

# *District Council of Elliston*

## *Annual Report*

2006/2007



# *District Council of Elliston*



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## *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](http://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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## *Elected Members*



### Chairman

Michael Wandel  
PO Box 22  
Elliston SA 5670  
Ph: 86878767

### Councillor

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

### Deputy Chairman

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

### Councillor

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

### Councillor

Cr Brian Dandy  
PO Box 48  
Elliston SA 5670  
Ph: 86879271

### Councillor

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

### Councillor

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

### Councillor

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

## *A message from the Chairman*



**Michael Wandel**

*Chairman*

Council today has many challenges into the future. Keeping rates at CPI increases while, maintaining infrastructure and improving amenities has always been high priority for Councillors. This year rises are below state average with the exception of seaside property.

With the sealink beginning operations at Cowell to Wallaroo, there has been increased traffic to our coast. The sealing of Anxious Bay Road was finally realised with tourism and fishing being most appreciative of this project which was funded through Council Roads to Recovery Projects along with other projects which included street reseals and footpaths.

Various functions like the State Governor Marg Jackson having lunch in Elliston, Australia Day Celebrations in Lock which were well attended, citizenship ceremonies for two local residents and the Elliston Surgery consultation rooms that were opened by Barry Wakelin all form part of Councils routine involvement in our communities.

The Council will continue to support mining venture; as with all new projects they require planning and consideration before results are achieved. Let us all remain positive after two below average years and work towards achievable results.

***Michael Wandel***

Chairman



# *A message from the CEO*



**Rob Gregor**  
*Chief Executive Officer*

## **Key issues for 2006/2007**

During 2006/2007 the following key issues continued to be the focus of Council's attention:

### Improving the Council's financial position

- Gaining an in-depth understanding of and improving the techniques for managing Council's core infrastructure.

In order to progress with the funding of future maintenance needs and upgrading of existing infrastructure, Council continued to refine its operations which meant some services had to be cut or streamlined.

Rates and some service charges had to be increased plus a cautious approach had to be taken to requests for Council to build additional infrastructure.

The Council is in the process of developing a long term financial management plan and a long term asset infrastructure and management plan which will enable it to properly assess and manage Council's physical assets on a planned basis.

As at 30 June 2007, Council had a cash balance of approximately \$980,000 which has been a result of continued hard work in the above areas by Council and its administration.

While this may give the appearance of Council having generated excess income, when the backlog of Council's longer-term infrastructure costs are considered, it indicates the cash balance will be consumed within about 3 years and it will then face a significant challenge in funding the long-term maintenance of its large and aging road network if it does not develop a strategy to deal with that item in a planned manner.

## **Notes**

For 2007/2008, Council is budgeting to replace some of its aging infrastructure and machinery, including the replacement/ repair of two public toilets, increasing the road re-sheeting program, stormwater drain and collection upgrades, additional paving around towns and sealing and patching town streets.



For 2007/2008, Council has also budgeted for increased expenditure on waste management in order to ensure it complies with EPA guidelines and current OHW&S standards. To minimise the effect to ratepayers, Council will be financing the majority of its capital works from the cash surplus it has built up over recent years, rather than increase rates substantially.

The aim of Council developing soundly based asset management and financial plans is that it will allow it to ascertain sustainable service levels, develop affordable asset acquisition strategies and cost-effective maintenance regimes which have balanced funding plans.

## **Achievements against Councils Strategic Plan:**

Council undertook a thorough review of its Strategic Plan in 2006/2007 and while all of the objectives were considered important, the following specific objectives were identified as being crucial in its decision making for the year:

### Implement the strategic plan by improving the financial position of Council

Council continued to improve the financial position of Council by replacing assets and reduced its borrowing.

### Maintain and improve our physical infrastructure

Council began developing a long term infrastructure and asset management plan which outlines the future maintenance needs of its infrastructure.

### Improve the standard of our rural roads

18.7 km of unsealed roads were re-sheeted and 15.5 km of roads were profiled with a total of 71 roads being patrol graded.



### Proactively pursue external funding opportunities to support implementation of projects and programs

Council lobbied government on a number of important matters and continued to develop stronger relationships with key government agencies which can assist in future funding opportunities and support for various projects.

### Fully identify the current and future cost of operating Waste Management facilities and plan for that within the budgetary process.

A draft waste management strategy covering the next 10 years was developed and presented to the EPA.

### Utilise the future Roads to Recovery Program to assist in sealing town streets

Council utilised \$521,471 of R2R funding for a wide range of projects aimed at improving safety, amenity and improving stormwater drainage.

### Investigate alternative methods and new technologies for the construction and maintenance of rural roads.

Council trialled the use of a profiling machine and various clay/rubble mixes in its roads. The profiler proved successful and cost efficient with specific types of road base and the clay trials assisted in developing an agreed standard efficiently.



### Maximise the tourism potential of the area

Council contributed to a number of community events attracting tourists to the area including the Sculpture on the Cliffs festival, the Salmon Competition and supported town beautification projects throughout the district.

## **Important items:**

During Council's detailed examination of the budget for 2006/2007 it determined that rates needed to be increased by an average of 3.25% in order to achieve the desired outcome of a balanced budget with retention of current service levels. The fixed component remained unchanged and the variable component was reduced on account of some significantly increased property values (particularly in coastal areas).

An interim plan for management of waste is in place, however the final EPA guidelines for various sized facilities was not available in 2006/2007 and the required upgrades to meet increased compliance standards is expected to have a significant financial impact on Council into the near future.

For a detailed analysis on Council's financial performance it is important to refer to the specific report on that item which compares the individual yearly performances from 2001/2002 through to and including 2006/2007.

The District Council of Elliston has again performed well in handling the often difficult task of balancing both budgets and services, with the success of the 2006/2007 financial year being the result of good planning and continued hard work by Councillors and staff and I record my ongoing appreciation for their efforts.

***Rob Gregor***

*Chief Executive Officer*



## Council Profile



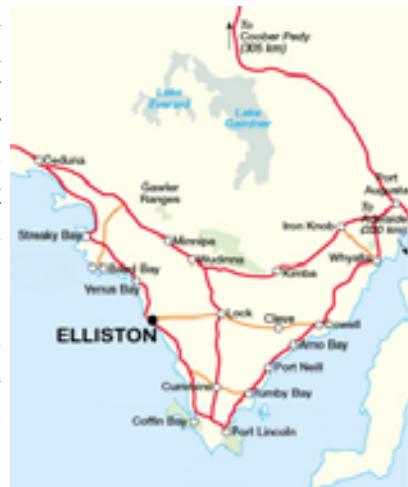
The District Council of Elliston covers an area of 669,300 Hectares and is located on the western seaboard of South Australia on the Eyre Peninsula. It is approximately 700km from Adelaide.

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 between Port Lincoln and Streaky Bay. It is a very

attractive coastal town that has significant potential for development and employment growth. The views of the rugged coastline are spectacular and the nearby boat ramp at Anxious Bay delivers over 50% of the Abalone and crayfish exported from the Eyre Peninsula.

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.



