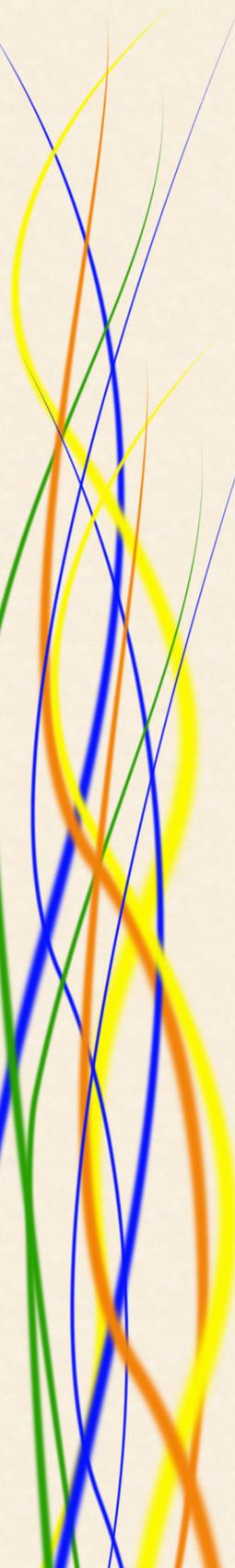
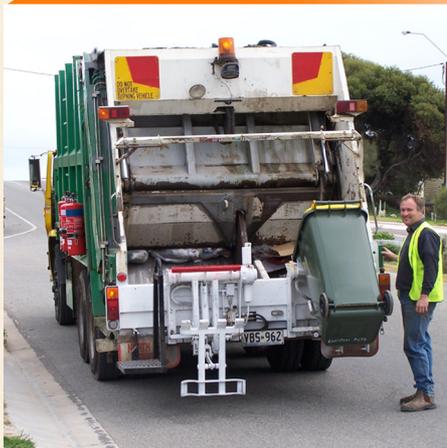
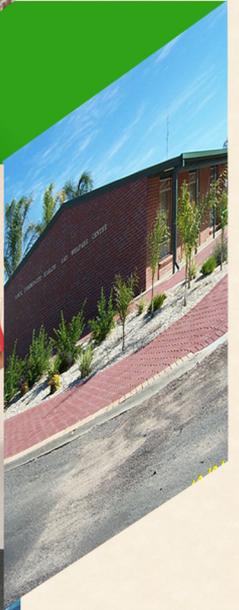


District Council of Elliston

Annual Report 2008/09



District Council of Elliston



Address:

PO Box 46
Elliston SA 5670

21 Beach Terrace
Elliston SA 5670

Phone: (08) 86879177
Fax: (08) 86879176
Email: dce@elliston.sa.gov.au
Website: www.elliston.sa.gov.au

Council Coat of Arms

- The head of the ram and the ears of wheat represent the wool and cereal industries of the District.
- The abalone shell, prawn and crayfish represent the fishing industry of the District.
- The vertical lines in the background behind the ram represent the coastal cliff line.
- The wave design represents the Great Australian Bight, Southern Ocean adjacent to the location of the District.



Council Meetings

The Ordinary Meetings of Council are held on the third Monday of each month. Meetings commence at 9.30am, with a ten minute question time which is open to the public.

Agendas of Council meetings are placed on display in the Council Office no less than 4 clear days prior to the meetings. Minutes of the meeting are displayed in the Council Office no more than 5 days after the meetings have taken place. Minutes are also available on the District Council of Elliston website at www.elliston.sa.gov.au.

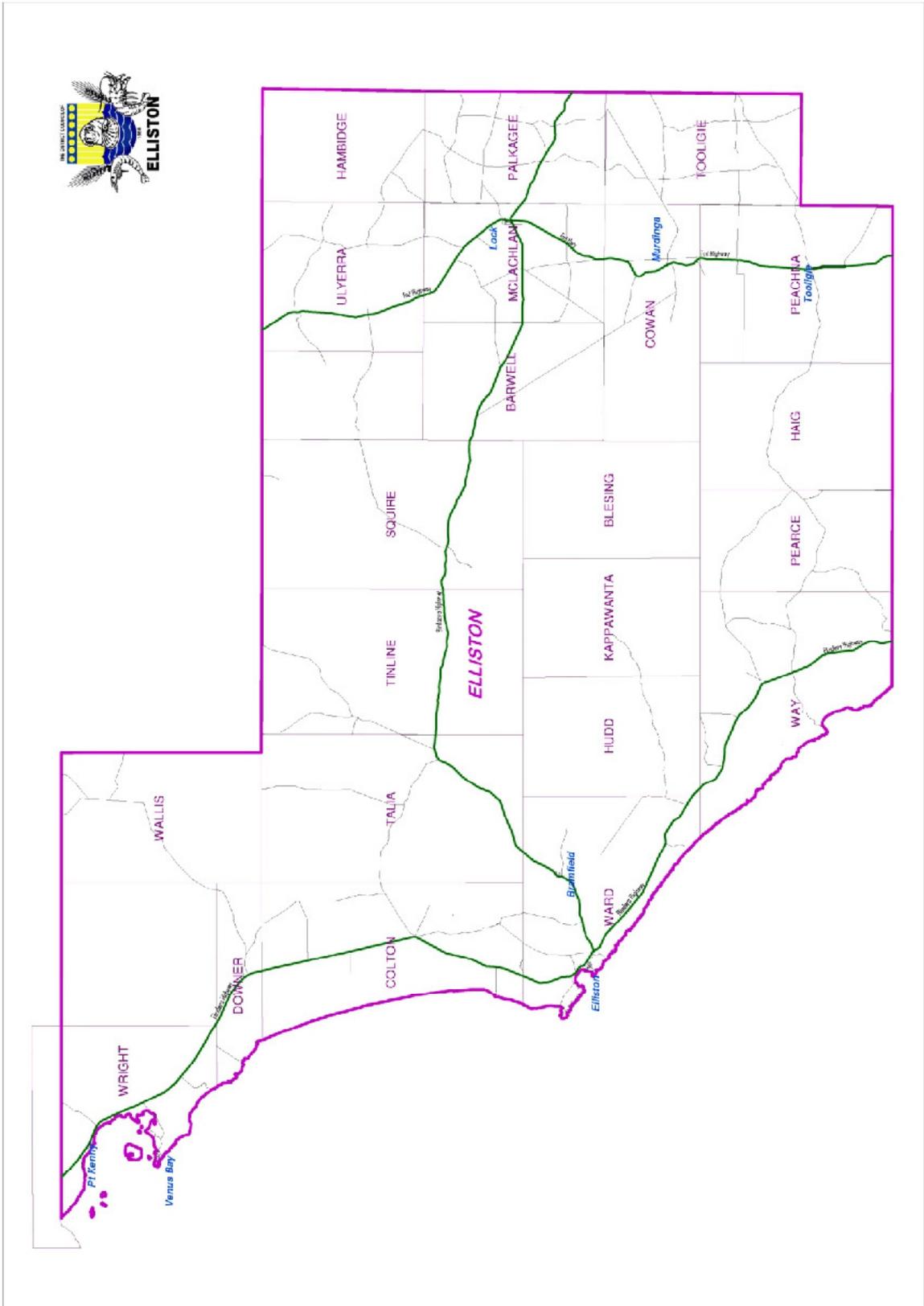
Electors and residents can bring any matter before Council, by writing to:
Chief Executive Officer
District Council of Elliston
PO Box 46
ELLISTON SA 5670

All correspondence must be submitted seven days prior to the meeting.

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The information contained in this report is the property of the District Council of Elliston

Elected Members



L-R: Chairman M Wandel, Cr T Tesselaar, Deputy Chairman K Burrows, Cr R Seaman, Cr R Ridgway, Cr P Hitchcock, Cr M Hancock

Chairman

Michael Wandel
PO Box 22
Elliston SA 5670
Ph: 86878767

Deputy Chairman

Cr Karen Burrows
PO Box 37
Lock SA 5633
Ph: 86891018

Councillor

Cr Malcolm Hancock
PO Box 149
Lock SA 5633
Ph: 86871108

Councillor

Cr Peter Hitchcock
PO Box 340
Lock SA 5633
Ph: 86891144

Councillor

Cr Richard Ridgway
PO Box 341
Lock SA 5633
Ph: 86891149

Councillor

Cr Ross Seaman
C/- PO
Venus Bay SA 5607
Ph: 86255075

Councillor

Cr Thomas Tesselaar
PO Box 26
Elliston SA 5670
Ph: 86879099

Brian Dandy
Resigned in March 09

A message from the Chairman



Michael Wandel

Chairman

Continuing improvement is a challenge Council works to achieve every year. Policies continue to be reviewed to work with Government legislation and staff continue to work with State departments on coastal issues which has been a long process and still requiring ministerial approval.

It was great to see local people have been recognised in the Australia day celebrations on the 26th January 2009 and the unsung heroes award was recently presented to Lyn Clyde at Lock. Congratulations also to the Lock Hall committee on opening of the new toilets. It was a lovely day with the celebrations hosted by Peter Goers

Staffing issues arose with Council using relieving and part time staff. Many thanks to the people who work in these positions and it is good to see that contractors work very successfully with our work force.

Thanks to Karen Burrows, all staff and councillors during the last year.

Michael Wandel

Chairman



A message from the CEO



My report contains a short summary of details from the Financial Report prepared by Council's Auditors for the 2008/09 financial year plus key items from that years activities.

Financial performance

The audited financial position at the end of the 2008/09 shows an operating surplus of \$373,982 which includes an early payment of a grant from the SA Government which will be consumed in 2009/10. As per Note 14 (Financial Indicators) the Operating Surplus when adjusted for that pre-payment was \$116,098.

Rob Gregor

Chief Executive Officer

This point requires clarification because to the casual observer it could provide an impression that the Council was operated in either an extremely efficient manner or that it had prepared inaccurate budgets for that year, when in fact the anomaly results from the early grant payment.

The Council did intentionally consume a considerable part of its previous cash reserves during 2008/09 as it replaced /upgraded essential infrastructure and plant which was in poor condition or overdue for change-out.

The Council also suspended a project to replace the old Public Toilets at Venus Bay in order to provide an increased financial contribution to a joint project with the lock Public Institute for new Public Toilets to be built at the Lock hall after that group had lost a Federal Government Grant.

The Council also assumed responsibility for the entire operation of the port Kenny Water Supply System after it surveyed the wishes of local residents and it then had to draw on its cash reserves in order to make important upgrades to that system.

The Council has also experienced rising costs in such areas as:-

- Upgrades to traffic management signage/road furniture on its major unsealed roads
- Maintaining its coastal facilities at:- Sheringa, Locks well, Walkers Rocks, Talia and Mount Camel
- Increases in general compliance costs (OHS, Waste Management, vegetation management and managing Public Risk)
- Higher costs in obtaining and training key staff.

Operational Performance:

An important and independent assessment of DC Elliston's unsealed road network and its road building/maintenance practices was undertaken by Mace Engineering services (The Mace Report) with the observations from that report concluding that DC Elliston operated small and efficient gangs of staff and contractors with very good results in efficiency, quality of work and cost per unit.

The Mace Report also highlighted areas of risk that will certainly increase the cost of maintaining Council's road network into the future and it commented on the generally good standard of Council's roads plus recommended extending their defined life cycles.

This feedback is important to Council's strategic planning because maintenance of roads and streets is presently the single largest cost item in Council's operation.

In 2008/09 the Council also set an all time record by completing 71km (including staff and contractors) of road construction (re-sheeting). This was completed using one the smallest work groups amongst the Eyre Peninsula Council's and to a high standard.

Taken in total and considering that the Council is facing the task of continuing to replace aged assets and increasing costs in many operational areas in which it has limited control, the 2008/09 financial and operational performance has been good. I offer my congratulations to Councillors, staff and contractors for their very good work.

Rob Gregor

Chief Executive Officer

Council Profile



The District Council of Elliston covers an area of 669,300 hectares and is located on the western seaboard of South Australia on the Eyre Peninsula.

Within the District Council area, the two largest townships are the communities of Elliston and Lock with the six smaller towns being Port Kenny, Venus Bay, Bramfield, Sheringa, Tooligie and Murdinga.

Council's office is located in Elliston. Elliston is a delightful seaside town of about 300 people and is located 169 km northwest of Port Lincoln and 641 km west of Adelaide on the Flinders Highways.

Set between rolling and pleasant sheep and wheat country and within some of the most interesting and dramatic coastline on the Eyre Peninsula, it is a pleasant place for fishing, swimming, surfing and walking along the rugged sandstone cliffs. The nearby boat ramp at Anxious Bay delivers over 50% of the Abalone and crayfish exported from the Eyre Peninsula.

The District Council of Elliston has:

- 1259 rateable properties
- 960 principle ratepayers
- The Council district has an area of 6,693 square kilometres
- It has approximately 1,146 kilometres of unsealed roads to maintain

Within close proximity to the Elliston town centre is a registered aerodrome. The aerodrome is mainly used by the Royal Flying Doctors Service. However, it is available to the public and other aircraft.

The economy of the District is based upon primary production and the fishing and tourism industries. Primary production consists of mainly cereal grain (wheat, barley and oats) and wool. The extensive coastline is productive fishing ground, which is consequently experiencing increased patronage in recreational fishing, tourism and aquaculture.

Both tourism and development potential are presently in their early development stages and significant potential for growth in both areas, is believed to exist within the entire district.

Getting to and from Elliston:

Elliston is approximately 8 hours drive from Adelaide or 6 hours using the new ferry between Wallaroo and Lucky Bay. Elliston is less than two hours drive from Pt Lincoln or Ceduna and there are daily flights between Adelaide and Pt Lincoln.

Council fulfils it's responsibilities through an elected body of eight Councillors under the leadership of the Chairman.

Examples of adjoining and like Council elector quotas are:

| Council | Electors | Total Members inc Mayor | Representation | Mayor /Chairman | Wards | Aust Class. of LG (ACLG)* |
|----------------------|----------|-------------------------|----------------|-----------------|-------|---------------------------|
| Cleve | 1655 | 8 | 206 | C | 0 | 0 |
| Elliston | 1323 | 8 | 165 | C | 0 | 0 |
| Flinders Ranges | 1642 | 9 | 182 | M | 0 | 0 |
| Franklin Harbour | 1266 | 6 | 211 | C | 0 | 0 |
| Karoonda-East Murray | 1163 | 9 | 129 | M | 4 | 0 |
| Kimba | 1017 | 7 | 145 | C | 0 | 0 |
| Wudinna | 1227 | 7 | 175 | C | 0 | 0 |
| Orroroo/Carrieton | 1011 | 9 | 112 | C | 0 | 0 |
| Robe | 2239 | 7 | 319 | M | 2 | 0 |
| Streaky Bay | 2306 | 8 | 288 | C | 2 | 0 |

*RAS label stand for: Rural Agricultural Small

Elector Representation review

Pursuant to Section 12 of the Local Government Act, Council is required to conduct a review of its representation at least once every eight years. Council's review commenced in January 2009 and completion is planned for Oct/Nov 09.

During the three public consultation processes written submissions are invited from any person and any person who makes a written submission are given the opportunity to address Council, either in person or by way of a representative, in support of his/her submission.

