><br>*The Master Plan works require agreement from the administrators regarding the short stay accommodation proposal at Tanderra, which currently sits with Korda Mentha. Once this matter is addressed, the small committee formed to undertake the master planning of the site can meet with stakeholders and begin the process.*<br><br>*Still awaiting confirmation from OneSteel Manufacturing (via Korda Mentha).* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5612-2025<br>19/05/25 | **Section 184 Process Update**<br>Council:<br>1. notes that seven properties, which are not primary places of residence, will be listed for sale over the coming months;<br>2. approves for eight properties that are primary places of residence to be listed for sale over the coming months; | MF | | | 10% | ***In progress***<br>*An additional letter issued by the lawyer to give final warning to property owners that sale is imminent.*<br>*These letters were hand-delivered by Council staff to primary place of residence properties, in early August. Unfortunately, only one of these properties answered their door, and so little additional intel was gained from this process. However, it has resulted in three (3) property owners making contact with Council for the first time in many years and looking to reach a suitable arrangement.*<br>*Council has appointed a Real Estate Agent to undertake the sale process, with the auctions planned for early February.*<br>*The owner of 6 of the properties has made contact seeking to enter into a payment arrangement. If an agreement can be reached, then the auctions may not go ahead at this time, as only 4 other properties will remain on the list.* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5649-2025<br>16/06/25 | **Revocation of Dedication to Council and Community Land Status**<br>Council:<br>1. supports the commencement of the formal process for the revocation of community land status for the following land parcels:<br>a. Lot 130 Lincoln Highway<br>b. 20 Whitehead Street<br>2. supports the commencement of the formal process for the revocation of both community land status and care, control and management for the following land parcels:<br>a. Lot 5437 Nicolson Avenue<br>b. 15 Ayliffe Street<br>c. Lot 1134 Playford Avenue | GMCG | | | 5% | ***In progress***<br>*Meeting has occurred with Crown Lands, and they are supportive of revocation. Proposed to bundle these parcels together and consult at same time.*<br>*Approval from Crown received and notification letters and notice in paper will occur within the next 14 days.* |

***Chief Executive Officer's Outstanding Actions Report – November 2025***

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5648-2025<br>16/06/2025 | **Community Grants**<br>Council:<br>~~1. approves the application for Community Grant Funding, as listed below;~~<br>~~• $4000 to Youth Opportunities Australia Ltd for their 2025 Whyalla Personal Leadership Program~~<br>~~• $4500 to Eyre Gymnastics Club Inc for their Whyalla Gymnastics Invitational~~<br>2. invites South Whyalla Junior Football Club to present to Council regarding their community grant application. | MCA | | | | ***In progress***<br>*The Manager City Activation has reached out to South Whyalla Football club by phone and email on four separate occasions, with no response received to date.*<br>*Next step – formal correspondence will be forwarded to South Whyalla Football Club to close this matter out.* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5659-2025<br>16/06/25 | **Former Civic Building Site – Approach to Market Update**<br>Council:<br>1. continues to pause the approach to market for the development of the former Civic Building site; to be re-visited following any announcements made concerning the future of the Steelworks or other major economic announcement impacting Whyalla;<br>2. requests the Chief Executive officer to seek formal tenders for the demolition of the former Civic Building and develops plans and associated costings for minor landscaping improvements to the site to ensure an appropriate streetscape amenity is maintained. The outcomes of these processes to be presented to Council for further consideration including impact on the Council's Long Term Financial Plan; | GMCS | | | | ***Complete***<br>*Motion rescinded at the Ordinary Council Meeting – 20 October 2025.* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5702-2025<br>18/08/25 | **Honouring 'Whyalla Legends' like Barrie Robran**<br><br>Council Administration prepare a report, for Council to consider how Whyalla can formally acknowledge, celebrate and provide a lasting tribute to honour the life and achievements of extraordinary people from Whyalla, and also serve to inspire the youth and future generations of Whyalla to strive for excellence. | MCA | | | | ***In progress***<br><br>*City Growth staff recently met (online) with Barrie Robran's son, to discuss the opportunity around honouring his father by way of installing and naming of the gates at Memorial Oval – in principal support was provided at the time of the discussion.*<br><br>*Barrie's son will now socialise this proposal with his Mum and family members; and will respond to Council accordingly.*<br><br>*If this proposal is to go ahead, the family would like to be consulted as part of the process, including design specifications, etc.* |
| C5724-2025<br>15/09/2025 | **Closure of Business Units and Provision of Servies for the 2025/26 Christmas/New Year Period, as follows:**<br><br>That Council communicates the 2025/26 Christmas/New Year business hours to the public. | MMC | | | | *Public notice(s) to be provided to the community during December.* |
| C5730-2025<br>15/09/2025 | **Point Lowly Camping Fees**<br><br>Council adopts an updated fee of $20 per night for camping at Point Lowly, to be implemented at the time that online bookings go live. | MF | Dec 2025 | | | ***In Progress***<br><br>*Media release distributed.*<br><br>*Internal works prepared for the commencement date of 1 December 2025.* |

***Chief Executive Officer's Outstanding Actions Report – November 2025***

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5732-2025<br>15/09/2025 | **Open Space Delivery Levels**<br>Endorse the recommendation for a review of the trial results of the Whyalla City Maintenance and Level of Service Standards at Annexure "B" to be presented to Council in April 2026, with recommendations and intent to gain final approved endorsement of their implementation. | GMCS/MO | April 2026 | | | ***In Progress*** |
| C5739-2025<br>15/09/2025 | **Weeroona Bay**<br>That Council discusses with SANTOS the potential to return the use of Weeroona Bay to the community, with a report to come back to Council from the discussion. | CEO | Nov 2025 | | | ***In progress***<br>*CEO has discussed this matter with SANTOS.*<br>*SANTOS's response letter was not received at time of publishing Agenda.* |
| C5740-2025<br>15/09/2025 | **Program Maintenance Plans**<br>That a report be prepared on program maintenance plans for Council's structural assets, paying particular attention to assets that are not currently included within such plans. | MAP | | | | ***In progress***<br>*Council's newly appointed Manager Assets and Planning, commenced with Council on 20 October 2025.*<br>*The Manager is in the process of collating information that will inform a report on program maintenance plans for Council's structural assets.* |

***Chief Executive Officer's Outstanding Actions Report – November 2025***

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5779-2025<br>20/10/2025 | **Tracking of Council Resolutions**<br>That a report be presented to the November meeting of Council, detailing how resolutions are tracked to ensure that they are fully actioned, delayed or are not able to be actioned and the mechanisms for reporting them back to Council. | CEO | Nov 2025 | | | ***Complete***<br>*Refer report Item 14.1.3 contained within this Agenda.* |
| C5780-2025<br>20/10/2025 | **Regional Development Australia – Eyre Peninsula – Transitioning of the Steelworks**<br>That the RDA Eyre Peninsula be asked to advise on how it can assist with the transitioning of the Steelworks and in particular, how it can assist Council in maximising downstream opportunities from the construction and demolition works and downstream opportunities for both local and new local businesses that will provide services to the works on completion. | CEO | | | | ***In progress***<br>*Council wrote to RDAEP on 30 October 2025 – awaiting advice.* |

*Chief Executive Officer's Outstanding Actions Report – November 2025*

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5781-2025<br>20/10/2025 | **Construction of New Steelworks – Opportunities**<br>That a report be prepared for Council's December meeting, covering how Administration will pursue opportunities for both business and city growth arising from both the construction of the new Steelworks and the subsequent operation of those works and that the report address any perceived shortcomings in Council's Administration in terms of actioning the identified opportunities and the costs to address those shortcomings, if any. | CEO | Dec 2025 | | | ***In progress***<br>*Incorporated into correspondence to RDAEP on 30 October 2025 – awaiting advice.* |
| C5782-2025<br>20/10/2025 | **Re-establishment of Council's Economic Development Working Party**<br>That a report be provided to Council on the merits, or otherwise, of re-establishing Council's Economic Development Working Party, how it would operate and potential membership. | GMCG | Dec 2025 | | 50% | ***In progress***<br>*Incorporated into correspondence to RDAEP on 30 October 2025 – awaiting advice.*<br>*Preparation of Council report has commenced.* |
| C5783-2025<br>20/10/2025 | **Whyalla Early Learning Centre**<br>That a report be presented to the December meeting of Council, providing details on the current impediments to Council making a profit, or at least breaking even at the Whyalla Early Learning Centre, and the steps which are being taken together with timelines to overcome the impediments. | CEO | Dec 2025 | | | ***In progress***<br>*Report to be presented to December Ordinary Council Meeting.* |

***Chief Executive Officer's Outstanding Actions Report – November 2025***

| Council Meeting Date | Outstanding Action | Actioned by | Expected Completion Date | Amended Completion Date | Percentage Complete | Comments |
|---|---|---|---|---|---|---|
| C5784-2025<br>20/10/2025 | **City of Victor Harbor**<br>Council support City of Victor Harbour's approach on advocacy support on the Local Government reform and add to it "that Council suggests that intending candidates for election to Council, be required to attend a minimum of two Council Meetings prior to nominating for Council". | CEO | | | | ***Complete***<br>*In support of the City of Victor Harbor, correspondence forwarded to the Minister for Local Government – 30 October 2025.* |

## COMMITTEE / WORKING PARTY / WORKSHOP / SUB-COMMITTEE MEETING(S)

### Meetings held: 20 October – 16 November 2025

| *Meeting Date* | *Name of Meeting* | *Quorum* |
|---|---|---|
| 20 October | Ordinary Council Meeting | Y |

### Future meetings: November 2025 – January 2026

| *Meeting Date* | *Name of Meeting* |
|---|---|
| 17 November | Ordinary Council Meeting |
| 24 November | Council Members Briefing Session |
| 9 December | Council Members Briefing Session |
| 15 December | Ordinary Council Meeting |
| 27 January 2026 | Ordinary Council Meeting |

# Annexure "C"

**BACKGROUND**

A summary of key meetings and external engagements attended by the Chief Executive Officer, is provided on a monthly basis.

**DISCUSSION**

**Monday 20 October 2025**

- Upper Spencer Gulf Workforce and Skills Advisory Group Meeting
- Ordinary Council Meeting

**Tuesday 21 October 2025**

- 2026 EPLGA Conference Planning Meeting

**Wednesday 22 October 2025**

- General catch-up with John Chapman; Whyalla Regional Co-ordinator, SA Industry Advocate
- Meeting with Tamara Thomas; Director – Industry – TACTIC, re Northern Water Project

**Thursday 23 October 2025**

- Whyalla Delivery Coordination Group (WDCG) – Meeting 1

**Friday 24 October 2025**

- Weekly LGA Algal Bloom Briefing
- Spencer Gulf Cities Meeting, re Executive Officer shortlisting

**Saturday 25 October 2025**

- Filipino Cultural Association: Multi-cultural Fashion Show

**Monday 27 October 2025**

- Meeting with John Devlin; Waste and Resource Officer – Eyre Peninsula Local Government Association
- Hosted Her Excellency, the Governor of South Australia, Ms Frances Adamson





**Tuesday 28 October 2025**

- Eyre Peninsula Local Government Association – CEO Meeting
- Meeting with BDO, re Asset Management Review
- 2026 EPLGA Conference Planning Meeting

**Wednesday 29 October 2025**

- Leadership Project Control Group Meeting, re internal update on major projects
- Community Survey Engagement – Westland Shopping Centre
- Executive Leadership Team, Mayor, Deputy Mayor Monthly Catch-up

**Thursday 30 October 2025**

- Staff planting day at the New Civic Park Play Space
- Meeting with Colby Krawczyk, re Abraham Drive playground

**Friday 31 October 2025**

- Whyalla Secondary College – Year 12 Farewell Assembly
- Meeting with Renewal SA, re Whyalla – Land/Opportunity

**Monday 3 November 2025**

- CEO shaved for Movember - Changing the face of men's health - Movember to bring awareness to men's health, particularly mental health off the back of October's Mental Health Month.




- Meeting Dan van Holst Pellekaan; Small Business Commissioner




- Meeting with James Brown, re mountain bike trails

**Tuesday 4 November 2025**

- Meeting with Daniel Price – QANTAS
- 2026 EPLGA Conference Planning Meeting

**Wednesday 5 November 2025**

- Group Manager Infrastructure interviews

**Thursday 6 November 2025**

- Regional Housing Concept Meeting
- Whyalla Services Leadership Group Meeting

**Friday 7 November 2025**

- Regional Housing Concept Meeting
- Weekly LGA Algal Bloom Briefing
- 2025 South Australian Tourism Awards Gala Dinner



**Sunday 9 November 2025**

- Official Opening of Civic Park Playground



**Monday 10 November 2025**

- Spencer Gulf Cities – Special Meeting
- Monthly Executive Meeting with Whyalla Steelworks Transformation Unit
- Meeting with Karen Shulz; Reveur
- Empowering Leadership and Community Workshop – with community stakeholders

**Tuesday 11 November 2025**

- Empowering Leadership and Community Workshop – with Council staff
- 2026 EPLGA Conference Planning Meeting

**Wednesday 12 November 2025**

- Brainfeed Session:  Tourism Triumphs – wild vision, real action

**Friday 14 November 2025**

- Weekly LGA Algal Bloom Briefing
- Cuttlefish Taskforce Meeting

**Saturday 15 November 2025**

- 2025 WFL Women's Annual Dinner

## 14.1 OFFICE OF THE CHIEF EXECUTIVE

### 14.1.3 Tracking of Council Resolutions – For Information

**Council Meeting:** 17 November 2025
**Author's Title:** Justin Commons – Chief Executive Officer **File No.:** 1-0
**Directorate:** Office of the Chief Executive

**Annexures** – Nil

| **Officer Direct or Indirect Conflict of Interest:** *In accordance with Local Government Act 1999, Section 120* | | **Status:** *Information classified confidential under Section 90(2) of the Local Government Act* | |
|---|---|---|---|
| ☐ **Yes** | ☑ **No** | ☐ **Yes** | ☑ **No** |

**Reason** – Not applicable

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**PURPOSE**

To outline the Administrative process for monitoring and actioning of Council resolutions.

**SUMMARY**

At the Ordinary Council Meeting held on Monday 20 October 2025, Council resolved:

> *"That a report be presented to the November meeting of Council, detailing how resolutions are tracked to ensure that they are fully actioned, delayed or are not able to be actioned and the mechanisms for reporting them back to Council."*

**RECOMMENDATION**

**Council notes the Tracking of Council Resolutions Report.**

---

**DUE DATE**

| | |
|---|---|
| Tracking of Council Resolutions – For Information | 17/11/2025 |

### 14.1.3 Tracking of Council Resolutions – For Information

**REPORT**

**BACKGROUND**

This report details the Administrative process for monitoring and actioning of Council resolutions.

**DISCUSSION**

The tracking of Council resolutions is an essential mechanism to ensure that decisions made by Council, are implemented in a timely, transparent and accountable manner. The following outlines the process used to record, monitor and report on the progress of Council resolutions.

Following the recording of resolutions within the official Council Meeting Minutes, resolution(s) are entered into a 'Council Resolutions Register' (an internal Administrative working document). Responsible officers are required to review the resolution, determine required actions and implement accordingly.

A summary report of outstanding and completed resolutions is prepared and presented to Council on a monthly basis, via the CEOs Action Report – Annexure "A". This report is reviewed by Council's Executive Leadership Team, prior to the distribution of the Council Agenda.

The monthly update includes:

- Council meeting date and resolution number;
- resolution wording;
- responsible officer/department;
- expected completion date;
- amended completion date;
- percentage complete; and
- comments (marked 'in progress' / 'complete' and/or updated commentary)

The monthly CEOs Action Report – Annexure "A" highlights progress on outstanding resolutions, anticipated completion date(s) and/or reason for delay(s) and confirms those that have been finalised. Resolutions are highlighted in yellow within Annexure "A" of the CEOs Action Report, to inform Council Members that the resolution has been actioned and is now complete.

Any Resolutions that need to be deferred or cannot be completed, that have budget/financial implications, are reflected within the Quarterly Budget Review Reports.

The monthly CEOs Action Report – Annexure "A" ensures that outstanding Council resolutions are reviewed on a regular basis and aligns with best practice in Governance.

The CEO also reports the number (and percentage) of Council resolutions completed, as part of the CEO Performance Review through the CEO Performance Review Panel to Council.

Councillors can request the status of a particular outstanding Council Resolutions through a number of channels, including:

- direct email/phone call/conversation with the CEO;
- at a Council Members Briefing Sessions;
- Question on Notice at an Ordinary Council Meeting; and/or
- Question without Notice at an Ordinary Council Meeting.

**Financial Implications** – Nil

**Strategic Plan**

*Objective 1.1 – Unearth community pride within the city*

Strategy 1.1.1 – Regularly inform the community of Council activities, decisions and actions by promoting positive stories and positive images

**Legislation** – Nil

**Officer Direct or Indirect Interest**

The Executive Leadership Team are aware of their obligations in declaring a 'conflict of interest' regarding any items discussed within this report.

**Risk Assessment** – Nil

**Social Considerations** – Nil

**Community Engagement** – Not applicable

**Environmental Implications** – Not applicable

**Communication** – Not applicable

**Conclusion**

The report under reference outlines the Administrative process for monitoring and actioning of Council resolutions.

## 14.2 CORPORATE SERVICES

### 14.2.1 Monthly Budget Report – October 2025 – For Noting

**Council Meeting:** 17 November 2025
**Author's Title:** Sandra Vigar
Acting Manager Finance and Knowledge Management
**File No.:** 0-216, 0-209
**Directorate:** Corporate Services

**Annexures:**
A – Monthly Budget Report – October 2025

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason** – Not applicable

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**PURPOSE**

To provide Council a regular update on Council's financial position, identified budget issues and progress on Council's Major Projects.

**SUMMARY**

The report provides Council's financial position at the end of October 2025 and includes year to date income and expenditure figures for the 2025/26 financial year as at that date.

**RECOMMENDATION**

**Council receives and notes the Monthly Budget Report – October 2025.**

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**DUE DATE**

| | |
|---|---|
| Monthly Budget Report – October 2025 – For Noting | 17/11/2025 |

### 14.2.1 Monthly Budget Report – October 2025 – <u>For Noting</u>

**<u>REPORT</u>**

**BACKGROUND**

As part of the Corporate Reporting framework, a monthly report is presented to Council, outlining the current financial position, any identified budget variances and progress on Council's Major Projects. On a quarterly basis an update on all projects over $100,000 is also included.

**DISCUSSION**

Refer **Annexure "A"** – Monthly Budget Report – October 2025

The report provides Council's financial position at the end of October 2025 and includes year to date income and expenditure figures for the 2025/26 financial year as at that date. Analysis of detailed transaction data has been undertaken and any identified budget variances not already reported through a Budget Review are listed for information.

Two quarters of the 2025/26 Financial Assistance Grants were received in advance in June 2025. This is reflected by lower than projected grant income at this time of year.

Council's budget is extremely tight, with little capacity to absorb unexpected increases. Some areas of Council continue to experience budget pressure consistent with the previous year, including hard waste management, Airport Screening, IT and rec and open space. These will continue to be monitored and reported on during Quarterly Budget Reviews.

Also presented with the report is the Monthly update on all projects over $100,000. A number of major projects are about to commence, with the capital expenditure expected to accelerate over the coming months. Reporting will be provided as projects progress.

**Financial Implications**

This report is intended to provide Council with timely information on the state of Council's finances. There are no financial implications related to receiving this report. Any identified budget items will be reported during the next Budget Review or at year end.

**Strategic Plan**

*Objective 4.1 – Whyalla Council Members commit to serving the Community*
Strategy 4.1.2 – We will make decisions based on facts, not emotions

**Legislation**

The information has been presented in a format consistent with the requirements of Section 9(1)(a) of *the Local Government (Financial Management) Regulations 2011*, so that it is comparable to the information presented during the Budget Review process.

**Officer Direct or Indirect Interest** – Nil

**Risk Assessment**

Nothing identified within the report is of a significant nature, so the financial risk to Council is considered to be low.

**Social Considerations** – Not applicable

**Community Engagement** – Not applicable

**Environmental Implications** – Not applicable

**Communication** – Not applicable

**Conclusion**

This report provides Council a regular update on Council's financial position, identified budget issues and progress on Council's Major Projects.

# Annexure "A"

## WHYALLA CITY COUNCIL

### MONTHLY BUDGET REPORT - October 2025

| UNIFORM PRESENTATION OF FINANCES | Original Budget $000 | Current Budget $000 | YTD Actual $000 | % Budget |
|---|---|---|---|---|
| **OPERATING ACTIVITIES** | | | | |
| **Income** | | | | **31%** |
| Rates | 27,968 | 27,968 | 9,423 | 34% |
| Statutory Charges | 476 | 476 | 249 | 52% |
| User Charges | 5,794 | 5,794 | 1,890 | 33% |
| Grants, subsidies and contributions - capital | 617 | 822 | - | 0% |
| Grants, subsidies and contributions - operating | 7,069 | 7,133 | 1,640 | 23% |
| Investment Income | 12 | 22 | 21 | 95% |
| Reimbursements | 9 | 9 | 10 | 111% |
| Other Income | 1,143 | 1,203 | 173 | 14% |
| **Expenses** | | | | **32%** |
| Employee Costs | (15,917) | (15,977) | (4,854) | 30% |
| Materials, contracts & other expenses | (19,116) | (19,235) | (6,518) | 34% |
| Depreciation, amortisation & impairments | (9,588) | (9,823) | (3,317) | 34% |
| Finance Costs | ( 541) | ( 541) | ( 76) | 14% |
| **Operating Surplus/ (Deficit)** | **(2,074)** | **(2,149)** | **(1,359)** | |
| **CAPITAL ACTIVITIES** | | | | |
| **Net Outlays on Existing Assets** | | | | |
| Capital Expense on Renewal and Replacement of Existing Assets | (10,537) | (12,484) | (2,049) | 16% |
| add back Depreciation, Amortisation and Impairment | 9,588 | 9,823 | 3,317 | 34% |
| add back Proceeds from Sale of Replaced Assets | 85 | 130 | 76 | 58% |
| **Net Outlays on Existing Assets** | **(864)** | **(2,531)** | **1,344** | |
| **Net Outlay on New and Upgraded Assets** | | | | |
| Capital Expenditure on New and Upgraded Assets | (10,492) | (14,867) | (4,392) | 30% |
| add back Amounts received specifically for New and Upgraded Asset | 7,985 | 11,139 | 4,059 | 36% |
| add back Proceeds from Sale of Surplus Assets | - | - | - | |
| **Net Outlays on New and Upgraded Assets** | **(2,507)** | **(3,728)** | **(333)** | |
| **Net Lending/ (Borrowing) for Financial Year** | **(5,445)** | **(8,408)** | **(348)** | |
| **FINANCING ACTIVITIES** | | | | |
| New Borrowings | 1,400 | 7,300 | 750 | |
| Repayment of Principal | - | - | - | |
| (Increase)/Decrease in Cash and Investments | (30) | 7,883 | 7,728 | |
| Net Balance Sheet Funding (Debtors & Creditors etc) | 4,075 | (6,775) | (8,130) | |
| **Total Financing Transactions** | **5,445** | **8,408** | **348** | |

# WHYALLA CITY COUNCIL

## MONTHLY BUDGET REPORT - October 2025

| STATEMENT OF COMPREHENSIVE INCOME | Original Budget $000 | Current Budget $000 | YTD Actual $000 |
|---|---|---|---|
| **INCOME** | | | |
| Rates | 27,968 | 27,968 | 9,423 |
| Statutory Charges | 476 | 476 | 249 |
| User Charges | 5,794 | 5,794 | 1,890 |
| Grants, Subsidies and Contributions - Capital | 617 | 822 | - |
| Grants, Subsidies and Contributions - Operating | 7,069 | 7,133 | 1,640 |
| Investment Income | 12 | 22 | 21 |
| Reimbursements | 9 | 9 | 10 |
| Other Income | 1,143 | 1,203 | 173 |
| **TOTAL INCOME** | **43,088** | **43,427** | **13,406** |
| **EXPENSES** | | | |
| Employee Costs | 15,917 | 15,977 | 4,854 |
| Materials, Contracts & Other Expenses | 19,116 | 19,235 | 6,518 |
| Depreciation, Amortisation & Impairments | 9,588 | 9,823 | 3,317 |
| Finance Costs | 541 | 541 | 76 |
| **TOTAL EXPENSES** | **45,162** | **45,576** | **14,765** |
| **OPERATING SURPLUS/(DEFICIT)** | **(2,074)** | **(2,149)** | **(1,359)** |
| Amounts Specifically for New or Upgraded Assets | 7,985 | 11,139 | 4,059 |
| Net Gain (Loss) | - | - | 36 |
| **NET SURPLUS/(DEFICIT)** | **5,911** | **8,990** | **2,736** |
| Other Comprehensive Income | 6,143 | 6,143 | - |
| **TOTAL COMPREHENSIVE INCOME** | **12,054** | **15,133** | **2,736** |

# WHYALLA CITY COUNCIL

## MONTHLY BUDGET REPORT - October 2025

| STATEMENT OF FINANCIAL POSITION | Original Budget $000 | Current Budget $000 | YTD Actual $000 |
|---|---|---|---|
| **ASSETS** | | | |
| **Current Assets** | | | |
| Cash & Cash Equivalents | 8,129 | 216 | 371 |
| Trade & Other Receivables | 3,790 | 7,140 | 2,659 |
| Inventories | 2,548 | 2,548 | 2,520 |
| **TOTAL CURRENT ASSETS** | **14,467** | **9,904** | **5,550** |
| **Non-current Assets** | | | |
| Infrastructure, Property, Plant & Equipment | 429,786 | 435,828 | 419,403 |
| Other Non-Current Assets | 2,264 | 2,264 | 2,364 |
| **TOTAL NON-CURRENT ASSETS** | **432,050** | **438,092** | **421,767** |
| **Total Assets** | **446,517** | **447,996** | **427,317** |
| **LIABILITIES** | | | |
| **Current Liabilities** | | | |
| Trade and Other Payables | 11,995 | 4,495 | 2,514 |
| Short Term Borrowings | 500 | 400 | 400 |
| Short Term Provisions | 2,503 | 2,503 | 2,858 |
| **TOTAL CURRENT LIABILITIES** | **14,998** | **7,398** | **5,772** |
| **Non-Current Liabilities** | | | |
| Long Term Borrowings | 5,400 | 11,400 | 4,850 |
| Long Term Provisions | 1,219 | 1,219 | 1,114 |
| **TOTAL NON-CURRENT LIABILITIES** | **6,619** | **12,619** | **5,964** |
| **Total Liabilities** | **21,617** | **20,017** | **11,736** |
| **NET ASSETS** | **424,900** | **427,979** | **415,581** |
| **EQUITY** | | | |
| Accumulated Surplus | 71,211 | 74,290 | 71,357 |
| Asset Revaluation Reserve | 350,135 | 350,135 | 343,992 |
| Reserves | 3,554 | 3,554 | 232 |
| **TOTAL EQUITY** | **424,900** | **427,979** | **415,581** |

| STATEMENT OF CHANGES IN EQUITY | Original Budget $000 | Current Budget $000 | YTD Actual $000 |
|---|---|---|---|
| **Accumulated Surplus** | | | |
| Balance at Beginning of Period | 65,300 | 65,300 | 68,621 |
| Change in Financial Position Resulting from Operations | 5,911 | 8,990 | 2,736 |
| Transfers from Other Reserves | - | - | - |
| Transfers to Other Reserves | - | - | - |
| **Balance at End of Period** | **71,211** | **74,290** | **71,357** |
| **Asset Revaluation Reserve** | | | |
| Balance at Beginning of Period | 343,992 | 343,992 | 343,992 |
| Revaluation Increment | 6,143 | 6,143 | - |
| **Balance at End of Period** | **350,135** | **350,135** | **343,992** |
| **Other Reserves** | | | |
| Balance at Beginning of Period | 3,554 | 3,554 | 232 |
| Transfers to Accumulated Surplus | - | - | - |
| Transfers from Accumulated Surplus | - | - | - |
| **Balance at End of Period** | **3,554** | **3,554** | **232** |
| **TOTAL EQUITY AT END OF REPORTING PERIOD** | **424,900** | **427,979** | **415,581** |