Significant tourism potential exists within the entire district and effort is being made to maximise that industry.

The District Council of Elliston has:

- 1483 rateable properties
- 893 principle ratepayers
- The Council district has an area of 6,693 square kilometres
- It has approximately 1,147 kilometres of sealed and unsealed roads to maintain

Council is the policy making body responsible for the decisions of Local Government and through its administration it manages the infrastructure and maintenance of public assets for the District Council of Elliston.

Council fulfils its 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	1614	8	201	C	0	RAS
Elliston	1240	8	155	C	0	RAS
Flinders Ranges	1563	9	173	M	0	RAS
Franklin Harbour	1235	6	205	C	0	RAS
Karoonda-East Murray	1145	9	127	M	4	RAS
Kimba	1035	7	147	C	0	RAS
Le Hunte	1177	7	168	C	0	RAS
Orroroo/Carrieton	1000	9	111	C	0	RAS
Robe	2196	7	313	M	2	RAS
Streaky Bay	2123	8	265	C	2	RAS

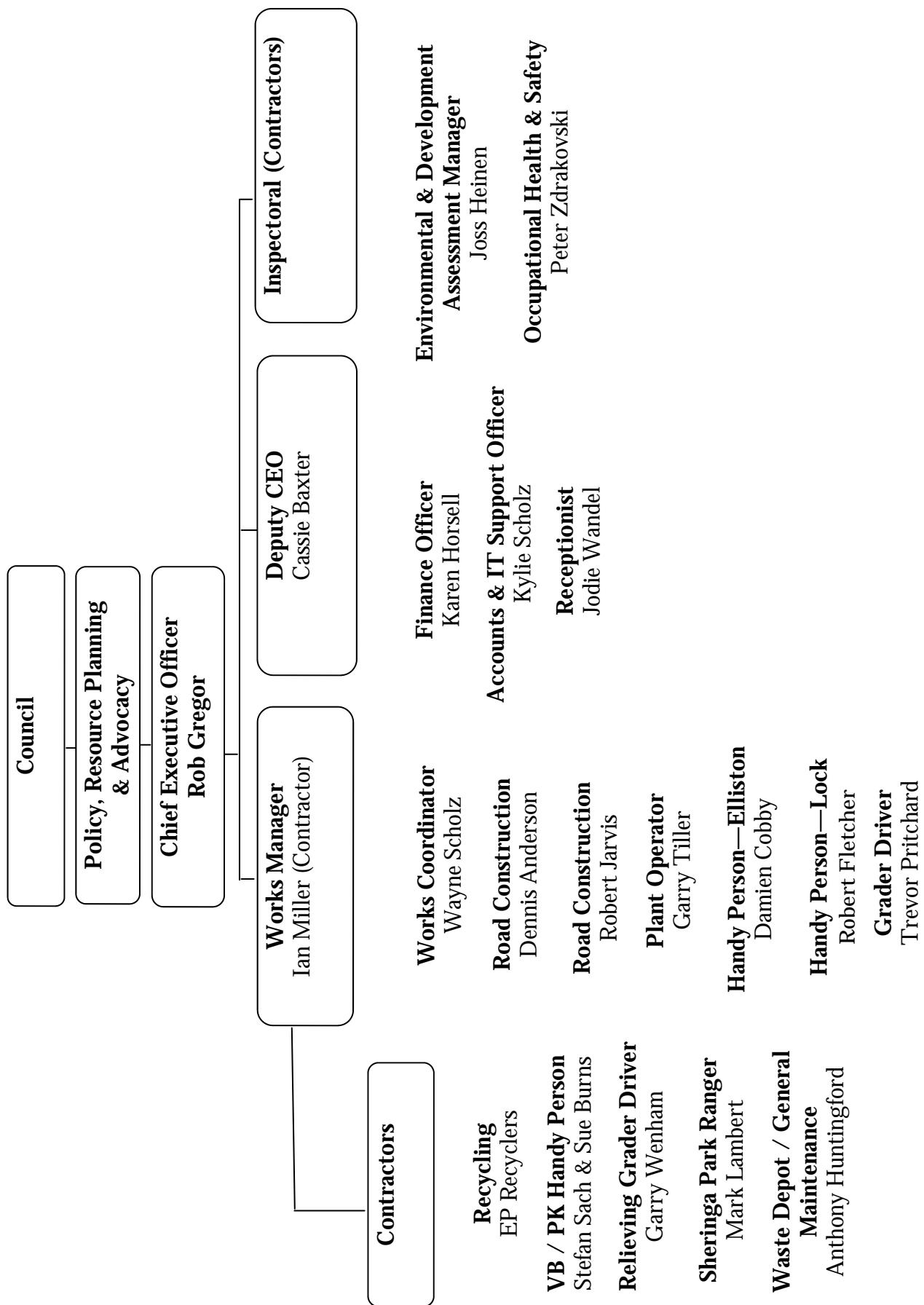
\*RAS label stand for: Rural Agricultural Small

## Services:

Service	Description
Transport	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.
Environment	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.
Community Services	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
Economic Development	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.
Recreation and culture	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.
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.
Administration and Other	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.
Business Undertakings	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.
Regulatory Services	This function includes development planning, building control, food hygiene and dog and cat management control which are pubic risk / health and safety compliance services required by legislation.

# *Organisational Chart*

(As at the 30th June 2007)



## *Administration Staff*



**Rob Gregor**  
*Chief Executive Officer*



**Cassie Baxter**  
*Deputy CEO /  
Corporate Services Mgr*



**Wayne Scholz**  
*Works Coordinator*



**Karen Horsell**  
*Finance Officer*



**Kylie Scholz**  
*Admin, Accounts and  
IT Support Officer*



**Jodie Wandel**  
*Receptionist*

## *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 sold the Lock Radio Tower by public tender
- Council formally supported the effort of its administration in placing higher priority outstanding council rate debts in the hands of collection agencies
- Council prohibited all camping on Council owned or controlled land other than authorised areas, for a distance of 10 kilometres from each of its towns
- Two free green waste dump days per year at all sites were made available for the community (after the Easter long weekend and the October long weekend)

## **August**

- Council, as a part of its program to increase support to worthwhile community projects, initiated a sculpture competition to coincide with Sculpture on the Cliff Festival, offering up to \$2000 cash to the successful artist
- The sealing of the extended Lock main street, the sealing and curbing of Memorial Drive and the sealing of the cul-de-sac area and the public carpark between the Elliston parklands and the kindergarten was accepted
- Council approved \$300 to assist D Beaty in re-painting the Foreshore Toilets
- Council approved the building of the Anxious Bay Road
- Council approved the CEO to attend a Planning SA presentation in Adelaide to present Council's Master Plan



## **September**

- \$2500 was approved for the Panagiri Festival as per the conditions of its Community Support Policy
- Council contributed \$100 to the 26th Annual Wool show