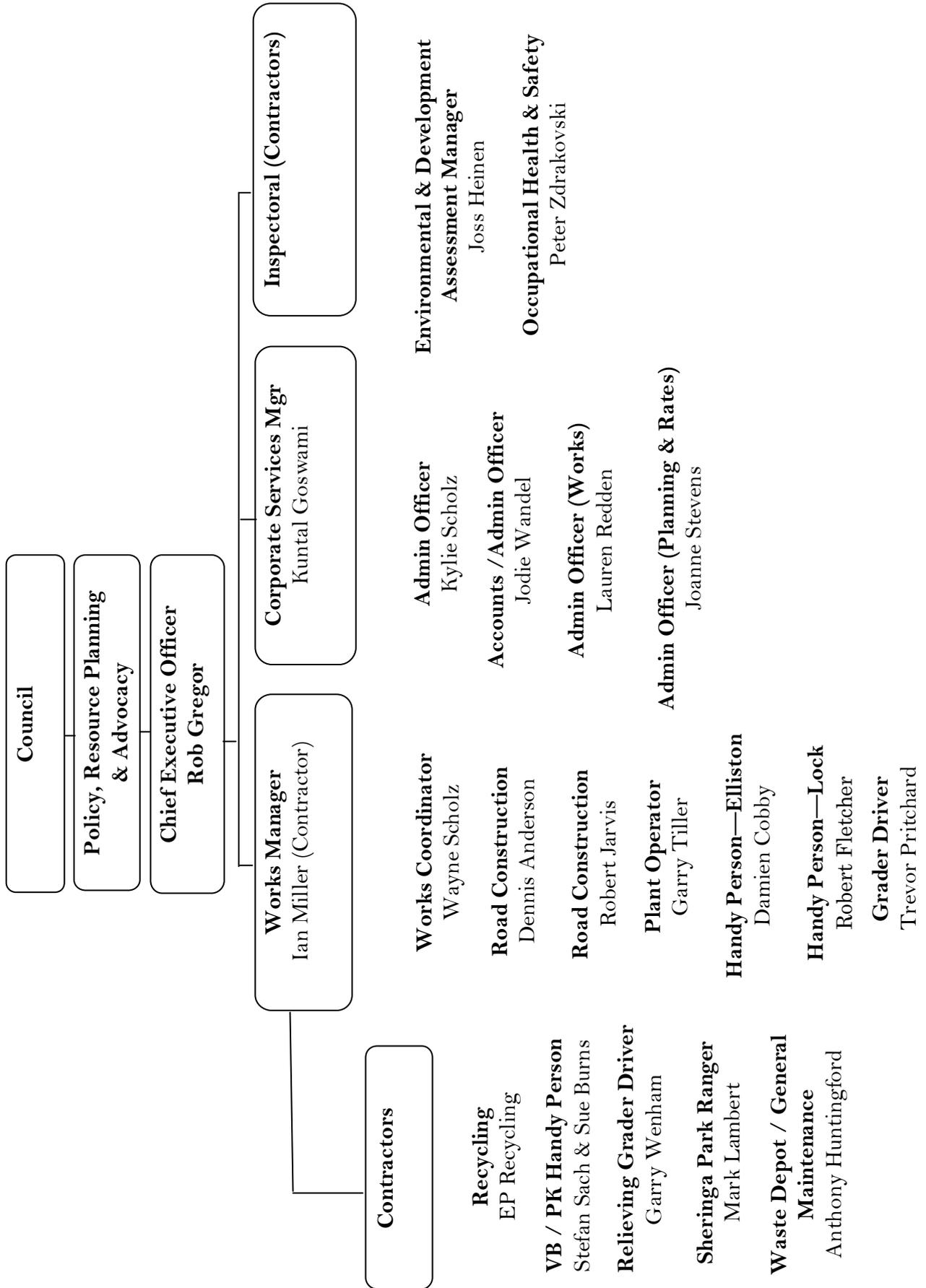
Upon completion of the consultations, and after due consideration of all submissions received in response thereto, Council then make a final decision regarding its future composition, size and ward structure, and present its formal report to the Electoral Commissioner, for consideration and certification.

Services:

| Service | Description |
|--------------------------|---|
| Transport | <p>DC Elliston maintains a road network of over 1100km. Council also provides for the improvement and maintenance of paved footpaths and carparks, maintenance of aerodromes, provides safe pedestrian walkways and aims to reduce potential risk hazards to the public in its use of the facilities. Council undertakes road maintenance and repair to ensure the safety of traffic and to sustain the serviceability of the road and its associated facilities and signs.</p>  |
| Environment | <p>This function involves council's commitment to waste reduction and activities that promote the enjoyment of our natural resources in a prudent and environmentally sustainable manner including rubbish collection, provision of public bins, operating waste sites, weed control, coastal protection, stormwater and drainage and street lighting.</p> |
| Community Services | <p>Council has a central role in creating links within the community to support organisations, businesses, community groups and residents to work together to achieve a positive community spirit. This function includes fire prevention, emergency management, public conveniences, cemeteries, youth support, Lock Public Swimming Pool assistance, Community Support Fund, Bramfield TV tower, library assistance, provision of Doctor's vehicle, immunisation support and other health services</p> |
| Economic Development | <p>Council recognises the important role it plays in fostering economic and community development. One of the measures to support the development of its community is through the provision of targeted funding to projects which are aligned with Council's corporate strategy or are seen as providing a particular benefit to the community or stimulus to the economy. This function includes business and economic development, tourism, arts and culture activities and grants.</p> |
| Recreation and culture | <p>The District Council of Elliston provides a number sporting, recreational and cultural facilities for residents and visitors including jetties, boat ramps, parks and gardens, and camping sites.</p>  |
| Governance | <p>Good governance is a key element in achieving Council's Vision. It ensures open and transparent processes and a commitment to be accountable to the community. Governance involves a compliance and performance monitoring role and includes the Councillors CEO and Deputy CEO's activities, risk management, strategy and policy development and review and communication with the community and Council meeting support.</p> |
| Administration and Other | <p>This function includes customer service, communication with the ratepayers, rating monitoring progress on Council's business and strategic plans, monitoring Council's risk management profile, maintaining council houses, and asset management. A significant item in this function is depreciation for buildings.</p> |
| Business Undertakings | <p>Council provides a number of services which are more commercial in nature including leasing caravan parks, providing water and providing a community wastewater management system in Lock.</p> |
| Regulatory Services | <p>This function includes development planning, building control, food hygiene and dog and cat management control which are public risk / health and safety compliance services required by legislation.</p> |

Organisational Chart

(As at the 30th June 2009)



Administration Staff



Rob Gregor

Chief Executive Officer



Kuntal Goswami

Corporate Services Mgr



Wayne Scholz

Works Coordinator



Kylie Scholz

Admin Officer



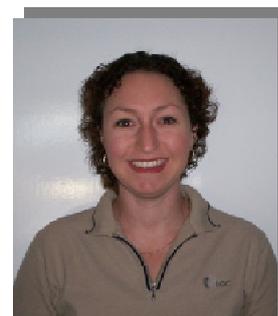
Jodie Wandel

Admin and Accounts Officer



Lauren Redden

Admin Officer-Works



Joanne Stevens

*Admin Officer - Planning,
Development and Rates*

Works Staff



Robert Jarvis

Plant Operator



Dennis Anderson

Plant Operator



Kym Tiller

Plant Operator



Trevor Pritchard

Plant Operator



Robert Fletcher

Handyperson



Damien Cobby

Handyperson

Year in Brief

July

- Council took over the operations of the Port Kenny Water Supply service
- Community forums were undertaken to present the annual business plan and budget

August

- Lock Area School received a visit from the Governor
- Council contributed a further 47,000 towards the Lock hall Toilets project with the funding to come from the Venus Bay toilet replacement budget line. The Venus Bay toilet replacement remains as the second priority for toilet replacements

September

- New mechanised waste collection service commenced
- Fiona Carey commenced with DC Elliston as Relieving DCEO

October

- The Elliston Jetty lights were replaced with Solar lights
- The Town Infrastructure survey was sent out giving the ratepayers the opportunity to give their preferences to Council for future upgrades /replacement of town infrastructure for the 09/10 budget
- Council adopted the Flag Flying and Australia Day Policy

November

- Council leased a new admin car
- Council's Annual Report and Audited financials were adopted by Council which recorded an operational deficit of \$30,435
- Council resolved to provide the residents of Clementina and Spindrift Drive
- Cr Karen Burrows was awarded the 2008 SA Great Regional "Community Individual" award for the Eyre Peninsula. Her contributions included, assisting in the construction of new toilets at the Lock Hall, drawing up landscaping plans for the Lock Medical Centre, and initiated a Suicide Prevention Program for Eyre Peninsula.

December

- John Rumbelow commenced with DC Elliston as relieving DCEO
- Council changed the Doctors car from a Toyota to a Ford Falcon
- Council sent out a survey requesting information from landowners on lone Graves within its District
- The Australia Day award were:
Citizen of the Year: John Tiller
Community Event of the Year:
Lock Remembers & Celebrates Anzac Day
Volunteer of the Year: Creagh McGlasson
Business of the Year: Elliston Supermarket

January

- Council adopted a list of 10 projects to be completed from the Regional and Local Community Infrastructure Program (RLCIP) 2008/2009
- Council directed the CEO to maintain the enforcement of illegal campers in the Council District.
- Council provided a letter to support to the ECIC's application to Community Benefits SA for funding to upgrade the Elliston Hall

February

- Council reimbursed the Bramfield Regrowth Association for \$572.50 for Fire Prevention undertaken at Bramfield with the cost to be recovered from property owners.
- Council contributed \$2,000 towards the Red Cross Victorian Bushfire Appeal

March

- The Lock Hall held it's 75th Anniversary celebrations
- Council congratulate Staff and Contractors on their commitment and efficiency to the roadworks program this year.
- Sculpture on the Cliffs 2009 opening festival was held
- Kuntal Goswami commenced with the District Council of Elliston as Corporate Services Manager
- Cr Brian Dandy resigned as Councillor

April

- Council contributed \$2,000 towards the 2009 Salmon Competition
- Council pre-allocated in-kind support up to \$4,960 to the EPNRM as part of the "Rehabilitation of Roadside Vegetation Project"

May

- Council purchased Silvio Apponyi's granite Salmon sculpture
- The department of Health was advised that the Elliston Council's preference for the School Based Immunisation Program is for them to deal directly with a local provider

June

- Authorisation was given to purchase the Caterpillar loader /back from DC Kimba
- Tenders were called for the Lone Graves Project
- The Mount Camel Staircase project was placed on hold due to the site examination cost advised by South Australian Native Title Services Ltd. exceeding the budget that is available by over 30%. The CEO is directed to examine whatever options may be available to allow the project to be recommenced.
- Councillor P Hitchcock, K Burrows and R Ridgway attended "Six of the Best" training by Wallman's Lawyers

Community Services and Economic Development

Council has a central role in creating links within the community to support organisations, businesses, community groups and residents to work together to achieve a positive community spirit. One of the measures to support the development of its community is through the provision of targeted funding to projects which are aligned with Council's corporate strategy or are seen as providing a particular benefit to the community or stimulus to the economy.

Community Support Fund

Council funded a wide range of community events and projects in 2008/09 through its Community Support Fund including:

- Mid West Health
- Australian Red Cross
- Elliston Rec Group
- Australian Salmon Competition
- Lock Bowling Club
- Port Kenny Primary School
- Lock Hall Committee
- Elliston Community Information Centre
- Elliston Dirt Circuit Club
- Royal Flying Doctor's Service
- Tom Cheesman – The Elliston Concept

Youth

The Elliston District Youth Advisory Committee (YAC) have met regularly through out the year at the Elliston Health Centre. The youth enjoyed a Pizza/movie social evening by going to the local café for pizza and then enjoyed a movie at the Health Centre.

Lock YAC had several get togethers including a day out at Elliston beaches and lunch.

National Youth Week

Elliston YAC

YAC were invited to be involved in the biannual, sculptures on the cliff art festival. They chose to attend 2 workshops run by a local artist, where they designed and painted t-shirts and a YAC banner. On the opening day of the festival, which was held during Youth week, they held loads of fun, interactive beach games.

Lock YAC:

Attended Wudinna's OUTLOUD music event as well as enjoying a surfing day at the beach as their youth week celebration.



Library Assistance

Council contributed \$8526 to the Lock Community Library for the 2008/2009 financial year.

Health Services

Council recognises the importance of providing health services to the district and was again pleased to support the community by means of providing a doctor's vehicle.

Council also administered support the Home and Community Care program.

Australia Day

Australia Day celebrations were successfully held in Lock this year. Council supported Australia Day awards through a free breakfast and award ceremony. The following community members/ organisations were the proud winners of:

Citizen of the Year: Mr John Tiller

Community Event of the Year:

Lock Remembers & Celebrates Anzac Day

Volunteer award: Mr Creagh McGlasson

Business of the Year: Elliston Supermarket



Council Committees

Council operates a number of committees to assist the council in the performance of its functions.

District Council of Elliston Audit Committee

In May 2007, Council appointed an audit committee comprising of two elected members and an independent person. The objective of the Audit Committee is to oversee the Council's risk management, and audit initiatives and to act as a source of advice to the Council and CEO in relation to these matters.

Youth Advisory Committee

The Committee was established for the purpose of advocating, initiating, researching, facilitating, coordinating and promoting activities and events that assist in providing positive outcomes for young people, for the benefit of the community. See above for YAC achievements throughout the year

Governance

Good Governance is a key element in achieving Council's Vision. It ensures open and transparent processes and a commitment to be accountable to the community. Governance involves a compliance and performance monitoring role and includes the Councillors, CEO and Deputy CEO's activities, risk management, strategy and policy development and review and communication with the community and Council meeting support.

Policy

One of the key roles of Councillors under the Local Government Act 1999 is to keep the Council's objectives and policies under review to ensure that they are appropriate and effective.

During 2008/09, Council reviewed a number of policies and adopted the following new policies:

- Footpath
- Australia Day
- Flag Flying
- Elected Member Training and Development

(Copies of all of council's policies are available from Council's website www.elliston.sa.gov.au or from the Council office)

Council Representatives

Council may from time to time delegate Elected Members or Staff to outside bodies with the purpose of the delegated person attending the outside body's meetings for the purpose of reporting back to Council the discussions of the meeting and to put forward Council's position on any matters raised in the meeting as resolved by the majority of Council in a Council Meeting.

Committee Name

Elliston Hospital Advisory Board
Elliston District Youth Advisory Committee
Lock Heritage Building
Lock Library Board
Lock/Murdinga/Tooligie Progress & Tourism Assoc.
Lock Public Institute Inc.
Lock Business Association
Lock Swimming Pool Inc
Lock Community Health and Welfare Advisory Board
Port Kenny Water Supply Advisory Committee
Port Kenny/Venus Bay Progress & Tourism Association
EP Waste Management Committee
Local Government Association of South Australia
Local Government Finance Authority of South Australia
Eyre Peninsula Local Government Association

Delegate

Cr M Wandel
Cr T Tesselaar
Cr R Ridgway
Cr P Hitchcock
Cr P Hitchcock
Cr K Burrows
Cr M Hancock
Cr K Burrows
Cr K Burrows
Cr R Seaman
Cr R Seaman
CEO R Gregor
Cr M Wandel/ Cr K Burrow
Cr M Wandel/ Cr K Burrows
Cr M Wandel/ Cr K Burrows

Audit Committee Activities

The Local Government Act 1999 requires that Councils have audit committees. The Audit Committee was established by Council on the 21 May 2007.

The Audit Committee has a minimum of three members:

- two Elected Members, Councillors Burrows (Chair) and the other position is currently vacant due to Cr Dandy resigning in March 09
- one Independent Member which is currently vacant

Due to staff and councillor changes, an audit committee has been unable to meet.

Section 90(2) and 91(7) Requirements

Council resolved that 8 items be kept confidential under Section 90 of the Local Government Act during the year.

Freedom of Information

The Freedom of Information Act (FOI) gives people the right to access information from Government agencies, including councils, subject to a number of exemptions to protect public and private interests. This does not include information that is

already available under an existing "access arrangement", such as council minutes, which are available without applying under FOI.

There were one (1) request for information made under the Freedom of Information Act 1 July 2008 to 30 June 2009.