# WHYALLA CITY COUNCIL

## MONTHLY BUDGET REPORT - October 2025

| STATEMENT OF CASH FLOWS | Original Budget $000 | Current Budget $000 | YTD Actual $000 |
|---|---|---|---|
| **CASH FLOWS FROM OPERATING ACTIVITIES** | | | |
| **Receipts** | | | |
| Rates | 27,968 | 24,468 | 9,423 |
| Statutory Charges | 476 | 476 | 249 |
| User Charges | 5,794 | 5,794 | 3,021 |
| Grants, Subsidies and Contributions - Operating | 7,069 | 3,783 | 1,640 |
| Investment Income | 12 | 22 | 21 |
| Reimbursements | 9 | 9 | 10 |
| Other Income | 1,143 | 1,203 | 173 |
| **Payments** | | | |
| Employee Costs | ( 15,917) | ( 15,977) | ( 4,854) |
| Materials, Contracts & Other Expenses | ( 19,041) | ( 23,160) | ( 15,779) |
| Finance Costs | ( 541) | ( 541) | ( 76) |
| **Net Cash provided by (or used in) Operating Activities** | **6,972** | **( 3,923)** | **( 6,172)** |
| **CASH FLOWS FROM INVESTMENT ACTIVITIES** | | | |
| **Receipts** | | | |
| Amounts specifically for new or upgraded assets | 7,985 | 11,139 | 4,059 |
| Grants Utilised for Capital Purposes | 617 | 822 | - |
| Sale of Replaced Assets | 85 | 130 | 76 |
| Sale of surplus assets | - | - | - |
| **Payments** | | | |
| Purchase of Renewal/Replacement Assets | ( 8,537) | ( 10,484) | ( 2,049) |
| Purchase of New/Expansion Assets | ( 8,492) | ( 12,867) | ( 4,392) |
| **Net Cash provided by (or used in) Investing Activities** | **( 8,342)** | **( 11,260)** | **( 2,306)** |
| **CASH FLOWS FROM FINANCING ACTIVITIES** | | | |
| **Receipts** | | | |
| Proceeds from Borrowings - Council | 1,400 | 7,300 | 750 |
| **Payments** | | | |
| Repayment of Borrowings | - | - | - |
| **Net Cash provided by (or used in) Financing Activities** | **1,400** | **7,300** | **750** |
| **Net Increase (Decrease) in Cash Held** | 30 | ( 7,883) | ( 7,728) |
| Cash & cash equivalents at beginning of period | 8,099 | 8,099 | 8,099 |
| **Cash & cash equivalents at end of period** | **8,129** | **216** | **371** |

# WHYALLA CITY COUNCIL

## MONTHLY BUDGET REPORT - October 2025

## Loans - October 2025

### Fixed Loans

| Loan | Term | Loan Value | Interest Rate | Expiry |
|---|---|---|---|---|
| 139 | 3 years | $2,500,000 | 5.60% | 17/07/2026 |
| | | **$2,500,000** | | |

### Variable Loans

| Loan | Total Facility Value | Drawn Down Value | Interest Rate | Expiry |
|---|---|---|---|---|
| 139 | $11,500,000 | $2,750,000 | 5.25% | 15/07/2030 |
| 140 | $5,000,000 | $0 | 5.25% | 15/12/2031 |
| 141 | $7,000,000 | $0 | 5.25% | 15/01/2028 |
| | **$23,500,000** | **$2,750,000** | | |

### Loan Summary

| | | |
|---|---|---|
| Fixed Loan Balance | $2,500,000 | 48% |
| Variable Loan Balance | $2,750,000 | 52% |
| **Total Loan Balance** | **$5,250,000** | |
| | | |
| Loan Funds Available | $20,750,000 | |
| Weighted Interest Rate | 5.42% | |

## Accounts Payable - October 2025

| | |
|---|---|
| Total Value of Payments made this month | $2,799,974 |
| Total Value of Oustanding Accounts Payable | $338,109 |

## Rates - October 2025

| | | | |
|---|---|---|---|
| Value of Rates Payments received this month | | $1,908,384 | |
| Overdue Rates Value | | $2,100,629 | $1,831,426 |
| **Age of debt** | **Properties** | **Value** | **Comparative** |
| Current Year | 1302 | $433,112 | $449,263 |
| Last Year | 436 | $766,299 | $622,925 |
| Two Years ago | 196 | $346,173 | $278,135 |
| Three Years ago | 108 | $186,266 | $177,567 |
| Four or more Years ago | 77 | $368,779 | $303,536 |

# WHYALLA CITY COUNCIL

## MONTHLY BUDGET REPORT - October 2025

## Accounts Receivable - October 2025

| | |
|---|---|
| Value of Invoices issued this month | $464,612 |
| Value of Payments received this month | $520,548 |
| **Net Increase/(Decrease) in Accounts Receivable** | **-$55,936** |
| | |
| Total Value of Oustanding Accounts Receivable | $542,305 |
| Value of Doubtful Debt Provision | -$32,100 |
| **Expected value of Accounts Receivable to be received** | **$510,205** |

## Consultants - October 2025

| | |
|---|---|
| Total value of consultants used this month | $47,074 |
| | |
| Total value of consultants used year to date | $195,726 |

## High Value Operating Contracts - October 2025

### Kerbside Waste Collection

| | | |
|---|---|---|
| Total estimated annual value of contract | $ | 2,432,800 |
| | | |
| Total expected spend year to date | $ | 608,300 |
| Actual spend year to date | $ | 613,470 |
| Variance | -$ | 5,170 |

**Comments**

The estimated value of the contract is based on past number of bins collected and total tonnages. Increases in these items lead to increased costs to Council. The estimated contract figure is based on the updated budget as at the most recent budget review.

### Airport Security Screening

| | | |
|---|---|---|
| Total estimated annual value of contract | $ | 1,240,000 |
| | | |
| Total expected spend year to date | $ | 310,000 |
| Actual spend year to date | $ | 326,465 |
| Variance | -$ | 16,465 |

**Comments**

The estimated value of the contract is based on the updated pricing agreed with the contractor.

# WHYALLA CITY COUNCIL

**MONTHLY BUDGET REPORT – October 2025**

## Operating Income

Operating income is consistent with projections at this time of year. The expected increase in the quantum of Financial Assistance Grants that Council will be allocated in 2025/26 and future years will allow Council to address some budget pressures. Two quarters of the Financial Assistance Grants for 2025/26 were received in advance in late June 2025. The Financial Assistance Grants consist of two components, a general-purpose component and a local road component. Both components are untied, meaning Council can utilise these funds according to local priorities.

A number of income streams are received in arrears, meaning that they look low early in the financial year, but will increase as the year progresses.

## Operating Expenditure

Operating expenditure is progressing as expected. Finance Costs are currently below budget but are expected to increase when cash advance debenture (CAD) facilities are drawn down as capital projects progress through the year.

Budget pressures continue in known areas, such as hard waste management, airport screening, IT and rec and open space. These will continue to be monitored and reported via budget reviews.

## Capital Activities

Approximately 27% of the capital program budget has been spent to date.

## Loans

Council's target is for fixed loans to make up between 30% and 70% of total loan balances. Currently they are within this range at 48%. The decision was taken not to fix additional loans in July, when a previous portion expired, due to the fact that loan balances are much lower than they have been over previous years, a result of the strategic land sale in June 2025. Council may operate outside of its target range over the next 12 months because of this.

Council's weighted interest rate is currently 5.42%, with this figure expected to remain fairly stable over this year.

Council's current available loan capacity is $20.75 million.

# WHYALLA CITY COUNCIL

**MONTHLY BUDGET REPORT – October 2025**

## Rates

Overdue rates balances are currently above where they sat at the same time 12 months ago. This could partly be attributed to financial stress on ratepayers however, legal costs, fines, interest and rates raised on the Section 184 properties are also connected to this increase. Payment arrangements have been made with some of these properties. The Section 184 properties will be reviewed early in 2026, and property sales may commence to recover rates arrears.

Short term arrears are lower than the same time last year, but the arrears for properties that are between 4 months and 2 years behind are up approximately 23%, which will continue to be monitored.

Approximately 61% of properties with arrears are less than one quarterly payment behind.

## Consultants

The majority of consultant expenditure to date has related to:

- Employee Recruitment
- IT Migration project
- Asset Management
- Planning and Building Assessment
- Business Development
- Traffic Management
- Point Lowly Dive Site
- Records Archiving

Additional expenditure has also occurred in minor amounts in other areas.

# Monthly Project Update - October 2025

## 2025-26 Capital Program - Monthly Reporting

| | | Budget | Actual Costs | Total Committed | Stage | % Spent | % Complete | Expected Completion |
|---|---|---|---|---|---|---|---|---|
| Project | **Transport Renewal Program** | $ 2,712,000 | $ 116,326 | $ 233,555 | Tender | 4% | 10% | June 2026 |
| Description: | After the large program undertaken over the previous three years to address a large number of end of life assets, this new three year program returns to a more "normal" annual budget level. This program will renew kerb, footpath and road assets prioritised using extensive Council data. | | Progress: | The road sealing, kerb and footpath program Tenders have been received, with contracts to be awarded in November for up to 3 years. The unsealed road program will be delivered by Council staff. Traffic signal projects will be delivered on a project by project basis. | | | | |
| | | | | **On Time** | | **On Budget** | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Project | **Airport Runway Upgrade** | $ 6,542,000 | $ 4,158,789 | $ 4,388,639 | Completed | 64% | 100% | Complete |
| Description: | Urgent works required to the main runway to allow for Q400 flights to service the airport on an ongoing basis. The project is over 90% grant funded jointly by the State and Federal Governments. | | Progress: | This project was completed under budget, and conversations are currently being held with State Government on whether the funds can be used for other projects. | | | | |
| | | | | **On Time** | | **On Budget** | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Project | **Foreshore Plaza** | $ 7,060,000 | $ 7,684 | $ 13,821 | Tender | 0% | 10% | 2026-27 |
| Description: | Delivery of the first stage of the Foreshore Masterplan consisting of a plaza precinct including water play. This project is 50% externally funded. | | Progress: | Significant VM has been undertaken to establish a revised target budget of $7.06m with additional funds available from retimed Renewal funding from 2030. Currently out to tender. Tenders close on 21 November 2025. | | | | |
| | | | | **On Time** | | **On Budget** | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Project | **Marina Renewal** | $ 2,467,000 | $ 21,793 | $ 2,340,193 | Delivery | 1% | 10% | February 2026 |
| Description: | Based on urgent need, these funds will focus on renewal of the boat ramp and pontoons in the Whyalla Marina, while also decommissioning the Point Lowly wharf which is at end of life. | | Progress: | Site establishment for works at Whyalla Marina will commence on 10 Nov 2025. | | | | |
| | | | | **On Time** | | **On Budget** | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Project | **Recreation Centre Improvements** | $ 992,000 | $ - | $ - | Planning | 0% | 5% | June 2026 |
| Description: | Installation of a significant solar array, with roof repairs to allow this to occur. Retiling and painting of the toilets to bring them up to the standard of the rest of the centre. | | Progress: | Resources are expected to become available to support progression of the planning phase around November 2025. | | | | |
| | | | | **On Time** | | **On Budget** | | |

| | | Budget | Actual Costs | Total Committed | Stage | % Spent | % Complete | Expected Completion |
|---|---|---|---|---|---|---|---|---|
| Project | **Civic Park Upgrades** | $ 755,000 | $ 568,185 | $ 737,452 | Delivery | 75% | 10% | February 2026 |
| Description: | Replacement of playground equipment at Civic Park, including improvements to the surroundings. | | Progress: The Civic Park playground replacement has been completed as part of the Stimulus Project. Construction of a new toilet will follow, with an aim to complete this in early in 2026. | | | | | |
| | | | **On Time** | | | **On Budget** | | |

## 2025-26 Significant Operating Projects - Monthly Reporting

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Project | **Marina Dredging** | $ 950,000 | $ - | $ 943,977 | Delivery | 0% | 10% | February 2026 |
| Description: | Dredging of both the Whyalla and Pt Lowly marinas. | | Progress: Site establishment for works at Whyalla Marina will commence on 10 Nov 2025. | | | | | |
| | | | **On Time** | | | **On Budget** | | |

## 14.2 CORPORATE SERVICES

### 14.2.2 Decommissioning of the Lacey Street Playground – For Endorsement

**Council Meeting:** 17 November 2025
**Author's Title:** Sue King – General Manager Corporate Services **File No.:** 3-97
**Directorate:** Corporate Services

**Annexures** – Nil

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason** – Not applicable

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**PURPOSE**

To provide an update on the decommissioning of the Lacey Street Playground, outline the community's request for reinstatement and present the Administration's position following a strategic review.

**SUMMARY**

This report provides an update on the decommissioning of the Lacey Street Playground, outlines the community's request for its reinstatement and presents Council's position following a strategic review.

While Council acknowledges the concerns raised by residents, it does not support reinstating the playground. This decision is based on safety standards, financial sustainability and equitable access to recreational infrastructure. The site remains a maintained and usable open space for families.

**RECOMMENDATION**

**Council**

1. **notes the information within this report and the concerns raised by the residents regarding the decommissioning of the playground located at 205 Lacey Street;**
2. **upholds the resolution made on 28 April 2025 (C5577-2025), to remove and not replace the playground at 205 Lacey Street; and**
3. **the Chief Executive Officer writes to the residents who requested the review of the decision to close the playground located at 205 Lacey Street, to formally communicate the decision of Council.**

---

**DUE DATE**

| | |
|---|---|
| Decommissioning of the Lacey Street Playground – For Endorsement | 17/11/2025 |

## 14.2.2 Decommissioning of the Lacey Street Playground – For Endorsement

**REPORT**

**BACKGROUND**

At its meeting held on 28 April 2025, Council received a confidential report in relation to playgrounds across the city, adopting the resolutions (C5577-2025).

Following this meeting, a body of work commenced to decommission eight (8) playgrounds that included the playground located at 205 Lacey Street.

Residents impacted by the removal of the playground met with the Chief Executive Officer and General Manager Corporate Services, to express concerns and request a review of the decision.

**DISCUSSION**

In determining which playgrounds to decommission, Council considered audit reports, the age and condition of equipment, risk profiles and industry benchmarks for playgrounds per capita. This informed a strategic approach to ensure the sustainability and safety of recreational infrastructure across the city.

**The Approach**

Each playground identified for removal, was subject to a planned and transparent process. Residents were notified 10 days in advance, via letter drops and QR codes, detailing the removal schedule. Following removal, bark chips were laid to suppress dust and improve visual appeal and the remaining green space is now maintained by the Open Spaces team.

At 205 Lacey Street, the letter drop occurred on or around 7 July 2025, with equipment removed on 17 July 2025. A bench, grassed area and rubbish bin remain on-site, providing a usable open space.

**Community Request and Council Response**

Following the removal, residents met with the Chief Executive Officer and General Manager Corporate Services to express concerns and request reinstatement of the playground. Council acknowledges the community's feedback and has carefully considered the request. However, after reviewing the broader strategic context, including safety standards, financial sustainability and equitable access across the city, Council does not support reinstating the playground at this location.

**The Reasoning**

Maintaining a high number of playgrounds is becoming increasingly difficult and expensive, with increasing safety standards, costs and community expectations.

Council acknowledge that playgrounds are a positive environment for children to learn and develop, from problem-solving to exploring natural environments, developing imagination and social-emotional aspects. However, Council needs to consider the risks associated with the development, installation and maintenance of playgrounds and the cost to the community.

New playground standards specify the requirements for the design, development, installation, inspection, maintenance and operation of playgrounds, including playground equipment and surfacing.

- Costs associated with meeting and maintaining Australian Standards, such as:
  - mulch for soft fall requires continual replacement to maintain a minimum depth of 300mm;
  - fencing;
  - shade;
  - fall from heights; and
  - pinch points.
- Inability to modify equipment that is broken and the costs associated with replacement.
- 20 playgrounds remain that are evenly spread across Whyalla, which is double the Australian guidelines for a community of our size – nearly everyone in Whyalla is within a 15-minute walk or 5-minute bike/car ride of a playground.
- The former playgrounds still offer basketball/netball courts, and/or a maintained grassed area, shade and seating, so they continue to offer a great space for residents to connect and children to play with their families and friends in an open area.
- While we have eight (8) fewer playgrounds, those that remain are safer and enjoyable facilities for families, and manageable for council to renew and upgrade.
- Residents now have access to significantly upgraded playgrounds at Civic Park and Mitchell Quinn Playground (McGee Street), while the foreshore splash and play park will start next year, helping provide safer, more modern facilities for families across the city.

**Budget Allocation**

Under Section 123(13) of the *Local Government Act 1999* (**the Act**):

> *"A council must, as required by the regulations, and may at any time, reconsider its annual business plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions."*

The requirements under the regulations referred to relate to Section 9 of the *Local Government (Financial Management) Regulations 2011* (**the Regulations**), which requires Council to review its budget at least three times per year, setting out the timing and format of these reviews, with Council able to review its annual business plan or budget more often if it wishes.

In respect to the budget allocation in its 2022/23 Annual Business Plan and Budget for the replacement of the Lacey Street Playground, Council initially allocated $65,000 for replacement.

In accordance with the Act and the Regulations, as a result of other competing priorities, the replacement project for 205 Lacey Street was deferred to 2023/24, in line with normal processes, with the budget allocation increased to $68,000 to take into account indexation.

During the Third Quarter Budget Review for 2023/24, Council included wording to the effect that "*The outlay on existing assets is reduced by $180,000, relating to three playgrounds which are now planned not to be replaced*". These three playgrounds were Lacey Street, Russell Street and George Lane.

**Financial Implications** – Nil

**Strategic Plan**

*Objective 2.1* *Create a city that is attractive and showcases our natural and built assets*

Strategy 2.1.4 Strategy Provide accessible social/physical infrastructure that promotes and supports the health of our community through active and passive recreation opportunities

*Objective 4.1* *Whyalla Council Members commit to serving the Community*

Strategy 4.1.2 We will make decisions based on facts, not emotions

**Legislation**

*Local Government Act 1999*
*Local Government (Financial Management) Regulations 2011*
Australian Standards

**Officer Direct or Indirect Interest** – Nil

**Risk Assessment**

Maintaining 28 playgrounds to Australian Standards is not sustainable for the reasons mentioned in this report.

**Social Considerations**

In making the decision to reduce the number of playgrounds, Council has considered its social obligations to ensure that playgrounds are safe and meet Australian Standards and that Council makes sound financial management decisions.

**Community Engagement**

Letter drops, QR codes and Council media.

**Environmental Implications** – Nil

**Communication**

Refer 'community engagement'.

**Conclusion**

Council has considered the community's request to reinstate the Lacey Street Playground but does not support it. The decision reflects a strategic focus on safety, financial sustainability and equitable access. The site remains a maintained open space and Whyalla continues to exceed national playground access guidelines with 20 playgrounds remaining spread across the city.

## 14.2 CORPORATE SERVICES

### 14.2.3 Cemetery Operations and Administration Policy Review – For Endorsement

**Council Meeting:** 17 November 2025
**Author's Title:** Colin Sharp – Manager Operations **File No.:** 2-59
**Directorate:** Corporate Services

**Annexures:**
A – Cemetery Operations and Administration Policy Version 6 (November 25)

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason** – Not applicable

---

**PURPOSE**

Council's current policies have been undergoing a review process, and Council is now requested to consider the revocation of the existing Cemetery Operations and Administration Policy – Version 5, and its replacement with the updated Version 6 Policy.

**SUMMARY**

Council's policies and procedures are designed to guide decision-making and actions across all areas of Local Government business and service delivery. They provide clear direction for Council, staff and the community; ensuring that matters are managed in a fair, transparent, and consistent manner and that Council remains accountable for its decisions.

Regular review of policies ensures Council remains aligned with current legislation, technological advancements, and contemporary best practices, thereby maintaining the relevance, consistency, and effectiveness of its governance framework.

The Cemetery Operations and Administration Policy is reviewed every four years and in October 2025, this was completed with minor amendments to include a new paragraph 6.7 and the following form updates:

- 'burial details' form has been changed to 'interment details' form;
- 'instruction for cremation' form is now a one-page form; and
- 'transfer of interment right' form is a two-page form.

The new Paragraph 6.7 states the following:

> *The Whyalla Cemetery is a traditional cemetery, and as such where possible, coffins will be placed in a "head to the West" orientation. Where this is not possible, i.e. some lawn sections, coffins will be placed in a "head to the North" or nearest point in-between. For Islamic burials, the body is positioned with the head to the North.*

**Recommendations**

**Council:**

1. **revokes the 2021 Version 5 Cemetery Operations and Administration Policy; and**
2. **endorses the 2025 Version 6 Cemetery Operations and Administration Policy, attached at Annexure "A".**

---

**DUE DATE**

| | |
|---|---|
| Cemetery Operations and Administration Policy Review – <u>For Endorsement</u> | 17/11/2025 |

### 14.2.3 Cemetery Operations and Administration Policy Review – <u>For Endorsement</u>

**<u>REPORT</u>**

**BACKGROUND**

Governance is the mechanism by which an organisation is held accountable. In the context of Local Government, governance encompasses the accountability of staff to the elected Council, and of both Council Members and staff to the community.

Outdated policies can expose an organisation to risk. Policies that are not regularly reviewed may fail to comply with current legislation or regulations, and may not reflect contemporary systems, technologies, or practices, leading to inconsistency in decision-making and operations.

Regular review of Council's policies and procedures ensures alignment with legislative requirements, technological advancements, and best practice. This process maintains the consistency, effectiveness, and relevance of Council's governance framework.

The updated Cemetery Operations and Administration Policy – Version 6 has been revised to ensure it is an enduring document, with the next scheduled review due in November 2029.

**Strategic Plan -** Nil

**Legislation**

*Local Government Act 1999*
*Burial and Cremations Act 2013 (referred here-in as the "Act")*
*Burial and Cremations Regulations 2014 (referred here-in as the "Regulations")*

**Officer Direct or Indirect Interest** – Nil

**Conclusion**

As part of Council's comprehensive review of all public policies, Council is requested to consider and endorse the minor updates proposed in Version 6 of the Cemetery Operations and Administration Policy.

# Annexure "A"

## Whyalla City Council

| Cemetery Operations and Administration Policy | |
|---|---|
| Type | Controlled Document |
| GDS Category | Property Management – Public |
| Responsible Officer | ~~Director Infrastructure~~General Manager Infrastructure |
| Policy Adopted | November 2021 |
| Review Period | 4 Years |
| Last Reviewed | ~~May 2020~~October 2025 |
| Next Review Date | November 2029 |
| Policy Version Number | 6 |
| Applicable Legislation | • Burial and Cremations Act 2013 (referred here-in as the "Act")<br>• Burial and Cremations Regulations 2014 (referred here-in as the "Regulations"). |
| Related Documents | • Cemetery – SWI – Ashes Interments<br>• Cemetery – SWI – Burials Garden Section (Section B & F)<br>• Cemetery – SWI – Burials General Section (Sections A, C, E &H)<br>• Cemetery – SWI - Cremations<br>• Cemetery – SWI- Exhumations<br>• Cemetery – SWI – Plaque and Block Placement<br>• Cemetery – WI – Plaque Ordering<br>• Cemetery – SWI- Re-Openings Garden Section (Sections B & F)<br>• Cemetery – SWI – Re-Openings General Section (Sections A, C, E & H) |
| Public Consultation Required | No |
| Purpose | To ensure that the management of the Whyalla Cemetery is undertaken in a timely and consistent manner. |

## 1. INTRODUCTION

This Policy applies to the Whyalla Cemetery and Crematorium administered, operated and maintained by the Whyalla City Council.

## 2. OBJECTIVE

The Cemetery located on Broadbent Terrace, Whyalla will be operated and maintained for the purpose of interring bodily and cremated remains in accordance with the Burial; and Cremation Act 2013 and the Burial and Cremation Regulations 2014.

This Policy gives guidance to the daily operations of the Whyalla Cemetery and Crematorium as to the following;

- Opening Hours
- General Administration
- Schedule of Fees
- Interments
- Plaques
- Commemoration and Tributes
- Non-Interment Memorials
- Memory Tree
- Reservation of Sites and;
- Interment Rights

## 3. STATEMENT

This Policy compliments but does not override all relevant Legislation regarding Cemetery and Crematorium Management including the Burial and Cremation Regulations 2014 under the Burial and Cremations Act 2014.

## 4. SCOPE AND RESPONSIBILITIES

### 4.1 Opening Hours

i. Public visitation hours will be from 8.30 am to sunset every day of the week. Vehicle access will only be available from 8.30 am to 3.30pm Monday to Friday, except public holidays but including Mother's Day (second Sunday in May) and Father's Day (first Sunday in September).

ii. Access to the Cemetery is limited to people with a legitimate reason for visiting. The Cemetery is not a public right of way.

iii. A Curator will be available on-site or by mobile phone during operating hours Monday to Friday (expect public holidays) 7.00am to 4.00pm.

iv. Visitors to the Cemetery are requested to conduct themselves in a manner appropriate to the sensitivity of the location.

v. Plaque ordering can be undertaken by appointment with the Cemetery Curator. Hours are Tuesday to Friday 9.00am to 3.00pm.

vi. The Crematorium is not open for general visitation

### 4.2 General Administration

i. The Council will keep a Register of Interments and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the burial and Cremation Regulations 2014.

ii. The Council will keep a Register of Interment Right Holders and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.

iii. The Council will keep a Register of Memorials and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.

iv. The Council will keep a Register of Cremations and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.

v. The council will maintain plans that will indication the locations of each section, block, and grave site number.

## 5. SCHEDULE OF FEES

Council's Cemetery fees and charges will be included in the Council's schedule of Fees which may be amended from time to time and are revised annually in line with the financial year. The Cemetery Schedule of Fees will be available at Councils Offices for public inspection.

## 6. GENERAL INFORMATION ON INTERMENTS

6.1 The normal days for interments will be Monday to Friday (excluding public holidays) during normal Cemetery operating hours. Interments may be arranged outside of these times by special arrangement with the Cemetery Curator and will be subject to additional fees as provided in the Cemetery Schedule of Fees.

6.2 Interments will not take place without prior approval by the Council. Each interment will require the presence of Cemetery staff to prepare and complete the interment.

6.3 Interments will take place in the next available site unless it uses a reserved interment site or is a second interment in an existing site.

6.4 For any Interment to take place (including Memorial Only sites) an Interment Right with a current Interment Right Holder will be required. Where the deceased person who is to be interred is the current Interment Right holder (i.e. a second burial) then a Transfer of Interment Right is to be completed prior to the interment.

6.5 Graves within the Whyalla Cemetery are considered a confined space and as such Council will not permit person to enter a grave site for the purposes of interments. Exhumations will require persons to be specifically trained for the task, with the appropriate confined space ticket and using appropriate shoring equipment.

6.6 Two types of bodily interment sites will be available. The General section sites are the usual burial type sites which allows for the erection of a monument by the interment right holder at the discretion of the Council (refer to General Interment Section). The Lawn section sites will be maintained by the Council and the interment costs will include the cost of a memorial conforming to the guidelines of the Council (refer to Lawn Interment Section).

6.7 The Whyalla Cemetery is a traditional cemetery and as such where possible coffins will be placed in a "head to the West" orientation. Where this is not possible i.e. some lawn sections, coffins will be placed in a "head to the North" or nearest point in-between. For Islamic burials the body is positioned with the head to the North.

~~6.6~~

~~6.7~~6.8 Bodily Interments traditionally will use a coffin as indicated in the relevant legislation. Where a shroud is used instead it must conform to the relevant legislation but will only be interred at a depth of 1.6m and will require the use of a sturdy backboard to aid in the lowering procedure.

~~6.8~~6.9 Ashes interments may take place in both of the bodily interment sites as well as the niche wall, rose garden and tree memorial sites.

**7. GENERAL INTERMENT SECTIONS (50 Year Interment Right)**

General Sections (A, C, E, H). There are several sections in the cemetery allowing for a broad interpretation of denominations.