## **October**

- Works staff and contractors were commended for going beyond the call of duty in order to have the power extensions and toilets ready for the Sculptures on the Cliff festival
- Council authorises the paving to the Lock Main Street
- Thomas Tesselaar's lighthouse submission was the winner of Council's Sculpture competition
- Council accepted DTEI's offer for Council to sub-contract local contractors to carry out the clean up work on the surrounds of the Port Kenny Jetty with Council providing site direction and supervision, subject to successful acceptance of the administration fee by DTEI
- Council extended the Lock Lions lease of the caravan park for up to 5 years, subject to them achieving a satisfactory yearly performance review



## **November**

- Council's preferred option for the supply of Green Power electricity was 10% of total electricity
- Council directed staff to take all reasonable action for the stray cats and refuse on the property under its various powers to remedy the situation at Lock
- Council established the Elliston District Youth Advisory Committee as a Section 41 committee
- Elections for Elected Members were held

## December

- All newly elected members took their oath / declaration of office
- Michael Wandel was elected Chairman and Karen Burrows as elected Deputy Chairman
- Council confirmed it would meet for Ordinary Meetings on every 3<sup>rd</sup> Monday of the month at 9:30am
- The media spokesman was decided to be shared jointly between the Chairman and the CEO
- Councillors voted on the Australia Day nominations received for each category and the winners were:
  - Annual Business Award – Lock IGA
  - Citizen of the year award – Dorothy Mellor
  - Volunteer award - ECIC



## January

- Council's preferred option on the way the NRM levy was raised was a fixed charge of the same amount on all rateable land
- Council directed the remaining Stage 3 Links blocks be sold
- Council resolved to wind up the Elliston Aerodrome and the Television Advisory Committee as they were no longer active committees
- Council resolved for the Skate Park project to go ahead and that Council would match dollar for dollar the amount the Elliston District Youth Advisory Committee fundraised up to a total of \$5000, which would go towards the Skate Park project



## February

- The KESAB Partnership for 06/07 was renewed
- Council supported a 3 year funding agreement between Tourism Eyre Peninsula and Local Government and it is prepared to commit to a funding formula that is 50% of the present local operator contributions for the next 3 years
- Council accepted Mr. I J Penna, Mr. R Pearce, Mr. K Holman, Mr. P Clark, Mr N Bicknell as members of the Council Development Assessment Panel
- Council supported the Clean Up Australia Day campaign with the costs debited to the community support fund

## March

- Council resolved to support Lock Town Entrance Beautification Group for the purchase of 4 town entrance signs
- Cr K Burrows and Cr B Dandy were appointed as members of Council's Audit Committee

## April

- Council agreed to support the Friends of Bramfield Cemetery's request for \$600 for upgrading the names on the gate at the Bramfield Cemetery

## May

- Council accepted DTEI's offer to supply and install solar lights on the Elliston Jetty and agree to remove the existing Elliston jetty lights at Council's cost once DTEI have installed the solar lights
- Council as a major sponsor contributes \$1500 for the EPTA Salmon Competition
- Council provided Cr T Tesselaar with a leave of absence for up to seven months

## June

- Council provided sponsorship of \$1500 to the 2007 World Future Cycle Challenge
- Council adopts the final Elliston Town Spatial Plan

# *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 2006/07 through its Community Support Fund including:

- Sculpture on the Cliffs festival
- Council run sculpture competition
- electrical repairs to the Port Kenny Hall
- notice boards for the EPTA
- cleaning and sanitary services to Elliston Hall toilets
- donation to the Elliston Woolshow
- in kind support to the Elliston Recreation Group
- support to the Home Assistance Care
- provision of a Doctor's vehicle
- assistance with paving the Elliston Catholic Church
- waiving development fees for applications involving disabled access provisions
- National Youth Week support
- grading of Lock Caravan Park
- donation towards the Port Kenny Christmas party
- donation towards the Bramfield and Districts Regrowth Association
- spraying of the Olive Grove in preparation for the Panagiri Festival
- donation to Lock Area School for its Sports Day
- financial contribution to the Lock Town Entrance Beautification Group for town entrance signs at Lock
- plant hire in kind support to the Elliston Golf Club, Elliston football club, Lock Racing Club, Elliston Dirt Circuit
- major sponsor of the Elliston Salmon Competition
- donation to Elliston Camera Club for photographic competition
- donation towards the World Future Cycle Challenge



## **Governor's Visit**

The Governor of South Australia, Her Excellency Marjorie Jackson-Nelson visited Elliston on 25th May 2007 as part of her aim to visit as many South Australian towns as possible.



A complimentary public morning tea was held at the Elliston Sports Centre offering homemade savouries and sweets prepared by the Children's Centre volunteers and provided an opportunity for community members to meet the governor.

## **Youth**

The Elliston District Youth Advisory Committee (YAC) began to meet more regularly in 2006/07 and worked hard in progressing the Elliston Skate Park project.

The YAC enables youth to obtain an understanding of Council's role and procedural and legal requirements. Youth also obtain an insight into risk management and project coordination and

fundraising events gave the YAC an opportunity to promote themselves and encouraged other young people to get involved.

The District Council of Elliston received grant funding from the Office for Recreation and Sport under the Community Recreation & Sport Facilities Program, which contributed almost half of the funds required to build the skate park in Elliston. The YAC undertook a number of fundraising events which greatly assisted in funding the project and the District Council of Elliston matched funds raised by the YAC to support their fundraising efforts.

The project enabled a number of community organisations and groups to work together with Council in providing a modern facility in response to the recreational needs of young people highlighted to Council by the YAC.

Council would like to thank the assistance of all volunteers, organisations and businesses that helped to make the Skate Park project possible.

National Youth Week activities were held in March 2007 and involved free surfing lessons to young people in Elliston and Lock with free transport to and from Lock to attend the day. Excellent feedback from parents in Lock was received about the day and they were very grateful that such an activity was available to young people in Lock.

### **Lock Swimming Pool**

The District Council of Elliston financially supported the Lock Swimming Pool again this year by paying a variety of expenses, totalling almost \$10,000.

### **Library Assistance**

Council contributed \$7, 965 to the Lock Community Library for the 2006/2007 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 the school immunisation service for Elliston and Lock and supported the Home and Community Care program.



### **Australia Day**

Australia Day celebrations were successfully held in Lock this year. Council supported Australia Day awards, and the following community members/ organisations were the proud winners:

- Annual Business Award- Lock IGA
- Citizen of the year award- Dorothy Mellor
- Volunteer award- ECIC



## **Citizenship Ceremonies**

Two citizenship ceremonies were performed this year. Local residents, Martin Hannah and Dagmar Hanna each made the citizenship pledge in becoming Australian citizens.

## **Council Committees**

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

### **Elliston Television Advisory Committee**

The Elliston Television Advisory Committee was a committee of Council and as it was no longer functioning, Council wound up the Committee in January 2007. Council continues to charge the television transmission annual service charge on land within the Council's area to which it provides or makes available the television transmission service. The funds received go towards the maintenance and repairs of the service. At the end of each financial year, after all expenses have been paid, the balance is transferred into a separate fund for the future upgrade of the television infrastructure. The balance of the Television fund investment account at 30 June 2007 was \$28,677.