Inquiries or requests for information under the Act should be forwarded to:

Freedom of Information Request
District Council of Elliston
PO Box 46
ELLISTON SA 5670

List of documents available to the public

The list of registers & codes of conduct or practice which are required to be kept under the Local Government Act 1999 or Local Government (elections) Act 1999 are:

Registers

- Local Government Acts – Mandatory Registers, Codes and Policies Registers
- Campaign Donation Returns prepared by candidates
- Information Statement
- Members Registers of Interests
- Members Register of Allowances and Benefits
- Officers Register of Interests
- Community Land
- Public Roads
- By Laws

Codes

- Members Code of Conduct
- Code of Practice for Access to Meetings and Documents
- Employees Code of Conduct

Policies

Full Council makes decisions on policy issues relating to services that are provided for members of the public. The currently list of adopted policies up to the 30th June 2009 are:

- Administration Policy
- Australia Day Policy
- Authorisation for Weed Control on Road Reserves Policy
- Business Support and Incentive Policy
- Code of Conduct for Council Members Policy
- Code of Conduct for Employees Policy
- Community Bus Policy
- Community Support Policy
- Contracts, Tendering & Purchasing Policy
- Council Cars & Light Commercial Vehicles Policy
- Decision Making for Major Items Policy
- Development of Roads on Reserves Policy
- Elected Members Allowances & Support Policy
- Elected Member Training and Development Policy
- Fire Prevention Policy
- Financial Viability Management Policy
- Flag Flying Policy
- Footpath Policy
- Freedom of Information Policy
- Internal Review of Council Decisions Policy
- LGAWCS Injury Management Policy & Procedure
- Order Making Policy
- Outdoor Dining Policy
- Project Management Policy
- Public Consultation Policy
- Public Meeting Advertising Policy
- Road Infrastructure Policy
- Records Management Policy
- Sale, Lease or Disposal of Land & Other Assets Policy
- Street Tree Planting Policy
- Supplementary Election Policy
- Use of Confidential Provision Policy
- Use of Councils Resources during Emergencies Policy
- Volunteer Policy
- Travelling Allowance Policy
- Waste Collection Policy
- Native Vegetation Plan for Roadworks Policy
- Street Naming Policy
- Control of Election Signs policy
- Complaints and Grievance Policy
- Council Representatives on outside bodies Policy
- Private Works and Plant Hire Policy

Public Participation

Members of the public have a number of opportunities to put forward their views on particular issues before Council. These are:

Presentation to Council

By arrangement with the Chief Executive Officer, residents may address the Council on any matter which, in the Chief Executive Officer's opinion is likely to affect the interests of the town as a whole or a large part thereof or is likely to be of interest or concern to the Council as a whole. Residents may address the Council for a maximum of ten minutes between the 9.40am and 9.50am on the third Monday of each month.

The Chief Executive Officer may not make arrangements for any person to address the Council on any planning or building application order, prosecution or expiation notice or any other specific grievance. In dealing with residents, the Chief Executive Officer shall be guided by Councils express desire only to be addressed on general matters of concern to, or affecting the interests of, the town as a whole or a significant proportion of the residents of the town.

Petitions

Petitions can be addressed to the Council on any issue within the Council's jurisdiction.

Written Requests

Members of the public can write to the Council on any Council activity, policy or service.

Elected Members and Staff

Members of the public can contact elected members and staff of the Council to discuss any issues relevant to Council.

Community consultation

From time to time the District Council of Elliston consults with its residents on particular issues which effect them. Here are some examples:

- Residents are notified of certain category Development and Planning applications requiring approval by Council. When an application is publicly advertised, or when those who may be affected by proposal are notified, residents have the opportunity to make a written submission to Council with their comments on the application or proposal.
- Questionnaires and surveys on particular issues such as Council policy and performance, recycling, redevelopment plans.
- Public meetings on particular issues are held as required.

Access to Council Documents

Council documents are available for public inspection at the Council office between 8.30am and 5.00pm Monday to Friday.

Council policy on complaints and unsigned letters

Council will not accept or act on any correspondences that are anonymous. However, if a letter is bona-fide, the contact details will be kept confidential, and the content of the complaint only, will be available by a Freedom of Information request.

Charges for documents readily available to the public

Members of the public can purchase copies of some of these documents and the charges are shown at the back of this report.

Other Information Requests

Requests for other information not included in above will be considered in accordance with the Freedom of Information provisions of the Local Government Act.

Under legislation, an application fee and where appropriate, a search fee must be forwarded with the completed request form, unless the applicant is granted an exemption.

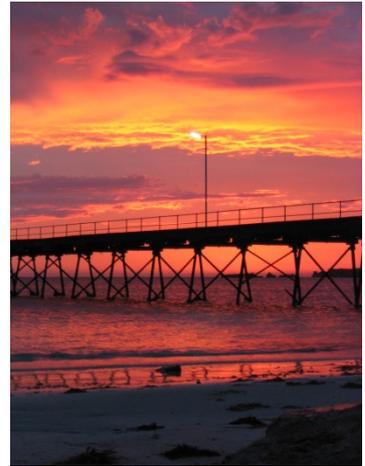
Application of Competition Principles

Council does not operate any business activity that meets the criteria of Category One being business activities with an annual turnover in excess of \$2 million or employing assets in excess of \$20 million.

Council provides a Community Bus. This is mostly used by the aged and disabled as a community service obligation, however the bus is made available for hire when not otherwise in use.

Private works is undertaken by Council where there are no viable alternatives (local contractors) for the community to access.

All Council business activities include checks for competitive neutrality. In setting fees and charges the Council has taken into account:



- Relevant Government legislation and policies;
- Community service obligations and impact on residents, ratepayers and visitors to the Elliston District and the allocation of Council resources and funds to reflect best value practices;
- The impact on competitors – actual and potential including employment, economic and regional development;
- The interests of consumers;
- Council Policies including the Council Contracts Tendering and Purchasing Policy which includes competitive tendering.

Current Council by-laws have been in place since 2006 and were all formally reviewed against the principles of competitive neutrality prior to implementation.

There were no complaints in 2008/2009 relating to the Councils application of competitive neutrality.

Community Land Management

Pursuant to the Local Government Act 1999 (Sections 193, 194, 195 & 196) Council was required to undertake a process to classify all Local Government land owned by or under the care and control of Council.

Subsequently Council formally identified and completed “community land” requirements and relevant Management Plans have been developed.

Finance

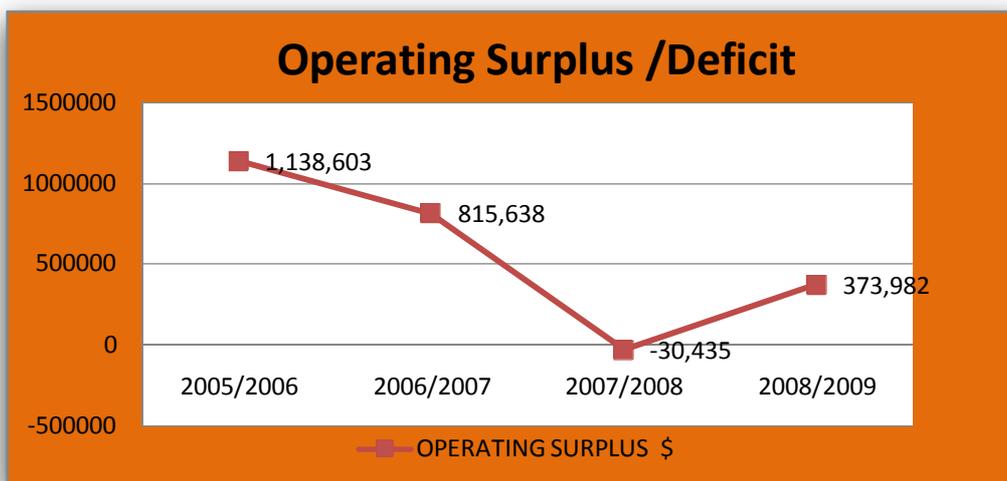
Key Financial Indicators – interpretation and analysis

The financial indicators were developed by the SA Local Government Financial Management Group as result of the 2005 Financial Sustainability Inquiry and now prescribed under the Local Government Act 1999.

Interpretation and analysis for all seven indicators is outlined below:

Indicator 1 – Operating Surplus

Operating surplus is the difference between day to day income and expenses for the period,(excluding profit/loss on asset disposals and revaluations, amounts received specifically for new or upgraded assets, one-off items).LGA suggested target is to achieve an operating breakeven position or better over any five year period.



Interpretation and analysis

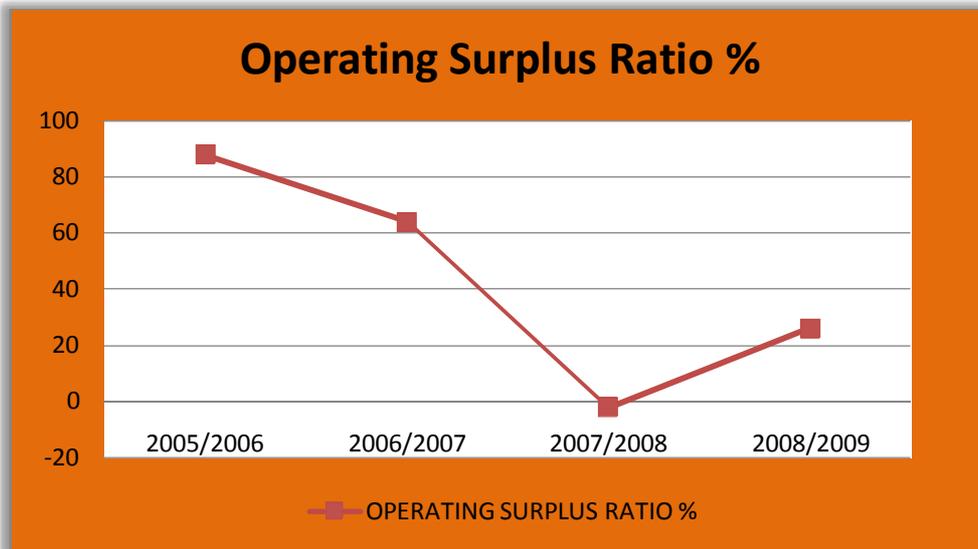
An operating surplus before capital revenues indicates the extent to which operating revenue is sufficient to meet all operating expenses including depreciation. An operating deficit occurs when total operating expenses exceed total operating revenues and consequently the burden of a portion of expenses will need to be met by future ratepayers. Further, where a Council is not achieving an operating surplus, any capital expenditure on upgrading or expanding infrastructure needs to be modest as it normally will lead to additional maintenance and depreciation costs.

The Elliston Council is currently recording an operating surplus of \$373,982 (Net surplus of \$357,585).

However much of this year's operating surplus is due to the Commonwealth Government recently making an early payment of \$257,884 as grant funding to Council (prior to the close of 2008/09 accounting period) which has to be taken to account in 2008/09. This has created an anomaly whereby it provided a positive impact on the Council's financial position for this year and it will have a negative impact on the 2009/10 financial year of \$257,884. If the pre paid Grant Component had not been received in 2008/09 the actual (adjusted) Operating Surplus of Council for 2008/09 would have been \$116,098.

Indicator 2 – Operating Surplus Ratio

Operating Surplus ratio expresses the operating surplus as a percentage of general and other rates less rebates and revenue from the NRM levy. LGA suggested target is to achieve an operating surplus ratio of between 0% and 15% over any five year period

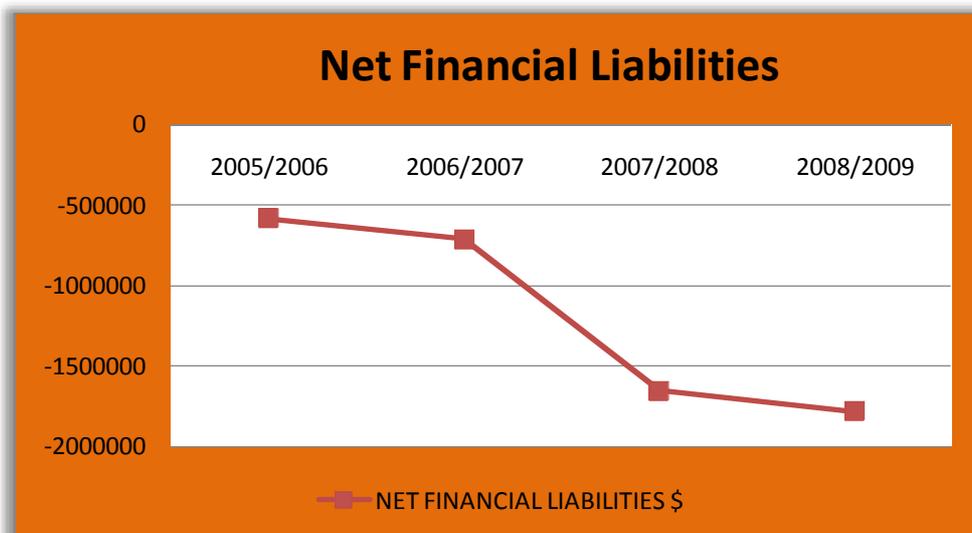


Interpretation and analysis

In 2008/09 the operating surplus ratio is 26% . This year’s significant jump in operating ratio is mainly due to prepayment of part of 2009/10’s Grant, otherwise the 2008/09 operating surplus ratio would have been 8% .

Indicator 3 – Net Financial Liabilities

Net financial liabilities equals total liabilities less financial assets (financial assets include cash, receivables and investments, excluding equity-type investments). Expected target is to keep net financial liabilities, less than annual operating revenue but not less than zero.



Interpretation and analysis

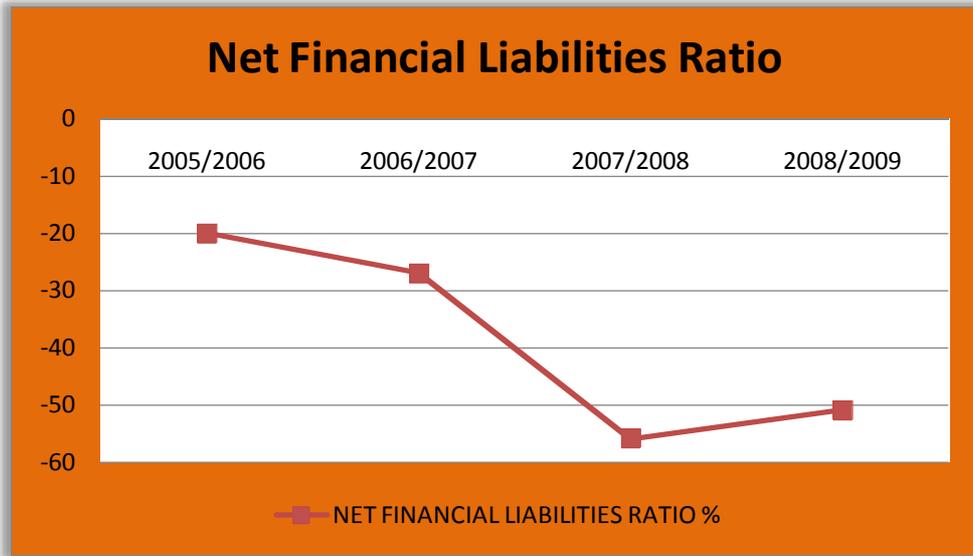
Net financial liabilities measure a council’s total indebtedness. Net financial liabilities is a broader measure than net debt as it includes all of a Council’s obligations including provisions for employee entitlements and creditors. The level of net financial liabilities increases when Council starts borrowing more and/or it’s financial assets are reducing. The level of net financial liabilities decreases when the Council financial assets are increasing and/or Council is repaying its (long term) liabilities.

The Elliston Council is witnessing a downward trend over last few years. In 2008/2009 the net financial liabilities is \$1,783,197. In this case the decrease over last year is due to an increase in financial assets, in the form of cash, (sale of Elliston Links last year and current year’s prepayment Grant money). If prepayment of the grant had not happened, this year, the net financial liabilities would have been \$1,525,313. At present Council has relatively low level of liabilities with most of its long term loans are paid.

The indicator suggests that Council has the capacity to borrow for any productive project / for any projects of strategic importance if required, providing it does not add to the overall longer term operating costs.

Indicator 4 – Net Financial Liabilities Ratio

Net financial liabilities/ (Total operating revenue - NRM levy.). Expected target is it should be greater than zero but less than 100% of total operating revenue.