7.1 Full sized sites are available and will allow for two standard bodily interments. A third bodily interment may be available providing notice has been given to the Council prior to the first bodily interment

7.2 Smaller sites are available upon liaison with cemetery curator and allow for one bodily interment only.

7.3 Multiple ashes interments in general section sites may be permitted dependent upon space availability.

7.4 Council will supply an initial cross displaying the deceased's name at the time of the interment. Any subsequent maintenance of the cross will be become the interment right holders' responsibility

7.5 The maintenance of the interment site is the responsibility of the interment right holder.

7.6 In the interest of public safety, Council is permitted to refill any site that falls below ground level.

7.7 The erection of a monument is the responsibility of the interment right holder and notice must be provided to Council on the **"Application for a Memorial"** form for approval prior to the beginning of monument works. Maintenance of the monument thereafter is the responsibility of the interment right holder and in the event, repairs are required to a monument then Council will take steps in accordance with the Act.

7.8 In the event that an interment right is non-existent (e.g. some Section A, C & E sites), an interment right will need to be arranged prior to the erection of a monument. This can be undertaken with the Cemetery Curator.

7.9 Council reserves the right to deny the placement of a monument which could be deemed as offensive. Offensive could be deemed as an aesthetically inappropriate monument or inscription. Should a judgment be required, this may be referred to the Executive Management Team for a decision or referral as deemed necessary.

7.10 The monument is not to exceed the external dimensions of the plot site.

7.11 In the event of a re-opening, where a monument is required to be removed and/or reinstated for any reason, this will be the responsibility of the interment right holder. Should Council be chosen to undertake the removal, a **"Cemetery Monument Indemnity"** form will be required, and all work will be recharged to the interment

holder or representative according to the Council's Schedule of Fees. A monumental mason will need to be engaged by the interment right holder for reinstatement of the monument in consultation with the Cemetery Curator.

**8. THE LAWN INTERMENT SECTIONS (50 Year Interment Right)**

There are three lawn sections. The older B Section lawn has no unallocated full size sites available. Sections F and G are the current new lawn burial secions.The new F Section is the current lawn burial section.

8.1 Full sized sites are available and will allow for two standard bodily interments. A third bodily interment may be available providing notice has been given to the Council prior to the first bodily interment.

8.2 Smaller sites are available upon liaison with Cemetery Curator and allow for one bodily interment only. Smaller sites may also be used for ashes interments.

8.3 Multiple ashes interments in lawn section interment sites may be permitted dependent upon available space and plaque requirements.

8.4 Council will supply a temporary interment marker displaying the deceased's name at the time of the interment. The interment right holder will need to contact the Cemetery Curator to organise a plaque which included in the interment cost.

8.5 Council will supply a granite block for the attachment of the plaque (see "Bronze Plaques Section ") of the prescribed dimensions. Alternative style monuments (i.e. black granite) may be placed at the interment rights holder's expense providing it complies with the dimensions as outlined in the "Cemetery – SWI – Plaque and Block Placement" Work Instruction. If a plaque is not required due to the use of an approved alternative monument (i.e. an engraved granite block), a fee reduction/ reimbursement may be applicable upon written notification from the interment right holder.

8.6 Headstones, statues or other structures are not to be erected or constructed at a lawn section site other than as outlines in the "Cemetery – SWI – Plaque and Block Placement".

8.7 The Sections F and G, lawn sites only provide sufficient space for two blocks with plaques. If any further interments take place the existing plaques/s will need to be replaced with another that provides the extra details for the subsequent interment/s. The cost of the new plaque will be included in the subsequent interment fees.

8.8 Council will supply one standard vase applicable to the interment section (one per internment to a maximum of two vases). Cost for replacement of the standard vase will be the responsibility of the interment right holder.

8.9 Trees, shrubs, or other plants are not to be planted on any grave in a lawn section.

8.10 Council will provide regular maintenance operations to the lawn sections within the Cemetery.

**9. TREE MEMORIAL INTERMENT SITES (50 Year Interment Right)**

9.1 Tree memorial sites are available within the cemetery boundaries.

9.2 Council will endeavour to maintain the existing trees in a healthy condition, however, from time to time trees will need to be replaced and will be at the discretion of the Council. Every effort will be made to not disturb the interred ashes or memorial plaque.

9.3 Each tree memorial ashes interment site will allow space for a second ashes interment immediately adjacent to the first.

9.4 Council will supply a clay pot memorial for the attachment of the plaque (see bronze plaques section) of the prescribed dimensions. Alternative style monuments (i.e. granite) may be placed at the interment right holders expense providing it complies with

the dimensions as outlined in the Cemetery Block Placement Procedure. If a plaque is not required due to the use of an approved alternative monument (i.e. an engraved granite block) a fee reduction/reimbursement may be applicable upon written notification from the interment right holder.

**10. ROSE MEMORIAL INTERMENT SITES (50 Year Interment Right)**

Rose memorial gardens are available throughout the lawn sections and around the rotunda.

10.1 Each Rose Memorial ashes interment site will allow space for a second ashes interment immediately adjacent to the first.

10.2 Ashes interred in a rose garden (with the exception of the scented rose garden near the office) will not be allocated to an individual rose. In most cases one rose may provide for more than one interment site.

10.3 Council will supply a clay pot memorial for the attachment of the plaque (See "Bronze Plaques Section") of the prescribed dimensions. Alternative style monuments (i.e. granite) may be placed at the interment right holders expense providing it complies with the dimensions as outlined in the "Cemetery – SWI – Plaque and Block Placement". If a plaque is not required due to the use of an approved alternative monument (i.e. an engraved granite block) a fee reduction /reimbursement may be applicable upon written notification from the interment right holder.

**11. SCENTED ROSE MEMORIAL INTERMENT SITES (50 Year Interment Right)**

This section was developed in 2005 and all roses selected for this site are scented

11.1 Each site is allocated to one individual rose and allows for two clay pots adjacent to each other

11.2 Council will supply a clay pot memorial and associated plaque for each interment. There is no option for an alternative memorial block in this rose garden.

**12. NICHE WALL (30 Year Interment Right)**

12.1 There are two niche walls at the Cemetery.

12.2 The niche walls provide single sites. However, reservation of adjacent sites are permitted if available. The reservation of a site will incur a fee as outlined in the Cemetery Schedule of Fees.

12.3 Provision of a plaque is included in the interment fees for all sites. A flower clip may be attached to the wall in consultation with the Cemetery Curator.

**13. TREE OF REMEMBRANCE WALL (Butterfly Wall) (30 Year Interment Right)**

This remembrance wall in intended for the memorialisation of deceased persons whose ashes have been scattered elsewhere outside of the Whyalla Cemetery grounds. The wall is not intended as a memorialisation for person who have been cremated only.

13.1 Each site (plaque) is allocated for the memorialisation of one person only.

13.2 Reserved sites are not available except in the case of clause 13.3.

13.3 A reservation of one adjacent site may be available for the partner, husband or wife of the person named on an existing Butterfly plaque. This does not include other family members i.e. parents, children, siblings.

13.4 A standard bronze butterfly is supplied which will only allow 3 lines of inscription being

- The name of the deceased
- The date of birth and date of death
- The specific location where the deceased's ashes have been scattered

13.5 No motif/emblem can be included on the plaque however the plaque colour can be selected

13.6 No ashes are to be interred in the gardens surrounding the wall.

13.7 No additional memorialisation items are to be fixed/glued to the wall and will be removed.

**14. BRONZE PLAQUES**

14.1 Where relevant, Council will supply a standard bronze plaque in accordance with the Cemetery Plaque Ordering Procedure.

14.2 Plaque ordering can be undertaken by appointment with the Cemetery Curator. Appointment hours are Weekdays 9:00 am to 3:00 pm dependant on operational requirements.

14.3 Variations to the standard plaque (including extra lines of wording, motifs, photos, border styles and plaque colour) are available on request and any extra charges above that of a standard plaque will be incurred by the interment right holder.

14.4 The Council supplied memorial block may be replaced by Council if the condition of the block becomes unsatisfactory due to normal conditions. Consent of the interment right holder will be sought prior to replacement.

14.5 Council reserves the right to deny any wording for a plaque which could be deemed as offensive. Offensive could be deemed as an aesthetically inappropriate monument or inscription. Should a judgment be required, this may be referred to the Senior Management Team for a decision or referral as deemed necessary.

14.6 No solvents, cleaning agents, polishes should be used on Council supplied bronze plaques as it promotes the effects of weathering. Council can organise the refurbishment of existing bronze plaques (providing the original plaque was purchased after 1985) with the manufacturer which will incur a fee as indicated in the schedule of fees. Plaques that were purchased prior to 1985 can be remade to exactly replicate the original for a reduced replacement cost as determined by the manufacturer.

**15. COMMEMORATIONS AND TRIBUTES**

15.1 Council will permit small items of commemoration to be placed at the monuments providing that:

a) Floral tributes are required to be in a non-fragile receptacle;
b) Items do not exceed 400mm in height;
c) Items do not extend or overhand beyond the boundaries of the memorial area;
d) Items do not interfere with maintenance of the site

e) Items are not of glass or any other fragile material; and
f) Items and /or inscriptions are not likely to offend others.

15.2 The Council reserves the right to remove any flower tribute or commemoration that is considered unsightly or has deteriorated significantly in its condition. The Council may also reposition any floral tribute or commemoration that impedes the maintenance of the interment site.

**16. NON INTERMENT MEMORIALS**

16.1 Council will allow the placement of non-interment memorials in all sections of the cemetery.These sites will be subject to the interment right fee plus any associated memorial costs.

16.3 All conditions associated with the relevant section of the Cemetery must be adhered to.

**17. RESERVATION OF SITES**

17.1 Council will permit reservations of interment sites in the niche walls. The reservation will attract the appropriate fee as indicated in the council's Schedule of Fees. An interment right will be required for each reserved site and will begin from the date of reservation. The onus will be on the interment right holder to provide supporting documentation of the reservation at the time of the first interment.

17.2 Council can, at its discretion, permit the next available site only to be reserved in general and lawn sections. In this way family member of the deceased can provide for future burials close to the initial interment. The reservation will attract the appropriate interment right fee as indicated in council's Schedule of Fees. An interment right will be required for each reserved site and will begin from the date of reservation. The onus will be on the interment right holder to provide supporting documentation of the reservation at the time of the first interment.

17.3 Reservation for tree and rose memorial sites are not available (except the Scented Rose Garden).

**18. INTERMENT RIGHTS**

18.1 Proof of Interment Right holder

a) A person claiming ownership of an interment right must, if so requested, provide proof of ownership to the Council.

b) A person acting on behalf of an interment right holder will need to provide written instruction from the interment right holder illustrating their intention and delegated authority.

18.2 Plain English Statement

The Council (or Funeral Director on Council's behalf) will provide the interment right holder a Plain English Statement according to Section 30 of the Act outlining the interment site details, interment right fees and interment right conditions.

18.3 Initial Interment right

Early interment sites with no existing interment right will require an interment right, in the event of any subsequent interment/s. The interment right will take effect from the issuing date of the interment right and not the interment date of the original burial.

The Council will issue an interment right for any site within the cemetery according to *the Act* where:

a) Prior notification is received of an impending interment providing all necessary details of the deceased and the proposed interment right holder.

b) The applicant pays the fee for the relevant interment right, upon receiving an invoice, as outlined in the Council's Schedule of Fees.

c) The term of the interment right is 50 years for general, lawn, tree and rose interment sites and 30 years for niche wall sites.

18.4 Renewal of Interment Right

a) The Council will on application by the holder of an interment right and payment of the renewal fee fixed by the Council (listed in the Council's Schedule of Fees) renew any interment right previously granted for a further period of not less than 5 years but not more than 50 years with a maximum total active tenure of 99 years.

b) The renewal fee will be calculated on a yearly pro-rata basis using the current 50/30-year interment right fee (as determined by Council's Schedule of Fees). The interment right expiry date will be adjusted on Council's records to reflect the renewal/extension using the existing interment right number and where possible a revised interment right will be issued. The interment right with the latest date of issue stamped on it will be considered the current interment right.

c) Subject to the *Regulations*, Council must at least 12 months prior to the expiration of an interment right take reasonable steps to give the holder of an interment right a written notice. Renewal of Interment Rights will be subject to Section 32 of the *Act* and the notice must inform the holder of an interment right of the following matters:

   i) That if the interment right is not renewed, the Council is entitled to re-use the interment site under Section 38 of the *Act*

   ii) The cost of renewing the interment right.

18.5 Transfer of an Interment Right

a) The rights granted to an interment right holder may be transferred to another individual upon completion of the Transfer of Interment Right form by the existing interment right holder expressing the relinquishment/transferal of the interment right.

b) The transfer of an interment right includes:

   i) the completion of the Transfer of Interment Right form supplied by Council

ii) the provision of any evidence by the interment right holder or substitute interment right holder to demonstrate that the transfer take place

iii) the return of the original interment right or provision of a Statutory Declaration regarding the inability to return the interment right the payment of the appropriate fee as determined by Whyalla Council's Schedule of Fees.

c) Where a transfer of interment right is authorised, the Council will alter the details on the register of interment right holders.

18.6 Exercise or Enforcement of an Interment Right

a) In the event of the death or legal incapacity of the interment right holder, the rights may be exercised or enforced by:

1) the personal representative of the deceased: or

2) if there is no representative then in accordance with Section 32 of the *Regulations*

i) the spouse or domestic partner of the deceased interment right holder

ii) if there is no surviving spouse of domestic partner – by the eldest living relative of the deceased interment right holder in the following descending order of priority

- a child;
- a grandchild or great grandchild;
- a brother or sister;
- a parent;
- a grandparent;
- an aunt or uncle;
- a nephew or niece;
- a cousin;
- any other blood relative

b) The Council may determine the criteria necessary to demonstrate the relationship and entitlement of a person claiming a substituted right to the interment right. Council retains discretion to determine which person is entitled to exercise the substituted right to the interment right in the event of a dispute.

18.7 Cancellation of an Interment Right

a) The interment right holder is the only person to have the right to relinquish an interment right on an interment site and may do so at any time except where the site contains bodily remains.

b) An interment right with cremated remains will require the removal of the contained remains prior to the relinquishment of the interment right.

c) The removal of buried bodily remains requires approval from the Attorney General and must be considered an exhumation. All proceedings must therefore comply with the relevant *Act* and *Regulations*.

d) The cost of the removal of bodily or cremated remains will be carried by the interment right holder.

e) The fee that may be deducted by the Council from a refund due to the surrender of an unexercised interment right is an amount to be determined in accordance with Schedule 1 of the *Regulations*.

f) Any monument/plaque may be reclaimed by the interment right holder on relinquishment of an interment right or can be disposed of at the discretion of the Council.

18.8 Expiration of an Interment Right and Re-Use of an Interment Site

a) If an interment right duration expires and the right of renewal is not exercised then the Council may according to section 38 of the Act:

i) re-use the interment site; and
ii) remove any memorial to the deceased from the interment site

b) If Council intends to reuse an interment site, then it must

i) advertise by public advertisement in a newspaper circulating the state of its intention

ii) take all reasonable steps to give written notice of its intention to the personal representative or 1 or more relatives of the deceased

c) Council may re-use the interment site if:

i) the personal representative or 1 or more relatives of the deceased have informed Council that there is no objection to the re-use; or

ii) years have elapsed from the date of the notice and no right of renewal has been exercised.

18.9 Burial sites without or with expired Interment Rights

Prior to 1972 Interment Rights where not issued for burial sites. In these instances, Council will become the default Interment Right Holder. As such it can transfer the Interment Right to another person/s at its discretion and will depend on factors that will provide the best outcome for the deceased, the burial site and the cemetery. These factors may include, but not be limited to the desire of the new Interment Right holder to install/repair/maintain an existing monument, the continuance of family involvement in a site and so-on.

The new Interment Right holder will be required to complete an *Application for an Existing Interment Site form* and pay the appropriate Interment Right fee for the initial Interment Right period.

Supporting documentation such as Statutory Declarations, or information that directly links the applicant to the deceased interred at the site may be requested by the Council in its determination of the suitability of the applicant. The Executive Team may be called on to adjudicate on the suitability of an applicant.

In the event that in the future another person/s can prove that they have a higher legal entitlement to be the Interment Right Holder for the site and are willing to satisfy all the requirements of the Council (i.e. documentation, payment of fees etc.) then the existing Interment Right Holder may be requested to relinquish the Interment Right for that particular site.

On rural land

In accordance with sub-section 8(2) of the Act, the Council will receive applications and may grant permission for a burial on private land outside "metropolitan Adelaide" and outside the boundary of a township. The request must be made on the application form appended to this policy.

# Application For a Headstone or Memorial

Subject to the rules and regulations of the _____ Cemetery

**Monumental Mason**

I/We _____

_____ (Business Name, Address and Telephone No.)

**Apply for permission to do the following work: (Please select one on the following)**

- ○ New monument and inscription (drawing of monument and dimensions required)
- ○ Additional inscription (If not in English, please provide a translation.)
- ○ Other work (Description please) _____

**Full name of deceased** _____

Date Deceased _____ Grave Location: Section _____ Row/Path _____ No. _____

All works must be carried out in accordance with the provisions of Australian Standard AS4204-2019 , the plans and specifications attached and comply with the rules, regulations and directions of the relevant Cemetery Authority.

Signed _____ Date: _____ Fee: $ _____

(Monumental Mason)

**Interment right holder or legal representative**

I _____ (Full Name)

of _____ (Address)

**Warrant that I: (Please select one on the following)**

- ○ Am the person in whose name the **Interment Right** is issued.
- ○ Have written authority of the person in whose name the **Interment Right** was issued.
- ○ Am the legal representative of the **Interment Right Holder.**

I warrant that all the information given is correct and consent to the work described in this application being carried out.

As owner, I acknowledge that I have a responsibility to maintain the monument in thorough order and condition during the term of the **Interment Right** and, if I do not, the Cemetery Authority has the right to remove it and recover the cost of doing so from me as a debt payable on demand.

I acknowledge responsibility to remove the monument on expiry of the **Interment Right** subject to any right of renewal.

I do agree to indemnify and hold harmless the Cemetery Authority against any claims, actions, liability, loss or damage or expense arising to or against the Cemetery Authority in respect to the monument, the condition or repair of or damage to the monument, or the removal of the monument occurring at any time after the installation of the monument.

I understand that if the headstone or memorial is not removed within two years of the **Interment Right** for the site expiring, the cemetery authority has the legal right to remove the headstone or memorial and dispose of it as they see fit (Section 42 of the Burial and Cremation Act 2013). **I also acknowledge that it is my responsibility to advise the cemetery authority of any change of my address.**

Before Me _____ _____

(Signature of witness) (Signature of Interment Right Holder or Legal representative)

Witness _____

(Please print name of witness)

---

**Office Use Only:** Grave Location: Section _____ Row/Path _____ No. _____

IR No. _____ Expiry Date: _____ Permit No: _____ Authorised By: _____ Date: _____

* Original document only, no photocopies.

## Application for an Interment Right for an Existing Site

**Type of interment right:** _____

**Interment right number:** _____ **Site location:** _____

I, (full name) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____

Signed: _____ Date: _____
(Interment right holder 1)

*And in the event there are two Interment Right holders (if required)*

I, (full name) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____

Signed: _____ Date: _____
(Interment right holder 2)

Do hereby apply for an interment right listed for the location listed above for the initial period of 50 years at a cost of $_____ as determined by the Whyalla Council's Schedule of Fees.
A Plain English Statement (PES) will also be provided for new Interment Rights.
Invoice to be sent to (please tick one option): Interment right holder 1 ☐
Interment right holder 2 ☐

Please Note: In the future event that the interment right holder is deceased or incapacitated an *Application for Transfer of Interment Right* must be completed before an extension/renewal will be granted.

Office use only:
Approved by:
Cemetery Curator: _____

Signed: _____ Date: _____

Interment Right No._____ Reg No._____

PES No._____

Certificate of Identification ☐

Medical Certificate ☐

# INTERMENT DETAILS

**DATE**: ___/___/_____

**SURNAME**:_____

**CHRISTIAN NAMES**:_____

**LATE ADDRESS**:_____

_____

**DATE OF DEATH**:_____ **AGE**:_____

**DATE OF INTERMENT**:_____ **TIME**:_____

**RELIGION**:_____ **MINISTER/CELEBRANT**:_____

**RE-OPENING SITE NAME**:_____

**EXISTING INTERMENT RIGHT NAME:**_____

**BURIAL** ☐ COFFIN ☐ or SHROUD ☐ COFFIN SIZE:_____

**ASHES INTERMENT** ☐ CONTAINERISED ☐ or NON-CONTAINERISED ☐

**SECTION**:_____ **BLOCK** :_____

**GRAVE**:_____ **DEPTH**:_____

**NEW INTERMENT RIGHT HOLDER DETAILS**

Please Note: In the event that the deceased is also the interment right holder then Whyalla Council will require Transfer of Interment Right documentation to be completed as per Section 35 of the Burial & Cremation Act 2013

**NAME & ADDRESS**:_____

_____

_____

**ACCOUNT TO**:_____

(if other than above)_____

_____

**CHARGES:**_____

**COMMENTS:**_____

_____

_____

(FORM 1)

# Whyalla Cemetery Monument Indemnity Form

I/We _____
Interment Right Holder or Agent

of _____
Address

being the interment right holder or agent require a re-opening of the Whyalla Cemetery interment site numbered ____ of block number ____ in section ____ .

A monument has been erected on the site and requires the lifting of the slab and/or moving of the monument to facilitate the excavation process. Please select the appropriate option below for the re-opening process to take place.

I. I/We agree to permit Whyalla Council staff to take any necessary actions of removing the monument slab top to facilitate excavation of the interment site. I/We understand that Whyalla Council staff will take all reasonable care to prevent damage to the monument during the removal/replacing process but will not be held responsible for any damage that occurs.
I/We also permit Whyalla Council staff to remove other parts of the monument if it infringes on the excavation process but understand that a monumental mason will be required to be engaged by me/us to reinstate the monument.
I/We understand that a fee as listed in the Whyalla Council's Schedule of Fees and Charges is applicable.

_____ _____
Interment Right Holder or Agents Signature Date

II. I/We will engage the services of a monumental mason or other experienced person/s to remove and reinstate the monument to facilitate the excavation process of the site. I/We will inform the monumental mason or other experienced person/s that contact is required with the cemetery curator to discuss the requirements of the excavation. I/We understand that the process of removing the slab/monument is required to be completed no later than the close of the cemetery on the day prior to the excavation taking place. Reinstating the slab/monument is to take place as soon as practicable after the interment process has been completed.

_____ _____
Interment Right Holder or Agents Signature Date

# Application to Extend/Renew an Interment Right

**Type of interment right:** _____

**Interment right number:** _____ **Site location:** _____

**Currently in the name(s) of:** _____

**Current date of expiry:** _____

I, (full name) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____

Signed: _____ Date: _____
(Interment right holder 1)

*And in the event there are two interment right holders*

I, (full name) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____

Signed: _____ Date: _____
(Interment right holder 2)

Do hereby apply to extend/renew the interment right listed above for a period of _____ years (min 5/max 50) at the current yearly rate of $_____ (as determined by the Whyalla council's Schedule of Fees).
Total Renewal/Extension Fee$_____
The extension/renewal duration will be added to the existing expiry date and a new copy of the interment right issued.

Invoice to be sent to (please tick one option): Interment right holder 1 ☐
Interment right holder 2 ☐

Please Note: In the event that the interment right holder is deceased or incapacitated an *Application for Transfer of Interment Right* must be completed before an extension/renewal will be granted.

Office use only:
Approved by:
Cemetery Curator: _____

Signed: _____ Date: _____

CR_____

# Instructions for Cremation

This form must be signed by the person making the Application for Cremation Permit, or by a person authorised in writing by the applicant.

Name of Deceased Person:_____

Late of:_____

Date of Death:_____ Age of Deceased:_____

Applicants Name:_____

Address:_____

_____Postcode:_____Phone:_____

Funeral Director:_____

Address:_____

_____Postcode:_____Phone:_____

Does the Body of the deceased contain:

| | | |
|---|---|---|
| A cardiac pacemaker? | No / Yes / Removed | Removed By:_____ |
| A cardiovascular defibrillator? | No / Yes / Removed | Removed By:_____ |
| A deep brain stimulator? | No / Yes / Removed | Removed By:_____ |
| A pain control pump? | No / Yes / Removed | Removed By:_____ |
| A radioactive injectable solution? | No / Yes / Treatment Date: | _____ |

Cremation Charges to: ☐ Cremation Applicant

☐ Funeral Director

# Instructions for Cremated Remains

A) ☐ Cremated Remains to be released to Funeral Director.

B) ☐ Cremated Remains to be released to Applicant of Cremation.

C) ☐ Cremated Remains to be delivered by mail to:_____

_____

D) ☐ Other:_____

_____

I Certify That I am the person who signed the Appilcation for Cremation Permit, or am a person authorised in writing by the applicant to act on their behalf. I acknowledge that arrangements regarding cremated remains must be finalized within six months or the Corporation of the City of Whyalla may scatter or inter the remains in an unmarked location.

Signature:_____ Date:_____

# Application to Surrender an Interment Right

**Type of interment right:** _____

**Interment right number:** _____ **Site location:** _____

**Currently in the name(s) of:** _____

**Current date of expiry:** _____

I, (full name) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____

Signed: _____ Date: _____
(Interment right holder 1)

*And in the event there are two interment right holders*

I, (full name) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____

Signed: _____ Date: _____
(Interment right holder 2)

Do hereby apply to cancel the interment right listed above and acknowledge that all remains and associated memorials are to be removed from the site.
If the site is a reserved site and therefore unused for any burial purposes I/We are aware that a reimbursement may apply for the unused period of the Interment Right term.
The calculation for any reimbursement shall be according to method as indicated in Schedule 1 of the Burial and Cremations Act 2014.

The reimbursement should be directed to: Interment right holder 1 ☐
Interment right holder 2 ☐

Or alternatively it can be directed to: _____
_____
_____
_____

Please Note: In the event that the interment right holder is deceased or incapacitated an *Application for Transfer of Interment Right* must be completed before a surrender will be accepted and reimbursement granted.

Office use only:
Calculated reimbursement amount: $_____
Approved by:
Cemetery Curator: _____

Signed: _____ Date: _____

WHYALLA

# Application for Transfer of Interment Right

**Type of interment right**: _____

**Interment right number**: _____ **Site location**: _____

**Currently in the name(s) of**: _____

## Section 1: Existing Interment Right Holder/s or Authorised Representative

*Please select and complete all details for either*

- *A: Current Interment Right Holder/s or*
- *B: Authorised Representative*

*below and sign in front of an Independent Witness on page 2.*

**A. I, the current registered interment right holder, do solemnly and sincerely declare that:**

I, (full name) _____ (date of birth) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____
*And*

I, (full name) _____ (date of birth) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____
**do hereby authorise the transfer of my/our rights, title and interest in this interment right to the new interment holder as detailed in Section 2.**

*OR*

**B. I, the Authorised Representative, do solemnly and sincerely declare that:**

I, (full name) _____ (date of birth) _____
of (address) _____
(telephone) _____ (mobile) _____
(email) _____

□ Being a person having the right to exercise a Power of Attorney or are the Executor for the interment right holder. OR

□ Being a person entitled to exercise the rights granted to the interment right holder upon the interment right holder's death, and being the **highest ranking person** of entitlement in relation to the deceased interment right holder, and having provided proof of my identity (Council has the right to determine the criteria to determine the relationship and entitlement of any person claiming a substituted right)

**do hereby request the interment right to be transferred to the new interment right holder as detailed in Section 2.**

WHYALLA

# Application for Transfer of Interment Right

**C. Declaration**

I/we, the CURRENT INTERMENT RIGHT HOLDER/S or AUTHORISED REPRESENTATIVE, understand that the said interment right (*Interment Right Number:* ___) is unencumbered and I/we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

Signed:_____
(Interment right holder 1 or Authorised Representative)

Signed:_____
(Interment right holder 2)

**This section must be signed in front of an Independent Witness after verification of the identity of the above signatory/signatories.**

Name of Independent Witness: _____

Signed:_____ Date: _____

**Section 2: New Interment Right Holder/s**
**Please complete all details below for each new Interment Right Holder (max 2)**

Full Name: _____
of: _____
Suburb: _____ State: _____ Postcode: _____
Date of Birth: _____
Telephone_____ Mobile _____
Email: _____

**hereby accept the transfer of the above interment right to my name.**

Signed: _____ Date: _____

*AND*

Full Name: _____
of: _____
Suburb: _____ State: _____ Postcode: _____
Date of Birth: _____
Telephone _____ Mobile _____
Email: _____

**hereby accept the transfer of the above interment right to my name.**

Signed: _____ Date: _____

# Burial Application

## Request for permission to inter bodily remains on land other than a cemetery or natural burial ground.

Application can only be made for sites outside township boundaries.