### **Elliston Aerodrome Committee**

The Elliston Aerodrome Committee was also a non functioning committee of Council, and therefore the Council wound up the committee in January 2007. As at the 30 June 2007, the balance of the investment account which holds the Elliston Aerodrome funds is \$54,335. These funds are to be used for the sole purpose of sealing the Elliston Aerodrome in the future.

### **Lock Heritage Building Committee**

In 1995, the old Lock Police Station (Lock Heritage Building) was purchased by Council through funding from the community. At the time, the Lock Heritage Building Committee was formed as a committee of Council. Discussions have been held in recent times regarding the future of the committee.

### **Youth Advisory Committee**

The Youth Advisory Committee was formally made a Council committee in November 2006. 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.

### **Port Kenny Water Committee**

The Port Kenny Water Committee is a committee of Council. It was established for the purposes of administering the supply of water to the township of Port Kenny and to pay for the maintenance and repair costs of the facility. Every three months, the committee obtain the water readings from Port Kenny households and provide this information to Council. Council then process the invoices for the water supply and collect the payments on behalf of the committee. At the end of each financial year, after all expenses have been paid, the balance of the money collected is transferred into a separate bank account held by the Port Kenny Water Committee. The balance of the Port Kenny Water Committee bank account is \$32,764.

### **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.

# *Governance, Finance and Administration*

## **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.

## **Elections**

Local Government Elections were held in November 2006 and the District Council of Elliston received 12 nominations for the positions of Area Councillor (8 positions available). It was pleasing to see so many electors interested in representing the District.

5 new Councillors were elected and 3 existing Councillors were re-elected for a term of four years.

Councillors attended in-house training sessions covering items such as "The Council as a Legal Entity, Meeting Procedures, Roles and Responsibilities of Council Members, Roles and Relationship of Council Members, the CEO and Council Staff, General Duties of Council Members, Code of Conduct and Conflict of Interest, Civil Liability for the Council and Council Members, Development Policy, Assessment Role and Council Financial Sustainability."

## **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 2006/07, Council reviewed a number of its policies and adopted the following new policies:

- Project Management Policy
- Preparation and management of grants and Council supported, community operated projects
- Complaint and Grievance Policy
- Council Representatives on Outside Bodies
- Road Infrastructure Policy
- Administration Policy



(copies of all of council's policies are available from Council's website [www.elliston.sa.gov.au](http://www.elliston.sa.gov.au) or from the Council office)

## **Lobbying**

One of the roles of Council is to act as a representative and be an informed and responsible decision maker in the interest of the community and to represent the interest of its community to the wider district. Council therefore undertakes a number of lobbying activities and supports a number of projects in order to further the community's interest.

Example's of Council's lobbying during 2006/07 included:

### Exceptional Circumstances

The District Council of Elliston assisted the Eyre Regional Development Board in their Exceptional Circumstances application for the Central Eyre Peninsula which was granted.

### Community Cabinet Meeting

State government ministers were informed of a number of items Council feels strongly about.

These items include:

- The continuing burden of cost shifting and under funded compliance imposed to Local Government (and thereby to local communities). Examples being divestment of assets such as jetties and the EPA Waste Management guidelines
- The use of a “one size fits all” approach by Governments when developing legislation and subsequent guidelines
- Increasing restrictions imposed by various Government agencies regarding land development, for example Native Vegetation and Coast Protection tend to have a negative and restrictive response to almost all developments proposed by Councils
- The lack of efficiency of the newly formed NRM with examples being the anticipated increases in levies and no evidence of improved operational efficiencies being presented
- The need for further Government assistance with essential infrastructure on the Eyre Peninsula with examples being inadequate power line capacity, aged and limited water reticulation systems in many towns and a further cost burden being placed on farmers via the levy for upgrading of the local rail system
- The need for further upgrade of State road infrastructure that has been affected by recent traffic changes

Other submissions Council made include:

- Seeking a more politically active EPLGA
- Response to EPA guidelines for environmental management of landfill facilities outlining the future cost impacts to a small Council
- Letter to LGA regarding cost shifting in relation to Fire Prevention Committees being unable to access funding through the Emergency Services Levy
- Letter to the EPNRM regarding the unfair distribution of the NRM levy across the EP Councils
- Letter of support for Mid-West Health’s funding application for the SA Community Builders Grants Program for 2006
- Letter of support for the Lock Medical Centre’s grant submission
- Support for the Lock Public Institute Association’s grant application for new toilets
- Support for the position of the Friends of the Pt Kenny Jetty in relation to silt removal

### 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	Delegate
Elliston Hospital Advisory Board	Cr M Wandel/ Cr B Dandy
Elliston District Youth Advisory Committee	Cr T Tesselaar
Lock Heritage Building	Cr R Ridgway
Lock Library Board	Cr P Hitchcock
Lock/Murdinga/Tooligie Progress & Tourism Assoc.	Cr P Hitchcock
Lock Public Institute Inc.	Cr K Burrows
Lock Business Association	Cr M Hancock
Lock Swimming Pool Inc	Cr K Burrows
Lock Community Health and Welfare Advisory Board	Cr K Burrows
Port Kenny Water Supply Advisory Committee	Cr R Seaman
Port Kenny/Venus Bay Progress & Tourism Association	Cr R Seaman
EP Waste Management Committee	CEO R Gregor
Local Government Association of South Australia	Cr M Wandel/ Cr K Burrow
Local Government Finance Authority of South Australia	Cr M Wandel/ Cr K Burrows
Eyre Peninsula Local Government Association	Cr M Wandel/ Cr K Burrows