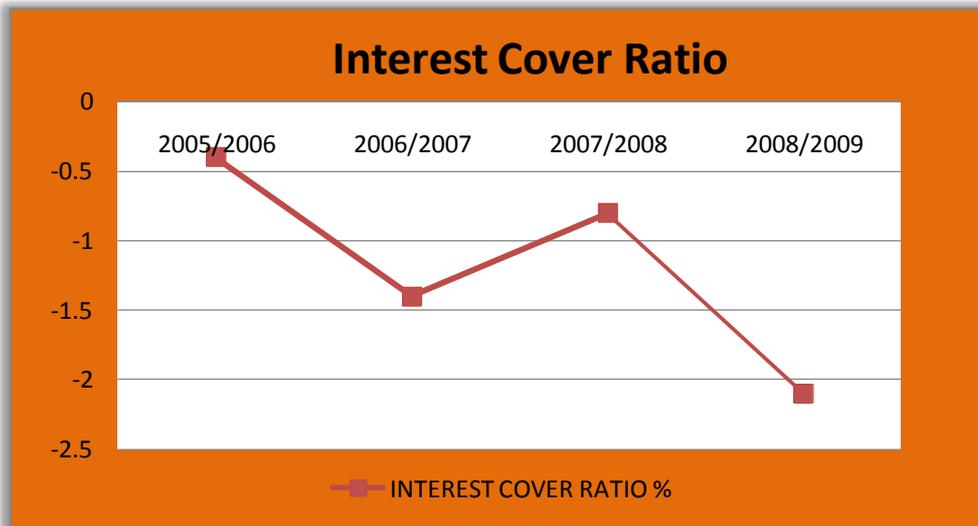
Interpretation and analysis

This ratio indicates the extent to which the net financial liabilities of the Council can be met by the Council's total operating revenue. Where the ratio is falling, it indicates the council's capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is increasing, it indicates a greater amount of council's operating revenues is required to service its financial obligations.

Over the past years, the Council's net financial liabilities ratio has reduced significantly and at present it is -51% and this figure signifies that, Council does have the capacity to borrow if required, providing it does not add significantly to the overall longer term operating costs.

Indicator 5 – Interest Cover Ratio

The level of income used to pay interest on loans (Finance Costs – Investment Income)/(Total Revenue – NRM levies – Investment Income). Proposed target is between 0% and 10%.



Interpretation and analysis

This ratio indicates the extent to which council's commitment to interest expenses is met by total operating revenues. At present Council's interest cover ratio is -2.1% and over past few years it has hovered below 0% which is concurrent with the fact that the Council has a sound cash balance and is earning good interest income and Council has reduced its long term loans resulting in less interest cost .

Again, this ratio indicates the borrowing capacity of the Council is quite sound as documented against Indicators 3 and 4.

Indicator 6 – Asset Sustainability Ratio

(Expenditure on renewal/replacement of assets + acquisition of renewal/replacement assets under finance leases – Disposal proceeds from replaced assets)/(Depreciation + amortisation + impairment expense). Indicates whether a Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out . LGA suggested target, the asset sustainability ratio is greater than 90% but less than 110% over a rolling 3 years period.



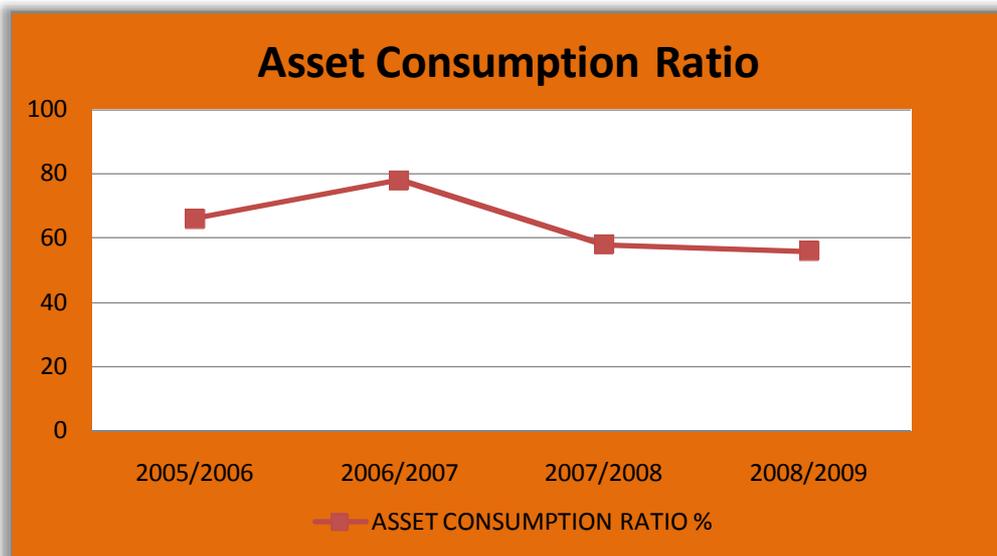
Interpretation and analysis

If capital expenditure on renewing or replacing existing assets is at least equal to depreciation on average over time then a Council is ensuring the value of its existing stock of physical assets is maintained. If capital expenditure on existing assets is less than depreciation then, unless a Council's overall asset stock is relatively new, it is likely that it is underspending on renewal and replacement. This will progressively undermine its financial sustainability as it is likely that additional maintenance costs associated with assets that have exceeded their economic life.

In last few years the Asset Sustainability Ratio is an upswing and it suggests the Council is replacing old assets and in the last two years Council has spent 90% to 100% of its Depreciation expense in renewal /replacement of assets. Presently the Council is spending 103% of its depreciation expense on asset renewal/ replacement. From 2008 onwards the Asset Sustainability ratio is meeting the recommended target and in 2008/09 the figure is even above the recommended target.

Indicator 7 – Asset Consumption Ratio

The average proportion of “as new condition” left in assets. (Total carrying value (WVD)of all property , plant and equipment-carrying value of non-depreciation PP&E)/ (total value of all PP&E at cost or valuation – total value of all non-depreciable PP&E at cost or Valuation) .Proposed target of Asset Consumption Ratio is 40% and 80%.



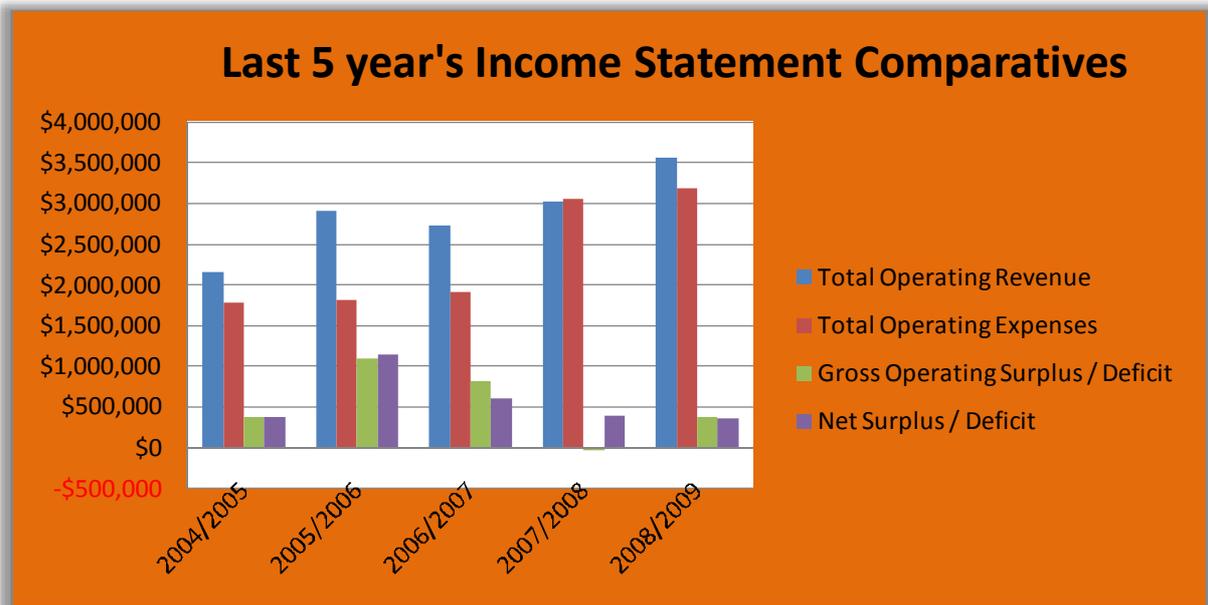
Interpretation and analysis

This ratio seeks to highlight the aged condition of a Council's stock of physical assets. Since the Council is spending quite high a amount of money on asset renewal / replacement in the last few years, as showed in indicator 6, the asset consumption ratio has remained quite steady since 2007/08. At present it is 56% , which is within the suggest range i.e. 40% to 80%.

Other Financial trend analysis

The graphs below show a snapshot of Council's Operating Statement and core expenses by function.

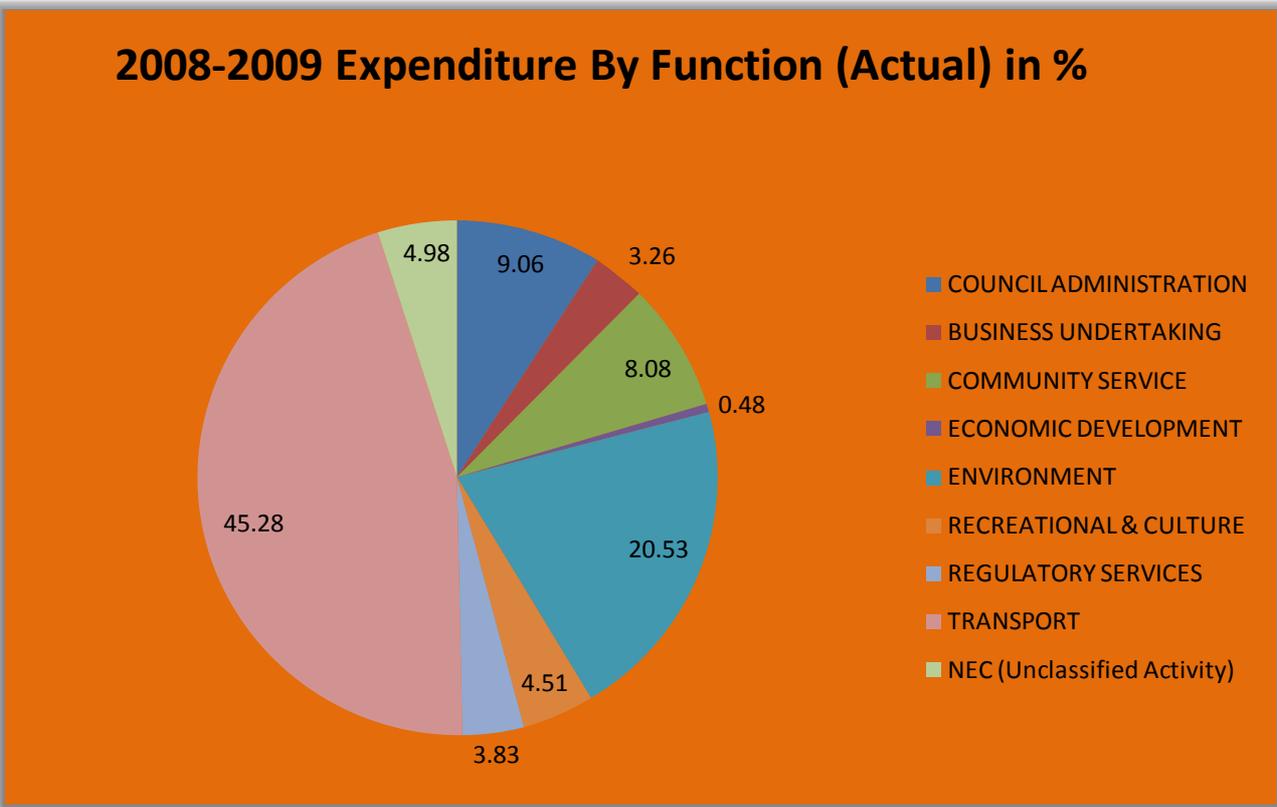
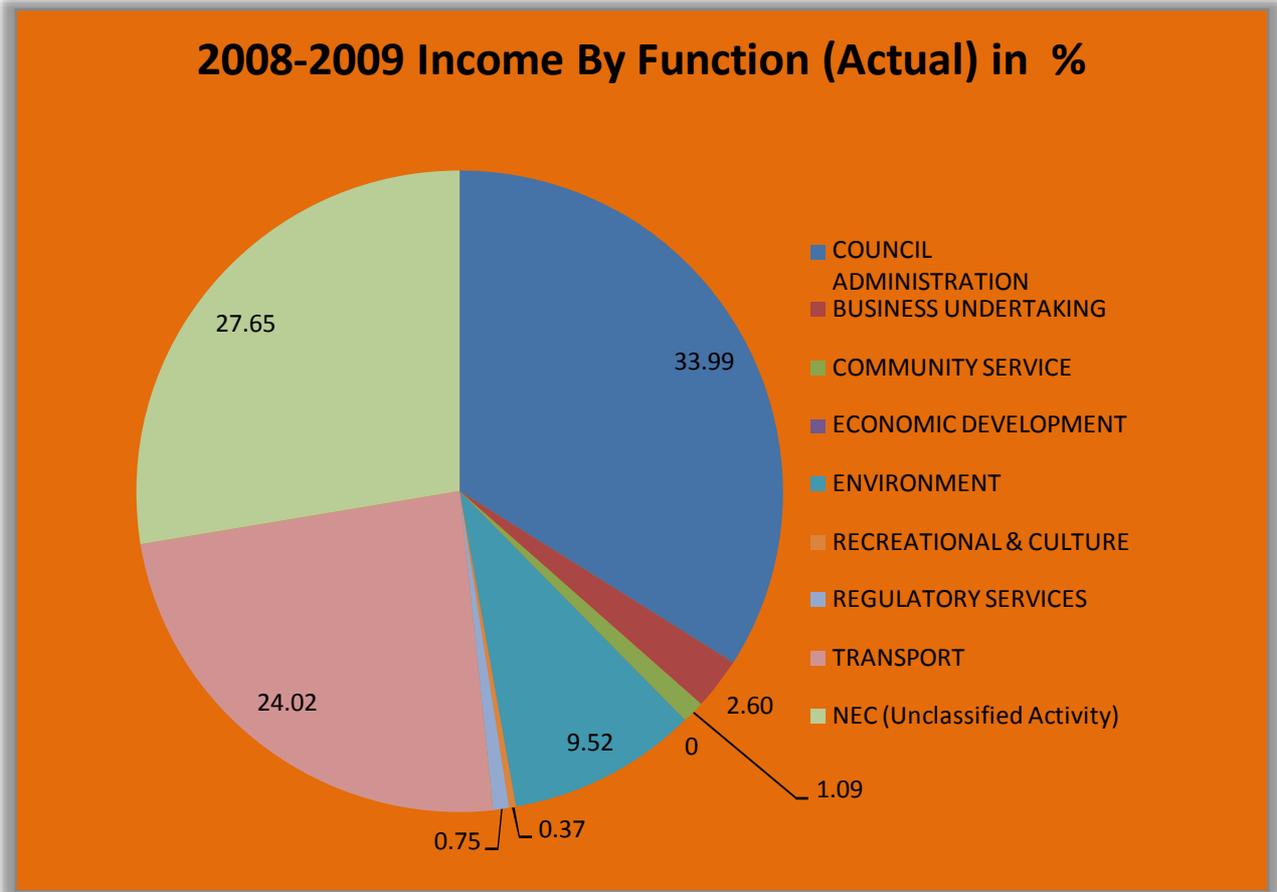
| Snapshot of DC Elliston's - Last 5 year's Income Statement | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|
| Year | 2004/2005 | 2005/2006 | 2006/2007 | 2007/2008 | 2008/2009 |
| Total Operating Revenue | \$2,165,063 | \$2,902,989 | \$2,729,628 | \$3,017,251 | \$3,566,426 |
| Total Operating Expenses | \$1,778,995 | \$1,809,686 | \$1,913,990 | \$3,047,686 | \$3,192,444 |
| Gross Operating Surplus / Deficit | \$386,068 | \$1,093,303 | \$815,638 | -\$30,435 | \$372,982 |
| Net Surplus / Deficit | \$385,030 | \$1,138,603 | \$604,579 | \$391,669 | \$357,585 |



The Elliston Council is currently recording an operating surplus of \$373,982 (Net surplus of \$ 357,585).