**DECEASED DETAILS**

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

First Name/s: _____ Last Name:

_____

Date of Birth: _____ Date of Death: _____ Age:

_____

Last Known Address:

_____

Suburb: _____ State: _____ Postcode:

_____

The deceased person died of natural causes ☐ Yes ☐ No

Authorisation for the Certificate of Identification was issued by:_____

**INTERMENT LOCATION AND DETAILS**

Address of property:

_____

Suburb/Township: _____State: _____ Postcode:

_____

General description of the area to be used:_____

_____

Coordinates of the location:_____

Intended interment depth:_____

(Interment must be of at least 1 metre) at a depth

**Please attach a map showing the intended location of the 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

**LAND OWNER DETAILS**

Title: ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss

First Name/s: _____ Last Name:

_____

Address:

_____

Suburb: _____ State: _____ Postcode: _____

Tel (W) _____ Tel (H) _____ Mobile _____

Relationship to Deceased (if any): _____ Email: _____

**NB Proof of permission of the land owner must be provided.** Attached ☐ Yes ☐ No

**FUNERAL DIRECTOR DETAILS**

Name of Funeral Company: _____

Arranger Name (please print) _____ Arranger Signature: _____

**AUTHORISED PERSON DETAILS**

Title: ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss Gender: ☐ M ☐ F Date of Birth:

First Name/s: _____ Last Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Tel (W) _____ Tel (H) _____ Mobile _____

Relationship to Deceased: _____ Email: _____

**I acknowledge that I am a person authorised to exercise the interment in accordance with the conditions listed below.**

**Authorised Person's Signature:**_____ **Date:** _____

**NB Copies of documentation which meet the requirements of section 12.2 of the *Burial and Cremation Act 2013* and Regulation 9 must be provided.** Attached ☐ Yes ☐ No

## 14.3 CITY GROWTH

### 14.3.1 Outdoor Dining Policy – November 2025 Review – For Endorsement

**Council Meeting:** 17 November 2025
**Author's Title:** Lucas Trevisan – Acting Manager City Development **File No.:** 1-204
**Directorate:** City Growth

**Annexures:**
A – Outdoor Dining Policy

| **Officer Direct or Indirect Conflict of Interest:** *In accordance with Local Government Act 1999, Section 120* | | **Status:** *Information classified confidential under Section 90(2) of the Local Government Act* | |
|---|---|---|---|
| ☐ **Yes** | ☑ **No** | ☐ **Yes** | ☑ **No** |

**Reason** – to be kept confidential.

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**PURPOSE**

To seek endorsement of the Council, for the update to the Outdoor Dining Policy.

**SUMMARY**

The Outdoor Dining Policy was scheduled for its 4-year review in November 2025. This report presents the updated policy (refer Annexure "A") for endorsement.

The updates, based on a review of best-practice guidelines, are designed to improve the policy's clarity, safety, and accessibility. Key changes include the addition of specific safety setbacks for intersections and infrastructure, clearer design standards for furniture and the inclusion of environmental guidelines for stormwater protection. The policy retains its core objective of supporting a vibrant and commercially successful outdoor dining culture in Whyalla.

**RECOMMENDATION**

**Council endorses the updated Outdoor Dining Policy, as attached at annexure "A".**

---

**DUE DATE**

| | |
|---|---|
| Outdoor Dining Policy – November 2025 Review – For Endorsement | 17/11/2025 |

## 14.3.1 Outdoor Dining Policy – November 2025 Review – For Endorsement

**REPORT**

**BACKGROUND**

The Outdoor Dining Policy was last adopted in November 2021 and was scheduled for a 4-year review in November 2025. The review has been undertaken by the relevant officer, and the resulting updated policy is presented at **Annexure "A"** for Council's review and endorsement.

**DISCUSSION**

The review aimed to modernise the policy by incorporating clearer, safer, and more comprehensive standards while maintaining the existing format. The key updates are:

1. Safety Setbacks: Section 5.1 has been significantly enhanced to include specific "Additional Safety Setbacks". This provides clear, non-negotiable rules for applicants and staff regarding setbacks from loading zones, intersections, public transport stops, street furniture (like bins and benches) and ATMs. This proactively manages public safety and risk.
2. Design sand Furniture Standards: Section 5.2 has been updated to provide specific, objective standards for accessories. This includes:
   - Umbrellas: A minimum height clearance of 2.1m and a requirement for applicants to detail their ballast/weighting method to ensure stability.
   - Planter Boxes: Clear rules on materials (no plastic) and maximum height and ground clearances.
   - Advertising: A new clause limits advertising on furniture to 10% of the surface area to maintain visual amenity.
3. Accessibility: A new clause in Section 5.2 "strongly encourages" applicants to include accessible furniture, providing specific height guidance for tables and chairs. This promotes a more inclusive city.
4. Environmental Protection: Section 5.3 now includes a "Cleaning and Stormwater" clause. This operational rule, based on EPA guidelines, mandates dry sweeping and mop-and-bucket use, explicitly forbidding the discharge of wastewater into the stormwater system.
5. Application Requirements: Section 5.7 has been updated to require applicants to provide details on their umbrella weighting methods and to seek written permission from neighbours if they wish to extend dining in front of an adjacent property.

These updates provide greater clarity for business owners and enhanced safety and amenity for the public.

The author acknowledges that as the policy grows in operational detail, its current single-document format is becoming complex. A more efficient structure, which separates the document into a high-level 'Policy' and a detailed 'Operational Guideline', may be more appropriate in the future. This will be investigated further by staff and will likely form a subsequent report to Council.

**Financial Implications**

The policy update does not alter the existing fee structure. Fees associated with outdoor dining permits are managed separately through Council's adopted Fees and Charges schedule.

**Strategic Plan**

Strategy 2.1.2 Create city spaces that are attractive and showcase our natural and built assets

*Strategy 2.2.3 Advocate for shared modern, flexible and fit for purpose infrastructure*

**Legislation**

The policy operates under and is consistent with the following legislation:

- *Planning, Development and Infrastructure Act*
- *Disability Discrimination Act 1992*
- *Liquor Licencing Act 1997*
- *Tobacco Products Regulations Act 1997*
- *Local Government Act 1999 (Specifically Sections 200, 221 and 222)*
- *Food Act 2001*
- *South Australian Public Health Act 2011*

**Officer Direct or Indirect Interest** – Nil

**Risk Assessment**

The policy update directly addresses and mitigates several key risks. The inclusion of specific safety setbacks for intersections, infrastructure and transport stops significantly reduces public liability risk. The new standards for umbrella ballast address a common safety hazard. The requirement for $20 million Public Liability Insurance is retained.

**Social Considerations**

The policy update has significant positive social implications. It reinforces outdoor dining's contribution to street vibrancy and amenity.

**Community Engagement**

As this is a scheduled operational review and update of an existing policy, formal public consultation was not required.

**Environmental Implications**

The policy update introduces a new "Cleaning and Stormwater" clause. This clause provides a direct, positive environmental outcome by requiring businesses to prevent wastewater from entering the stormwater system, aligning with EPA guidelines.

**Conclusion**

The updated Outdoor Dining Policy (**Annexure "A")** provides clearer, safer and more comprehensive standards for businesses. It enhances public safety, accessibility and environmental protection while continuing to support a vibrant street-life culture in Whyalla. Endorsement is recommended.

# Annexure "A"

**WHYALLA CITY COUNCIL**

| **Outdoor Dining Policy for Roads** | |
|---|---|
| Type | Governance |
| GDS Category | Governance – Public |
| Responsible Officer | Manager Governance |
| Policy Adopted | November 2021 |
| Review Period | 4 years |
| Last Reviewed | November 2025 |
| Next Review Date | November 2029 |
| Policy Version Number | 4 |
| Applicable Legislation | *Planning, Development and Infrastructure Act*<br>*Disability Discrimination Act 1992*<br>*Liquor Licencing Act 1997*<br>*Tobacco Products Regulations Act 1997*<br>*Local Government Act 1999* (Specifically Sections 200, 221, & 222)<br>*Food Act 2001*<br>*South Australian Public Health Act 2011* |
| Related Documents | Outdoor Dining Application Form & Permit Conditions |
| Public Consultation Required | No |

## 1. POLICY OBJECTIVE

Outdoor dining contributes positively to the increased social and cultural life within the city. It enhances a sense of amenity, vibrancy and livability, and is important for the economic success of dining establishments within the city.

The Outdoor Dining Policy is to enable Whyalla City Council (Council) to safely manage the competing needs and interests of pedestrians, road users and business owners by fairly assessing and permitting outdoor dining in a manner that improves the usage, quality and appearance of the city's public realm.

## 2. SCOPE

This policy applies to guide the determination of all applications by business owners seeking to establish and operate outdoor dining facilities adjacent to their business on a Public Footpath within the Council area.

## 3. RISK MANAGEMENT

Risk Management is an important obligation the Council takes very seriously and proactively manages.

In the receipt and determination of an outdoor dining application, the Council is very aware that there may be risks that outdoor dining users, pedestrians, road users and business owners and Council may be exposed to.

The Council has a Risk Management Policy and several current procedures as well as a Risk Management Framework, all of which are available for viewing.

Council also requires a Certificate of Currency from the Applicant's public liability insurer showing that there is a current public risk and liability cover for at least twenty (20) million dollars and showing the name of the Corporation of the City of Whyalla as a principal party. The Council should be identified in the Policy with respect to public liability.

In the determination of issuing an outdoor dining permit council employees and business owners are encouraged to consider applicable perceived risks and, if necessary, communicate these through the appropriate avenues prior to the issuance of the permit and the commencement of outdoor dining activity.

## 4. DEFINITIONS

For the purposes of this policy:

***"Outdoor dining"*** means the use of the public footpath for the purpose of extending the services of premises whose main function is the provision of food and beverages to the public. Such premises include restaurants, cafes, bars, delicatessens and other food outlets. Outdoor dining should be directly associated with the business that holds the outdoor dining permit and should only operate when those associated premises are open for business. Outdoor dining should contribute to the vibrancy and conviviality of street life.

***"Clear Access"*** has the same meaning as in the Disability Discrimination Act 1992

***"Public Footpath"*** has the same meaning as 'public road' under the Local Government Act 1999 and includes road reserves, thoroughfares, alleyways and public place.

***"Energy Absorbing Bollards"*** means bollards designed to perform under load in accordance with the requirements specified in the Roadside Dining Protection Guidelines, published by the Department for Transport.

## 5. POLICY STATEMENT

Outdoor dining has become increasingly popular as it provides additional social and cultural dining experiences creating a cosmopolitan ambience and enhances street life.

## 5.1 Access and Public Place

Council supports the appropriate use of public spaces for outdoor dining but in assessing any application for outdoor dining, must also consider and ensure that a balance is maintained between the competing needs for use of the footpath by other user groups and the allocation of outdoor dining areas.

For the purpose of Outdoor Dining, the following Footpath Zones apply:

**Footpath zones**
Walkways must extend out from the building line and provide a safe, clear and consistent pathway to meet the needs of a range of users, including parents with prams, pet owners and people of all ages and abilities. In order to achieve this, any street furniture, signs, trader's activities or displays should be placed towards the kerbside, not along the property line.

To provide a clear and suitably unobstructed footway for pedestrian access, there are three main functions of each footpath:

- Walkway zone
- Trading activity zone
- Kerbside zone.

The size of these zones will vary depending on the width of the footpath.

**Walkway zone**
There is no statutory requirement about the location of the walkway zone. Council relies on the guidance from the Australian Human Rights Commission that the continuous accessible path of travel should extend from the property line with no obstructions or projections, in order to provide the best possible guidance line for all users, including people with a vision impairment. The walkway zone extends from the property line to allow suitable passage by footpath users. This area of the footpath must be kept free from any items or structures at all times.

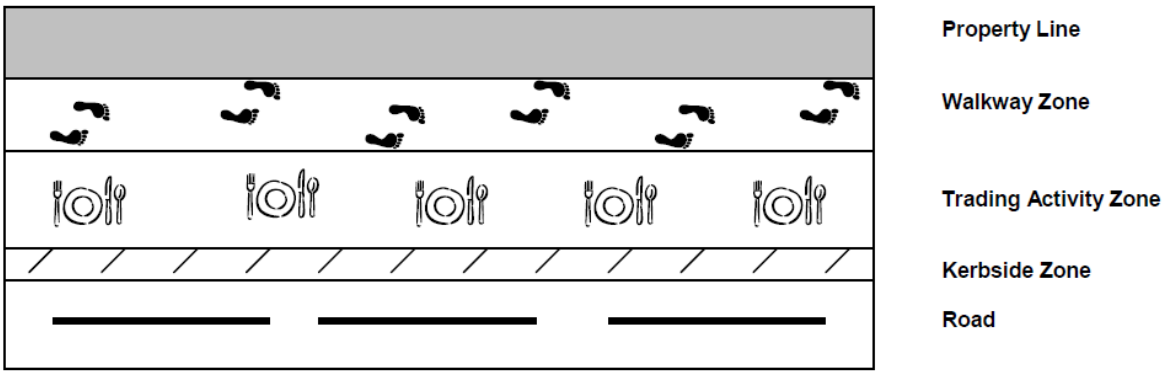
**Trading activity zone**
This is the preferred area of the footpath where the placement of café furniture for outdoor dining and ancillary items may be authorised.

**Kerbside zone**
A minimum buffer of clear footpath must be provided from the kerb to allow for access to and from parked vehicles, including loading zones. Where there is a disabled parking bay, the setback from the kerb will need to be greater. This area of the footpath must be kept free from any items or structures at all times.

**Identifying the various zones**

| **Total Footpath Width** | **Less than 3.0 metres wide** | **3.0m and wider** |
|---|---|---|

| | | |
|---|---|---|
| Walkway Zone | Minimum 1.2 m from the property line towards the kerb | Minimum 1.5 m from property line towards the kerb |
| Trading Activity Zone | Remaining area once walkway and kerbside zones are identified | Remaining area once walkway and kerbside zones are identified |
| Kerbside Zone | Minimum 0.6 m from the kerb of the road | Minimum 0.6 m from the kerb of the road |
| | Minimum 1.5 m if a disabled parking space adjoins the footpath | Minimum 1.5 m if a disabled parking space adjoins the footpath |




Whilst there is an expectation that the placement of tables, chairs and ancillary structures within the footpath zone as indicated above, consideration may be given to other locations within the footpath zone, at time of assessment, where practical.

Additional Safety Setbacks In addition to the footpath zones defined in the table, all outdoor dining applications must adhere to the following minimum setbacks to ensure public safety and access:

- **Setback from Loading Zones:** A minimum 900mm buffer must be provided from the kerb where the outdoor dining area adjoins a designated Loading Zone.
- **Setback from Intersections:** To ensure clear sightlines for drivers and pedestrians, outdoor dining must be set back from all intersections (measured from the building line). A minimum setback of 2.0m to 3.0m will be required, as assessed by Council staff based on the road classification.
- **Setback from Public Transport:** A minimum setback of 2.0m must be provided at the *front* of a public transport zone (e.g., a bus stop) and 10.0m at the *back* (or 'pull-in' side) of the zone to allow for queuing and access.
- **Setback from Public Infrastructure:** A minimum 1.0m clearance is required around all public infrastructure, including public benches, bins, telephone boxes, bike racks, and trees.
- **Setback from Queuing Areas:** A minimum 3.0m setback is required from the front of ATMs or service/takeaway windows to allow for queuing.

- **Side Property Line:** A minimum setback of 400mm is required from the side property boundary of an adjacent property, unless written permission from the neighbouring business owner and building owner is provided.

## 5.2 Design

Outdoor dining areas should be of high-quality design and improve the appearance of the city's public realm. Areas of historic, social and architectural interest, which contribute to the significance, character and appearance of the streetscape, should be conserved.

Outdoor dining areas should be attractive, innovative and vibrant. The layout and clearances should be appropriate to the setting. Furniture should be carefully selected for its durability and style to ensure that it complements the streetscape area, be of a high standard and can be easily maintained in good condition. (Lightweight plastic type furniture is not acceptable).

In addition to routine furniture such as tables and chairs, outdoor dining areas can be enhanced via the provision of accessories such as planter boxes, lighting, heaters, and umbrellas. All such accessories must meet the following minimum standards:

- **Umbrellas:** Must have a minimum height clearance of 2.1m from the footpath to the lowest point of the canopy. Umbrellas must be properly secured at all times using heavy ballast or weights. Applicants must provide details on the ballast method to be used, ensuring stability in windy conditions.
- **Planter Boxes:** Must be constructed of durable materials (plastic is not permitted) and be elevated a minimum of 20mm from the footpath to allow for drainage. Total height (box + plants) must not exceed 1.2m without specific Council approval.
- **Screens and Blinds:** Must be aligned parallel to the kerb and have a minimum 20mm clearance from the ground to allow for water run-off.
- **Accessible Furniture:** To improve access for all users, applicants are strongly encouraged to include a portion of furniture that meets accessibility standards (e.g., table surface height of 750mm-850mm and seating height of 450mm-520mm).
- **Advertising:** To maintain visual amenity, advertising on furniture, screens, or umbrellas is limited. Advertising (e.g., a business logo) must not cover more than 10% of the total surface area of the item.

The Applicant is responsible for the provision and maintenance of the outdoor dining furniture and accessories. For the purpose for this policy, outdoor furniture includes all structures, items and objects placed within the approved permit area by permit holder.

The outdoor dining area used must remain in good repair at all times and damaged furniture or items must be removed immediately.

## 5.3 Operation and Management

Outdoor dining areas should be operated in a manner that contributes to environmental sustainability, creates a safe and clean outdoor space, minimises unnecessary noise and nuisance, and maintains social amenity in this public space. This includes the following specific requirements:

- **Cleaning and Stormwater:** To comply with EPA guidelines, outdoor dining areas must be dry swept first, with waste disposed of in the general waste bin. Wet cleaning must be done with a mop and bucket, and all wastewater must be discharged into the sewer (e.g., via an internal drain or sink), not the stormwater drain.
- **Daily Removal:** All non-fixed outdoor dining items (including tables, chairs, umbrellas, and screens) must be removed from the footpath at the end of trading each day.

### 5.4 Education and Compliance

It is the responsibility of applicants and permit holders to make themselves aware of the responsibilities and compliance criteria of outdoor dining. Compliance is important to protect the public land, and failure to comply may result in a revocation of a permit.

The issuing of a permit for outdoor dining does not grant exclusive rights of the relevant public space.

### 5.5 Alterations/changes to the Council infrastructure

As part of the outdoor dining application and assessment process, Council may consider changes to existing infrastructure (e.g. widening footpath, relocating signs, parklets etc.) where possible.

This type of application must be considered in the context of an integrated design, as the extension of the kerb may impact on parking, storm water, other services underground and adjacent businesses and therefore cannot be considered in isolation.

Proposed outdoor dining locations will also be assessed in terms of safety and may require changes to existing infrastructure and/or the installation of additional infrastructure (e.g. energy absorbing bollards)

The construction of new footpath protuberances to facilitate outdoor dining areas will be at the discretion of the Council, taking into account traffic management and safety.

Assessment of such applications will be done on ‘case by case’ basis and at a sole discretion of the Council. In the event such application is approved, the costs associated with the infrastructure changes shall be borne by the applicant.

### 5.6 Fees and Charges

Council may determine a fee payable for considering an application made under relevant sections of the Local Government Act. This fee covers the administrative costs associated with processing the application. Where an application is made but a Permit is not granted the Application Fee will not be refunded.

Council may determine an annual permit fee to be paid by the applicant for use of the public footpath as an outdoor dining area, which will be calculated by the number of tables approved/provided for in the permit.

Permits for use of the public footpath as an outdoor dining area is issued for a period of one (1) year and renewable annually.

A schedule of current fees and charges is available for viewing at www.whyalla.sa.gov.au

## 5.7 Application Documentation

The Application to Council must include the following:

- A completed and signed Application Form including a plan depicting the boundaries and dimensions of the proposed outdoor dining area, including the number and the location of tables and chairs in relation to the building face and kerb other existing or proposed features within or near the proposed area.
- Payment of the application fee
- A Certificate of Currency for public liability insurance, to the value of twenty million dollars ($20,000,000), specifically indemnifying Council (a cover note is acceptable at the Application Stage);
- Imagery depicting the style, construction and colour of the tables and chairs including dimensions of tables. (attach photographs or brochures). This must also include details of any proposed umbrellas (including ballast/weighting), screens, heaters, and planter boxes.
- Written permission from the adjacent business owner AND building owner, if the applicant wishes to extend their outdoor dining area in front of neighbouring premises.
- Any other information as required by Council.

## 14.3 CITY GROWTH

### 14.3.2 Changes to the Enrolment Policy for the Whyalla Early Learning Centre – For Endorsement

**Council Meeting:** 17 November 2024
**Author's Title:** Christine Gourlay – Child Care Centre Co-ordinator **File No.:** 4-14
**Directorate:** City Growth

**Annexures:**
A – Enrolment Policy – Version 3

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason** – Not applicable

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**PURPOSE**

The purpose of this report is to seek the Council's formal endorsement of the updated Enrolment Policy, Version 3. The policy has been reviewed and revised to enhance clarity in the service's operational processes and to ensure full compliance with the current legislative and regulatory requirements governing education and care services across Australia.

**SUMMARY**

The document changes include:

- Updates to the Related Policies section to reflect changes in policy names and consolidation of policies.
- Clarification of Priority of Access.
- Updated information provided to parents at enrolment to ensure compliance with legislation regarding the use and storage of digital technologies.
- Clarification that a child must be born before being added to the centre waitlist.
- Clarification on how parents can access policies and procedures.
- Removal of the orientation survey within the first six weeks, as this is no longer part of the enrolment process.
- Clarification of families' responsibilities to respond to service requests to maintain enrolment status.
- Clarification of families' liability for fees when Centrelink CCS is not paid to the service.
- Information on how a family can end an enrolment at the service.

- Information on how and why the service may terminate a child's enrolment.
- Clarification that CCS eligibility ends on the child's last day of attendance, not the last day of enrolment.
- Inclusion of information regarding:

  - The CCS 14-week rule
  - Staff with children enrolled
  - Continuing enrolments at the end of each year
  - Children with additional behaviour guidance needs

**RECOMMENDATION**

**Council endorses the proposed changes to the Enrolment Policy, Version 3.**

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**DUE DATE**

| | |
|---|---|
| Changes to the Enrolment Policy for the Whyalla Early Learning Centre – For Endorsement | 17/11/2025 |

## 14.3.2 Changes to the Enrolment Policy for the Whyalla Early Learning Centre – For Endorsement

**REPORT**

**BACKGROUND**

The Whyalla Early Learning Centre, established in 1977, is a licensed facility catering to up to 85 children daily. The Centre operates Monday to Friday from 7:45 am to 5:45 pm, for 50 weeks of the year, providing consistent, high-quality early learning and care for families in the community.

The Centre accesses funding through the Child Care Subsidy (CCS), administered by the Australian Government Department of Education under the Family Assistance Law. CCS payments are made directly to the Centre and applied as fee reductions for families, supporting affordable access to quality early childhood education.

The Whyalla Early Learning Centre operates in accordance with the Education and Care Services National Regulations and meets the National Quality Standards. Compliance is monitored through regular audits by relevant agencies to ensure the Centre maintains the highest standards of care, safety, and education.

The Centre's Enrolment Policy plays a vital role in this framework by clearly outlining processes and responsibilities for families and staff. It ensures fair and transparent access to the service, promotes smooth administrative operations, and provides families with essential information about rights, responsibilities, and operational procedures. By standardising enrolment practices, the policy supports a positive experience for families, ensures compliance with legislative requirements, and helps the Centre manage resources effectively to meet the needs of all children.

**DISCUSSION**

Updates to the Related Policies section: The Related Policies section has been updated to reflect changes in policy names and the consolidation of certain policies. This ensures consistency across all documentation and helps staff and families easily locate relevant policies. The changes also reduce duplication and streamline policy management.

Clarification of Priority of Access: Updates have been made to clarify the service's Priority of Access guidelines. This ensures that families understand how enrolments are allocated, particularly due to our enrolment wait list, and that the service complies with national childcare access standards.

Updated information provided to parents regarding digital technologies: The enrolment process now includes enhanced guidance on the use and storage of digital technologies. This reflects changes in legislation and ensures that parents are informed about how their child's information and digital interactions are managed safely and securely.

Clarification that a child must be born before being added to the waitlist: To avoid misunderstandings, the policy as been rewritten to ensure understanding that only children who have been born can be added to the centre's waitlist. This ensures clarity for prospective families and aligns enrolment processes with legal and operational requirements.

Clarification on how parents can access policies and procedures: Parents are now provided with clear instructions on how to access all service policies and procedures. This promotes transparency, encourages informed decision-making, and supports families in understanding their rights and responsibilities. Families can access the centres policies and procedures through the established communication application OWNA.

Removal of the orientation survey within the first six weeks: The orientation survey has been removed as it is no longer part of the service's process. This update reflects current practices while maintaining a focus on ongoing feedback through alternative mechanisms.

Clarification of families' responsibilities to respond to service requests: Families are reminded of their responsibility to respond promptly to service requests, such as updating contact details or providing documentation, to maintain their child's enrolment. This ensures smooth communication and operational efficiency.

Clarification of families' liability for fees when CCS is not paid: The policy now clarifies that families remain liable for fees if Centrelink Child Care Subsidy (CCS) payments are not received by the service. This ensures families are fully aware of their financial obligations and prevents misunderstandings.

Information on how a family can end an enrolment: The updated policy provides clear guidance on the process for families to withdraw their child from the service. This includes notice periods and steps required to ensure a smooth transition.

Information on when and why the service may terminate a child's enrolment: The policy outlines circumstances under which the service may terminate enrolment, including safety concerns or non-compliance with service requirements. Clear guidelines help manage expectations and protect both the child and the service.

Clarification that CCS eligibility ends on the child's last day of attendance: The policy now specifies that CCS payments are calculated up to the child's last day of attendance rather than their final enrolment date. This ensures that families are aware that they are liable for full fees from the child's last date of attendance to their final enrolment date.

The policy now includes important operational details: The CCS 14-week rule, enrolment considerations for staff children, continuation of enrolments at the end of each year, and support for children requiring additional behaviour guidance. These updates ensure clarity, compliance, promote equity, and support the individual needs of children and families.

**Financial Implications**

Endorsement of the updated Enrolment Policy has no financial implications for Council.

**Strategic Plan**

Strategy 1.2.3 Take opportunities to break down barriers focusing on equity to create inclusion for all

Strategy 2.3.4 Provide a safe and convenient city in which to work and live

**Legislation**

*Child Care Subsidy Secretary's Rules 2017*
*Child Care Subsidy Minister's Rules 2017*
*Family Assistance Law*
*Family Law Act 1975*
*A New Tax System (Family Assistance) Act 1999*

**Officer Direct or Indirect Interest** – Nil

**Risk Assessment** – Nil

**Social Considerations** – Not applicable

**Community Engagement** – Not applicable

**Environmental Implications** – Nil

**Communication**

Communication about the changes to the procedure will be made through the communication platform OWNA which is the established channel for communication with families and staff at the Whyalla Early Learning Centre.

**Conclusion**

In summary, the updated Enrolment Policy provides clarity, ensures compliance with legislative requirements, and supports effective operational management, and its endorsement is recommended.

# Annexure "A"

**WHYALLA CITY COUNCIL**

| Enrolment Policy | |
|---|---|
| Type | City Growth |
| GDS Category | Social, Cultural and Community Services – Internal |
| Responsible Officer | Director City Growth |
| Policy Adopted | December 2021 |
| Review Period | 1 year |
| Last Reviewed | November 2025 |
| Next Review Date | November 2026 |
| Policy Version Number | 4 |
| Applicable Legislation | • Education and Care Services National Regulations<br>• National Quality Standards |
| Public Consultation Required | No |

# ENROLMENT POLICY

Enrolment and orientation are an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the service. Such partnerships enable the service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the service.

## NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY | | |
|---|---|---|
| 2.2 | Safety | Each child is protected. |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |
| **QUALITY AREA 6:** COLLABORATIVE PARTNERSHIPS | | |
| 6.1 | Supportive relationships with families | Respectful relationships with families are developed and maintained and families are supported in their parenting role. |
| 6.1.1 | Engagement with the service | Families are supported from enrolment to be involved in their service and contribute to service decisions. |
| 6.1.2 | Parent views ae respected | The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing. |
| 6.1.3 | Families are supported | Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing. |
| 6.2 | Collaborative partnerships | Collaborative partnerships enhance children's inclusion, learning and wellbeing. |
| 6.2.3 | Community and engagement | The service builds relationships and engages with its community. |
| **QUALITY AREA 7:** GOVERNANCE AND LEADERSHIP | | |
| 7.1 | Governance | Governance supports the operation of a quality service. |

| EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS | |
|---|---|
| S. 175 | Offence relating to requirement to keep enrolment and other documents |
| 77 | Health, hygiene and safe food practices |
| 78 | Food and beverages |
| 85 | Incident, injury, trauma and illness policies and procedures |

| | |
|---|---|
| 86 | Notification to parents of incident, injury, trauma and illness |
| 88 | Infectious diseases |
| 90 | Medical conditions policy |
| 91 | Medical conditions policy to be provided to parents |
| 92 | Medication record |
| 93 | Administration of medication |
| 96 | Self-administration of medication |
| 97 | Emergency and evacuation procedures |
| 99 | Children leaving the education and care service premises |
| 100 | Risk assessment must be conducted before excursion |
| 101 | Conduct of risk assessment for excursion |
| 102 | Authorisation for excursions |
| 102D | Authorisation for service to transport children |
| 155 | Interaction with children |
| 157 | Access for parents |
| 160 | Child enrolment records to be kept by approved provider and family day care educator |
| 161 | Authorisations to be kept in enrolment record |
| 162 | Health information to be kept in enrolment record |
| 168 | Education and care service must have policies and procedures |
| 177 | Prescribed enrolment and other documents to be kept by approved provider |
| 181 | Confidentiality of records kept by approved provider |
| 183 | Storage of records and other documents |

## RELATED LEGISLATION

| | |
|---|---|
| Child Care Subsidy Secretary's Rules 2017 | Family Law Act 1975 |
| Disability Discrimination Act 1992 | A New Tax System (Family Assistance) Act 1999 |
| Child Care Subsidy Minister's Rules 2017 | Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook in https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook |

## RELATED POLICIES

| | |
|---|---|
| Acceptance and Refusal Authorisation Policy<br>Additional Needs Policy<br>Behaviour Guidance Policy<br>Code of Conduct Policy<br>Dealing with Infectious Disease Policy<br>Dealing with Complaints Policy<br>Excursion/Incursion Policy<br>Family Communication Policy<br>Governance Policy<br>Immunisation Policy | Incident, Injury, Trauma and Illness Policy<br>Interactions with Children, Families and Staff Policy<br>Medical Conditions Policy<br>Orientation of New Families Policy<br>Payment of Fees Policy<br>Privacy and Confidentiality Policy<br>Record Keeping and Retention Policy<br>Safe Transportation Policy<br>Safe Arrivals Policy<br>Sun Safe Policy<br>Work, Health and Safety Policy |

## PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the service to promote positive outcomes for children whilst adhering to legislative requirements.

## SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

## ENROLMENT

According to the Child Care Provider (CCP) Handbook (May 2023) '*enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy. An enrolment links the child, the individual claiming the subsidy and the childcare service.*' An enrolment notice is required for each child attending the service. This reflects the type of arrangement that is in place between the provider and the family/individual or organisation.

## IMPLEMENTATION

The *Education and Care Services National Regulations* requires approved providers to ensure their Services have policies and procedures in place for enrolment and orientation (Reg. 168) and take reasonable steps to ensure those policies and procedures are followed (Reg. 170).

Our Service accepts enrolments of children aged between 6 weeks- 6 years of age.

Enrolments will be accepted providing:

a) the maximum daily attendance does not exceed the licensed capacity of the Service

b) a vacancy is available for the booking required

c) the adult to child ratio is maintained in each room

## PRIORITY OF ACCESS

Our Service aims to assist families who are most in need and may prioritise filling vacancies with children who are:

- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

Providers are asked to (but are not legally obliged to prioritise children). [CCS Handbook p.35]

## ENROLMENT

To secure a child's position families are required to return all completed paperwork prior to commencement.

Children with disabilities or additional needs will be enrolled, if in the belief of management, the service can meet the child's needs. This will be based on the services capabilities and resources to ensure that we can meet the needs of each individual child. Additional resources and funding may be required through disability and inclusion programs.

When a family has indicated their interest in enrolling their child in our service, we will organise an enrolment meeting to share information and build relationships.

- Families will be provided with a range of information about the service which may include:
  - the service philosophy, inclusion, programming methods, menu, incursions, excursions, fees, Child Care Subsidy, policies, procedures, SunSmart requirements, regulations and the licensing and assessment process for our State, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in, use of digital devices, storage of children's photos and information and educator and parent communication strategies.
- Families will be invited to ask questions and seek any further information they may require.
- Families will be provided with possible vacancies and start date.

- Families will be invited to bring their child into the service at a time that is mutually convenient to familiarise themselves with the environment and educators as part of the Orientation process.
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with management. Families will be required to bring any documents required in relation to court orders, medical needs or plans.
- Families will complete the enrolment form informing management of their child's interests, strengths and individual needs.
- If a family or child uses English as a second language or speak another language at home, we request that families provide us with some key words in the language/s the child speaks so that educators can learn these words. Educators may use visuals to assist the child's understanding and be able to communicate with others.
- Families who wish to receive Child Care Subsidy (CCS) as reduced fees must apply for CCS through the myGov website/app, this includes completing the CCS activity test.
- Information about gap fees and absences will be discussed.
- It is a legal requirement that prior to the child starting at the service we have all required documents including:
    - the completed enrolment form.
    - medical management plans (if relevant) completed by the child's general practitioner.
    - a current Immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age *and*
    - details of any court orders, parenting orders or parenting plans.
- It is a requirement of Family Assistance Law that immunisation information held by the service is kept current. Parents are reminded mid-way through the year to provide any immunisation updates to the service in order to continue receiving CCS.
- Parents must notify the service if their child is not up to date with their immunisations for their age via the enrolment form and attach the required documentation on their *AIR Immunisation History Statement.*
- Since August 2020, children must be fully immunised or be on an approved catch-up vaccination program or have an approved exemption from meeting immunisation requirements to be enrolled in and attend an early childhood service.
- Unborn children will not be able to be added to the waiting list. Families are encouraged to contact the service to add their child to the waiting list as soon as possible after the child is born to secure a place at our service.
- It is the family's responsibility to keep the service informed of any changes to the information recorded on the application form.

## FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

1. Full name/s of parent/s (or the person legally responsible for the care of the child) residential address, place of employment and contact telephone number.
2. Each parent's occupation and work hours.
3. The full name, residential address and contact telephone number of a person or persons, authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominee).
4. The full name, address and contact telephone number of any person authorised by the parent to collect the child from the service (authorised nominee).
5. Full name of the child.
6. Child's date of birth.
7. Child's birth certificate or passport [to be sighted to verify child's enrolment details].
8. Child's residency status.
9. Child's address.
10. Gender of the child.
11. Cultural background of the child.
12. Provision of care – if care will be a routine and/or casual etc.
13. Session start and end times.
14. Complying Written Agreement including fee information.
15. Immunisation History Statement.
16. Any court orders or parenting agreements regarding the child.
17. The primary language spoken by the child; if the child has not learnt to speak, the child's family's language.
18. Any special requirements of the family, including for example cultural or religious requirements.
19. The individual needs of a child with a disability or with other additional needs.
20. A statement/authorisation indicating the name and address and contact details of any person who is authorised to consent to the administration of medication to the child.
21. Authorisation and signature by parent/authorised person for the approved provider, nominated supervisor or educator to seek:
    - medical treatment for the child from a registered practitioner, hospital or ambulance service.
    - transportation of the child by an ambulance service.
22. Child's Medicare number (if available).
23. Specific healthcare needs of the child, including allergies and intolerances.

24. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
25. Details of any dietary restrictions for the child.
26. The name, address and telephone number of the child's doctor.
27. Authorisation for regular occurring transportation and regular outings/excursions.
28. CRN for child and claimant.

## ORIENTATION OF THE SERVICE

During the orientation of the service, families will:

- be provided with the enrolment form to be completed or shown how to complete this through an online platform.
- have the CCS explained to them and assistance may be offered to assist with the application process.
- be provided with an outline of the service policies which will include key policies such as: Payment of Fees, Sun Safe, Incident, Injury, Trauma and Illness, Control of infectious diseases, Sick Child, Safe Use of Digital Technologies and Online Environments Policy, and Administration of Medication.
- be shown the signing in/out process.
- be advised of appropriate clothing for children to wear to the service, including shoes, hats and sunscreen.
- be informed about policies regarding children bringing in toys from home.
- be introduced to their child's educators.
- be taken on a tour around the service.
- be invited to visit the service at different times during the day.
- be provided with suggestions for developing and maintaining a routine for saying goodbye to their child.
- be asked to share information on any medical management plan or specific healthcare needs of their child (if applicable).
- be informed of the services communication platform OWNA and how parents can be informed about the online platform/App the service may use.
- be introduced to the room routine and service program, including portfolios and the observation cycle.
- be informed about service communication strategies including meetings, interviews, newsletters, emails, etc.
- be given the opportunity to set goals for their child.
- confirm their preferred method of communication.

## ENROLMENT PACK

Once the enrolment fee and bond has been paid, families will be provided with an enrolment pack which consists of:

- Family Handbook, which outlines the service's operation and philosophy.
- current fee structure and payment details.
- Child Care Subsidy (CCS) information.
- Information about the online App or platform OWNA.
- Information on the National Quality Framework, National Quality Standards and the Early Years Learning Framework.
- Early Childhood Australia (ECA) Code of Ethics information.

## THE APPROVED PROVIDER/MANAGEMENT WILL ENSURE:

- the enrolment form is completed accurately and, in its entirety.
- document evidence such as birth certificate or passport is sighted to verify that the child's enrolment details are true and correct
- authorisations are signed by both parents/guardians.
- our Service complies with the *Disability Discrimination Act* and our enrolment policy and practices do not discriminate against children or others with disability
- barriers to access and participation for children with disability are identified and reasonable adjustments to the program and environment is made to allow access and participation in the Service [See: *Additional Needs Policy*]
- a child with medical needs does not begin at the service unless a Medical Management Plan is received and medication is brought to the service each day.
- the child's Medical Management Plan is recorded, and this information is shared/distributed to educators.
- Action Plans are completed in full (if relevant).
- Administration of Medication forms are completed (if relevant).
- the Medical Conditions Policy is accessible to families for children with a specific health care need, allergy or other relevant medical condition before the child begins education and care at the Service
- Risk Minimisation Plans and Communication Plans are requested/completed with parents/guardians for children with medical needs.
- the appropriate Room Leader is informed of the new child including any medical conditions, interests, developmental needs, and strengths.

- immunisation history statement and birth certificate have been sighted and photocopied.
- the child is added to the Observation cycle.
- the enrolment is lodged through OWNA or PEP with Department of Education the enrolment notice is lodged within 7 days
    - from the end of the week in which the provider and family made an arrangement
    - the provider or service being approved or
    - the end of a suspension
- enrolment notices must include details as outlined with the Childcare Providers Handbook, p. 30
- enrolment notices and arrangements are updated if details have changed or if the enrolment ends
- a file for the Child's information is created.

## FAMILIES WILL:

- complete all documentation required by the Service for enrolment
- provide required authorisations as indicated on enrolment form
- confirm enrolment notices and sign CWAs
- notify the service of any specific health care needs of the child, including medical conditions and allergies and provide a medical management plan for child if applicable
- ensure all information about the child and family is kept up to date
- remain responsive to requests from the nominated supervisor and staff when updated information is needed for the service to remain complaint and/or meet the needs of the child/ren

## CHILD CARE SUBSIDY

Child Care Subsidy (CCS) offers assistance to families to help with the cost of childcare for children aged 0-13 years. There are three factors that determine a family's level of CCS. These are:

- Combined annual family income
- Activity test – the activity level of both parents.
- Service type – type of child care service and whether the child attends school.

Child Care Package – Information for families

- Documentation may be required such as Australian driver licence, Australian passport, Foreign passport, Australian birth certificate, Australian Marriage certificate, Australian citizenship certificate.
- Families are provided with a Customer Reference Number (CRN).
- Child Care Subsidy is paid directly to providers to be passed on to families as a fee reduction.
- If at any time the Child Care Subsidy is not paid by Centrelink then the family will be liable for full fees.

- It is the responsibility of the family to monitor their Child Care Subsidy eligibility and contact Centrelink if there are any changes with this
- Families will contribute to their childcare fees and pay the service the difference between the fee charged and the subsidy amount- generally called the 'gap fee'.
- Families may also be eligible for Additional Child Care Subsidy depending upon their circumstance.

## COMPLYING WRITTEN ARRANGEMENT (CHILD WELLBEING) PROCEDURES

- The Provider and Parent must enter into an agreement regarding the planned arrangements for care of a child, this is called a *Complying Written Arrangement* (CWA) and is an agreement to provide care in return for fees.
- The CWA must be recorded, and the parent must confirm the terms of the agreement either electronic or hard copy and this must be kept by the provider.
- The CWA must include the following information:
    - the names and contact details of the provider and the individual(s).
    - the date the arrangement starts.
    - the name and date of birth of the child (or children).
    - if care will be provided on a routine basis and if so, details about the days on which sessions of care will usually occur.
    - the usual start and end times for these sessions of care.
    - whether care will be on a casual or flexible basis (in addition to, or instead of, a routine basis).
    - details of fees charged under the arrangement (providers can reference a fee schedule or information available on their website), which the parties understand may vary from time to time.
- Where there are certain changes (fees or booked days) to the individual CWA for care between the provider and an individual, the provider must update the arrangement in writing, and the families are required to confirm the changes by signing the updated CWA.
- An enrolment notice must be submitted within 7 days following the signed CWA and enrolment acceptance.
- Once the provider submits an enrolment notice the family will be asked to confirm the enrolment through their myGov account.

## ADDITIONAL CHILDCARE SUBSIDY (ACCS) PROCEDURE

Our service will ensure all ACCS applications are managed in line with the Guide to Additional Child Care Subsidy (child wellbeing) and CCS Handbook

- Parents can apply for ACCS (grandparent), ACCS (temporary financial hardship) or ACCS (transition to work) through Centrelink directly.
- The provider can apply for ACCS (child wellbeing) through the CCS software or PEP for children identified at risk of serious abuse or neglect.
- Once a child has been identified as 'at risk' the service will check the ACCS eligibility requirements from the Guide to the ACCS (Child Wellbeing).
- If the service deems the child is eligible for ACCS the service will submit an initial ACCS Certificate for a 6 week period.
- The service needs to provide a referral to an appropriate support agency in conjunction with the submission of an ACCS certificate.
- If further ACCS (Child Wellbeing) is required following the initial 6 week certificate the service may apply for a Determination for a period of up to 13 weeks.
- Following an application for an ACCS 6 week certificate the provider will abide by the requirement to make an ACCS (child wellbeing) referral to an appropriate support agency.
- Following an application for an ACCS 13 week determination the provider will abide by the requirement that the application must be accompanied by evidence, dated less then 6 months old, or a statutory declaration that supports the provider's view that the child continues to be 'at risk'.
- If the child continues to be 'at risk; after the initial 13-week determination then the provider needs to lodge a subsequent determination application.

## ON THE CHILD'S FIRST DAY

Consideration will be made to each family regarding the initial settling in period and strategies may be offered to assist both parents and the child. Parents will be reassured that they are able to stay with their child for as long as they choose in the early days; speak to their child's educator at any time; contact the service during the day to 'check' in on their child and request help with separation if this is a problem for their child.

On the first day, the child and their family will be welcomed by the Nominated Supervisor, Administration Officer or Educators and shown where or how to sign their child in/out of the service

- They will be greeted by an educator and walked to their room.
- The educator will discuss what is happening in the room, and show where the child's locker is located.

- Information about collecting their child at the end of the day will be discussed.
- Educators will ensure information about the child's first day is shared with parents (through OWNA ).
- Management will ensure the orientation checklist has been completed and all required documents and information has been received from families.

## ENDING AN ENROLMENT

- Families are required to provide management with two weeks written notice when withdrawing their child from the Service. The written notice must state:
    - the date they are writing the withdrawal notice
    - the child's last day of attendance.
- Written withdrawal notification can be emailed or handed to management
- The written notice will be placed into the child's file and archived once they have left the Service
- All records related to a child's enrolment must be kept securely until the end of 3 years after the last day of the child's attendance
- Management will add an end date into the Service software program to ensure compliance with the Family Assistance Law
- Fees will be charged up to the end of the two weeks from the date at which notice was received in writing, whether or not the child has attended the Service during those two weeks
- A final account is to be processed by administration. The final account is provided to families during the two weeks and the final payment must be made before the child's last day of attendance
- If payment has not been received, the debt recovery process is to start immediately
- If the child does not attend during their two weeks of notice, Child Care Subsidy (CCS) may not be paid after their last day of attendance (including if the child does not attend on their last day) and full fees will be applicable from the child's last day of attendance (This is a policy of the Family Assistance Law in relation to Child Care Subsidy)
- If at any time during the child's enrolment it is felt that it is necessary to discuss the viability of the enrolment due to a concern regarding the duty of care to the child or other children in our care, the Service will immediately contact the parent/authorised person/s to discuss all options. This may include the termination of the child's position.

## EMPLOYEES WITH CHILDREN AT THE SERVICE

Employees are welcome to enrol their child at the Service, however, if an employee is terminated from their position, the Service reserves the right to terminate the child's position due to conflict of interest.

## 14 WEEK RULE (CCS)

- An enrolment will end for Child Care Subsidy purposes, if a child does not attend a session of care at our Service for 14 continuous weeks. This is a rule set by CCS and the Department of Education. For further information see the CCS Handbook.

## CONTINUING ENROLMENT FOR THE NEW YEAR

- Prior to the end of each year, families will be asked to confirm if their child will be attending in the following year and what days will be required
- Failure to confirm the following years enrolment may result in their child not being considered for a future position
- Families eligible for Child Care Subsidy are responsible for ensuring that all information requested by Centrelink is provided to them in order to ensure no interruption to CCS payments.

## UPDATING AND ENDING ARRANGEMENTS AND ENROLMENTS

Enrolment notices must be updated in the following circumstances:

- The family disagrees with details of an enrolment, and the Service agrees an update is required
- The care arrangement between the Service and family changes
- The Service notices information on the enrolment is incorrect
- The enrolment ends

Our Service will update the enrolment notice with our CCS Software (or PEP) with 7 days of any of the events above occurring.

## ENROLMENT RECORD KEEPING

Our *Record Keeping and Retention Policy* outlines the information and authorisations that we will include in all child enrolment records.

## TERMINATION OF CHILD'S ENROLMENT

Our Service has a range of policies and procedures to ensure the safety, welfare and wellbeing of children, staff, families and visitors of the Service. We reserve the right to terminate a child's enrolment if at any time a Service policy has been breached.

This may include:

- failure to comply with the enrolment contract
- disparaging, hurtful, or unsafe behaviour of a child that continues even with parent collaboration and/or support agency involvement in modifying the behaviour

- failure to respond to requests from the service provider repeatedly
- non-payment of childcare or late fees and/or recurring late payment of fees
- continuing to pick up the child past the required licensed time after consistent documented warnings
- inability to meet the child's individual needs without family support and commitment to ensure their child receives the best possible support within our Service
- deliberate impertinence towards the approved provider or staff- *Code of Conduct policy*
- if a parent knowingly brings their child ill to the Service
- consistent child-rearing style differences between the parent and provider
- false information given by a parent either verbally or in writing
- bullying and/or harassing educators, children or families enrolled at the Service- *Code of Conduct Policy*
- failure to provide AIR Immunisation History Statement or AIR Immunisation Medical Exemption form or AIR Immunisation History Form (catch up schedule).

Management or the nominated supervisor will advise families in writing that their child's enrolment will be terminated following all attempts to rectify any non-compliance.

- One weeks' notice will be provided to families, unless the safety and wellbeing of other children, staff or families is at risk. In this case, an immediate termination of enrolment may apply.
- Any outstanding fees will be provided to families and remain due to be paid upon termination of enrolment.

## BEHAVIOUR GUIDANCE

There are times when children's behaviour requires guidance, which will always be undertaken according to the Service's policies and procedures. Every effort will be made to deal with the behaviour using positive guidance and working closely with families to implement a plan in order to help rectify any unacceptable behaviour. If the child's behaviour continues to be disruptive and harmful and the safety of other children and staff is compromised, we reserve the right to ask you to withdraw your child from the Service.

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Enrolment Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

## SOURCE

Australian Children's Education & Care Quality Authority. (2014).
ACECQA. (2021). Policy and procedure guidelines. *Enrolment and Orientation*.
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Australian Government Department of Education (2022). Child Care Provider handbook
https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook
Australian Government Department of Education (2021). Guide to Additional Child Care Subsidy (child wellbeing)
https://www.education.gov.au/child-care-package/resources/guide-accs-child-wellbeing
Australian Government Services Australia
https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement
Australian Government Guide to Social Policy Law. Family Assistance Guide Immunisation- approved exemptions (FTB). https://guides.dss.gov.au/family-assistance-guide/2/1/3/40
Department of Human Services (Centrelink):
https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023).
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National Centre for Immunisation Research and Surveillance. (2021). No Jab No Play, No Jab No Pay
https://www.ncirs.org.au/public/no-jab-no-play-no-jab-no-pay
NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:
https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx
Revised National Quality Standard. (2018).
https://www.education.vic.gov.au/childhood/providers/regulation/Pages/reqallservices.aspx
Western Australian Education and Care Services National Regulations

## 14.4 CITY INFRASTRUCTURE

### 14.4.1 Update on Mount Laura Conservation Reserve – For Endorsement

**Council Meeting:** 17 November 2025
**Author's Title:** Les Jones – Manager Capital Works Delivery **File No.:** 2-20
**Directorate:** City Infrastructure

**Annexures** – Nil

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason** – Not applicable

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**PURPOSE**

The Whyalla City Council commissioned the Path and Trail Master Plan to provide a strategic framework for the development, management and protection of the city's trail network, balancing recreation, tourism and environmental values. The Plan identifies priority projects to meet current and future community needs, while supporting regional tourism growth.

**SUMMARY**

Mount Laura is a significant natural asset for Whyalla. It is a popular destination for outdoor recreation, attracting diverse user groups including mountain bikers, bushwalkers and four-wheel-drive enthusiasts. The area plays a vital role in supporting community health, wellbeing and regional tourism.

The City of Whyalla Path and Trail Master Plan (adopted by Council in September 2023), identifies Mount Laura as a priority site for formalised and sustainable trail development. It presents an opportunity to establish a regional level mountain bike park that improves trail safety and positions Whyalla as a key destination for trail-based tourism across the Eyre Peninsula and Far North.

Community interest, led by local resident Mr James Brown, has further highlighted support for improving the mountain bike trail network at Mount Laura.

Strict environmental protection outlined in a Heritage Agreement and Native Vegetation Management Plan, established in 2016, limit development potential within a Set Aside Zone.

While the Path and Trail Master Plan projects are included in Council's overall Project Register, due to financial constraints and a high project workload, they are not scheduled to proceed within the next 10 years.

**RECOMMENDATION**

**Council supports the "soft start' approach to the Trail and Bike Master Plan through minimalist signage, QR codes with maps and post-style maps identifying where the existing trails are, level of fitness required, and risk to rider acceptance as an early stage implementation to the Master Plan.**

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**DUE DATE**

| | |
|---|---|
| Update on Mount Laura Conservation Reserve – For Endorsement | 17/11/2025 |

## 14.4.1 Update on Mount Laura Conservation Reserve – For Endorsement

**REPORT**

**BACKGROUND**

The Whyalla City Council commissioned the Path and Trail Master Plan to provide a strategic framework for the development, management and protection of the city's trail network, balancing recreation, tourism and environmental values. The Plan identifies priority projects to meet current and future community needs, while supporting regional tourism growth.

**DISCUSSION**

The Path and Trail Master Plan identifies 20 distinct projects in its cost estimate table extract (below), with a total projected cost to develop the existing and proposed Council paths and trails of $18.68m (excluding GST).

**WHYALLA PATH AND TRAIL MASTER PLAN**
**COST ESTIMATES**

RLB Rider Levett Bucknall

**LOCATION SUMMARY** Rates Current At November 2022

| Ref | Location | | Total Cost $ |
|---|---|---|---|
| 1 | **Existing Paths and Trails** | | |
| 1A | Whyalla Foreshore Pathway | | 4,014,487.50 |
| 1B | Mount Laura Mountain Bike Network | | 105,000.00 |
| 1C | Whyalla Wetlands Trail Network | | 218,800.00 |
| 1D | Education and Cultural Walk | | 85,500.00 |
| 1E | City Walk | | 450,280.00 |
| 1F | Freycinet Trail | | 290,500.00 |
| 1G | Gulf and Ranges Trail | | 157,390.00 |
| 1H | First Nation Trail | | 230,500.00 |
| 1I | Town Path Network (Off-Road) | | 3,906,782.50 |
| 1J | Town Bicycle Lanes | | 3,080,385.00 |
| | | **1 - Existing Paths and Trails** | **12,539,625.00** |
| 2 | **Proposed Paths and Trails** | | |
| 2A | Scenic Peaks of Whyalla Concept | | 30,000.00 |
| 2B | Hummock Hill Lookout Walk | | 610,100.00 |
| 2C | Tower Hill Walk Trail | | 705,565.00 |
| 2D | Rocky Hill Walk Trail | | 902,375.00 |
| 2E | Mount Laura Walk Trail | | 1,000,090.00 |
| 2F | Mangroves Trail Network | | 52,500.00 |
| 2G | Jubilee Trail Network | | 36,000.00 |
| 2H | Port Bonython Loop Trails | | 2,259,700.00 |
| 2I | Port Bonython Drive and Snorkel Trail | | 428,200.00 |
| 2J | Whyalla Foreshore Paddle Trail | | 113,700.00 |
| | | **2 - Proposed Paths and Trails** | **6,138,230.00** |
| **ESTIMATED NET COST** | | | **18,677,855.00** |

DRAFT

The following recommendations are contained within the report:

- The projects are incorporated into Council's broader Project Register, guiding future capital works based on available funding and organisational priorities.
- To effectively progress the Plan's implementation, Council advocate for external funding to support the appointment of a Trail Planning and Development Officer, who would co-ordinate delivery in collaboration with a Trails Working Group.

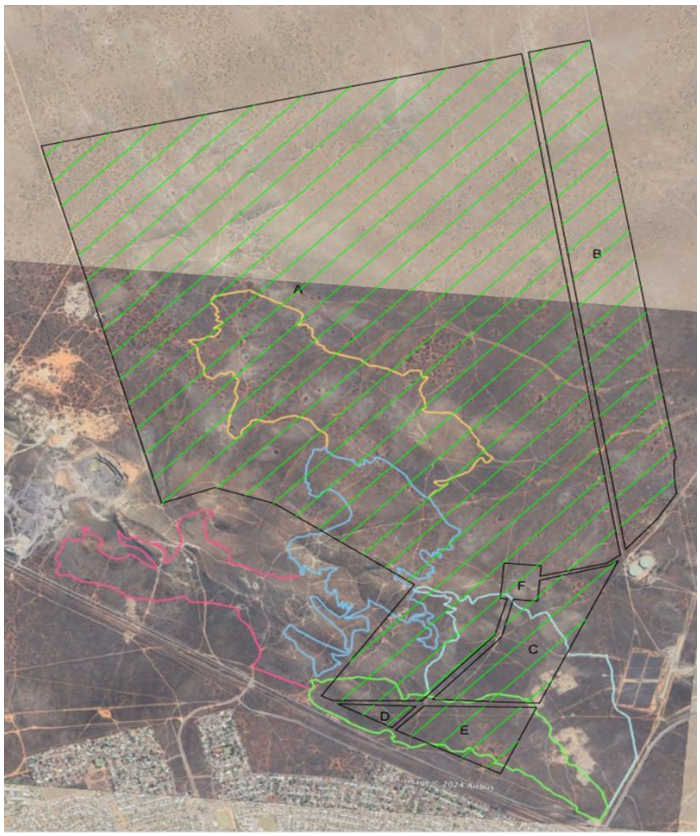
Implementation of the recommendations is pending action by the Executive, subject to alignment of organisational priorities.