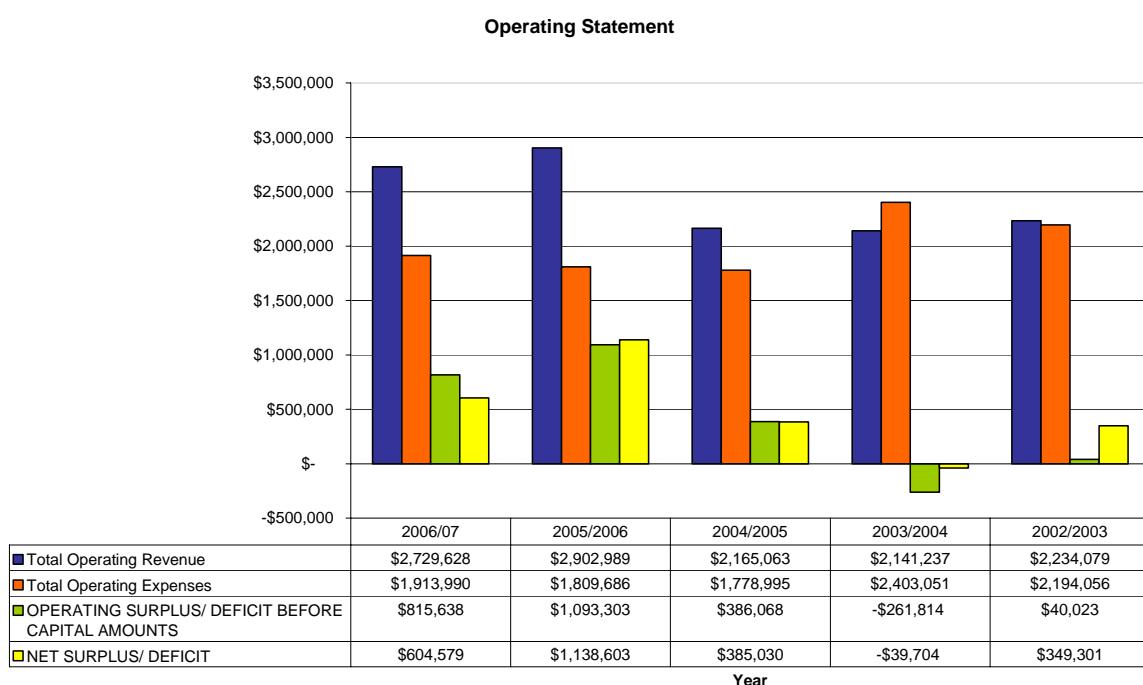
## **Finance**

Changes to the Local Government Act in 2007 resulted in Councils focusing on long term financial sustainability and also required Councils to have Audit Committees. Financial sustainability is achieved where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services.

All Councils are required to have adopted infrastructure and asset management plans (I&AMPs) by November 2008. These plans must include 10 year estimates of capital expenditure and maintenance required to responsibly manage their asset stocks and should be based on appropriate expert technical considerations. Work associated with preparing, and in future updating, such plans may reveal that Council needs, on average over the period, to spend more (e.g. there is a significant backlog) on asset renewal and replacement compared with aggregate depreciation of its total asset stock for the period.

Until Council prepares and adopts its infrastructure and asset management plans, it is difficult to determine the extent of Council's sustainability, however Council's good performance over the last three years is a positive sign.

As the graph below shows, Council has maintained operating surpluses over the last three years (when operating revenue exceeds operating expenses) which is applied to meet capital expenditure and thus reduces the amount of borrowings otherwise needed for that purpose.



Just like any household or other organisation, a Council's long-term financial sustainability is dependant upon ensuring that, on average over time, its expenses are less than associated revenues.

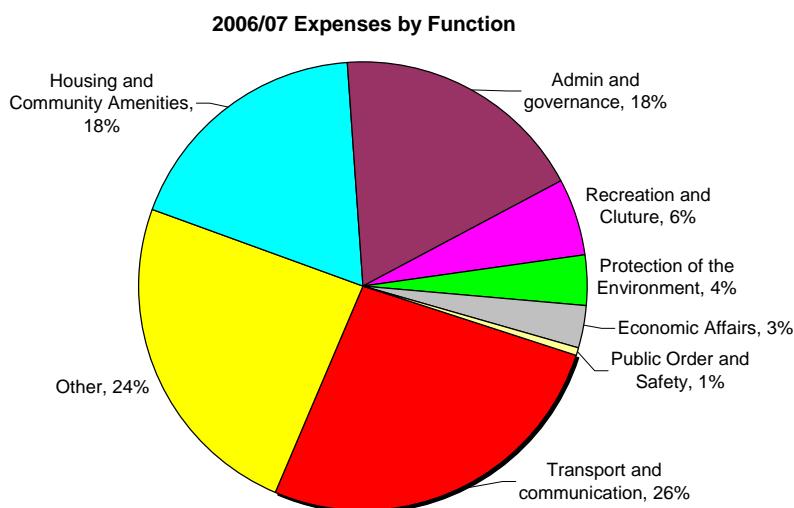
If Council is not generating an operating surplus in most periods then it is unlikely to be operating sustainably. It means that the cost of services provided to the community exceeds revenue generated. The change of an operating deficit into a surplus can only occur by ensuring in future that revenues are increased and/or that costs are reduced (at least relative to revenue increases, either by reducing service levels or improving productivity).

Following the success of Council in recent years as a result of consolidation, financial control and prudent decision making, in 2006/07 Council was able to spend funds on new capital works projects

such as the sealing of Anxious Bay Road, widening and sealing of roads and car parks and the Elliston Links Development.

DC Elliston was again able to reduce its employee costs over the 2006/07 financial year compared to last financial year, and administration and governance expenses were maintained below 20% of total expenses. Road expenditure continues to be the largest item of Council costs, comprising 26% of Council's total expenditure.

The following graph shows the percentage of expenses for each of Council's core functions.



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 2007.

<b><u>LGFA Reserve Accounts</u></b>			
<b>Name of Reserve</b>	<b>Breakdown of each Reserve</b>	<b>Total of individual Reserve</b>	<b>Total of all Reserves</b>
Elliston Airport Sole purpose is for the future sealing of the aerodrome	54,335	54,335	
Plant & Machinery Replacement	137,289	137,289	
Infrastructure Replacement Toilet Infrastructure Lock Toilets Infrastructure Stormwater/Mosquito Management Other – not specified	10,000 10,000 5,000 24,620	49,620	
Land Development	29,511	29,511	
Waste Management Funds to be used for the implementation of the Waste Management Strategy	44,309	44,309	
TV Fund Funds to be used for maintenance, repairs & upgrade of television infrastructure	28,677	28,677	
CWMS (Formerly STEDS) Funds to be used in the future for infrastructure upgrades	20,158	20,158	363,899

## **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 strive 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 long term Asset Infrastructure and Management Plans 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 & Development*

## *Planning*

### **Spatial Plan**

During 2006/07, the District Council of Elliston also developed a Spatial Plan for the Elliston township to best define the options for the future development of Elliston. The plan was developed with the valued assistance of Planning SA.

The Spatial Plan illustrates a suggested arrangement of land uses that could:

- maximise efficiency in infrastructure provision
- enhance Elliston as a place to live
- make it easy for visitors to find their way to places of interest
- stimulate investment and business growth
- ensure foreseeable growth is addressed in a planned and controlled manner
- ensure that proper consideration of and protection to the natural environment is given

The Spatial Plan does not define individual zoning requirements or prescribe any future action but serves as a broad guide for the long term future use of land in Elliston. The Plan has been incorporated into Council's Strategic Plan and guides improvements to Council's Development Plan to ensure Council's Planning Amendment Report aligns with the Spatial Plan. Any changes to the Development Plan will be subject to public consultation. The Spatial Plan will also be used as a guide for investment decisions and future Council activities.



## *Development*

### **Council Development Assessment Panels**

From the 26<sup>th</sup> February 2007 the State Government instructed all Councils to have a Council Development Assessment Panel (CDAP) in operation for the purpose of assessing all development applications under the development Act 1993.

The CDAP was brought about so that each development application may be assessed on its own merits and against the Principles and Objectives of Council 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 CDAP 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
Yet to be appointed	Deputy Presiding Member
Mr. Neil Bicknell	Member
Mr. Patrick Clark	Member
Mr. Robert Pearce	Member
Mr. Kingsley Holman	Member
Public Officer	Miss. Cassie Baxter (Deputy Chief Executive Officer)
Environmental & Development Assessment Manager	Mr. Joss Heinen
Minute Clerk	Mrs. Kylie Scholz

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 from the Council office.