Please see indicator 1 on page 19 for an explanation of Council's operating surplus

The following pie-chart shows the percentage of income & expenses for each of Council's core functions.



Summary of actual performance against the Business Plan and proportion of income each function and proportion of expense under each function

| | BUDGET 2008-2009 | 2008-2009 ACTUAL | 2008-2009 ACTUAL IN % |
|-----------------------------|------------------|------------------|-----------------------|
| INCOME BY FUNCTION | | | |
| COUNCIL ADMINISTRATION | 1,191,229 | 1,212,285 | 33.99 |
| BUSINESS UNDERTAKING | 96,600 | 92,749 | 2.60 |
| COMMUNITY SERVICE | 57,000 | 39,011 | 1.09 |
| ECONOMIC DEVELOPMENT | 0 | 0 | - |
| ENVIRONMENT | 372,957 | 339,448 | 9.52 |
| RECREATIONAL & CULTURE | 10,900 | 13,226 | 0.37 |
| REGULATORY SERVICES | 12,950 | 26,750 | 0.75 |
| TRANSPORT | 742,604 | 856,765 | 24.02 |
| NEC (Unclassified Activity) | 697,318 | 986,192 | 27.65 |
| TOTAL | 3,181,558 | 3,566,426 | |
| TOTAL VARIANCE | | +384,868 | |

| | BUDGET 2008-2009 | 2008-2009 ACTUAL | 2008-2009 ACTUAL IN % |
|--------------------------------|------------------|------------------|-----------------------|
| EXPENDITURE BY FUNCTION | | | |
| COUNCIL ADMINISTRATION | 252,426 | 289,142 | 9.06 |
| BUSINESS UNDERTAKING | 65,200 | 104,018 | 3.26 |
| COMMUNITY SERVICE | 245,355 | 257,817 | 8.08 |
| ECONOMIC DEVELOPMENT | 18,000 | 15,448 | 0.48 |
| ENVIRONMENT | 674,292 | 655,274 | 20.53 |
| RECREATIONAL & CULTURE | 138,260 | 144,095 | 4.51 |
| REGULATORY SERVICES | 106,000 | 122,178 | 3.83 |
| TRANSPORT | 1,463,000 | 1,445,386 | 45.28 |
| NEC (Unclassified Activity) | 505,800 | 159,086 | 4.98 |
| TOTAL | 3,468,333 | 3,192,444 | |
| TOTAL VARIANCE | | -275,889 | |

Deposits

Council has a number of reserve funds held with the Local Government Finance Authority, the following table provides the individual funds held and the balances as at the 30th June 2009.

| <u>Name of Reserve</u> | <u>Total</u> |
|--|----------------|
| Elliston Airport | |
| <i>Funds to be used for the future sealing of the aerodrome</i> | 61,163 |
| Plant & Machinery Replacement | 295,541 |
| Infrastructure Replacement | 55,855 |
| Land Development | 33,219 |
| Waste Management | 114,877 |
| <i>Funds to be used for the implementation of the Waste Management Strategy</i> | |
| TV Fund | 43,354 |
| <i>Funds for maintenance, repairs & upgrade of television infrastructure</i> | |
| CWMS (Formerly STEDS) | 63,722 |
| <i>Funds to be used in the future for infrastructure upgrades</i> | |
| Port Kenny Water Supply | 1,511 |
| Long Service Leave | 34,200 |
| Total | 703,442 |

Administration

Council's administration staff have performed extremely well this year, and have provided good quality customer service, administered rates, monitored Council's risk management profile and managed Council's assets.



Council administration consistently strives to improve its operations and Council in the last year was recognised by its peers for improvement in its Risk Management and Occupational Health and Safety. Council employed local contractors where the pricing was competitive and wherever it was practical and advantageous for Council to do so and supported local businesses wherever possible and not used ratepayer funds to compete with them.

Administration began developing its Long Term Financial Plan and Asset Management & Infrastructure Plan which aim to meet a required level of service, in the most cost effective manner, through the management of assets for present and future customers.

Human Resources

Council undertakes the principles of equal opportunity employment and appointments are made on merit.

Human Resources are an important component of Council operations and extensive policies, procedures and Occupational, Health Safety and Welfare plans have been adopted and enacted.

Occupational Health, Safety and Welfare

- Undertake requirements of the Act
- Initiate action for regular inspections
- Identify, record all safety issues
- Initiate, recommend and provide solutions through designated channels
- Verify implementation of solutions

Training

- Receive and consider training requirements of employees
- Identify and record considered training requirements
- Initiate, recommend and / or provide solutions through appropriate channels

Delegations

The Chief Executive Officer and other Officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters.



Planning

Council Development Assessment Panels

The Council's Development Assessment Panel only was required to meet twice throughout this year for the purpose of assessing two land divisions. The meetings were held in September 2008 and January 2009 with on-site inspections undertaken at the proposed Land division locations.

The purpose of the Council Development Assessment Panel is to assess each development application on its own merits and against the Principles and Objectives of Council's Development Plan, the Development Act and Regulations, rather than having a Local Government influence.

The Elliston CDAP has the powers and functions under the Development Act as delegated by Council.

The Elliston Development Assessment Panel is independent of Council, however, the CDAP must function in accordance to Section 56A of the Development Act and meet the requirements of all By-Laws, Council Policies and Protocols.

Each decision made by the CDAP is final and can not be amended by Council unless they do so by utilising the judicial system of the Environmental, Resources Development Court. This is also applicable to any third party appeals relating to a development proposal.

The Elliston Council Development Assessment Panel consists of the following members:-

| | |
|---------------------|------------------|
| Mr. Ian Penna | Presiding Member |
| Ms. Andrea Evans | Member |
| Mr. Patrick Clark | Member |
| Mr. Robert Pearce | Member |
| Mr. Kingsley Holman | Member |

Public Officer

Yet to be appointed (C Baxter resigned)

Environmental & Development Assessment Manager

Mr. Joss Heinen

Minute Clerk & Trainee Building Surveyor

Ms. Joanne Stevens

The Elliston CDAP Meetings are open to the general public with the exception of the requirements under the Development Act and when the CDAP is deliberating upon a development proposal. All decision on all development proposals shall be delivered in public. CDAP Agendas, Minutes and Officers Reports are for public perusal and copies may be obtained for a minimum fee from the Council Administration Office.

The operations of the CDAP are in accordance with the "Terms of Reference" and the "Code of Conduct". Both of these documents are available for perusal and should you wish to do so, then in the first instance you should contact the Council office

Meetings are held on the first Monday of the month, commencing at 10.00am unless that day is a public holiday, then it shall be the first Tuesday of that month. The Meeting place is usually where the majority of development applications are sited with the venues being:

Elliston, Sheringa & Bramfield Areas:

Elliston Council Chambers, Beach Terrace Elliston SA 5670;

Port Kenny Venus Bay Areas:

Port Kenny Sports Complex, Flinders Highway Port Kenny SA 5671;

Lock, Toologie, Muringa Areas:

Lock Bowling Club, Railway Terrace Lock SA 5633.

Coastal Development Plan Amendment

The Coastal Development Plan Amendment began in November 2007 when Planning SA approached the Council with an amended Development Plan for review. The zoning boundaries which Planning SA proposed were Coastal Conservation Zones that would have encompassed the majority of coastal land between the sea and the main highway from Port Kenny through to Sheringa.

In the two proposed amendments to the Development Plan as provided by Planning SA, it was stated that none of the following would be permitted in the proposed zone;

- Construction of new dwellings
- Extensions or alterations to current structures
- Troughs, dams or tanks installed for watering of stock.

On the 16th of June 2009, the CEO and Council's Trainee EDAM met with the Planning SA staff to discuss the development and progress of the Coastal Development Plan Amendment for the District Council of Elliston.

Planning SA is proposing a modified version of their original Coastal Development Plan which it presented to Council firstly in November 2007 and then again in March 2008, some of the potential changes which were discussed are below;

- In the original concept plan, if an owner wanted to demolish an existing dwelling in the Coastal Conservation Zone (CCZ) they were unable to replace it. However, Planning SA is now suggesting to it to be changed to the "existing use clause" and new dwelling may be constructed however it will need to be located in the same location and consist of the same size.
- In the original concept there was to be no modification to existing buildings and no construction of new buildings e.g. outbuildings. However, Planning SA is now suggesting modification of the buildings, plus 20% replacement and also the construction of outbuildings to be allowed.
- With the original concept there was to be no installation of dams, tanks or windmills however, the department is now suggesting that the landowner will be able to install these items and this clause would be removed from the Coastal Development Plan Amendment in the CCZ.

Planning SA brought their reviewed maps for the whole coastal region for the Council and it appears that the CCZ has now been reduced by 50% from the original concept which the Council received in November 2007. It emerged that Planning SA has now used GPS points to determine the zones and boundaries which is important to the Council and the landowners to determine the exact locations in question. However, without undertaking a full cadastral survey it is hard to determine the correct locations.

While Planning SA was present, their personal informed administration that the Council will need to propose the ratification of its camping locations at Sheringa, Walkers, Talia and Locks Well for it to be included in the Development Plan Amendment. This would therefore enable the Council to undertake any future development and modification of its facilities at these locations.

Planning SA has been requested to present the modified plans and maps to Administration Staff in the near future for comment and review. It will then be presented to Council for examination. Council may also be required to contract its consultant planners at Aurecon (Connell Wagner) to examine the maps and the development plan amendments, due to EDAM's absence.

While examining the maps and discussing the plan with Planning SA the following points were raised:

- It appears that the proposal concept is not too excessive with the restrictions on existing dwellings and the Council infrastructure which will be within the CCZ. However, the concept has not been formally approved by other government departments and it will be important for Council to examine the changes against the present Council resolution, which may need to be rescinded or modified if Council agrees to the proposal. If Council does not accept the changes and prefers the Council's proposed draft CCZ, then it is possible that the Development Plan Amendment proposed by Planning SA will be ratified by the Minister or departments and may be implemented via a ministerial PAR.
- This modified plan does not comply with Council's resolution 56.2008 and the decision facing the council is that most of the Eyre Peninsula Councils appear to have signed off on some compromise.
- The alternative is to say NO to the proposal from Planning SA and continue with the original Council's Draft Proposal.

However this will probably force the Minister for Planning and Local Government to consider the support from the other EP Councils and apply versions of other Council's concepts to the District Council of Elliston Development Plan.

Please note:

The recent Planning SA proposal will not meet all present Landowners aspirations (however there is an exemption for owners who have Developments Applications lodged with Council or footings in place). However, the proposal from Planning SA seems to be more flexible on existing dwellings and the moving of the boundaries back is a significant compromised offer.

Council is in process of reviewing the latest amendments with Council’s Environmental Development Assessment Manager (EDAM) providing a report for the October 2009 Council meeting, at which time Council will either reject or adopt the new amendments proposed by Planning SA.

Any person who is seeking further information / clarification on any of the above information should contact Council’s EDAM; Mr Joss Heinen on 0428 815 955 or EDAM Trainee; Ms Joanne Stevens at the Council office on 8687 9177.

Flood Prone Areas

Council engaged Hening & Co surveyors to undertake the flood prone data levels for the District Council of Elliston in the 07/08 financial year. The survey mapping information was received in December 08, which consists of the estimated flood levels for Bramfield, Talia & Sheringa. This data will now be converted to the GIS system which will enable it to be incorporated in the next review of the District Council of Elliston’s Development Plan.

Councils current Development Plan has special provisions for flood prone areas but does not clearly demonstrate the locality and where future buildings / structures should be located. Council has a duty of care not only to promote safe building practices but to also ensure via the assessment of development applications, that buildings /structures are sited above the Finished Floor Level to ensure they are not at risk from storm water flooding.

Development Application Statistics

The following are the building statistics of the building applications received for the 2007/08 financial year.

| 08/09 Development Statistics | | |
|-------------------------------------|-----------------------------------|----------------------------------|
| <u>Type of Development</u> | <u>Cost of Development</u> | <u>No. of Application</u> |
| Dwellings | \$ 1,009,609.50 | 7 applications |
| Dwelling Extensions | \$ 227,500.00 | 6 applications |
| Commercial Buildings | \$ 350,300.00 | 11 applications |
| Sheds, garages & other structures | \$ 275,550.00 | 24 applications |
| TOTAL | \$ 1,859,959.50 | 48 applications |



Health

Management of Effluent Waste

The monitoring and control of waste water treatment systems which includes STEDS, Septic Tanks and Aerobic Waste Water Treatment Plants is required under the Public & Environmental Health Act 1987 (SA). Due to this monitoring and analysing of the waste water disposal within the district it was discovered that there were problems with effluent disposal at Port Kenny. The township is built upon a layer of very tough limestone which does not allow for effluent disposal via the common soakage trench. Therefore, Council is amending its current Development Plan that all residential and commercial building will have to install an approved waste water treatment system in lieu of a soakage trench.

Similar problems occur within the township of Venus Bay as the lay of the land is on a large slope falling towards the marine environment. Council will also request that all residential dwellings in the future must install a waste water treatment system in lieu of soakage trenches.

Under the Act all new effluent systems need to be lodged with Council and require development approval before installation can proceed. The following table is the amount of effluent systems that were given development approval or inspected under the Health Act.

Monitoring and Control of Waste Control Systems (Eg. Septic Tanks, STEDS, CEDS)

| Type of System | Number of applications | Number of routine inspections | Number of complaints |
|----------------|------------------------|-------------------------------|----------------------|
| Septic Tank | 3 | 3 | Nil |
| Aerobic System | 8 | 8 | Nil |
| Other (name) | Nil | Nil | Nil |
| Total | 11 | 11 | 0 |

Council is responsible for the immunisation program within the District, the local General Practitioner contracts on behalf of the Council to undertake the vaccinations and performs them at the Elliston School. The following table is the type of vaccinations that were undertaken during the school program and the number of children vaccinated.

| Type of Vaccination | Total number of Vaccinations |
|---------------------|------------------------------|
| Hep B | 2 Doses (1 student) |
| DTPa | 4 Doses (4 students) |
| Total | 6 |

Environment Health Officers Regional Meetings

Regional Meetings for the Environmental Health Officers on the Eyre Peninsula has been organised by the Whyalla City Council and the first meeting will be held at Whyalla in October 2009.

Amendments to the Public & Environmental Health Act

Recent amendments to the Public Environmental Health (Legionella) Act will come into operations on the 1st April 2009 will place additional administration duties for the Environmental Health Officers. The purpose of introducing these new requirements is to place tighter controls on the high risk manufactured water systems to limit the outbreak of Legionella.

Legionella from natural sources can enter and colonise these type of water systems such as the ones listed below:-

- Cooling towers and or evaporative air handling systems;
- Air-houses;
- Humidifiers and nebulisers;
- Decorative water fountains and pools;
- Hot & warm water systems; and
- Spa pools or spa baths.

This now will require the EHO's of Council to conduct maintenance inspection and keep registers on any of the above manufactured water systems to ensure that that do not be in such a state to assist in an outbreak of Legionella.

Food

The District Council of Tumby Bay's Environmental Health Officer Ms Emma McDonald has been assisting the Council this financial year with the on-site food premises inspections due to EDAM's absence and undertook the annual report for the Council.

Section 109 of the Food Act 2001 requires that the Department of Human Services (Food Branch) submit to the Minister a report on the administration of the Food Act for the year ending the 30th of June 2008. Local Councils in their roles as enforcement agencies, have an essential role in the administration of the Food Act and information provided by Councils will continue to be an essential part of the Annual Report. The Minister must table the report in Parliament by 30th September 2009.

Currently there are 22 food premises within the Council District ranging from hotels, supermarkets, community halls, sporting clubs general stores and caravan parks to list just a few.