**Land Management and Environmental Constraints**

The management of Mount Laura is governed by the following documents:

- *Mount Laura Conservation Reserve Native Vegetation Management Plan* (the Plan) dated December 2007, which informs the *Heritage Agreement* (HA) established in September 2016.

The Heritage Agreement designates large portions of Mount Laura as Set Aside Land, as highlighted with green hatching in the aerial view, for the purpose of protecting endangered native vegetation and fauna




The agreement also imposes the following key restrictions:

- The Plan recommends closing certain tracks to vehicle access.
- The Heritage Agreement prohibits any construction or activity that may damage native vegetation.

These constraints must guide any future trail development to ensure compliance with environmental protection policies.

**Community Expression of Interest**

Local resident, Mr Brown, has submitted a funding request for upgrades to the Mount Laura Mountain Bike Network. The request is for the installation of the following infrastructure:

- Installation of a bike maintenance toolkit – *sponsored by James Brown and U-pedal Cycles*
- Trailhead and trail maps displayed in frames – *Council funding required*
- Wayfinding track markers – *Council funding required*
- A bike stand – *sponsored by James Brown*
- Shelters – *Council funding required*

Mr Brown has engaged with several community members, who have offered to assist with the installation of infrastructure. The enhancements aim to improve safety, usability, navigation and the overall recreational experience at Mount Laura and is generally anticipated by the Path and Trail Master Plan.

Mr Brown has also offered to gather quotes for trail markers, maps with stands and frames and a smaller shelter, source someone experienced to GPS the tracks, to provide a map indicating possible locations for all proposed elements and begin reaching out to local businesses to explore opportunities for donations or funding to support the initiative.

However, four (or part thereof) of the five proposed trails are located within the Set Aside Land, where access and development are restricted. The Council has already commenced enforcement actions such as trenching and blocking unauthorised tracks, although new informal tracks continue to appear.

**Funding Challenges**

While Mount Laura is clearly identified as a priority within the Path and Trail Master Plan, the project has not been allocated funding in the current 10-year capital works plan. This is due to:

- limited available Council resources;
- higher priority capital projects across the organisation; and
- the complexity and costs associated with environmental compliance at Mount Laura.

As a result, this initiative is not currently considered an organisational priority within Council's 10-year project delivery framework and will require external funding to progress.

Due to Council's current financial constraints and competing strategic priorities, the advancement of trail improvements at Mount Laura will rely heavily on securing external funding. Should funding be obtained, the appointment of a dedicated Trail Planning and Development Officer will be essential to oversee the comprehensive delivery of this significant master plan, including planning, environmental approvals, stakeholder engagement, construction management and governance. This role will also ensure full compliance with the Heritage Agreement and the Native Vegetation Management Plan. Potential funding sources include State and Federal Government grants, private sponsorship and community-based fundraising and donations.

**Financial Implications**

This initiative is not currently considered an organisational priority within Council's 10-year project delivery framework and will require external funding to progress.

**Strategic Plan**

*Objective 1.1 – Unearth community pride within the city*

Strategy 1.1.1 – Regularly inform the community of Council activities, decisions and actions by promoting positive stories and positive images

**Legislation**

*Mount Laura Conservation Reserve Native Vegetation Management Plan*
*Heritage Agreement*

**Officer Direct or Indirect Interest** – Nil

**Risk Assessment** – Nil

**Social Considerations** – Nil

**Community Engagement** – Not applicable

**Environmental Implications** – Not applicable

**Communication** – Not applicable

**Conclusion**

A sector of the community is advocating for the development of mountain bike trails at Mount Laura, demonstrating strong interest in expanding the region's recreational infrastructure.

Notwithstanding that Council does not currently have the capacity to elevate the priority of path and trail development within its existing ten-year plan, Council is keen to respond to this advocacy by advancing trail development works through the support of a dedicated Project Manager, serving in a quasi–Trail Planning and Development Officer capacity. This role would be pivotal in harnessing community momentum for the commencement of the delivery of trail infrastructure at Mount Laura.

Importantly, the Project Manager's role does not override that of the Trail Planning and Development Officer, who plays a key role in prioritising action items, co-ordinating projects and identifying opportunities to strategically integrate proposals, such as the one submitted by Mr Brown, into the broader development cycle.

## 15.1 COUNCIL MEMBERS

### 15.1.1 Mayor Phill Stone – List of Engagements – For Noting

**Council Meeting:** 17 November 2025
**Author's Title:** Michelle Armstrong, Executive Co-ordinator – CEO and Mayor **File No.:** 0-97

**Annexures** – Nil

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason** – Not applicable

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**PURPOSE**

To provide a list of engagements attended by Mayor Phill Stone for the period 20 October – 16 November 2025, inclusive.

**SUMMARY**

A list of engagements attended by Mayor Phill Stone.

**RECOMMENDATION**

**Council notes the Mayor Phill Stone – List of Engagements report.**

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**DUE DATE**

| | |
|---|---|
| Mayor Phill Stone – List of Engagements – For Noting | 17/11/2025 |

### 15.1.1 Mayor Phill Stone – List of Engagements – For Noting

**REPORT**

**BACKGROUND**

A summary of engagements attended by Mayor Phill Stone is provided on a monthly basis.

**DISCUSSION**

**Monday 20 October 2025**

- Weekly briefing with CEO and Executive Co-ordinator – CEO and Mayor
- Ordinary Council Meeting

**Tuesday 21 October 2025**

- 2026 EPLGA Conference Planning Meeting
- Eyre Peninsula Mayors informal on-line catch-up.

**Wednesday 22 October 2025**

- Monthly meeting with Media and Comms

**Thursday 23 October 2025**

- Meeting with Eddie Hughes; Member for Giles, re establishing an ongoing relationship for regular meeting updates

**Friday 24 October 2025**

- Weekly LGA Algal Bloom Briefing
- Spencer Gulf Cities Meeting, re Executive Officer shortlisting

**Monday 27 October 2025**

- Hosted Her Excellency, the Honourable Frances Adamson AC, Governor of SA

  *Thanking Council's CEO and staff for their planning of the afternoon itinerary.*

**Tuesday 28 October 2025**

- 2026 EPLGA Conference Planning Meeting
- Eyre Peninsula Mayors informal on-line catch-up

**Wednesday 29 October 2025**

- Community Survey Engagement – Westland Shopping Centre
- Filming 'From the Mayor's Desk'
- Mayor and CEO Catch-up

  *Topics discussed included Bennett Oval scoreboard, various items of information and data to be supplied to Council Members, re Regulatory Services actions on roadside rubbish, various operational and administration matters, presentation at SACCA forum, Qantas to brief Council with specific attention to their fare pricing structure.*

**Friday 31 October 2025**

- Whyalla Secondary College – Year 12 Farewell Assembly

**Monday 3 November 2025**

- Meeting with Brenton Thomas, re Model Aero Club. Also in attendance Manager, City Activation

**Tuesday 4 November 2025**

- Weekly briefing with CEO and Executive Co-ordinator – CEO and Mayor
- 2026 EPLGA Conference Planning Meeting
- Eyre Peninsula Mayors informal on-line catch-up

  *Matters discussed included cost of maintaining playgrounds and compliance, Qantas, EPLGA conference planning update, good accommodation reports despite Algal Bloom issues.*

**Thursday 6 November 2025**

- SACCA (SA Coastal Councils Alliance) Coastal Forum and Jetties Summit – Day 1.

**Friday 7 November 2025**

- SACCA (SA Coastal Councils Alliance) Coastal Forum and Jetties Summit

  *Day 2 program included a presentation from Whyalla Council under the heading of Coastal green infrastructure and asset management projects, which focussed on the 2011-2025 sand replenishment and revegetation program, which is credited for significantly protecting the coastal seawall and land assets from storms and inundation.*

- 2025 South Australian Tourism Awards Gala Dinner at which Whyalla Visitor Centre was announced winner of the visitor services State Tourism Award.

**Sunday 9 November 2025**

- Official Opening of Civic Park Playground

**Monday 10 November 2025**

- Spencer Gulf Cities – Special Meeting
- Council media: Tourism Award winners – photo with Visitor Centre team
- Empowering Leadership and Community Workshop – with community stakeholders

**Tuesday 11 November 2025**

- Remembrance Day Service, Cenotaph, Memorial Gates

  *Delivered the traditional Requiem and placed a wreath on behalf of Council and the Whyalla community.*

- Weekly briefing with CEO and Executive Co-ordinator – CEO and Mayor – various administration matters

- 2026 EPLGA Conference Planning Meeting
- Eyre Peninsula Mayors informal on-line catch-up

  *Topics discussed included Whyalla Visitor Centre's win in the SA Tourism Awards, the importance and economic benefits created for communities by their local visitor centre, tourism clearly a significant economic impact factor for regional locations – particularly coastal towns, SpendMap data now being used by Kimba Council, upcoming LGA AGM and conference in Adelaide, Ceduna still searching for a CEO.*

**Wednesday 12 November 2025**

- Council Media – filmed two final "shout outs" to be used on Council social media for last-minute nominations in the annual Citizen Award, and encouraging participation in Council's Community Survey.
- Meet n greet with prospective General Manager Infrastructure
- Community Survey Engagement – Westland Shopping Centre

  *Second two-hour session with Cr Simpson encouraging residents to participate in the Community Survey.*

**Friday 14 November 2025**

- Weekly LGA Algal Bloom Briefing on-line.
- Council Media – pre-recording interview with Magic 105.9, re Council survey

**Saturday 15 November 2025**

- 2025 WFL Women's Annual Dinner – West Whyalla Football Club

**Financial Implications** – Nil

**Strategic Plan**

*Objective 1.1 – Unearth community pride within the city*

Strategy 1.1.1 – Regularly inform the community of Council activities, decisions and actions by promoting positive stories and positive images

**Legislation** – Not applicable

**Officer Direct or Indirect Interest** – Not applicable

**Risk Assessment** – Not applicable

**Social Considerations** – Not applicable

**Community Engagement** – Not applicable

**Environmental Implications** – Not applicable

**Communication** – Not applicable

**Conclusion** – Not applicable

## 15.2 CORPORATE SERVICES/CITY GROWTH

### 15.2.1 Monthly Information Report – November 2025

**Council Meeting:** 17 November 2025
**Author's Title:** Sandra Vigar – Acting Manager Finance and Knowledge Management, Rachel Coles – Regulatory Services Coordinator, Jodie Perone – General Manager City Growth, Jenny Barnes – Tourism and Events Lead, Ali Sanders – Visitor Experience Coordinator, Paul Mazourek – Community Activation Officer – Tourism Assets, Vanessa Dempsey – Acting Manager People and Culture, Louise Fiedler – People and Culture Advisor, Lauren Green – People and Culture Business Partner, Ellisha Papoulis – Work Health Safety and Risk Business Advisor
**File No.:** 0-1
**Directorate:** Corporate, City Growth

**Annexures:**
A – Information Reporting Calendar
B – Indicative Schedule of Upcoming Items
C – Staffing Update
D – Corporate Services
E – Regulatory Services
F – Economic Development
G – Tourism and Events

**Officer Direct or Indirect Conflict of Interest:**
*In accordance with Local Government Act 1999, Section 120*

| | Yes | | No |
|---|---|---|---|
| | | ✓ | |

**Status:**
*Information classified confidential under Section 90(2) of the Local Government Act*

| | Yes | | No |
|---|---|---|---|
| | | ✓ | |

**Reason** – Not applicable

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**PURPOSE**

The purpose of this monthly report is to provide a summary of key activities over a twelve-month period highlighting how the ongoing activities of Council are contributing to Whyalla's wellbeing, economy, environment and leadership.

**DISCUSSION**

Council Administration have developed a calendar of reporting that provides information about key activities across Council services to:

- Inform the community and Council members of key activities and achievements in the reported period and service area.

- Celebrate milestones and report on operational activities for the past quarter as well as expected focus areas for the next quarter.
- Provide opportunity for Council to monitor performance and ensure the work of Council is continuously aligned with community expectations.

The calendar of reporting is provided at **Annexure "A"**. Note that other activity reports are provided separately as identified.

In addition to the calendar of reporting, Administration also maintains an Indicative Schedule of Upcoming Items outlining possible reports that will be listed for consideration at future Council, Audit and Risk Committee and Chief Executive Review Panel meetings over a rolling four-month period.

**RECOMMENDATION**

**Council notes the:**

1. **calendar of information reporting over the course of 12 months;**
2. **indicative Schedule of Upcoming Items to be considered at future Council meetings;**
3. **Staffing Update and;**
4. **November 2025 activity reports for the following services:**

    - **Corporate Services**
    - **Regulatory Services**
    - **Economic Development**
    - **Tourism and Events**

**ANNEXURE "A"**

## INFORMATION REPORTING CALENDAR

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Open Space | Customer Experience | Corporate Services | Asset Mgmt (inc Rec Cnt) | Open Space | Customer Experience | Corporate Services | Asset Mgmt | Open Space | Customer Experience | Corporate Services | Asset Mgmt (inc Rec Cnt) |
| Civil Works | Community & Library Services | Regulatory Services | Airport Operations | Civil Works | Community & Library Services | Regulatory Services | Airport Operations | Civil Works | Community & Library Services | Regulatory Services | Airport Operations |
| Waste | RAP | Economic Dev | Childcare Centre | Waste | RAP | Economic Dev | Childcare Centre | Waste | RAP | Economic Dev | Childcare Centre |
| Env / Climate | Community Engage / Media & Comms | Tourism & Events | Building & Planning | Env / Climate | Community Engage / Media & Comms | Tourism & Events | Building & Planning | Env / Climate | Community Engage / Media & Comms | Tourism & Events | Building & Planning |

Other regular reports include:

- Monthly CEO action report, providing an update on the progress of Council resolutions
- Monthly finance report, providing a regular update on Council's financial position, identified budget issues and progress on Council's major capital and operational projects
- Quarterly budget review, updating projections of Councils' operating and capital budgets for the relevant financial year, identifying any variations sought to Councils' original budget and the resulting cumulative financial implications
- Quarterly procurement update, outlining procurement activities for the quarter including policy exemptions and local spend
- Half yearly performance report, outlining performance against Council's adopted key performance indicators
- Annual report, providing a compilation of key achievements during the year, performance against Council's adopted key performance indicators and end of year financial statements.
- Community grants

# ANNEXURE "B"

**INDICATIVE SCHEDULE OF UPCOMING ITEMS FOR COUNCIL CONSIDERATION**
**for the period November 2025 – January 2026**

| | |
|---|---|
| **Monday**<br>**17 November 2025** | **ORDINARY COUNCIL MEETING**<br>• CEO's Action Report<br>• Mayor's Report<br>• Election of Deputy Mayor<br>• Information Report<br>• Summary of A&RC meeting<br>• WELC Enrolment Policy<br>• Cemetery Operations and Administration Policy<br>• Council Members Access to Information Policy<br>• Outdoor Dining Policy<br>• Tracking of Council Resolutions<br>• Re-establishment of Council's Economic Development Working Party<br>• Lacey Street Playground<br>• Mount Laura Bike and Running Trail |
| **Monday**<br>**24 November 2025** | **COUNCIL MEMBERS BRIEFING SESSION**<br>• Illegal Dumping Workshop |
| **Tuesday**<br>**9 December 2025** | **COUNCIL MEMBERS BRIEFING SESSION**<br>• Budget Review – alternative options to address deficit |
| **Monday**<br>**15 December 2025** | **ORDINARY COUNCIL MEETING**<br>• CEO's Action Report<br>• Mayor's Report<br>• Information Report |
| **Tuesday**<br>**27 January 2025** | **ORDINARY COUNCIL MEETING**<br>• CEO's Action Report<br>• Mayor's Report<br>• Information Report<br>• Whyalla Early Learning Centre<br>• Construction of New Steelworks - Opportunities |

# Annexure “C”

**Staffing Update November 2025**

| | Employee Name | Position Title | Start Date | End Date | Length of service | Comments |
|---|---|---|---|---|---|---|
| Staff Leaving | Kaitlyn Mager | Building Maintenance Officer | 05/01/2015 | 01/01/2026 | 11 years, 11 months, 0 days | Resignation |
| Staff Leaving | Selina Bull | Childcare Educator | 03/07/2023 | 27/10/2025 | 2 years, 3 months, 26 days | Resignation |
| Staff Leaving | Aaron Andreasen | Municipal Employee – Open Space Arborist | 27/05/2019 | 17/10/2025 | 6 years, 4 months, 16 days | Resignation |
| Staff Leaving | Fran Rosewarne | Customer Service Team Leader | 13/01/2025 | 31/10/2025 | 0 years, 9 months, 30 days | Resignation |
| Staff Leaving | Erin Reschke | Records Management Officer | 28/04/2003 | 21/11/2025 | 22 years, 6 months, 20 days | Resignation |
| Staff Leaving | Lydia Story-Aldhoux | Assistant Child Care Officer | 22/07/2025 | 28/10/2025 | 0 years, 3 months, 27 days | Resignation |
| Staff Commencement | Sharon Talent | Childcare Centre Cook | 13/10/2025 | | | New Employee |
| Staff Commencement | Kirsty Takasch | Building Maintenance Officer | 10/11/2025 | | | New Employee |
| Staff Commencement | Tanya Singh Nagra | Project Manager | 24/11/2025 | | | New Employee |
| Staff Movement | Ali Sanders | Events and Tourism Lead | 17/11/2025 | 30/01/2026 | | Secondment |

# People and Culture Quarterly Report

**People and Culture**

The People and Culture Team continue to actively promote careers within Council through the initiative of its school-based trainee '*Grow Your Own*' program and work experience placements. Over the quarter, the People & Culture Team has proudly welcomed two employees to 'Grow Your Own' positions in the People and Culture and Work Health Safety and Risk Advisory roles.

A presentation on entry positions and careers with Council was given to the THRIVE Program Graduation / Employer Engagement Session held at Workskil on 17 October 2025. The THRIVE Program is a journey of growth, empowerment and connection for jobseekers, equipping them with tools, confidence and connection to flourish both professionally and personally.

People and Culture is embarking on the development and implementation of an organisational cultural development program which supports the delivery of Whyalla City Council's strategic objectives and delivers initiatives, methodologies and tools to engage and build the capability of leaders and employees throughout the organisation.

To support the development of the cultural development program, Council's Staff Values, Behaviours and Engagement survey was launched on Monday 22 September 2025. A participation rate of 76% was achieved. A series of listening groups with a cross-section of staff, as well as one with Elected Members, will be held to explore the survey feedback in more depth. Insights from both the survey and listening groups will directly inform the development of Council's Target Culture and the Cultural Development Program.

The Professional Development Plans **(PDP)** have also been closed out for the 2024/25 period. The new PDP process has undergone a targeted redevelopment with training sessions occurring with People Managers to support their understanding of the new-cycle process.

The implementation of the Children and Vulnerable Persons Policy has been a significant achievement, supported by extensive education and consultation across workgroups to ensure understanding of the policy. Council is now a prescribed provider, and resultant of this, workers engaged by Council will be required to attain Working with Children Checks. To date, 94% of direct employees have obtained these checks, which is on-track with the planned approach for direct employees. This approach will apply to all 'workers' of Whyalla City Council, including volunteers, contractors who perform works at child orientated sites; childcare, library and playgrounds, and labour-hire staff following a planned and structured rollout.

People and Culture will take on the portfolio and management of Whyalla City Council Volunteers, with refinement to the Volunteer Framework, onboarding and selection process due to occur in 2026. This is a significant body of work and is planned for inclusion on the 2025/26 Work Health Safety and Injury Management Rebate Plan.

The draft Reconciliation Action Plan **(RAP)** has been submitted to Reconciliation Australia for their review and feedback. Reconciliation Australia has provided feedback on the RAP with some minor changes required before final approval is attained. The amendments are in progress, and it is expected that the RAP will be resubmitted by mid-November and approved shortly thereafter. In the meantime, the RAP actions are being monitored by the RWG and Leadership Group.

The People and Culture Team were proud to play a role in the Civic Park Turf Laying project. This initiative saw a combined organisational effort to support the laying of an impressive 2,000 square meters of lawn complimenting the new Civic Park Play Space. This served as an organisational team-building initiative whilst providing indoor workers insight to the varied roles of Council's outdoor workers.



**Work Health Safety**

On 11 September 2025, all Council sites participated in R U OK? Day. For the past two years, this has become an all-of-sites event led by the People and Culture Team. Through People Managers, staff were encouraged to attend either a morning or afternoon tea with colleagues, promoting this year's message: *"Ask R U OK? — Any day."* Staff received pamphlets from R U OK? Australia, along with Kit Kats and yellow ribbons, both being symbolic of R U OK Day.

The People and Culture Team hosted the Civic Building morning tea, co-ordinating a session attended by the Chief Executive Officer and Mayor Phill Stone.








R U OK?


We Are Committed
We Care

In recognition of both Safe Work Month and Mental Health Month in October, a Mental Health Seminar was hosted on 21 October 2025 as a joint initiative between Whyalla City Council and Career Health Group (CHG). The seminar supported staff awareness of mental health, education on recognising early signs of decline, and introduced the ALGEE strategy:

**A**pproach | **L**isten | **G**ive information | **E**ncourage seeking help |**E**ncourage talking to loved ones

Council continues to prioritise psychological wellbeing through embedding psychosocial risk awareness into our daily processes. In September, four members of the People and Culture Team completed Mental Health First Aid Training. Council has also committed through the Local Government Risk Services (LGRS) Team to participate in the Psychosocial Support Program, a free initiative supporting local governments in managing psychosocial risks.

For the second consecutive year, Council achieved a significant milestone in workplace safety, attaining a 100% completion rate for the Return-to-Work Rebate Action Plan 2024/25. This comprehensive plan, operating from October 2024 to September 2025, outlines specific safety improvement actions and provides rebate cost-saving linked to Council's insurance premiums. This achievement reflects Council's strong commitment to workplace health and safety and supports ongoing improvements in safety performance.

In September, Council also launched its Work Health and Safety Vision Statement; **"Work Safely: Live Fully."** The Vision Statement empowers all employees to recognise safety at work contributes to overall well-being; mentally, physically, and emotionally enriching employees' lives at home and participation in their communities.

The 2025-26 Training Needs Analysis (**TNA**) was endorsed by the Work Health Safety Committee and the Executive Leadership Team. Previous year and current year spend below:

| Budget FY 2024/25 | | Budget Tracking FY 2025/26 YTD | |
|---|---|---|---|
| Annual Budget | $162 000 | Annual budget | $ 166 100 |
| Committed | $138 006 | Committed (Oct 2025) | $ 63 033 |
| Percentage Committed | 85% | Percentage Committed (Oct 25) | 38% |

**Key training delivered to date in 2025/26 FY includes:**

- Working at Heights
- Emergency Warden/Fire Extinguisher Training
- Elevated Work Platform Training
- Incident Investigation Training
- Cyber Security Awareness

**Upcoming training includes**:

- Hazard Management and Risk Assessment Training
- Operational Risk Workshops
- Empowering Leadership and Community Workshop

**Customer Service**

The Customer Experience (CX) document was recently adopted by the Executive Leadership Team. It includes three key components, the CX Framework, our Customer Service Standards, and a 12-month Action Plan, which will be reviewed and updated annually.

This document sets out the standards and procedures for staff in delivering services to customers. It defines service expectations, including response times and staff responsibilities, to ensure consistent and efficient service across the organisation. It is operational and process-driven, with a clear focus on service quality and staff performance.

We have also recently introduced a new electronic sign-in system – Sine. Visitors enter their name and contact details, select the staff member they are meeting, and the system automatically notifies the officer upon arrival. Replacing the paper-based process, this innovative system is more efficient for both customers and staff, enhancing the overall customer experience.

In addition, a new online booking platform called SpacetoCo**,** has been introduced to Council to make it easier for customers to find and book spaces in Whyalla. The platform allows all bookings to be managed in a single system, streamlining tasks such as handling invoices, bonds, and payments, and reducing manual work. It also provides data and reports on bookings and revenue, helping us understand usage patterns and trends.

**Keeping our customers informed –** We have also developed and introduced a new process to keep customers updated more efficiently. Notifications can now be sent directly to mobile phones via SMS, providing quicker and more convenient updates on the status of requests. When submitting a request, customers can opt to receive notifications, which include their request number for reference. This system has also been implemented at the depot, allowing officers to notify customers when their request has been completed or added to a pending list for future work.






## Finance & Knowledge Management

### End of Year Audit

The end of year audit was completed in September. This audit was conducted both onsite and externally and provides an independent opinion on Council's Financial statements, including internal controls. The Audit & Risk Committee met with the auditors on 1 October 2025 to discuss the Audit Completion Report. The auditors provided Council with an unqualified Auditor's report on the annual financial statements and Council's Internal Controls for the financial year ended 30 June 2025. An unqualified opinion indicates that the financial statements present a true and fair view without material misstatements.

This was the final audit for the current External Audit Service contract with the new auditors due to commence early in 2026.

### Annual Report

The Annual Report was presented to Council in October, and contains information on Council's progress in achieving the activities and performance measures outlined within the adopted Annual Business Plan.

### Budget Review

Rebudgeting of operating projects not completed in 2024/25 and increased depreciation expense, offset by additional grant and interest income have resulted in an overall increase to the budget deficit of $75,000 in the Quarter 1 budget review. Monthly reports issued allow all business units to closely monitor their budgets throughout the year.

### Grants Commission Returns

Grants Commission returns for the financial year have been finalised and returned to the Grants Commission. These returns provide the Commission with financial and statistical data which is used to determine its recommendations for the distribution of untied Commonwealth Financial Assistance Grants, a major income stream for Council. The Grants Commission collects data from these returns, along with data from Federal and State Governments to make recommendations in relation to the distribution of Commonwealth Assistance Financial Grants. The 2024/25 SA Local Government Grants Commission Database Reports will be collated from the information provided and released to all Councils around September 2026.

### Finance

The majority of work undertaken by the finance team relates to ongoing processes e.g. payroll, creditors, debtors and rates.

Rates notices for the second quarter have been printed and are out for delivery. The due date for payment is Friday 5 December 2025.

### Procurement

A number of major projects/programs were recently or are currently being tendered as follows:

| Description | Tenders Received | Status | Works to commence |
|---|---|---|---|
| Road Resurfacing Program (3 Years) | 3 | Evaluation being finalised for approval | December 2025 |
| Concrete Footpath & Kerbing Programs (3 Years) | 3 | Evaluation being finalised for approval | December 2025 |
| Linemarking & Linemarking Maintenance (3 Years) | 4 | Evaluation being finalised for approval | January 2026 |
| Splash & Play Plaza | TBA | Tender extended – closes at 2pm on 21 November 2025 | January 2026 |

**IT**

The migration phase of the servers is 98% completed with the recent Wi-Fi automatic connection issues being resolved. Necessary post-migration clean-up on the host servers continues as all users are rolled over to the new Cert Wi-fi.

New security and alarm panels at the Museum, Visitor Centre, Whyalla Early Learning Centre and Library have been completed. The CCTV (security cameras) at the Whyalla Early Learning Centre has also been replaced.

A network device monitoring system that keeps track of the operational status of our firewall, switches, access points, servers, radios, and CCTV is in the process of being implemented . This will ensure IT employees are advised quickly as issues arise.

A training session was held for executive assistants on the system set-up for the Council Chamber and Reception room. Feedback provided on the day included labelling connecting cables, development of a “How To” manual for referencing and training to be rolled out to the leadership group and other potential users.

Daily system analysis, enhancement, and process automation continues to be reviewed.

**Records**

One Freedom of Information application (FOI) has been signed off and emailed to the applicant. This FOI was relatively straight forward with the majority of information being able to be released, a minor number of redactions applied and one document being withheld under the exemption of internal working documents.