Meetings in general 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. All Meetings are open to the general public except when CDAP Members deliberate and assess the development applications that are before them. The Meeting place is usually where the majority of development applications are sited with the venues being:

Elliston, Sheringa & Bramfield Areas: Elliston Council Chambers, Elliston SA 5670;  
Port Kenny Venus Bay Areas: Port Kenny Sports Complex, Port Kenny SA 5671;  
Lock, Toologie, Murdinga Areas: Lock Bowling Club, Lock SA 5633.

### **Development Application Statistics**

The following are the building statistics of the building applications received for the 2006/07 financial year.

06/07 Development Statistics		
Type of Development	Cost of Development	No. of Application
Dwellings	\$ 345,700	5 applications
Dwelling Extensions	\$ 266,300	12 applications
Commercial Buildings	\$ 912,000	8 applications
Sheds, garages & other structures	\$ 108,775	19 applications
<b>TOTAL</b>	<b>\$1,632,775</b>	<b>44 applications</b>

It should also be noted that Council or the current CDAP have assessed 4 land divisions within the whole of the district.

## Time Schedule for Development

Kinds of Development	Extent of Public Notification	Statutory Time Requirements
Complying	Category 1 (No notification)	2 Weeks
Merit	Category 1 (No notification)	8 Weeks 12 Weeks with Agency Referral (Schedule 8 specifies the referral agency response time requirements)
	Category 2 (notification of all neighbours)	8 Weeks 12 Weeks with Agency Referral (Schedule 8 specifies the referral agency response time requirements)
	Category 3 (Full Notification)	8 Weeks 12 Weeks with Agency Referral (Schedule 8 specifies the referral agency response time requirements)
Non -Complying	Category 3 (Full Notification)	No current statutory time requirements as proposal is contrary to the policies in the Development Plan
	Category 1 (No Notification) for minor alterations	No current statutory time requirements as proposal is contrary to the policies in the Development Plan (Schedule 8 specifies the referral agency response time requirements)
Building Rules consent only (for Class 1 or 10 building – pursuant to the Building Code)		4 Weeks
If any application is referred to DAC or prescribed body		10 Weeks
If any application is referred to Building Rules Advisory Committee		2 Weeks
A relevant authority must provide notification of its decision to an applicant		5 Business Days
Where representations are made by third parties (either Category 2 or 3) relevant authority must provide its decision on the application to the third party		5 Business Days
Where relevant authority makes a decision on a Category 3 development, it must provide its decision to third party representors (including their appeal rights) and the names of representors and its decision to the ERD Court		5 Business Days
Appeals against a Category 3 development application by third parties		Appeal Applications must be lodged within 15 business days after the date of the decision

## Ongoing Development Projects

### Guidelines to land development, building requirements and health and sanitisation within the District Council of Elliston

Council has prepared a detailed booklet outlining the development application process, approval roles and process, information regarding native vegetation, development of roads on unmade road corridors, building requirements, health and sanitisation requirements, mosquito control and food inspections. A copy of this booklet can be obtained from the Council office or downloaded from Council's website ([www.elliston.sa.gov.au](http://www.elliston.sa.gov.au))

### Regional Bush Fire Prevention

New planning and building requirements are now in place for dwellings to be built in the future in identified bushfire risk areas on the Eyre Peninsula, Kangaroo Island, the South East and Yorke Peninsula.

The requirements are in line with the recommendations that have been made to people building in bushfire risk areas for many years and include having dedicated water supplies for fire fighting, buffer zones between homes and flammable or combustible vegetation, appropriate access roads, and building features which increase bushfire protection, such as covers under eaves, metal fly wire screens and steel shoes for posts. Referral to the CFS is required for proposals in the highest risk areas. Each level of bushfire risk now attracts different planning and building requirements for future dwellings. As the level of risk increases, the requirements grow.



The proposed changes do not affect existing dwellings (unless they are being extended by more than 50 percent). There are also some 'excluded' areas within the identified bushfire risk areas where enhanced protection measures are not required, including townships with adequate water supply and fire-fighting access.

Any person seeking further clarification on this topic should contact Council's Environmental & Development Assessment Manager.

### Eyre Peninsula Coastal Development Strategy

A draft Eyre Peninsula Coastal Development Strategy was released for six weeks of public consultation between 10 August 2006 and 21 September 2006.

### The finalised Strategy will be implemented through changes to local area Development Plans and other planning initiatives.

With this in mind, the coastal Councils of Eyre Peninsula have agreed to prepare a series of draft Plan Amendments to introduce new coastal policies and zoning into Development Plans in line with the final strategy. Communities will be further consulted through this process when it occurs.

## **Health**

### **Food Premises Inspections**

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 2007. 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 2007.

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.

Division 11 Provision relating to Sanitation, Drainage etc:			Division 111 Protection of Water Supply:	
<b>Section 15:</b>			<b>Section 21:</b>	
Insanitary Conditions	Nil Investigations	All Resolved	Pollution of Water	Nil
<b>Section 17:</b>			<b>Section 22:</b>	
Offensive Activities	Nil Breaches	All Resolved	Water supply Closure	Nil
<b>Section 18:</b>			<b>Division IV, Remedial Action etc:</b>	
Discharge of Wastes	Nil Complaint	Investigating	Action on Default	Nil
<b>Section 19:</b>			Cost Recovery	Nil
Private Thoroughfare	Nil			
<b>Section 20:</b>				
Inadequate Sanitation	Nil Complaints	All Resolved		

# Works

## Roads

### Council road construction program

Council completed 39 km of road construction this financial year which included sections of Murdinga /Murlong, Rocky Valley, Argent/Owen, Hundred Line, Wills, Sivior & Mt Wedge/Kyancutta Road. The total number of kilometres resheeted and profiled was 34.2km during 2006/2007 which was slightly less than last year partly due to the construction and sealing 4.8km of the Anxious Bay Road and partly due to the issues with water availability on the Rocky Valley Road and the difficulty finding suitable rubble for the Mt Wedge/Kyancutta Road.