All these premises are generally inspected against the requirements of the Food Act which is additional to other legislative requirements such as the Liquor Licensing Act.

Inspection rates are varied, depending on the services each of these premises provide. The more food products are prepared or retailed the higher the need for more frequent inspections, as opposed to premises such as community halls which cater for intermittent functions on a lesser frequency.

The majority of the premises within the District Council of Elliston are of a very reasonable standard with a minority requiring more detailed scrutiny to ensure compliance with the Food Act.

In general, the inspection regime that Council staff undertake includes an assessment of storage, processing, display, packaging, transport and distribution, food disposal, health, hygiene and knowledge, and premises hygiene.

Roads

Council road construction program

Council completed a total of 71km of road construction this financial year which included 54km from Council's own staff and 17km from contractors. This included sections of Mt Wedge Kyancutta, Nowhere Else, Tooligie Hill, Palkagee, McLachlan Way, Corunna, Lally, Murdinga Murlong & Bascombe Well Road. A more accurate road rubble searching and testing technique was continued to improve the rubble quality for road construction, including drill testing and sampling.



Road maintenance & patrol grading

- Continue the safety signage upgrade to Sheringa Beach Road, Clifftop Drive, Talia Caves and Mt Camel Road
- Began signage improvements to the commodity routes
- Carried out minor patching on sections of Hundred Line Road, Barwell Road, Bascombe Well Road and Lally Road
- Roadside vegetation control was undertaken on sections of Hambidge, Gray, Hundred Line, Kamrock, Barwell, Bascombe Well, Buzzacott, Ridgway and Dennis Road
- Patrol grading continued throughout the summer period, with the construction grader used regularly for grading on weekends

R2R Projects

- Resheeted sections of Hundred Line, Carrick, Mt Damper and Barwell Road
- Bicycle track from within the township to the Pt Kenny Roadhouse/ Post Office
- Improved storm drains to reduce stormwater erosion, replaced sections of armco barrier and installed water diversion drains at Locks Well
- Extension to Beach Terrace in Port Kenny including under road drainage
- Patching and minor resealing Elliston streets



RLCIP Projects

- Installed new disabled toilets and wheelchair access paving to the Elliston Foreshore Toilets
- Stormwater management in Venus Bay
- Paving and wheelchair access to the Public Community Hall Toilets at Lock
- Additional paving on Memorial Drive in Elliston and improvements and maintenance to the existing footpath from the Elliston Hospital to the Supermarket
- Installed footpath paving from the Port Kenny Hotel to the Bicycle track to improve footpath access
- Installed paved footpath from Matson Terrace to the Venus Bay parklands, playground and BBQ area, the footpath is wheelchair friendly

Additional works and functions

- Refurbishment of Port Kenny Water Supply which included three new tanks, shed, pressure regulating, pumps and control system, a UV water sterilising device to improve the water quality
- Repairs and maintenance to the facilities on the Port Kenny Borefield and ongoing maintenance of water meters within the township
- Footpath paving connecting existing paving to the Elliston Memorial Kindergarten
- Additional linemarking in townships
- Installation of new playground in Port Kenny
- Provided ongoing monitoring service to DWLBC with monthly water level depth readings of the Musgrave and Venus Bay groundwater observation network
- Replacement of Elliston Jetty lights with solar powered lights and maintenance included ongoing weekly risk inspections, carried out repairs to the jetty abutment to repair the storm damage to the super structure including additional concrete works and underpinning of the jetty abutment to the land fall
- Street sweeping in Elliston, Lock and Venus Bay
- Maintenance on the Locks Well, Sheringa Beach and Talia Caves Stairway's
- External painting of the Locks Well and Sheringa Beach toilets
- High pressure flush of the Lock STEDS
- Independent Assessment of all commodity routes and coastal roads
- Installation of additional staircase at the Skate Park in Elliston



Infrastructure

Asset management

Council continued developing its Infrastructure and Asset Management Plans.

Road Infrastructure Policy

Ongoing improvements to Council's Road Infrastructure Policy continued to further develop and simplify the policy which outlines the broad procedures to be followed by Council's administration when it is evaluating the condition of footpaths, sealed roads and unsealed roads and sets agreed standards for their maintenance, renewal and upgrade requirements.

The evaluation process and use of categories based on usage and strategic need ensures that Council assesses its road network in an objective manner and it enables scarce resources to be distributed across the community in a fair and transparent basis.

Plant and equipment

- Purchased pole saw
- Sold Massey Ferguson Front End Loader/ Backhoe and upgraded to a Cat Front End Loader/ Backhoe with ROPS and air-conditioned cabin

Parks & gardens

Continued maintenance and extensive street tree trimming has continued to improve the town's parks and gardens and has contributed to an overall tidier appearance to the towns.

Environment

Green Power

The District Council of Elliston continued to use 20% accredited "Green Power" in 2008/09 to help reduce greenhouse gas emissions and provide leadership to the community. Accredited "Green Power" is generated by renewable energy sources such as wind, solar, water or biomass.

Waste Management

- Introduction of mechanised kerbside waste and recycling collection in Lock, Elliston, Venus Bay and Port Kenny.
- Introduced a temporary bin bank at Clementina Drive for residents of Spindrift, Stormbird and Clementina Drive, prior to a full collection service commencing in July 2009.
- Continued the rehabilitation with native tree plantings on the old Port Kenny waste site and installed additional fencing to the area.
- Carried out closure, extensive clean up and removal of metals, covering and rehabilitation of Lock Landfill Site and continued construction of the transfer station including fencing and construction of loading ramp.
- KESAB information sessions were held in all schools and the community to improve waste and recycling awareness within the district.
- A free Zero Waste Chemical Collection was held in Elliston and Lock.
- Council continued to offer a DrumMuster drum collection service to members of the public in Elliston and Lock. Council also provides a waste oil disposal service in Lock.



Weed control

- Council continued to carry out its weed management program throughout the district including boxthorns, boneseed and allepo pines.

Risk Management

Continued ongoing improvements to coastal and public areas to reduce Council's liability and improve public safety by installing additional signage, identifying and sign posting risk areas and improving barriers along the roadside to identify the proximity of the cliff edge and improve vehicle safety.

As the owner, occupier or controller of many parts of coastal and public areas, Council has in recent years become increasingly vulnerable to liability for the safety of the public in these areas.

Fire Prevention

Carried out hazard reduction in the townships to reduce the risk of fire, including slashing, mowing and chemical application for fire breaks.

Council adopted its new Strategic Plan for 2007 – 2012 on the 16th July 2007. The Strategic Plan outlines Council's long term vision for the future and the strategies which Council will take in order to meet the needs and expectations of the community in a planned and coordinated manner.

Background

The Strategic Plan outlines Council's long term vision for the future and the strategies which Council will take in order to meet the needs and expectations of the community in a planned and coordinated manner. The Strategic Plan incorporates community, elected member, council employees and government agencies' input.

This plan is a dynamic, living document and is intended to give the community a positive focus on the future. It asks where are we now? where do we want to be in the future? and what do we have to do to get there?

Understanding the plan

DC Elliston's Strategic Plan is structured in a hierarchal format. It outlines Council's long term vision for the future and layer by layer it identifies ways in which Council can achieve the vision.

- Our vision paints a picture of what we would like our District to achieve in the long term
- Our mission explains what business Council is in and it aims to do
- Goals are the high level objectives Council strives for in order to achieve its vision for the community
- Outcomes are the results Council aims to achieve by undertaking its strategies
- Strategies outline the way Council intends to achieve its goals

Our Vision:

A viable, cohesive, dynamic community which supports expanding economic opportunities in a sustainable manner without compromising the natural assets or quality of lifestyle of the community.

Our Mission:

As a legislated business, the District Council of Elliston aims to provide leadership, representation, advocacy and prudent management for its communities and visitors, and to work with them to identify asset needs and improve services.

Our Core Values:

The Elected Members and staff of the District Council of Elliston are guided by the following day-to-day principles to create a positive and dynamic organisational culture:

- Good governance
- Ethical behaviour
- Community focus
- Integrity
- Openness and Accountability
- Responsibility
- Cohesiveness
- Positive Leadership
- Team focus



Governance

| Link to Strat Plan | Governance Actions | 2008/09 Actual |
|--------------------|--|--|
| 2.2.2.1 | Lobby government for improved water services and supporting infrastructure and to increase reticulated water supply to our towns | Active input into SA Water's EP Long Term Water Security Plan, |
| 2.2.2.2 | Lobby State and Federal governments to increase funding to current and alternative energy technologies | Ongoing |
| 2.4.1.2 | Continue to assess each district's long term waste water disposal options | Ongoing – Now requires budget commitment (deferred 2010/11) |
| 3.1.3.3 | Continue to develop guidelines and policies to ensure the design of future subdivisions reflect best practice | New booklet and flyer developed regarding land availability in Elliston |
| 4.1.2.3 | Continue to advocate for the development and maintenance of health and aged care facilities within the region | Submission sent regarding SA Health care plan |
| 4.2.1.1 | Conduct community meetings/ forums on major issues | 3 Community Forums held for Business Plan/ Budget for 08/09 |
| 4.2.1.2 | Develop strategies to reduce resistance to change within the community | Community forums held. Information packs sent out regarding new waste system; Survey regarding Pt Kenny ex CWA Building; Survey regarding PK Water Supply, Survey regarding ratepayers' preference for future town infrastructure (RLCIP projects) |
| 4.3.3.1 | Lobby for increased educational facilities and equipment in our District Council of Elliston | Ongoing – Council has developed a \$ for \$ fund to assist groups and match grant funding |
| 5.1.1.3 | Provide training to Elected Members and support them in their role | Training policy developed, Councillors attended "six of the best" training by Wallman's Lawyers |
| 5.2.2.1 | Develop and maintain a long term financial plan | Draft only |
| 5.2.2.3 | Continue to improve reporting and communication regarding Council finances | Ongoing – monthly agendas and additional Detailed quarterly financial reports provide information |
| 5.3.1.1 | Ensure Council policies are regularly reviewed | Council adopted the Elected Member Training and Development Policy, Footpath Policy, Australia Day Policy, Flag Flying Policy |
| 5.3.2.1 | Support sound EPLGA and LGA initiatives | Attendance to meetings and letters sent regarding important issues |
| 5.3.7.1 | Participate in regional networks and forums | SA Water long term plan. Centrex CCC. EPNRM. Regional waste forums. EPLGA forums. |
| 5.3.7.2 | Consult with Government Agencies and local organisations during major projects | EPA/ Zero Waste for transfer sites, Planning SA for Coastal Development Plan |

Community Service

| Link to Strat Plan | Community Service Actions | 2008/09 Actual |
|--------------------|--|--|
| 1.1.2.1 | Increase and continue funding to Community Support Fund for community projects | \$40,000 budgeted for \$70,600 budgeted for Lock Institute Toilets Sculpture on the cliffs Festival, Salmon Competition, Lock Hall 75 th Anniversary, Pt Kenny Primary School – snapshot of remote communities exhibition, Elliston Hall Ceiling restoration |
| 1.1.2.2 | Assist the community in obtaining grants to improve community infrastructure | Assistance with Lock Institute Toilets grant applications and administration tasks |
| 1.1.2.4 | Conduct an annual Australia Day celebration | Held 26 January 2009 at Lock with free breakfast and ceremony to present awards |
| 1.2.1.2 | Provide practical and affordable incentives to | |

| Link to Strat Plan | Community Service Actions | 2008/09 Actual |
|--------------------|---|---|
| | encourage new businesses to our towns | |
| 1.2.1.3 | Provide infrastructure for businesses that is within council's control | Improved waste collection system with flexibility for businesses. New footpaths in townships |
| 2.2.1.2 | Promote wise water use to the community | |
| 2.4.3.1 | Waive development application fees for upgrading public building access to disabled persons | No applications received |
| 2.4.4.1 | Actively support fire prevention | Fire Prevention newsletter was sent out to households via mail drop and inspection of properties undertaken |
| 2.4.4.2 | Assist in preparing a fire prevention plan as required | Ongoing |
| 2.4.5.2 | Maintain Bramfield TV Tower | Infrastructure review undertaken |
| 2.5.3.4 | Identify community leisure facilities that could be improved, such as shades and BBQ facilities in appropriately identified areas | New equipment for Pt Kenny playground was purchased Parks and gardens receive ongoing maintenance |
| 2.5.4.3 | Support Lock Swimming Pool | Ongoing |
| 2.5.5.1 | Identify appropriate locations for construction of new/improved public conveniences | |
| 2.5.5.2 | Upgrade Council's existing public conveniences according to need and budget | Assistance to Lock Public Institute Venus Bay public toilet initial designs and quotations complete |
| 2.5.5.3 | Maintain Council's public toilets | Ongoing |
| 4.1.1.1 | Undertake regular health inspections | Ongoing |
| 4.1.1.2 | Support mosquito control | Mail drop reminding households to reduce mosquito breeding habitat around homes. Control programs are carried out in public area of Council's major townships |
| 4.1.2.2 | Provide for a Doctors Vehicle | Ongoing |
| 4.2.2.1 | Publish and distribute a quarterly council newsletter | Summary Business Plan/ Budget included in first quarter rates notice |
| 4.2.4.1 | Support events and activities that foster community spirit in the District through Council's Community Support Policy and fund | Ongoing – Council supported the Lock Bowling club to cater for the Governor's visit and Sculpture on the Cliff's festival |
| 4.2.4.2 | Encourage communities to work together to achieve common goals | |
| 4.3.2.1 | Continue to support sound YAC initiatives | Ongoing |
| 4.3.2.2 | Assist in annual National Youth Week activities | Ongoing |
| 4.4.1.2 | Provide emergency services support | Emergency Management Plan finalised, Resident Emergency Guide mailed to households |
| 4.4.1.3 | Support the local CFS and their volunteers | Ongoing |
| 4.4.2.1 | Maintain Council's Community Bus | Compliant, maintenance and checks undertaken |
| 4.4.2.2 | Support Red Cross by providing a Council Admin car when required | As required |
| 4.4.3.1 | Continue to support annual volunteer awards | Volunteer group /individual is included in now Australia Day award nomination form |
| 4.4.4.1 | Support the local Sculpture Festival | Provided community support funding, in-kind support |
| 4.4.5.1 | Undertake grave digging as required | Ongoing as required |
| 4.4.5.2 | Maintain Council cemeteries | Ongoing |
| 4.4.6.1 | Maintain and update emergency management plan | Ongoing as required |
| 4.4.6.2 | Communicate with the community emergency response and recovery actions | As required |

Transport

| Link to Strat Plan | Transport Actions | 2008/09 Actual |
|--------------------|--|---|
| 2.1.1.1 | Utilise a district specific guide outlining standards for road provision, construction and maintenance | Road Infrastructure Policy developed and updated. |
| 2.1.1.2 | Undertake road sealing and sealed road maintenance as required and within Council's budget | Mt Wedge/ Kyancutta, Nowhere Else, Toolfigie Hill, Palkagee, McLachlan Way, Corunna, Hundred Line, Carrick, Mt Damper, Barwell Rd |
| 2.1.1.3 | Undertake a minimum of 35km of unsealed road re-sheeting per year | 57.9km including the R2R Program |
| 2.1.1.4 | Undertake maintenance and patrol grading to relevant unsealed roads | As per program |
| 2.1.1.5 | Proactively manage roadside vegetation | Roadside vegetation control was undertaken on sections of Hambidge, Gray, Hundred Line, Kamrock, Barwell, Bascombe Well, Buzzacott, Ridgway and Dennis Road |
| 2.1.1.6 | Increase replacement and maintenance of high priority road signs | Signs at Anxious Bay Road; Cliff Top Drive and Sheringa Beach Road have been replaced |
| 2.1.1.8 | Develop a five year road construction program that is focused on roads built to meet actual needs and efficient use of capital as part of Council's Capital Works plan | Plan to be incorporated into Infrastructure and Asset Management Plan |
| 2.1.1.9 | Maintain airstrips as required | Vegetation control including chemical application. Reduced vegetation in the flight zone. Strip maintenance undertaken. |
| 2.1.3.1 | Maintain a risk assessment of footpaths that prioritises remedial work | Ongoing |
| 2.1.2.1 | Undertake footpath repairs as identified as being of high priority in footpath risk assessment | Ongoing |
| 2.1.2.2 | Develop a footpath construction program in consultation with the community | Deferred until 2009/10 |
| 2.1.3.2 | Investigate future bike and walking trails within the District | Deferred until 2009/10 |
| 3.3.1.1 | Improve and increase signage near fragile areas | |