Diverse Information Services have recently completed a 5 day archiving project. This involved preparing permanent records to be correctly sentenced, listed and ready for transferring to State Records. This is a project that has been on hold as State Records had a freeze on permanent records being transferred until they were over 15 years or older. Documents that were being held under GDS32 (General Disposal Schedule) have now been changed to GDS47. GDS Schedules, once reviewed, are issued with a new (generally non-sequential) number.

**Regulatory Services Information Report**

**Council Meeting November 2025**

**Animal Management**

**Dog and Cat Centre (DACC):**

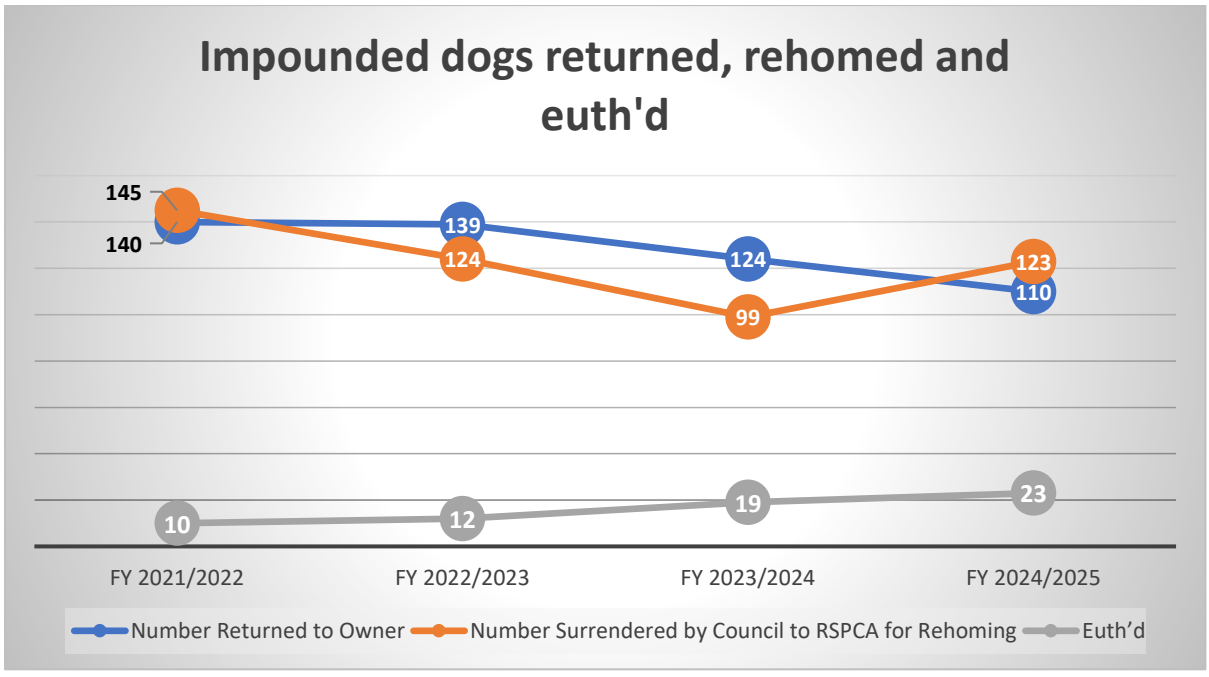
The numbers of impoundments of both dogs and cats are higher than the previous year.

Dogs that have been surrendered to the RSPCA for rehoming is higher than the dogs that are returning home.

This indicates that the stray dogs coming into the DACC are unidentified so the owner cannot be contacted to collect their dog, and the owner has not contacted the DACC looking for their dog.

Increased education of the community pertaining to the laws around annual dog registration, microchipping, preventing dogs from wandering, and how to contact the DACC if your dog is lost will be undertaken in the coming months to assist animal management officers to reunite dogs with their owners.

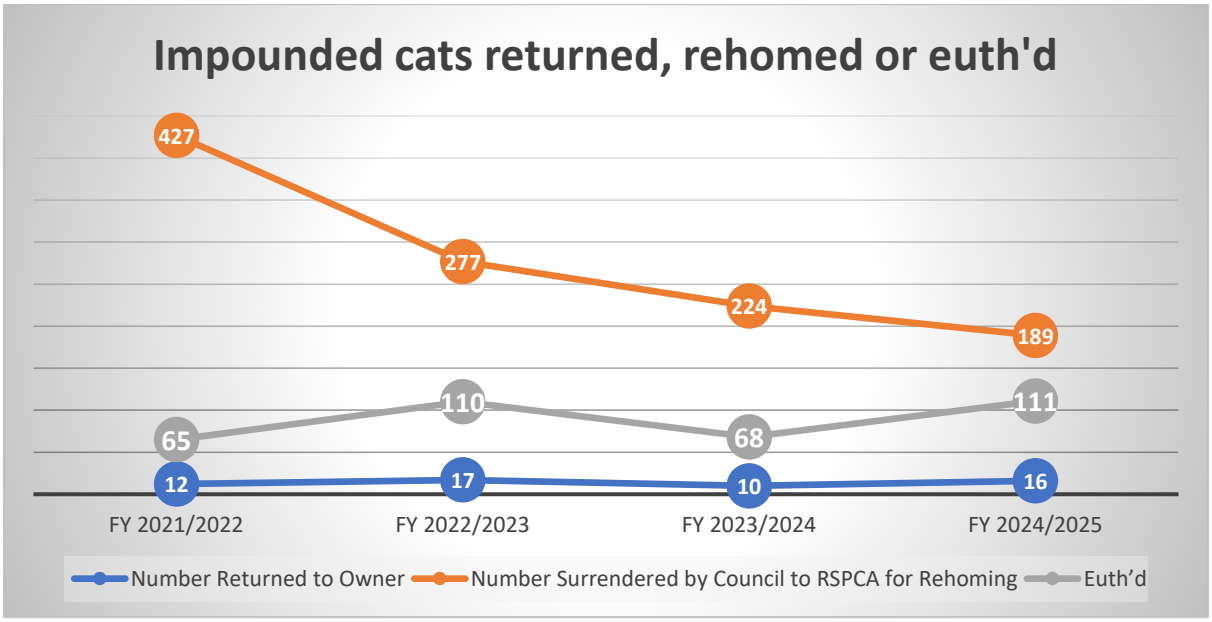
| Dogs | Number of Dogs Impounded (incl. surrendered to council by owner) | Number Returned to Owner | Number Surrendered by Council to RSPCA for Rehoming | Euth'd |
|---|---|---|---|---|
| **FY 2021/2022** | 295 | 140 | 145 | 10 |
| **FY 2022/2023** | 275 | 139 | 124 | 12 |
| **FY 2023/2024** | 242 | 124 | 99 | 19 |
| **FY 2024/2025** | **257** | **110** | **123** | **23** |



Unidentified cats continue to be trapped and taken to the DACC so the owner has a chance to claim their cat. The numbers of cats that are surrendered to the RSPCA for rehoming, or euthanised, clearly show that most of the cats coming into the DACC are semi-owned or unowned and therefore many of these cats are not suitable for rehoming.

Cats will be included in the educational activities mentioned above.

| Cats | Number of Cats Impounded (incl. surrendered to council by owner) | Number Returned to Owner | Number Surrendered by Council to RSPCA for Rehoming | Euth'd |
|---|---|---|---|---|
| **FY 2021/2022** | 504 | 12 | 427 | 65 |
| **FY 2022/2023** | 404 | 17 | 277 | 110 |
| **FY 2023/2024** | 302 | 10 | 224 | 68 |
| **FY 2024/2025** | **318** | **16** | **189** | **111** |




**Dog and Cat Management:**

During the period 1 July to 30 September 2025

18 dog attacks/harassments were reported.

As a result of investigations into the above dog attacks/harassments, 8 expiation notices were issued to owners for dog attack/dog harassment, and unregistered dog (if dog was unregistered at the time of the offence).

52 general animal nuisance complaints (barking dogs, dogs wandering, dogs jumping at fences, nuisance cats, noisy roosters, and people feeding pigeons and galahs).

40 expiation notices have been issued for dog and cat related offences (unregistered, unmicrochipped, wandering at large, breeding offences, and dog attack/harassment).

Number of reports received between 1 July and 30 September in previous years:

| | Dog attack and harassment | Animal nuisance complaints (barking dogs and nuisance cats etc) | Expiations issued for dog and cat related offences |
|---|---|---|---|
| **Jul – Sep 2022** | 9 | 30 | 54 |
| **Jul – Sep 2023** | 11 | 39 | 35 |
| **Jul – Sep 2024** | 14 | 53 | 34 |
| **Jul – Sep 2025** | **18** | **52** | **40** |

**Compliance**

**Litter and Illegal Dumping**

During the period 1 July – 30 September 2025:

Council received 166 reports of illegal dumping, including items left on the verge.

Reports were related to rubbish that had been dumped on the verge, in rear laneways, on street corners, in park reserves, and in surrounding bushland. Types of rubbish include green waste, car tyres, building materials, concrete, engine oil, lounges, mattresses, and general household items and furniture.

2 expiation notices were issued during the reporting period for those caught illegally dumping (and those who fail to clean up their illegal dumping).

Expiation fee of $1000 applies to general litter of more than 50 litres.

| | Number of illegal dumping reports to council in previous years: |
|---|---|
| **Jul – Sep 2022** | 60 |
| **Jul – Sep 2023** | 67 |
| **Jul – Sep 2024** | 131 |
| **Jul – Sep 2025** | 166 |

**Unsightly Properties**

During the period 1 July – 30 September 2025:

11 complaints were received about unsightly properties. Most of these complaints relate to untidy front yards and accumulated items. Housing SA and Real Estate Agents are informed if any complaints are received from residents pertaining to properties that are tenanted (so they can try and assist their tenants to clean up any untidy properties).

| | Number of reports of unsightly premises in previous years: |
|---|---|
| **Jul – Sep 2022** | 6 |
| **Jul – Sep 2023** | 7 |
| **Jul – Sep 2024** | 14 |
| **Jul – Sep 2025** | 11 |

**Abandoned Vehicles**

During the period 1 July – 30 September 2025:

Council had 13 reports of abandoned vehicles. There is a legislated process for dealing with these vehicles under the Local Government Act. All reports were investigated, and none of the vehicles were required to be moved or towed.

| | Abandoned vehicle reports received in previous years: |
|---|---|
| **Jul – Sep 2022** | 9 |
| **Jul – Sep 2023** | 8 |
| **Jul – Sep 2024** | 16 |
| **Jul – Sep 2025** | 13 |

**Parking**

During the period 1 July – 30 September 2025:

42 parking/vehicle complaints were received, and 9 expiation notices were issued. Council's compliance officer responds to various parking complaints received across the city. School zones are regularly monitored, and warning/expiation notices are issued where appropriate.

Parking complaints have increased considerably over the last 12 months and council's compliance officer will be focussing on targeted patrols over the next 6 months. School zones are always a priority, disabled zones will be regularly monitored, and general parking across the city with a focus on vehicles parked on verges.

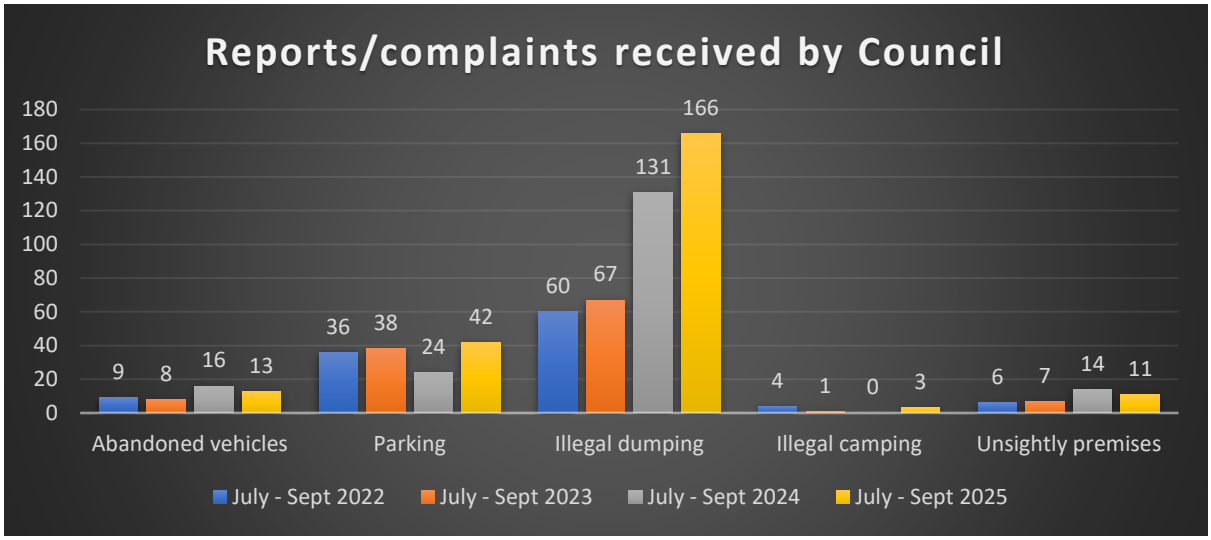
| | Parking complaints: | Parking Expiation notices issued: |
|---|---|---|
| **Jul – Sep 2022** | 36 | 16 |
| **Jul – Sep 2023** | 38 | 5 |
| **Jul – Sep 2024** | 24 | 7 |
| **Jul – Sep 2025** | 42 | 9 |

**By-laws – Caravans and Camping**

During the period 1 July – 30 September 2025:

Council received 3 reports from residents about people camping in tents or staying overnight in caravans in various parts of the city. Our Authorised officers attempt to liaise with various government agencies to assist those people who are experiencing homelessness and helping them connect to relevant services.

| | Number of reports received of illegal camping in previous years: |
|---|---|
| **Jul – Sep 2022** | 4 |
| **Jul – Sep 2023** | 1 |
| **Jul – Sep 2024** | 0 |
| **Jul – Sep 2025** | 3 |




## Environmental Health

Environmental Health activities for the period 1 July - 30 September 2025.

**Environmental Health Roundtable**

On the 19th of September, the South Australian Public Health Council, supported by LGA, convened a roundtable at LG House to address South Australia's environmental health workforce challenges.

The event brought together 20 key representatives from local and state government, including Chief Public Health Officer Professor Nicola Spurrier, LGA President Mayor Heather Holmes-Ross, members of the South Australian Public Health Council, SA Health, Flinders University and Environmental Health Australia SA.

The purpose of the roundtable was to share understanding of the current workforce issues and identify opportunities to help address the long-standing shortage of environmental health professionals, particularly in rural and regional areas.

Sector leaders Dr Chris Lease, Professor Kirstin Ross, Helen Psarras and Belinda Tassone presented on the current state of analysis, before participants worked together to explore possible measures and actions.

**Food safety**

Council keeps a register of active food businesses in Whyalla and performs periodic inspections of high and medium risk premises. A small number of high-risk food businesses are required to implement Food Safety Management plans and are audited annually by a third party for compliance. Complaints about food businesses are received by Council and followed up with inspections and correspondence as appropriate.

The environmental health team has made significant progress across several key areas. The food business database has been reviewed and updated to ensure accuracy and streamline future record-keeping. This involved removing outdated entries, correcting inconsistencies, and refining business risk profiles to reflect current operations.

The environmental health officer has qualified and is now authorised under the relevant legislation. This milestone enhances Council's capacity to conduct inspections, issue notices, and enforce compliance, strengthening the overall delivery of public health services. Inspections are currently underway, with a focus on higher-risk food businesses and those that have not been inspected in some time. This targeted approach helps ensure public health standards are upheld where they matter most.

**Media Campaign - Food Business Notifications**



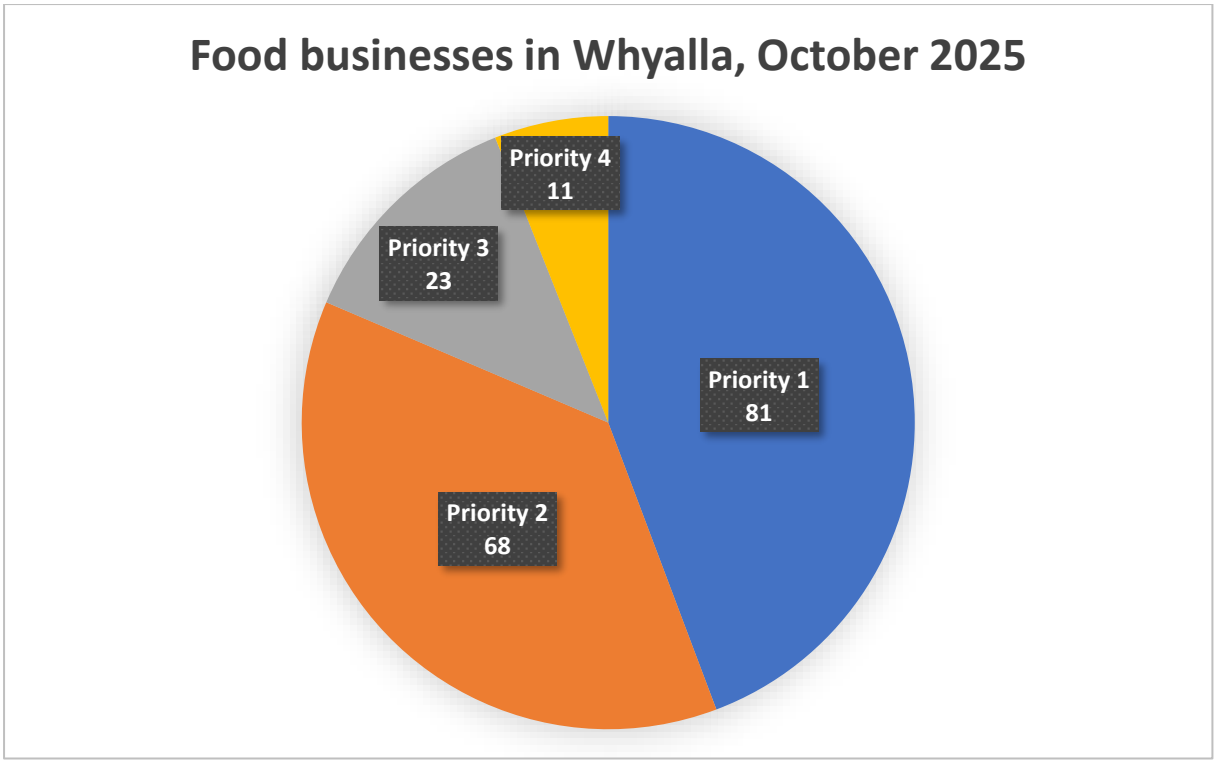

The environmental health officer worked with the media and communications team to develop a media campaign highlighting the importance of Food Business Notifications. Organisations which sell food are required to notify council of their operation. This enables us to maintain a register of food businesses, plan assessments, target education efforts and respond to complaints effectively.

We received 12 enquiries following the campaign, and four notifications. The campaign also improved public awareness of Council's role as a food safety authority.

**Food Safety Supervisor Training**

CEG and the Adelaide Institute of Hospitality have organised a Food Safety training scheduled for December. Council staff have assisted with organisation and promotion, this included assistance in securing a venue and encouraging participation among local businesses.






**Food Business Risk Categorisation summary**

Food businesses in Whyalla are placed into one of four categories, considering the inherent risk of the food product and the risk management procedures in place. Priority 1 and Priority 2 classifications apply to businesses that handle foods which are known to support the growth of pathogenic microorganisms, and where those pathogens can be expected to be present.

Priority 1 businesses, which are recognised for their additional risk factors, such as serving immunocompromised customers or the potential for inadequate temperature control, require assessments every 3-12 months. Priority 2 businesses should be assessed every 6-18 months. Priority 3 businesses, which only handle low or medium risk foods are assessed every 1-2 years. Priority 4 businesses are very low risk and only require an initial assessment to determine their status.

The assessment frequency of each business is reassessed at every assessment and adjusted based on the business' history of food safe practices. Businesses which demonstrate a good track record and a commitment to hygiene and food safety will have a reduced inspection frequency, while businesses that require extra assessments will have their assessment frequency increased accordingly. This risk-based approach to public health ensures that limited council resources are directed where they will have the greatest impact.

| | July-Sept 2022 | July-Sept 2023 | July-Sept 2024 | July-Sept 2025 |
|---|---|---|---|---|
| **Food safety assessments** | 18 | 23 | 20 | 16 |

Food complaints are received and investigated as appropriate by Council. Complaints may fall into a number of categories: Alleged food poisoning, allergens, chemical contamination, foreign matter, garbage/recyclable storage, labelling, pests and animals, poor personal hygiene or poor food handling practices, unclean premises, and unsafe/unsuitable food due to microbial contamination.

| | July-Sept 2022 | July-Sept 2023 | July-Sept 2024 | July-Sept 2025 |
|---|---|---|---|---|
| **Complaints received** | 3 | 1 | 3 | 2 |
| **Assessments performed** | 2 | 1 | 1 | 2 |

The annual Food Act report has been submitted to SA Health, assisting the department in the preparation of their annual report to the Minister.

**Onsite wastewater management systems**

Properties in Whyalla which cannot connect to the SA Water sewerage network install onsite wastewater systems to manage their sewage. The applications are usually submitted to Council as the relevant authority and assessed against the appropriate requirements. Inspections are performed by the environmental health officer as part of the installation process to ensure the system is compliant with the approval, and quarterly wastewater servicing reports are received to monitor system functionality.

| | July-Sept 2022 | July-Sept 2023 | July-Sept 2024 | July-Sept 2025 |
|---|---|---|---|---|
| **Wastewater applications approved** | 3 | 3 | 0 | 2 |
| **Maintenance reports received** | 42 | 39 | 35 | 73 |

We have been working with customer service to improve the handling of Section 7 requests. Council is required to provide information on properties for sale under the *Land and Business (Sale and Conveyancing) Act 1994*. This includes details of wastewater systems. The new method ensures that wastewater systems are flagged for review during the search, reducing Council's risk exposure and ensuring potential new owners are aware of their obligations under the *South Australian Public Health Act 2011*. Thank you to customer service for doing a lot of the legwork to update council's property records.

**Skin penetration and hair and beauty**

Two newly established tattoo businesses have recently taken advantage of council's complimentary inspection and advisory service regarding hygiene standards. This proactive engagement not only supports these businesses in meeting regulatory requirements but also encourages a culture of safe and hygienic practices within the industry.

By providing tailored guidance on infection control, equipment sterilisation, and hygiene, Council helps ensure that business owners are well-informed and compliant from the outset. This initiative plays a vital role in promoting public health and safety, reducing the risk of disease transmission, and building community confidence in local tattooing services.

**ECONOMIC DEVELOPMENT**

**Overview**

City Growth has completed the funding discussions with the Department of Industry and Transport (DIT) who have been handed the administration component of the Growing Regions funding received from the Australian Government for the development of Whyalla's Foreshore Plaza and Playspace. The development plans have been completed to 100% and the cost estimate has provided indication that we can achieve the build within the budget. The tender has now been released and onsite tender meeting held, we anticipate some high-quality tender responses at the close of the tender period which closes November 21 2025.

City Growth has lodged the Regional Precincts Partnership Program (RPPP) application for the central precinct development which aligns with the Whyalla Masterplan. We now await the review and determination of our application. Since Council submitted the application, the Government has paused the RPPP grant program and are currently not taking any new applications. We have been advised that this does not impact our application as it was already lodged prior to the decision to pause.

The City Growth team (with the assistance of Media and Comms team) prepared and delivered a Council Projects and Work Opportunities evening to provide information for local businesses and contractors regarding the works and projects Council are undertaking for the 25/26 financial year, and how they may be able to provide their services and get involved in those projects. The evening was a huge success with the event selling out all 100 tickets, and those unable to attend reaching out to Council in the following days to get information from the evening after hearing from those in attendance how good the evening was. Guest speakers included John Chapman OAM Whyalla Regional Coordinator, Sebastian Hams Partner at Korda Mentha, and Malcolm McLeod President Whyalla Business and Tourism. Many new businesses have now registered with Council as preferred suppliers and now tendering for works where relevant.



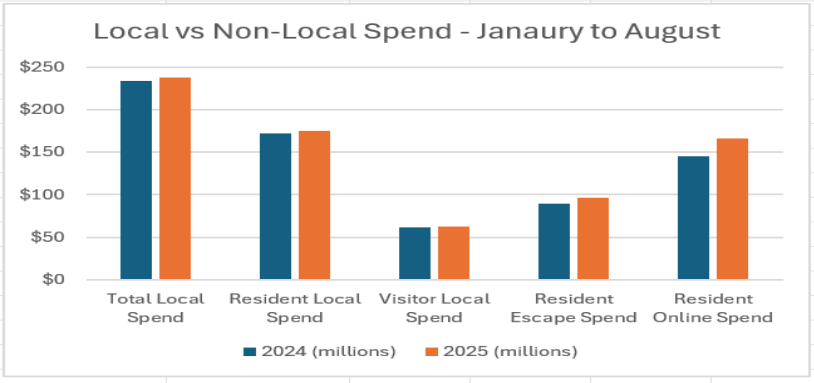
City Growth continue to work tirelessly with the Whyalla Surf Life Saving Cub (WSLSC), Surf Life Saving South Australia and South Whyalla Football Club (SWFC) to design a floor plan that meets the needs of both the WSLSC & SWFC. Council has allocated $3million dollars to the $5million dollars committed by the State Government for the new building, providing an overall budget of $8million dollars. The cost estimate for the current design has been received this week and indicates that the current design is close to meeting the budget allocated for the build. The team will now review the cost estimate in preparation for the design proceeding to market/tender quality.

The Civic Park play space and toilet rejuvenation project which was part of the stimulus project undertaken by Council to assist local contractors to secure works during the down turn in works at the Steelworks and mining operations, is nearing completion (days away) and is a great news story of local contractors working with Council to deliver such a great public space to a high standard. The approximate total spend for these 2 projects is approximately $773 with $380 of that being contracted to local business.

**Whyalla Spendmapp Information**

This Spendmapp update focuses on the local spend comparing 2024 to 2025 between the months of January to August. This report shows that the local spend is up in both local and visitor spending. The report also compares the escape spend and online spend for the same period, which also shows a significant increase in online spending in 2025 (up by $21million from last year)

| Expenditure Type | 2024 (millions) | 2025 (millions) |
|---|---|---|
| Total Local Spend | $234 | $237 |
| Resident Local Spend | $172 | $175 |
| Visitor Local Spend | $61 | $63 |
| Resident Escape Spend | $90 | $96 |
| Resident Online Spend | $145 | $166 |



# TOURISM & EVENTS INFORMATION REPORT

2025 South Australian Tourism Awards FINALIST

## NOVEMBER 2025

WE CARE
WE WORK TOGETHER
WE ARE COMMITTED
WE OWN IT




REPORT PREPARED BY

UNEARTH WHYALLA

- JENNY BARNES – TOURISM & EVENTS LEAD
- ALI SANDERS – VISITOR EXPERIENCE COORDINATOR
- PAUL MAZOUREK - COMMUNITY ACTIVATION OFFICER - TOURISM ASSETS

# MARKETING & PROMOTION

## Steelworks Tour Commercial

We teamed up with our fabulous media & comms team to produce our own advertisement promoting the steelworks tours, this initiative is a first for us.

Filming featuring the new bus took place on Monday 1 September, special thanks to the Council staff and family members who put their hand up to act as our 'talent' on the day.

The advertisement is strategically targeted toward two key audiences—older travellers and family groups—with the objective of increasing awareness of the Whyalla Steelworks Tours, showcasing the new bus, and promoting tourism in Whyalla.

The commercial commenced airing on Thursday, 18 September, and was featured twice during the AFL Grand Final broadcast to maximise exposure and audience reach.

The advert is being shown across the Eyre Peninsula, Mid-North and Broken Hill, as demonstrated by the map at right.




Please click to view the advert https://tinyurl.com/3vc63c3x







## Tourism Award Finalists

The **Whyalla Visitor Centre & Maritime Museum** was successful in being selected as a **FINALIST** in the **2025 South Australian Tourism Awards** ⭐ ⭐




Being named a finalist is an incredible achievement and a testament to the passion, dedication, and hard work of our team. It places us among the very best in South Australia's tourism industry.

We've entered **Category 9 – Visitor Information Services**. There is one other finalist in this category – the **Port Lincoln Visitor Information Centre**, who have taken out the win for the past two years. How fantastic that both finalists in this category are from the **Eyre Peninsula** – what a strong representation of our region!