### Road maintenance & patrol grading

- Cliff Top Drive safety program was initiated to clearly mark and identify the Clifftop parking areas
- Removal of overgrown vegetation was undertaken on Terre Dam Rd, a section of Pascoe, Sieberts, Murdinga /Murlong and Palkagee Rd
- Patrol grading throughout the long dry summer proved difficult, however with both graders operating, the roads received grading as often as possible

### Sealing program (R2R Funded)

- Carried out forming and sealing on the Anxious Bay road to the boat ramp
- Carried out complete reseal to Ettridge St, Lock
- Carried out forming, sealing and kerbing to a section of Memorial Drive, Elliston and on Railway Tce, Lock to reduce the dust and provide sealed parking and a complete roadway sealing
- Forming and sealing the Memorial Park carpark, Elliston
- Resealing of the three cul-de-sacs on the Elliston Esplanade
- Carried out paving on Lock Railway Tce from the kerb to the property boundaries in front of the Supermarket, Post Office and Deli with co-contribution from businesses to include as much area as possible



### Additional works and functions

- Installed additional stormwater piping at Venus Bay
- Toilets upgrade at the Elliston foreshore
- Upgrades to the Elliston BBQ area including new electrical wiring and recycling bins
- Public access power point was installed near Elliston foreshore parking area
- Elliston Jetty maintenance included rust removal, repainting and retightening of the balustrade, plus repairs to decking and electrical upgrade
- Sand removal from Venus Bay car parking area and toilets
- Increased the depth and width of the stormwater drain into the southern Lock dam
- Installed cement ramp sleeper extension to the end of the Venus Bay Boat ramp to provide easier access
- Provided ongoing monitoring service to DWLBC with monthly water level depth readings of the Musgrave and Venus Bay groundwater observation network

## *Infrastructure*

### **Asset management**

As required by legislation, Council began developing Infrastructure and Asset Management Plans, which set out the capital expenditure requirements of the Council for the next 10 years by class of asset. In 2006/07, Council's unsealed roads were revalued, which provided Council a useful insight into road maintenance and replacement costs compared to service standards.

When completed, the Infrastructure and Asset Management Plans (covering Council's entire road network, buildings, and major infrastructure) will predict infrastructure consumption and renewal needs and will consider maintenance/ replacement needs to meet community service expectations and whether these needs can be met with Council's current funding arrangements.

### **Road Infrastructure Policy**

A new policy was developed titled "Road Infrastructure 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**

In late 2006 David Scott, Council's mechanic retired and the machinery maintenance was transferred to Mark Reynolds Diesel Service and Northcott Engineering in Lock. Thank you "Scotty" and happy retirement.

### **Parks & gardens**

Continued efforts to maintain and improve the town's parks and gardens has seen the trimming of many street trees, the control of weeds and additional mowing which has contributed to an overall tidier appearance to the towns.



## *Environment*

### **Green Power**

The District Council of Elliston opted to buy 20% accredited "Green Power" in the 2006/07 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.

By tendering for electricity supply with other Councils through Local Government Corporate Services (LGCS) the overall cost of electricity to the Council was likely to be slightly less than last year and the production is significantly more environmentally friendly.

### **Waste Management**

Significant changes to waste management have occurred throughout the country due to legislative requirements.

As the costs to the community to deposit waste into landfill have increased Council has been implementing ongoing changes and adjustments to the way waste is managed with an increasing emphasis on recycling and reducing waste into landfill.

Council developed a draft Waste Strategy in April 2007 which proposed to move Council towards mechanical collection of kerbside waste and recyclables over the next three years, converting existing landfill sites to transfer stations and only operating one landfill site in the District.

In 06/07, Council installed new MGB (Mobile Garbage Bins) recycling/ waste bins in the Elliston and Venus Bay townships and Walkers rocks camping grounds and from June 06 the landfill for residual waste (Non recycling/Household) at Elliston was closed in preparation to become a Transfer Station.



Council continued to support a recycling program in order to reduce as much waste as possible entering landfill. Council erected a number of recycling bins in public areas and also offered the Drummuster service to members of the public.

The Council is urging all residents to use the recycling program, less rubbish going into landfill means less fees from the licensing authority (EPA) and operating costs. Currently Council can recycle all Metals, all Plastic products, Glass and Liquid Paper Board.

Council also introduced a waste oil disposal service in Lock with the assistance of Zero Waste funding.

Council conducted free green waste dump days for the community over two long weekends and has continued its eradication of boxthorns.

### Weed control

Council initiated an ongoing boxthorn management plan throughout the district and continued to monitor and remove boneseed in the Elliston township and minor weed infestations throughout our townships.

### Risk Management

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.

Several popular locations in our region were identified as having a potential risk to the public, with natural dangers such as undercut cliffs, freak waves, slippery staircases etc.



Significant steps have been taken to reduce the exposure of Councils liability in the event of an incident from a hazard have been implemented, including clearly identifying and signposting parking areas on the Cliff Top Drive and installing new "multi signs" in prominent positions throughout the district.

The multi sign was designed to significantly reduce the cost of signage and also to improve the aesthetics of the area. This has been achieved by including a large amount of information on single sign boards including, recreational, regulatory and warning information.

### Fire Prevention

Removal of overgrown vegetation on the Southern fire access fire track and boundary tracks to ensure an effective break is achieved between DC Elliston and DC Lower EP

Council also applied for a grant through Emergency Management Australia for funding to prepare an Emergency Risk Management Plan. This grant application was successful, and Council will be preparing the plan in 2007/08.

# *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.

A review of the information statement will be made every twelve months.

## **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 30<sup>th</sup> June 2007 are:

- Administration 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
- Fire Prevention Policy
- First Aid Facilities Policy
- Freedom of Information Policy
- Internal Review of Council Decisions Policy

- LGAWCS Injury Management Policy & Procedure
- Native Vegetation Plan for Road-works Policy
- Order Making Policy
- Outdoor Dining Policy
- Preparation and Management of Grants 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 Planting Policy
- Supplementary Election Policy
- Use of Confidential Provision Policy
- Use of Councils Resources during Emergencies Policy
- Volunteer Policy
- Travelling Allowance 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 Council's 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 September 2002 and were all formally reviewed against the principles of competitive neutrality prior to implementation.

There were no complaints in 2006/2007 relating to the Council's 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.

# *District Council of Elliston Strategic Plan*

During 2006/07, Council reviewed its Strategic Plan and on 16 July 2007, Council adopted its new Strategic Plan for 2007 – 2012. 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. The 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?

## **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 hierachal 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

<b>GOAL</b>	<b>OUTCOMES</b>
To actively promote opportunities to increase the prosperity and sustainable growth of the community	Increased visitors to our District A District that is conducive to a sustainable and growing local business sector
To effectively and efficiently manage and improve our community infrastructure	An integrated transport system that provides access for all users Secure water and power resources for the future Reduced proportion of residential waste entering our landfill Improved community infrastructure Well managed assets
Promote the enjoyment of our natural resources in a prudent and environmentally sustainable manner and ensure that our built environment effectively provides for the long term needs of our communities.	A plan for future growth in all communities Well built and maintained buildings Environmentally sustainable natural resources
Deliver a high standard of essential community services and show leadership in developing positive community spirit.	Improved health of our community Increased and improved communication with the community Retention of youth in our District High standard and quality of services
Maximise resources with open and effective leadership to improve community opportunity	Dedicated, competent staff and Elected Members Well developed plan for the long term operation of Council Enhanced internal processes to ensure high standards of governance



# *Council Rating Policy*

## DISTRICT COUNCIL OF ELLISTON 2006/2007 RATING POLICY STATEMENT – SUMMARY VERSION

This is a summary version of a formal rating policy adopted by the Council. The complete policy statement is available free on request. The Council's budget and other strategic documents are available for inspection at:

The District Council of Elliston  
Beach Terrace  
ELLISTON SA 5670

### **Strategic Focus**

Council's mission is to provide the community with relevant and financially sustainable services that add to the quality of life for all who live and visit the District. In setting its rates for the 2006/07 financial year the Council has given consideration to the key goals in its strategic plan.