Economic Development

| Link to Strat Plan | Economic Development Actions | 2008/09 Actual |
|--------------------|--|---|
| 1.1.1.1 | Review town signage and take appropriate action to ensure that it supports tourism | Ongoing |
| 1.1.2.3 | Advise community groups of potential funding that may be available to them | |
| 1.1.3.1 | Include information relating to tourism in Council newsletter/ website | |
| 1.1.4.1 | Provide financial assistance to Tourism Eyre Peninsula in promoting the region and district | July 09 meeting of Council resolved "not to contribute towards development of an integrated regional tourism plan as per Tourism Eyre Peninsula and the South Australian Tourism Commission's request, as Council already supports a number of local tourism initiatives" |
| 1.2.2.1 | Contribute to the ERDB and their programs | Contribution reviewed annually, next due 2009 |
| 2.2.1.4 | Investigate water-saving grants | Monitoring the "National Water Security Plan for Cities and Towns" website for next round of funding |
| 2.4.5.1 | Support expansion of broadband facilities | |
| 2.4.7.1 | Lobby Government for an increase in non-tied grants and a more equitable share of the available funding and simplification of guidelines | |
| 2.5.4.4 | Promote and support key sporting, recreation and leisure facilities and programs in the region | Ongoing |
| 3.1.4.1 | Improve Town Entrances | |

| Link to Strat Plan | Economic Development Actions | 2008/09 Actual |
|--------------------|---|----------------|
| 3.1.4.2 | Improve Council's signage where appropriate | Continuous |
| 3.1.4.4 | Encourage people to visit, stay and walk the streets, enjoying a range of features and destinations, including outdoor dining areas | Ongoing |
| 4.3.1.1 | Encourage school-based apprenticeships | |
| 4.3.1.3 | Negotiate possible skills training sessions within the District with TAFE | |

Environment

| Link to Strat Plan | Environment Actions | 2008/09 Actual |
|--------------------|---|---|
| 2.3.1.1 | Develop a landfill site that will cater for the total District's needs in the future | Landfill Environmental Management Plan Draft has been prepared. Final to be submitted to EPA for approval |
| 2.3.1.2 | Convert waste sites into transfer stations | In progress |
| 2.3.2.1 | Collect rubbish from public bins | Ongoing |
| 2.3.2.2 | Collect household rubbish from major towns | Ongoing – new mechanised system in place |
| 2.3.2.3 | Support recycling initiatives including drum muster program | Public Drum Muster completed in October 08 and March 09 and advertised accordingly |
| 2.3.3.1 | Develop and maintain Landfill Environmental Management Plans or closure plans for waste sites | Landfill Environmental Management Plan Draft has been prepared. Final to be submitted to EPA for approval. Closure Plans for Elliston, Lock, Pt Kenny and Murdinga have been submitted to EPA |
| 2.3.3.2 | Undertake relevant environmental monitoring of waste sites | Ongoing |
| 2.3.3.3 | Rehabilitate existing waste sites no longer being used | Elliston, Pt Kenny and Murdinga and Lock sites capped. |
| 2.3.3.4 | Operate Council's waste site(s) | Ongoing |
| 2.4.6.1 | Implement recommendations from Tonkin's Stormwater Report | Engineering assessment in progress |
| 2.4.6.2 | Identify priorities for storm water maintenance | |
| 2.5.3.1 | Maintain Sheringa staircase | Ongoing |
| 2.5.3.2 | Maintain Locks Well facilities | Ongoing |
| 2.5.3.3 | Maintain Talia Cave signage and car parks | Road and parking signs erected |
| 3.1.4.3 | Undertake regular street cleaning | Done in May 09 |
| 3.1.4.5 | Provide adequate street lighting | |
| 3.3.2.1 | Ensure NRM planning and programs are supportive of district needs | Communication with NRM and community groups regarding council's planning processes |
| 3.3.4.1 | Support tree planting done in accordance with council's policy | |

Recreation and Culture

| Link to Strat Plan | Recreation and Culture Actions | 2008/09 Actual |
|--------------------|---|---|
| 1.1.1.2 | Evaluate, develop and maintain camping sites to ensure they are suitable to growing needs | Minor maintenance undertaken at Sheringa Beach and Walkers Rock camping sites |
| 2.5.2.2 | Maintain Council's boat ramps | Risk assessment undertaken on alterations to Venus Bay boat ramp |
| 2.5.2.3 | Maintain Council's jetty | Handrail installed. Solar lights installed |
| 2.5.4.1 | Maintain Elliston Skate Park | New stairs installed for risk management purposes |
| 2.5.4.2 | Maintain Council's playgrounds | Pt Kenny playground upgraded |
| 3.3.5.1 | Manage and maintain councils parks, gardens and open space | Ongoing |

| Link to Strat Plan | Recreation and Culture Actions | 2008/09 Actual |
|--------------------|--|----------------|
| 3.2.1.1 | Maintain and protect monuments | Ongoing |
| 3.2.1.3 | Maintain heritage buildings and structures | |
| 4.3.3.2 | Provide support to libraries | Ongoing |

Administration and Order

| Link to Strat Plan | Administration and Order Actions | 2008/09 Actual |
|--------------------|--|---|
| 2.2.1.3 | Review and improve Council's current water practices | Upgrades to Port Kenny Water supply as per risk recommendations |
| 2.4.1.1 | Consider Elliston Hospital's waste water proposal and support further investigation | Deferred to 2010/11 |
| 2.4.3.2 | Develop and implement a Disabled Access Plan | Commenced (upgraded foreshore toilets and Elliston) |
| 2.5.2.1 | Undertake an infrastructure analysis to identify gaps and key maintenance issue | Road report by T Mace now completed |
| 2.5.1.1 | Review service levels of Council's assets and infrastructure and future demand | Deferred to 2010/11 |
| 2.5.1.2 | Develop a lifecycle management plan for major assets and infrastructure | Deferred to 2009/10 |
| 3.1.1.1 | Ensure community are aware of our town planning documents and that they are made available to the public | Information readily available at the office and on the council website |
| 3.1.1.2 | Continue to review Council's community land management plan | Ongoing |
| 3.1.3.2 | Ensure current and future land owners are aware of Council's policies regarding development | Information readily available at the office and on the council website |
| 3.2.1.2 | Develop a maintenance plan for Council owned buildings | Draft report prepared by J Heinen |
| 4.2.2.2 | Educate the community on council's functions | Business Plan Summary included "what do you get for your rate \$" |
| 4.2.2.3 | Conduct an annual survey to assess community views on council's functions and activities | |
| 5.1.1.1 | Undertake annual training and skill needs analysis and development review | |
| 5.1.1.2 | Provide staff relevant training to improve productivity | TAFE courses, Contract management, Development (Sect 7), CDAP, Workers Compensation |
| 5.1.2.1 | Negotiate an EBA/ Collective Agreement for staff | |
| 5.1.3.1 | Develop and implement a performance appraisal process for all employees | Ongoing |
| 5.1.3.2 | Provide staff accommodation where necessary | Ongoing |
| 5.2.2.2 | Report at least quarterly on progress with financial sustainability indicators | Provided quarterly |
| 5.3.1.2 | Ensure reports to council provide sufficient analysis and investigation | Compliant |
| 5.3.3.1 | Include Council information on Council website | Ongoing |
| 5.3.3.2 | Ensure written enquiries including emails are acknowledged within 5 working days | Compliant |
| 5.3.3.3 | Develop a Council contingency plan | Draft prepared |
| 5.3.4.1 | Carry out Council's administration functions in an efficient manner | Management ensure functions are carried out in a efficient manner |
| 5.3.5.1 | Review Council's OHS Policies and ensure they align with Best Practice and EEO Legislation | Ongoing |
| 5.3.5.2 | Develop and adhere to an annual OHS plan | Ongoing |

| Link to Strat Plan | Administration and Order Actions | 2008/09 Actual |
|--------------------|---|--|
| 5.3.5.3 | Provide staff with relevant OHS training | Workzone traffic mgt undertaken by Admin Staff & contractors |
| 5.3.6.1 | Undertake risk assessments on various Council activities, services and assets | Ongoing |
| 5.3.6.2 | Undertake relevant steps to minimise risks within Council | Ongoing |

Business Undertakings

| Link to Strat Plan | Business Undertaking Actions | 2008/09 Actual |
|--------------------|--|--|
| 1.1.1.5 | Provide maintenance to Council owned caravan parks as required | As required |
| 2.2.1.1 | Examine options for provision of water to Pt Kenny/ Venus Bay | Council has taken over the mgt of the Port Kenny Water supply and is completing upgrades to the system |
| 2.2.1.5 | Investigate water desalination options as back up water supply in drought conditions | Put on hold until 2009/10 |
| 2.2.1.6 | Undertake regular water testing where required | Ongoing |
| 2.4.2.1 | Undertake regular de-sludging and maintain Lock CWMS | Ongoing |
| 2.4.2.2 | Implement recommendations from Lock CWMS audit report | |

Regulatory

| Link to Strat Plan | Regulatory Actions | 2008/09 Actual |
|--------------------|--|---|
| 1.2.1.1 | Develop planning policies which support soundly based business ventures | |
| 3.1.1.3 | Support Council's Development Assessment Panel | Meetings are held as required in Sept, Dec and January |
| 3.1.2.1 | Review Council's Development Plan | Coastal Development Plan review and outcome remains pending |
| 3.1.2.2 | Develop criteria for the form and siting of new residential development | |
| 3.1.3.1 | Review Council's current policies regarding development | |
| 3.2.2.1 | Ensure development plan and Council policies adequately encourage environmentally sound building practices | Ongoing |
| 3.3.1.2 | Encourage the use of sustainable land management practices | Ongoing |
| 4.2.3.1 | Review Council's bylaws and ensure they are made publicly available | Council considered bylaws at September 08 Council meeting. All are available from website |
| 4.2.3.2 | Enforce Council's bylaws | As required |
| 4.4.1.1 | Undertake Dog and Cat control management | Ongoing. City of Whyalla has been engaged to undertake regular monitoring |
| 5.2.1.1 | Report to the community on progress Council is making in regards to its strategic plan | |

Rating Policy 2008/2009

(Extract from Council Annual Business Plan)

COUNCIL'S REVENUE RAISING POWERS

All land within the Council area, except for land specifically exempt (eg crown land, Council occupied land and other land prescribed in the Local Government Act – refer Section 147 of the Act), is rateable.

The Local Government Act provides for the Council to raise revenue for the broad purposes of the Council through a general rate, which applies to all rateable properties. In addition, the Council can raise separate rates, for specific areas of the Council or service rates or charges for specific services.

The Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and any equity issues. The list of applicable fees and charges is available at the District Council of Elliston, Beach Terrace Elliston or on our website at www.elliston.sa.gov.au. A Goods and Services Tax at a rate determined under the Goods and Services Act 1999 will be charged on those fees not given exemption under the Act.

METHOD USED TO VALUE LAND

The Council has decided to continue to use capital value as the basis for valuing land within the Council area. The Council considers that this method of valuing land provides the fairest method for distributing the rate burden across all ratepayers because property value is considered a reasonable indicator of income and capital value which closely approximates the market value of a property provides the best indicator of overall property value. The other options available were site value (unimproved land value) and annual value (income value).

ADOPTION OF VALUATIONS

The Council may employ or engage a valuer to value the land in the area or it may use the valuations provided by the Valuer-General, or it may use a combination of both subject to certain restrictions. The Valuer-General is a statutory officer appointed by the Governor.

OBJECTION TO VALUATION

The Council has adopted the valuations made by the Valuer-General. If a ratepayer is dissatisfied with the valuation made by the Valuer-General then the ratepayer may object to the Valuer-General in writing, within 60 days of receiving the notice of the valuation, explaining the basis for the objection, provided they have not:

- (a) previously received a notice of this valuation under the Local Government Act, in which case the objection period is 60 days from the receipt of the first notice; or
- (b) previously had an objection to the valuation considered by the Valuer-General.

A person may object to a valuation of the Valuer-General by notice in writing, setting out the reasons for the objections, and the Valuer-General must consider the objection. If the person then remains dissatisfied with the valuation the person has a right to a review. Applications must be made within 21 days of receipt of the notice of the decision (in relation to the objection) from the Valuer-General. A payment of the prescribed fee for the review to be undertaken together with the review application must be lodged in the State Valuation Office, who will then refer the matter to an independent valuer. If the person remains dissatisfied with the valuation then they have a right of appeal to the Land and Valuation court (Section 24, 25A, 25B & 25C of the Valuation of Land Act 1971).

The address of the State Valuation Office is 101 Grenfell Street, Adelaide SA 5000 (GPO Box 1354, Adelaide SA 5001) and the telephone number is 1300 653 346 (general enquiries) 1300 653 345 (objections enquiries).

Note: Council has no role in the process of considering an objection to a valuation. It is also important to note that the lodgement of an objection does not change the due date for the payment of rates.

NOTIONAL VALUES

Certain properties may be eligible for a notional value, where the property is the principal place of residence of a ratepayer, under the Valuation of Land Act 1971. This relates to some primary production land or where there is State heritage recognition. Any owner that believes that they are entitled to a "notional value" must apply in writing to the State Valuation Office.

GENERAL RATES

In setting the 2008/09 financial year rates, the Council has decided to raise rate revenue of \$1,494,637 in a total revenue budget of \$3,188,919.

Council considered that an adjustment to the variable rate component is the most appropriate method of distributing the cost of services within the community and it has adjusted the variable component from 0.355 cents in the dollar to 0.364 cents while maintaining the fixed component from the 07/08 level of \$150.

Rates are raised by the Council applying a rate in the dollar on the value of the property. Generally this means a high property value will result in higher Council rates as opposed to a property with a lower property value. The limitation of rating on property values is that it assumes that persons owning high value properties have more capacity to pay than those owning lower value properties. Recent substantial increases in 'location' property valuations have highlighted the issue that 'low' income households with high property values are finding it difficult to meet council rate payments.

Consideration of the new valuations provided by the Valuer General indicates that generally all valuations have increased throughout the entire council area.

Where ratepayers have reasonable cause to determine that they have suffered an unreasonable increase in this years rates, due to specific property valuation increase, and where such rate increases will cause hardship, Council will give consideration to applications for a rebate or for remission and/or, postponement of the rates.

SERVICE CHARGES

Waste Management

Due to increasing compliance costs imposed on Council by State Government, Council has introduced an annual service charge for waste management on land within the Council's area to land based upon the level of usage of the service and varied according to category of land use. The fees are structured on a proportional basis (i.e. those that most utilise the system, contribute through higher level fees and those that utilise the system the least, contribute at a lower level of fees). In 2008/09, this service charge is planned to increase by approximately 20% for those within the kerbside collection area.

Water Supply

Council imposes an annual service charge on land within the Council's area in the township of Port Kenny and Sections 21, 72 and 102 Hundred of Wright to which the Council provides or makes available the prescribed service known as the Port Kenny Water Supply Service which is managed by community volunteers of the Pt Kenny Water Committee based upon the level of usage of the service and varied according to category of land.

Community Wastewater Management System (CWMS)

Council imposes an annual service charge based on the nature of the service for land within the Council's area to which it provides or makes available the Lock Community Wastewater Management System (CWMS).

Television Transmission

Council imposes an annual service charge based on the nature of the service for land within the Council's area to which it provides or makes available the television transmission service from the facility at Bramfield Hill, Section 122 Hundred of Colton.