The awards submission process gave us the opportunity to reflect on our journey – to look back on where we started, how far we've come, and to celebrate the many initiatives and improvements we've made to enhance the visitor experience here in Whyalla. A massive shoutout to our **amazing team**, whose commitment to delivering genuine, heartfelt, and unforgettable experiences to every single visitor is what makes this recognition possible.

Winners will be announced on Friday 7 November.

## Caravanning Australia



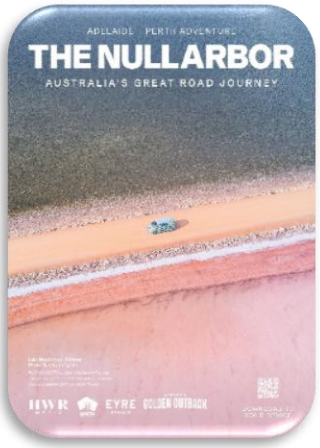

We have taken out a full page advert and full page editorial in the upcoming summer edition of Caravanning Australia.

The Summer edition focuses on sunshine, road trips, and off-road adventures and provided the opportunity to showcase our city to readers planning their summer escape.

Caravanning Australia has a nationwide reach with 40,000+ readers each edition, premium exposure in Qantas & Virgin business lounges as well as distribution via newsagents, libraries, + over 6000 subscribers. caravanningoz.com.au

It's also a perfect opportunity to promote our move to online campsite bookings at Point Lowly to this important target market.

## The Nullarbor – Australia's Great Road Journey – Touring Map

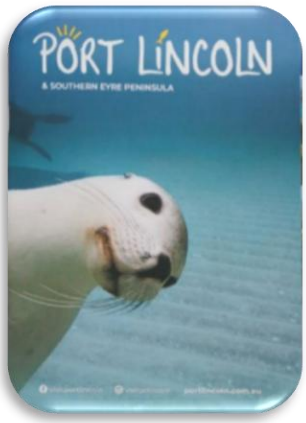



The *Nullarbor Touring Map* is one of South Australia's most popular visitor publications, providing comprehensive information for travellers along the Adelaide to Perth touring route. As this route aligns closely with a key segment of our Visitor Centre's market—travellers journeying to or from the Nullarbor—this publication represents a highly valuable promotional opportunity.

Recognising its importance, we successfully negotiated premium advertising placement on the **back page** of the publication to maximise visibility and engagement. The map features current information on towns, accommodation providers, tour operators and attractions along the touring route.

The *Nullarbor Touring Map* is produced and distributed by Regional Development Australia Eyre Peninsula (SA) in partnership with Australia's Golden Outback (WA), with support from the South Australian Tourism Commission and Regional Development Australia Eyre Peninsula.

## Port Lincoln and Southern Eyre Peninsula Visitor Guide




We will once again feature a full page advert in this publication.

This A5 sized brochure has a print run of 25,000 copies and is distributed digitally via website, online flip book and socials, with hard copies distributed via accredited Visitor Information Centres.

As Whyalla is the gateway to the Eyre Peninsula, this provides an opportunity to collaboratively market with the high-profile town of Port Lincoln, giving us the ability to capitalise on visitors who are already in or planning to come to the region.

The cover of the current edition is pictured at right.

### This Week in Adelaide – Eyre Peninsula feature




This Week in Adelaide features insights and engaging experiences for international and domestic visitors to Adelaide and Surrounds.

We have taken out a full page advert in the Summer 2025/2026 edition – distributed from 8 December 2025, this edition will feature the Eyre Peninsula.

We were also fortunate to have received a bonus full page advert in the Spring edition at no charge (due to another advertiser pulling out at the last minute).

### Social Media

Our social media channels continue to perform strongly, particularly on **Facebook**, where we now have **6.9k followers** — a 5% increase over the past 90 days. In just the last 28 days, our posts on #VisitWhyalla have been viewed **367,337 times**, showing just how engaged our audience is.

The team has been busy producing interactive and engaging content, and they're now exploring new formats, including reels and videos, to further expand reach and interaction. Staff are consistently learning fresh ways to connect with our audience online and actively responding to comments, questions, and reviews.

Stay up to date with everything happening in Whyalla by following and engaging with us on Facebook — **#VisitWhyalla –** get on board and be one of our followers 😊

## Visitor Services

### Whyalla Visitor Centre

July was a particularly busy month for the Whyalla Visitor Centre team, with staff providing visitor services not only at the Visitor Information Centre, but also at the Foreshore POD and the Cuttlefish Dive Site.

Having a presence at the Dive Site gave staff plenty of opportunities to connect directly with visitors and encourage them to explore local businesses and attractions around Whyalla. Across July and August, staff spoke with just over 1,500 visitors. Feedback was overwhelmingly positive — people appreciated the friendly conversations, local knowledge, and the chance to purchase souvenirs and merchandise.

Tour operators also commented on how well the collaboration worked, noting our team's enthusiasm and willingness to promote and book tours. One lovely piece of feedback from Cuttys Tours summed it up perfectly:

*"Congratulations to the Visitor Centre. You are an amazing team with a wealth of information about Whyalla and have a real passion for the area. A delightful group of people who were so eager and happy to assist us."*

### Work Experience Students



This quarter, we were pleased to host two work experience students — Dale from Samaritan College and Maryke from Sunrise Christian School.

Both students thoroughly enjoyed their time with us, learning about the day-to-day running of a Visitor Centre and what goes into being a tour guide.

Our staff also enjoyed sharing their knowledge and showing them the ropes.

## Visitor Showroom



We've recently added new local hero images to the main wall of our Visitor Showroom.

These vibrant graphics mirror the visuals featured on the Whyalla Tour Bus, helping to create a consistent message about all the amazing things to see and do in Whyalla.

The installation was completed by local supplier Signarama, and the result looks fantastic — a bright, welcoming space that really celebrates our region.

## Community Support



In October, we lit up the HMAS *Whyalla* in pink to show our support for Breast Cancer Awareness Month.

Inside the Visitor Centre, we partnered with the Wellness Sisters, providing space for them to sell their handmade goods.

This initiative raised over $600 for the group — a fantastic result! We're keen to build on this success and explore more opportunities like it in future.

## Strong and Consistent Visitation



Visitation remains strong and steady, with an increase in our monthly average compared to the previous period.

On average, just over 2,600 people visited the Centre each month — a great sign of ongoing interest and engagement.

Whyalla is now becoming known as a place to stop, relax and see.

Alongside this, both Steelworks Tours and HMAS *Whyalla* tours saw increased numbers, keeping our team busy and our city buzzing with visitors.

## Point Lowly Lighthouse



During August and September, the Centre proudly displayed the incredible 3D replica of the Point Lowly Lighthouse, created by Why Day Creations.

It was a real talking point for visitors and provided a wonderful opportunity to share stories about the lighthouse's history and the stunning Point Lowly coastline.

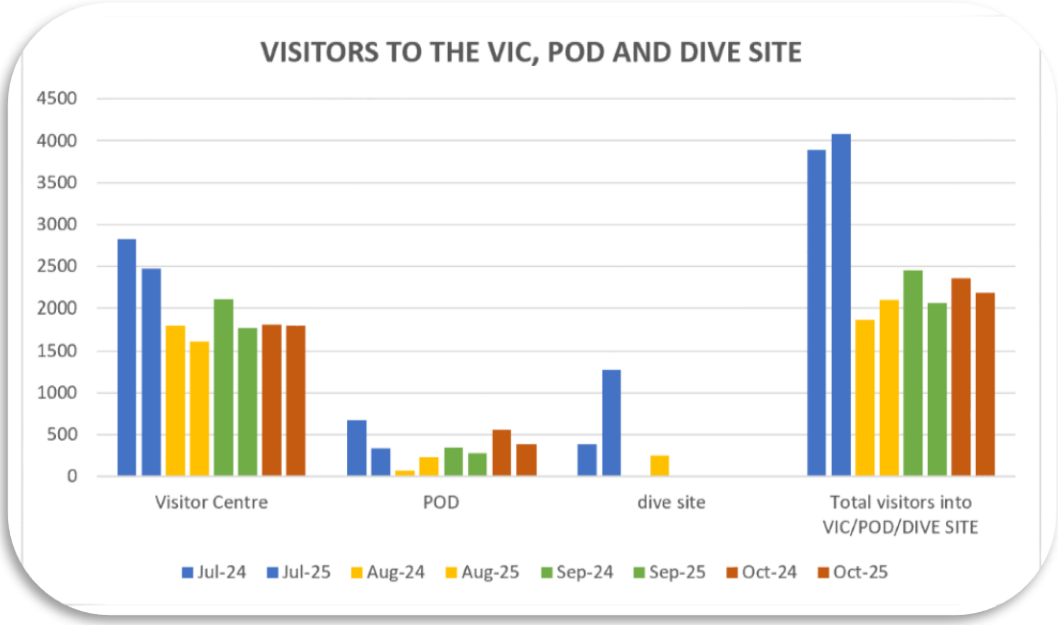
## Whyalla Business and Tourism Awards

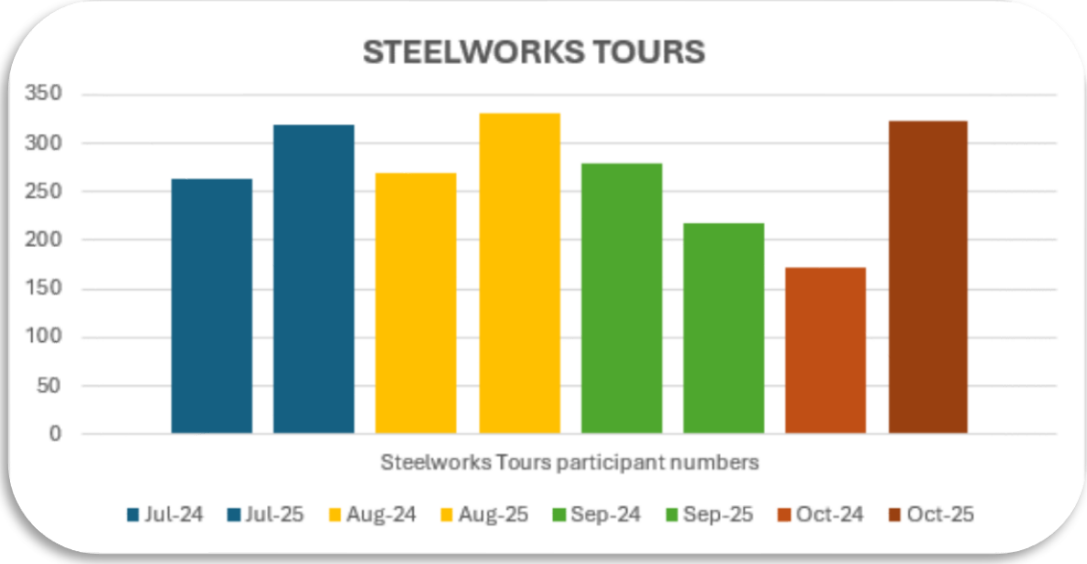
Our inaugural school-based trainee, Halle, was nominated for *Trainee of the Year* at the Whyalla Business and Tourism Awards — and proudly achieved finalist status! We couldn't be prouder of her.

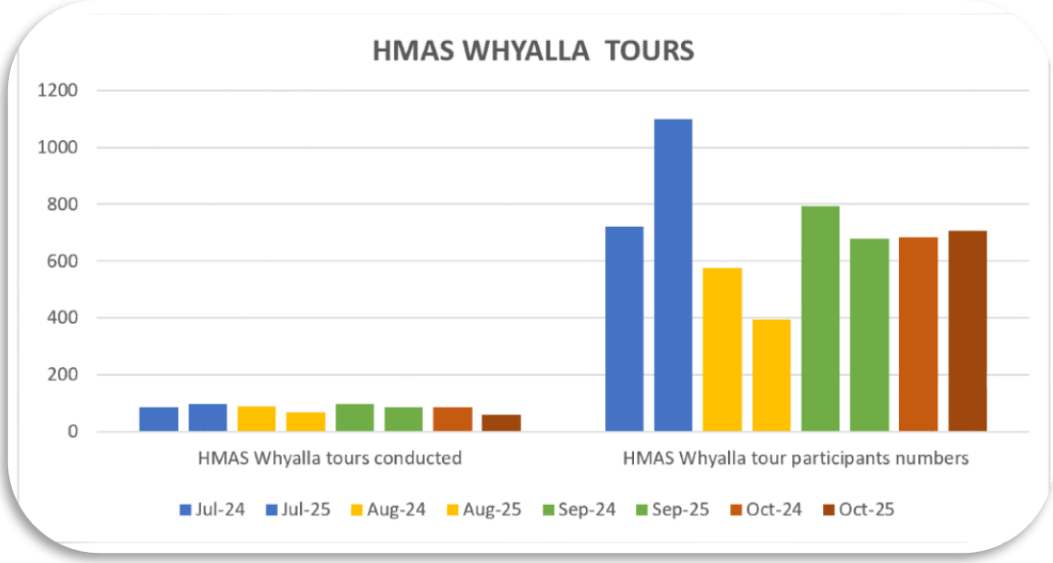
Halle has been an outstanding trainee, exceeding expectations and contributing across so many parts of our operations. Her enthusiasm, professionalism, and genuine passion for tourism have left a lasting impression on both our team and our visitors.

Visitor data specific to July, August September & 22 October is displayed in the table & graphs below.

| JULY | Maritime Museum | Steelworks Tours |
|---|---|---|
| Heathfield High | 54 | 54 |
| Port August Secondary School | 20 | |
| Sunrise Christian school | 20 | |
| Clontarf Academy | 22 | |
| Eureka tours | 8 | |
| Developingurlife | 27 | 18 |
| **AUGUST** | | |
| Group Link Travel | 23 | |
| EP Tourism group | 10 | |
| Group Link Travel | 23 | |
| Centacare SA | 26 | |
| Outback Spirit | | 16 |
| Outback Spirit | | 22 |
| Outback Spirit | | 20 |
| Australian Iconic Tours | | 16 |
| Wedding | 22 | |
| Outback Spirit | 27 | |
| Wedding | 50 | |
| **SEPTEMBER** | | |
| Outback Spirits | | 24 |
| Ceduna Area School | | 20 |
| Cardwells Coaches | | 17 |
| Samaritan College | | 64 |
| Outback Spirits | | 25 |
| Ceduna Area School | | 31 |
| **OCTOBER** | | |
| Pitts Coach Group | 36 | 36 |
| Probus Whyalla | | 15 |
| Whyalla Naval Cadets | | 11 |
| Fun over 50s | 28 | |
| Coober Pedy Clontarf Academy | | 12 |
| **TOTALS** | **396** | **402** |


VISITORS TO THE VIC, POD AND DIVE SITE
4500
4000
3500
3000
2500
2000
1500
1000
500
0
Visitor Centre
POD
dive site
Total visitors into VIC/POD/DIVE SITE
Jul-24
Jul-25
Aug-24
Aug-25
Sep-24
Sep-25
Oct-24
Oct-25


STEELWORKS TOURS
350
300
250
200
150
100
50
0
Steelworks Tours participant numbers
Jul-24
Jul-25
Aug-24
Aug-25
Sep-24
Sep-25
Oct-24
Oct-25


HMAS WHYALLA TOURS
1200
1000
800
600
400
200
0
HMAS Whyalla tours conducted
HMAS Whyalla tour participants numbers
Jul-24
Jul-25
Aug-24
Aug-25
Sep-24
Sep-25
Oct-24
Oct-25

## HMAS Whyalla



What an exciting milestone for the HMAS Whyalla! After 20 years, she's had a well-deserved external paint job — and she's looking fantastic.

The restoration work was carried out by local engineering firm JMJ Blasting, who began on 4 August by bringing equipment on site and setting up the work zone. Sandblasting soon got underway to remove the old paint and rust, and before long, the fresh paint was going on. It was wonderful to watch her beautiful hull come back to life right before our eyes.




By 16 September, we were able to re=open the ship for public tours, and it's been great to see visitors once again exploring this iconic part of Whyalla's history. We're extremely grateful for the support that helps us keep our beloved ship in top condition.

While the HMAS Whyalla was closed to the public, the Visitor Centre team got creative and developed a virtual tour of the ship, presented in the Maritime Museum theatre by our guides. A big thank you to Carissa and Halle, who took the lead on this project and created an amazing new resource for us. We'll continue refining the virtual tour so that visitors who can't physically access the ship can still enjoy the experience.

## Light Up The Night

The HMAS Whyalla continues to have a very busy diary in requests for lighting her up to raise awareness for causes. Recently she has been:

| Colour | Cause | Colour | Cause |
|---|---|---|---|
| Pink | Breast Cancer | Red | Dyslexia |
| Blue & Pink | Baby Loss | Purple | Immune Thrombocytopenia |
| Teal | Foster and Kinship Carers | Yellow | RU Ok? Day |
| Blue | Prostate Cancer | Magenta | Donate Life Week |

Feedback received from Lisa Beard Midwife, who requested lighting up for Baby Loss shows the impact this activity can make.

*"The post you have made and the picture I honestly can't thank you enough. I will be driving by later to take pictures thank you again ! Oh perfect yes I went down and quite a few people were there last night and lighting candles. The engagement in your post has overwhelmed me in a good way, had some amazing feedback."*

## Maritime Museum Precinct Enhancements

Work is really coming along beautifully in the Maritime Museum garden precinct. This quarter, we've seen an incredible transformation — the Picnic Garden has gone from dust and dirt to a lush green lawn! It's made such a difference to the look and feel of the area, and visitors are loving it. If you haven't seen it yet, come down and have a look — it's looking fantastic! A big thank you to the Depot Crew for all their hard work preparing the soil and laying the turf.

With the  HMAS Whyalla repaint, we needed to create a new access route for visitors to reach the Maritime Museum. Fortunately, we discovered a lovely pathway under the trees that, with a bit of work, provided the perfect solution. Andy, our gardener, did a wonderful job cutting through the trees and mulch to form this route. It's turned out so well that we've decided to keep it as a permanent accessway, with future plans to pebble-crete the path so it blends seamlessly with the rest of the gardens.

The gardens overall are looking spectacular, thanks to the ongoing care and effort from the team. We've also started some fresh planting and re-engineering work at the front of the Visitor Centre, so stay tuned — more improvements are on the way!



Over at the Clontarf garden, development continues with some exciting new additions.

We've installed a sculptural shark, symbolising the *Singing to the Sharks* ritual of the Barngarla people, along with a new locally made sign identifying the gardens. Soon, we'll also be adding interpretive signage to help visitors understand the significance of this special space.

## School holiday programs

All school holiday programs meet the requirements of the Children's University guidelines. This enables the children to receive credits for their efforts in this program.

Visitor Centre staff spend time researching information, facts and then put together an amazing opportunity for learning and fun for our younger visitors and locals.

- **July Cuttlefish Camouflage – Masters of Disguise in the Museum**

  Continuing with the focus on Cuttlefish the July holiday program was an opportunity for the children to learn more about the amazing cuttlefish that come to Whyalla. The activity was a hit with 214 children and their families enjoying the activity.

  *We were blown away by the thought put in to the family activities at the maritime museum! We had such a wonderful time doing all the activities and especially loved the Cuttlefish theme! Lots of fun - thank you! Everyone we met through the Information Centre were fabulous!* 🦑⚓🚢

- **Paint the Cuttlefish**

  Continuing our popular holiday "Paint the…" activity, this time we naturally turned our focus to the amazing cuttlefish!

  We had 29 children take part, each creating their own unique interpretation of these fascinating creatures. The results were colourful, creative, and full of personality.

  It was a fun and engaging way for the kids to learn a little more about the cuttlefish while expressing their artistic side — and we were so impressed by the talent and enthusiasm on display.

- **October Buccaneers Quest**

  October saw pirates take over the Maritime Museum gardens for our Buccaneers Quest! A total of 228 children joined the adventure, exploring the gardens in search of clues, cracking pirate codes, and uncovering hidden treasure.

  Families told us they loved the activity — it was a fun, hands-on way to spend time together while solving puzzles and enjoying the outdoor space. The gardens were filled with laughter, excitement, and plenty of little pirates on the hunt!

  *"This was way better than I had expected it would be, and the kids had a lot of fun doing the pirate treasure hunt. A real unexpected highlight." Ben*

## Visitor Feedback

Our results from the August SA Visitor Servicing Networks survey again showed the amazing work that is being done in the Centre. Whyalla achieved 240 surveys, we received the following average star ratings (with 5 the highest):

| Star Rating | Category |
|---|---|
| ⭐⭐⭐⭐⭐ 5 star | Customer Service |
| ⭐⭐⭐⭐⭐ 4.7 star | Information Display & Range |
| ⭐⭐⭐⭐⭐ 4.7 star | Range & Quality of Souvenirs |

92% of our respondents said they will definitely or possible experience more, stay longer or spend more money than they intended.

These current survey results alongside past results continue to show that we rank very highly in these areas and are providing excellent service to our visitors. Examples of feedback received are:

*We did the HMAS Whyalla tour today - it was absolutely wonderful! Jason was excellent : knowledgeable, patient and respectful. Well worth it!*

*The staff here have gone out of their way to help me track down and replace a souvenir from interstate, really appreciate their great service. Shout out to Liz and Janine, thanks for all your help. Best, Emmett*

### Souvenirs and sales



Our 2025 Cuttlefish Season merchandise sold strongly throughout this period, proving popular with visitors. We've also expanded our list of local suppliers, with WDD providing the printing for our Whyalla tote bags. The quality of both the bags and the printing is fantastic — definitely a must-have for anyone visiting! 😊

Staff are now working on a **new Whyalla t-shirt design**, so stay tuned for that exciting launch. Each month, merchandise revenue continues to exceed the same period in 2024, highlighting strong visitor interest and support for local products.

## Tourism Assets

### July – Whyalla Art Group at Whyalla Public Library



Previously, selected artworks from the City of Whyalla Art Collection were temporarily displayed at the Whyalla Public Library.

Following the Library's recent interior refurbishment, it was not possible to continue this display.

In response, a new initiative was developed in collaboration with the Whyalla Art Group to utilise an alternative section of the Library for community exhibitions, thereby promoting local artists and supporting the activities of the Whyalla Art Group.

Following a successful meeting with representatives from the Whyalla Art Group and the Library Coordinator, the initiative was implemented and is now ongoing.

## July - Connect with the Past



Held every Thursday in July, Community Activation Officer Paul Mazourek talked about the amazing story of landscape development in the Northern Spencer Gulf.

These free sessions exploring the geological and ecological history of the Spencer Gulf regions added a successful education and cultural element to Cuttlefest.

Attendees included people from Whyalla, Port Augusta, South Australia, Western Australia and Victoria.

*Fun fact: SA Governor Frances Adamson rang in person to enquire about these talks!*

| Date | Who | Numbers attended |
|---|---|---|
| **1 July** | **Caritas College Y7 3 classes** | **52 students + 6 teachers** |
| **3 July** | **General public** | **6** |
| **10 July** | **General public** | **4** |
| **17 July** | **General public** | **0** |
| **24 July** | **General public** | **6** |
| **31 July** | **General public** | **2** |
| **Total attendees:** | | **76 people, 2 dogs and 1 dolphin!** |

*Comparison:* In 2024 a total of 123 people attended these free sessions – 88 in June and 35 in July. In 2025, these sessions were held only in July due to staff leave.

## July – RAP new Barngarla road signage

As part of Council's first RAP 2019-20, the Community Activation Tourism Assets Officer was tasked with the investigation of the installation of an entry signage acknowledging the Barngarla people (RAP – Respect – 6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols – 6.5 Investigate entry signage – Welcome to Barngarla Country).

The SA Government Architect who at the time designed and managed the project of highways roadside signage acknowledging different First Nations people was contacted. Examples of this particular signage can be seen alongside the Port Augusta to Adelaide Highway. The SA Government Architect agreed to the provision of the Barngarla sign design, production, and installation, fully covered by the SA Government. After some negotiations, the project was stalled (Barngarla BDAC asked for 3 locations instead of 1 generally assigned). Soon after that, the SA Government abandoned the project.

After the start of the second (and current) Council's RAP, the Community Activation Tourism Assets officer proposed to the committee that Council may revive this project on a smaller and financially affordable scale. At the beginning of November 2023, a sketch of a welcome sign, including the three locations for the entries to the city was presented to the Chair of BDAC Jason Bilney. At the beginning of February 2024, BDAC provided a consensus to proceed with the project.

Three options professional design proposals were then forwarded to the BDAC board. They approved all of them and asked for all three to be manufactured and installed. The Community Activation Tourism Assets Officer had also selected the three most appropriate sites for their installation – Lincoln Highway North, Lincoln Highway South and Iron Knob Road. The main criterion was to achieve their high visibility to approaching motorists, ie consideration of speed restrictions, verges condition and vegetation.

After the final BDAC approval of these road sites, SA Planning approval, special frame design and manufacture of the signage, the 3 signs were finally installed at the beginning of July 2025.

Cost:

1. Develop 3 design concepts + supply final proof (Woof Media Pty Ltd) – $1,089.00 (inc GST)
2. Sign frame engineering assessment and report (Metric Consulting Engineers) – $2,046.00 (inc GST)
3. Sign frame engineering assessment variation – frangibility review report (Metric Consulting Engineers) - $1,232.00 (inc GST)
4. Sign frame engineering assessment variation 2 frame re-design (Metric Consulting Engineers) - $2,794.00 (inc GST)
5. Lodgement and Planning Consent fee (Plan SA) - $428.00 (no GST)
6. Building Consent fee (Plan SA) - $145.00 (inc GST)
7. Road signage and frames(x3) manufacture and installation (Signarama Whyalla) - $9,721.10 (inc GST)

Total: $17,455.10 (inc GST). All paid by the Whyalla City Council.

*Pictured below: New Barngarla road signage (L-R) Lincoln Highway South, Iron Knob Road, Lincoln Highway North*








## September/October – Mount Laura Homestead Museum artefacts selection and clearance

As reported to the Council in March 2025, the work on the first step of approved future developments started in February 2025 and has continued steadily since. The first stage is defined as per below:

**RECEPTION AREA – OFFICE 1, OFFICE 2, OFFICE 3 and HOMESTEAD – DEPOSITORY.**

Significant progress has been made in the selection of artefacts, declutter and clean-up of all designated depositories at Office 1, Office 2, Office 3 and Homestead Depository.

The Museum Contact Officer also assessed and selected the best objects for the new display at Room 1 and Room 2 at the historic Homestead building.  This work is ongoing.

*Pictured below: Mount Laura Homestead depository in December 2024, the second picture is the same depository in the process of artefact selection and clean up.*




## September/ October – New water fountain for Whyalla Public Library

In consultation with the Library Coordinator, a design was proposed for the new public water fountain outside the Whyalla Library, incorporating the Aboriginal artwork that features as a signature image in Council's new Reconciliation Action Plan (RAP).

The artist, Jason Croft, was contacted for his consent and readily approved the design.

The fountain has been delivered and is currently in the process of installation.

An accompanying description of the artwork, with text supplied by Council, will also be included.

The artwork is pictured at right.



## 16. NOTICE OF MOTION

### 16.1 Cr Zia Westerman

### 16.1.1 Secure Public Lockers at the Whyalla Foreshore

**Council Meeting:** 17 November 2025
**Motion submitted by:** Cr Z Westerman **File No.:** 2-20

**Council Member / Officer Direct or Indirect Conflict of Interest**

*In accordance with Local Government Act 1999, Section 120*

☐ **Yes** ☑ **No**

**Status:**

*Information classified confidential under Section 90(2) of the Local Government Act*

☐ **Yes** ☑ **No**

**Reason:** Not applicable

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**MOTION:**

**That Council investigate the feasibility of installing secure public lockers at the beach, to provide swimmers and beachgoers with a safe place to store their personal belongings.**

**17. QUESTIONS ON NOTICE** – Nil

**18. QUESTIONS WITHOUT NOTICE**

**19. MOTIONS WITHOUT NOTICE**

**20. CONSIDERATION OF CONFIDENTIAL ITEMS** – Nil

**21. CLOSE**

**22. DATE OF NEXT MEETINGS**

- 24 November 2025 – Council Members Briefing Session
- 9 December 2025 – Council Members Briefing Session
- 15 December 2025 – Ordinary Council Meeting