NATURAL RESOURCES MANAGEMENT LEVY

Councils are required to collect by legislation an amount specified as the Natural Resources Management Levy on all rateable properties. Collection occurs on behalf of the Natural Resources Management Board which uses the funds to manage natural resources. It does so by imposing a separate rate against rateable properties of a fixed amount sufficient to reimburse to the Council the amount which it is required to contribute towards the operating costs of the Board for the 2008/2009 financial year. The Council is required to operate as a revenue collector for the Board in this regard. Revenue from this Council is not retained by the Council, nor does the Council determine how the revenue is spent.

RATE CONCESSIONS

The State Government, in providing equity across SA in this area, funds a range of concession on Council rates. The concessions are administered by various State Agencies who determine eligibility and pay the concession directly to Council on behalf of the ratepayer. Concessions are available only on the principal place of residence.

PENSIONER CONCESSIONS

If you are an eligible pensioner you may be entitled to a rebate on your rates for your principal place of residence if you do not currently receive one.

Application forms, which include information on the concessions, are available from the Council at Beach Terrace, Elliston. They are also available from the SA Water Corporation and its District Offices and Revenue SA.

An eligible pensioner must hold a Pension Card, State Concession Card or be a TPI Pensioner. They must also be responsible for the payment on the property for which they are claiming the concession. The State Government administers applications. Payment of rates should not be withheld pending assessment of an application by the State Government as penalties apply to unpaid rates. A refund will be paid if Council is advised that a concession applies and the rates have already been paid.

CONCESSIONS FOR SELF-FUNDED RETIREES

The State Government has determined that self-funded retirees meeting certain conditions may also be entitled to a rebate on rates for their principal place of residence. If you believe you may be entitled to this rebate, you will need to make application. Applications are administered by Revenue SA for the State Government.

Payment of Rates must not be withheld pending assessment of an application by the State Government as penalties apply to unpaid rates. A refund will be paid if Council is advised that a concession applies and the rates have already been paid.

UNEMPLOYED PERSONS' CONCESSIONS

Families SA may assist unemployed persons with the payment of Council rates for their principal place of residence. (Remissions are not available on vacant land or rental premises). Please contact your nearest Department for Families and Communities (DFC) by phoning the Concessions Hotline on 1800 307 758.

POSTPONEMENT OF RATES - SENIORS

Ratepayers who hold a State senior card (or who are eligible to hold a State seniors card and have applied for one) are able to apply to Council to postpone payment of rates on their principal place of residence.

Postponed rates remain as a charge on the land and are not required to be repaid until the property is sold or disposed of. The amount of postponed rates attracts interest, thus ensuring that seniors using this scheme are not being subsidised by other ratepayers. Phone Council on 86879177 or email dce@elliston.sa.gov.au for further information.

PAYMENT OF RATES

As required by Section 181 of the Local Government Act 1999, rates are payable in four equal or approximately equal instalments in September, December, March and June.

In cases where the initial account requiring payment of rates is not sent at least 30 days prior to the due date, or an amended account is required to be sent, the Chief Executive Officer has the authority to fix the date by which rates must be paid for these assessments.

The Chief Executive Officer also has the authority to enter into agreements, upon application, with principal ratepayers relating to the payment of rates in a single instalment in December 2008 subject to the fines and interest being imposed against the total amount due and payable in December 2008 if that payment is not made by the due date or there is no variation to the agreement or further agreement entered into.

Cash, cheque, money order, credit card and EFTPOS may be used to pay rates. In person payments can be made at the Council office, Beach Terrace, Elliston, with the opening hours being 8.30am – 5.00pm Monday to Friday excluding public holidays. Payment can also be made electronically utilising the Council Website (www.elliston.sa.gov.au) or BPay. Payment by cash or cheque can also be made at the Lock Post Office.

Any ratepayer who may, or is likely to, experience difficulty with meeting standard payment arrangements is invited to contact the Rates Administration Officer on (08) 8687 9177, to confidentially discuss alternative payment arrangements.

LATE PAYMENT OF RATES

The Local Government Act provides that Councils must impose a penalty of 2% on any payment of rates, whether by instalment or otherwise, that is received late. On the expiration of each full month from that date interest at the prescribed percentage of the amount in arrears (including the amount of any previous unpaid fines and including interest from any previous month) accrues.

The District Council of Elliston imposes late payment penalties strictly in accordance with the Local Government Act. The ability to remit penalties in whole or part is a power vested in Council. At the District Council of Elliston each case will be considered on its merit based on the information provided.

The Council issues a final notice for payment of rates when rates are overdue (unpaid by the due date). Should rates remain unpaid more than 21 days after the issue of the final notice then the Council will refer the debt to a debt collection agency for collection. The debt collection agency charges collection fees to the ratepayer.

When the Council receives a payment in respect to overdue rates, the Council applies the money received as follows:

- First - to satisfy any costs awarded in connection with court proceedings
- Second – to satisfy any interest costs
- Third – in payment of any fines imposed
- Fourth – in payment of rates, in date order of their imposition

No fines or penalty interest will be applied to postponements either generally or to the new senior's postponement under Section 182A of the Act.

REBATE OF RATES

The Local Government Act requires Councils to rebate the rates payable on some land. Specific provisions are made for land for health services, community services, religious purposes, public cemeteries, the Royal Zoological Society and education institutions. These rebates vary from 75% to 100% and will be applied upon application.

Discretionary

Discretionary rebates of up to 100% may be applied by the Council under Section 166 of the Act. It is recognised that Council has a requirement to balance the benefits of supporting community organisations, with the impact that such rebates have on our overall rating income.

All applications for rebates, remissions or postponements must be made in writing, addressed to the Chief Executive Officer, District Council of Elliston, Beach Terrace, Elliston SA 5670 and include sufficient detail to identify the relevant property and support the application.

Further information on rebates is available from the Rates Administration Officer at the Council Office, Beach Terrace, Elliston, SA, 5670 or on telephone (08) 8687 9177.

REMISSION AND POSTPONEMENT OF RATES

Under Sections 182(1)(a) and (b) and (2) of the Act a postponement or remission of rates may be granted if Council is satisfied that the payment of these rates would cause hardship. Council may, on application and subject to the ratepayer substantiating the hardship, consider granting a postponement of payment of rates in respect of an Assessment on the condition that the ratepayer agrees to pay interest on the amount affected by the postponement at the cash advance debenture rate.

SALE OF LAND FOR NON-PAYMENT OF RATES

The Local Government Act provides that Council may sell any property where the rates have been in arrears for three years or more. The Council is required to provide the principal ratepayer and the owner (if not the same person) with details of the outstanding amounts and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month. The District Council of Elliston enforces the sale of land for non-payment of rates after three years or more in accordance with the provisions of the Act.

CHANGES TO ASSESSMENT RECORDS

All changes to postal address of ratepayer/owner and changes of ownership of a property must be notified promptly to Council in writing.

DISCLAIMER

A rate cannot be challenged on the basis of non-compliance with this Policy and must be paid in accordance with the required payment provisions.

Where a ratepayer believes that the Council has failed to properly apply this Policy it should raise the matter with the Council. In the first instance contact the Rates Administration Officer at the Council Office or on telephone (08) 8687 9177 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied they should write to the Chief Executive Officer, District Council of Elliston, Beach Terrace, Elliston, SA, 5670 explaining the nature of their concern.

Schedule of Fees and Charges 2008/2009

| (All charges are GST inclusive unless otherwise stated) | | Private Rate 08/09 |
|---|--|-----------------------|
| Photocopying | | |
| Black & white | A4 - one sided | 0.35 |
| | A4 - double sided | 0.70 |
| | A3 - one sided | 0.70 |
| | A3 - double sided | 1.40 |
| Colour | A4 - one sided | 0.70 |
| | A4 - double sided | 1.40 |
| | A3 - one sided | 1.40 |
| | A3 - double sided | 2.80 |
| Faxing | | |
| Sending | Per fax - transmission fee | 2.10 |
| | Plus per page | 0.50 |
| Receiving | Per page | 0.50 |
| Scanning | | |
| | Per page | 2.10 |
| Laminating | | |
| | A4 - per page | 2.30 |
| Binding | | |
| | Plastic binding | 2.30 |
| Council Documents | | |
| Minutes - Council | Per copy - Photocopied/Faxed - GST exempt | 6.00 |
| | Per copy - Email - GST exempt | 2.10 |
| | Per annum pd in advance - GST exempt | 60.00 |
| | Per annum pd in advance - Email - GST exempt | 23.00 |
| Agenda - Council | Per copy - GST exempt | 10.50 |
| Minutes - Committee | Per copy - Photocopied/Faxed - GST exempt | 4.60 |
| | Per copy - Email - GST exempt | 2.10 |
| Agenda - Committee | Per copy - GST exempt | 11.55 |
| All other Council publications, policies, manuals, registers, plans etc | As per photocopying charges above - GST ex | |
| Manual - OH&S CD Rom | GST exempt | 6.00 |
| Council Documents | | |
| Freedom of Information | | |
| FOI Access Application | GST exempt | 26.75 |
| FOI Dealing with Application | Per 15 minutes - GST exempt | 15.00 |
| FOI Photocopying | As per photocopying charges above - GST ex | |
| Council Office | | |
| Chambers Hire | Per day (includes tea/coffee) | 50.00 |
| | Catering - cost + 20% | |
| | 1/2 Day (including tea/coffee) | 25.00 |
| Digital Camera Hire | Per day | 30.00 |
| Data Projector Hire | Per day | 30.00 |
| CEO - Admin Services | Per hour | 85.00 |
| Admin Assistant - Admin Services | Per hour | 60.00 |
| History Books | | |
| The Custodians | Single purchase | 6.00 |
| Across the Bar to Waterloo Bay | Single purchase | 10.00 |
| Tjeiringa | | 30.00 |
| The Custodians | when 10 or more purchased at a time | 4.00 |
| Across the Bar to Waterloo Bay | when 10 or more purchased at a time | 6.00 |
| Community Bus | | |
| Private Hire | Booking Fee | 45.00 |

| | | |
|---|--|--------|
| | Price per kilometre | 1.50 |
| Search Fees | | |
| Full Search | Zoning & rates - same day service - GST ex | 40.00 |
| | Zoning & rates - within 7 w/days - GST ex | 30.00 |
| Part Search | Rates only - GST exempt | 10.00 |
| Cemetery Fees | | |
| Grave Plot Lease Fee | GST exempt | 115.00 |
| Transfer of Lease/Licence | GST exempt | 160.00 |
| Grave Digging/Filling | Minimum | 700.00 |
| | Plus any additional charges incurred by Council recovered at cost +20% | |
| Niche Wall Lease Fee | GST exempt | 110.00 |
| Niche Wall Internment Fee | | 185.00 |
| Extraordinary Fee for Extra Work | | POA |
| Exhumation | | POA |
| House Rental | | |
| Council Employee | Per fortnight | 200.00 |
| House E at Lock | | 150.00 |
| Private | | 300.00 |
| Leases & Licences | | |
| Lease - Parklands | Per annum | 25.00 |
| Lease - Road Reserve | | 25.00 |
| Licence - Bakehouse | | 25.00 |
| Licence - Outdoor Furniture | | 25.00 |
| Licence - Petrol Pump | | 25.00 |
| Licence - Radio Facilities & Shared Capital Repairs | | 600.00 |
| Licence - Street Trader | | 25.00 |
| Licence - Water Pump | | 25.00 |
| Campsites | | |
| Sheringa & Walkers Rocks | Per car, per night | 5.00 |
| | Plus per person per night | 2.00 |
| Plant & Machinery - subject to Council's Plant Hire and Private Works policy | | |
| Operator Hire | Per hour | 55.00 |
| Major Plant | | |
| Backhoe | Per hour | 115.00 |
| Grader | Per hour | 74.75 |
| Loader - Front End | Per hour | 101.20 |
| Loader - Low | Per kilometre | 2.93 |
| Roller - Flat | Per hour | 11.50 |
| Roller - Grid | Per hour | 17.25 |
| Roller - Rubber Tyred | Per hour | 13.80 |
| Sedan | Per kilometre | 0.58 |
| Truck - UD | Per kilometre | 2.30 |
| Utility | Per kilometre | 0.58 |
| Semi Water Tanker | Per kilometre | 1.15 |
| Roller - Combination | Per hour | 2.88 |
| Minor Plant | | |
| Air Compressor | Per day | 105.00 |
| | Per hour | 32.00 |
| Cement Mixer | Per day | 27.00 |
| Concrete Saw | Per day | 74.00 |
| | Per hour | 27.00 |
| Generator | Per day | 53.00 |
| | Per hour | 8.00 |
| Jack Hammer - Air Operated | Per day | 105.00 |
| | Per hour | 32.00 |
| Jack Hammer - Electric | Per day | 74.00 |

| | | |
|---|---|--------|
| | Per hour | 27.00 |
| Trailer | Per day | 27.00 |
| Trailer - Water Pump | Per day | 58.00 |
| | Per hour | 8.00 |
| Waker Packer | Per day | 105.00 |
| | Per hour | 27.00 |
| Other | Per day | POA |
| Building Materials | | |
| Building Metal | Per m3 | 83.00 |
| Aggregate | Per m3 | 83.00 |
| Permits | | |
| B Double/ Road train permit application fee | Per permit | 25.00 |
| Alteration to Council road permit application fee | Per permit | 50.00 |
| Water Supply Charges | | |
| Port Kenny Water Supply | Residential | |
| And | 0 – 138 kilolitres – per kilolitre | 1.50 |
| Venus Bay Water Supply | Above 138 kilolitres – per kilolitre | 5.00 |
| | Commercial Shop, Commercial Office, Commercial Other | |
| | 0 – 249 kilolitres – per kilolitre | 1.50 |
| | 250 – 350 kilolitres – per kilolitre | 2.00 |
| | Above 350 kilolitres – per kilolitre | 5.00 |
| Elliston Waterhole Standpipe | Residential | |
| | 0 – 138 kilolitres – per kilolitre | 1.50 |
| | Above 138 kilolitres – per kilolitre | 5.00 |
| | Commercial Shop, Commercial Office, Commercial Other | |
| | 0 – 249 kilolitres – per kilolitre | 1.50 |
| | 250 – 350 kilolitres – per kilolitre | 2.00 |
| | Above 350 kilolitres – per kilolitre | 5.00 |
| | Minimum payment per usage | 15.00 |
| Venus Bay Standpipe | Per kilolitre | 1.50 |
| Council Depot Standpipe | Per kilolitre | 1.50 |
| | Minimum payment per usage | 15.00 |

Elected Members & Staff Allowance Register

(As at the 30th June 2009)

| Elected Members Allowance Register | | | |
|------------------------------------|---|---|---|
| Classification | 1 Councillor | 1 Councillor | 6 Councillors |
| Stream | Chairman of Council | Deputy Chairman | |
| Annual Allowance | \$8,885 | \$5579 | \$4,152 |
| Reimbursements | Mobile Phone Rental | | |
| | Entitled allowances and reimbursements according to the Elected Members Allowances and Support Policy | Entitled allowances and reimbursements according to the Elected Members Allowances and Support Policy | Entitled allowances and reimbursements according to the Elected Members Allowances and Support Policy |

| Senior Officers Allowance Register | | |
|------------------------------------|--|--|
| Classification | 1 Employee | 1 Employee |
| Stream | Senior Officers Stream | |
| Level | Salaried Contract | AWA Contract |
| Reimbursements | According to Employees Allowances and Support Policy | According to Employees Allowances and Support Policy |
| Superannuation | 9% | 9% |
| | Private use of Council vehicle, telephone rental/business calls & mobile phone, clothing allowance | Private use of Council vehicle, telephone rental/business calls, house rental, clothing allowance, performance bonus |

| Administration Officers Allowance Register | | Local Government Employees Register | | |
|--|--|--|--|--|
| Classification | 5 Employee | 1 Employee | 3 Employees | 2 Employees |
| Level | AWA Contract | AWA Contract | 6 | 7 |
| Reimbursements | According to Employees Allowances and support Policy |
| | Performance bonus | Performance bonus | DCE Enterprise Bargaining Agreement | DCE Enterprise Bargaining Agreement |

District Council of Elliston

Audited Financial Report 2008/2009