While Council has considered all of the objectives contained in its Strategic Plan it has identified the following specific objectives as being crucial in its decision making for the setting of the 2006/07 Rating Policy:

- implement the strategic plan by improving the financial position of Council
- maintain and improve our physical infrastructure
- improve the standard of our rural roads
- proactively pursue external funding opportunities to support implementation of projects and programs
- fully identify the current and future cost of operating Waste Management facilities and plan for that within the budgetary process
- identify and develop appropriate road construction and maintenance standards for rural roads in consultation with the community
- utilise the future Roads to Recovery Program to assist in sealing town streets
- investigate alternative methods and new technologies for the construction and maintenance of rural roads
- maximise the tourism potential of the area



### **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.

The Council has adopted the valuations made by the Valuer-General for the year beginning 1 July 2006. 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. 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 (objection enquiries). It is also important to note that the lodgement of an objection does not change the due date for the payment of rates.

## **General Rates**

In setting the 2006/2007 financial year rates, the Council has decided to raise rate revenue of \$ 1 233 027 in a total revenue budget of \$4 059 308. 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 .4343 cents in the dollar to .3700 cents while maintaining the fixed component from the 05/06 level at \$320. The fixed component includes a contribution towards budgeting for depreciation (to upgrade/replace existing assets and infrastructure) as is now promoted by the philosophy of the Office of Local Government.

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.

## **Natural Resources Management Levy**

Councils are required to collect 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 2006/2007 financial year. The Council is operating 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.

## **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 or from the SA Water Corporation and its District Offices and Revenue SA. Payment of rates should not be withheld pending assessment of an application by the State Government as penalties apply to unpaid rates.

## **Concessions For Self-Funded Retirees**

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.

## **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.

## **Payment Of Rates**

As required by Section 181(14) of the Local Government Act 1999, the Elliston District Council offers ratepayers the opportunity to pay their rates in four equal instalments, due on 8 September, 20 December, 9 March and 8 June. Ratepayers, however, may elect not to pay the 8 September 2006 instalment, but if that option is taken, then the total 2006/07 rates must be paid in full on 20 December 2006. 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 2006 subject to the fines and interest being imposed against the total amount due and payable in December 2006 if that payment is not made by the due date or there is no variation to the agreement or further agreement entered into. Any ratepayer who may, or is likely to, experience difficulty with meeting standard payment arrangements is invited to contact the Finance Officer on (08) 8687 9177, to confidentially discuss alternative payment arrangements.

# ***Schedule of Fees and Charges 06/07***

*All charges include GST unless otherwise stated*

<b>Photocopying</b>		
Black & white (by Council employee)	A4 - one sided	\$ 0.40
	A4 - double sided	\$ 0.70
	A3 - one sided	\$ 0.70
	A3 - double sided	\$ 1.40
Colour (by Council employee)	A4 - one sided	\$ 2.00
	A4 - double sided	\$ 4.00
	A3 - one sided	\$ 4.00
	A3 - double sided	\$ 8.00
Black & white (by Customer)	A4 - one sided	\$ 0.20
	A4 - double sided	\$ 0.35
	A3 - one sided	\$ 0.35
	A3 - double sided	\$ 0.70
Colour (by Customer)	A4 - one sided	\$ 1.00
	A4 - double sided	\$ 2.00
	A3 - one sided	\$ 2.00
	A3 - double sided	\$ 4.00
<b>Faxing</b>	Per fax - transmission fee	\$ 2.00
Sending	Plus per page	\$ 0.40
Receiving	Per page	\$ 0.40
<b>Scanning</b>	Per page	\$ 2.00
<b>Laminating</b>	A4 - per page	\$ 2.20
	A3 - per page	\$ 4.40
<b>Binding</b>	Plastic binding	\$ 2.20
	Wire binding	\$ 3.00
<b>Council Documents</b>		
Minutes - Council	Per copy - Photocopied/Faxed - GST exempt	\$ 4.00
	Per copy - Email - GST exempt	\$ 2.00
	Per annum pd in advance - GST exempt	\$ 40.00
	Per annum pd in advance - Email - GST	\$ 20.00
Agenda - Council	Per copy - GST exempt	\$ 10.00
Minutes - Committee	Per copy - Photocopied/Faxed - GST exempt	\$ 4.00
	Per copy - Email - GST exempt	\$ 2.00
Agenda - Committee	Per copy - GST exempt	\$ 10.00
Annual Financial Statements	Per copy - GST exempt	\$ 5.00
Annual Report	Per copy - GST exempt	\$ 10.00
Budget	Per copy - GST exempt	\$ 10.00
Council By-laws	Per by-law - GST exempt	\$ 2.00
Extract of Assessment Record	GST exempt	\$ 11.00
Manual - DCE Policies	GST exempt	\$ 40.00
Manual - OH&S	GST exempt	\$ 40.00
Register - El Mem Allow & Benefits	GST exempt	\$ 5.00
Register - Emp Salaries Wages & Benefits	GST exempt	\$ 5.00
Register - Public Streets & Roads	GST exempt	\$ 5.00
Register - Fees & Charges	GST exempt	\$ 5.00
Extract of all other Registers - required by legislation	Per copy - GST exempt	\$ 11.00
Strategic Plan	Per copy - GST exempt	\$ 10.00
Voters Roll	Per copy - GST exempt	\$ 25.00
Sup. Development Plan	Previously on exhibition - GST exempt	\$ 15.00
Planning Application by Consent		\$ 5.00
Planning Application Register		\$ 5.00
Confidentially provisons for LG Act	As per photocopying charges above - GST ex	
Plan Amendment Report	As per photocopying charges above - GST ex	
Schedule Register of Elected Members	As per photocopying charges above - GST ex	
Elected Members Register of Interest	As per photocopying charges above - GST ex	
Elliston Bush Fire Prevention Plan	As per photocopying charges above - GST ex	
Code of Conduct	As per photocopying charges above - GST ex	
Freedom of Information - Access Application	GST exempt	\$ 24.70
Freedom of Information - Dealing with Application	Per 15 minutes - GST exempt	\$ 9.20
Freedom of Information - Photocopying	Per page - GST exempt	\$ 0.15

# *Elected Members & Staff Allowance Register*

(As at the 30th June 2007)

<b>Elected Members Allowance Register</b>			
Classification	1 Councillor	1 Councillor	6 Councillors
Stream	Chairman of Council	Deputy Chairman	
Annual Allowance	\$8,560	\$5375	\$4,000
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

<b>Senior Officers Allowance Register</b>			
Classification	1 Employee	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

<b>Administration Officers Allowance Register</b>				
Classification	1 Employee	1 Employee	1 Employee	1 Employee
Stream			Municipal Officers' Award	Municipal Officers' Award
Level	AWA Contract	AWA Contract	1	3
Year	4	2	4	3
Reimbursements	According to Employees Allowances and support Policy			
	Performance bonus	Performance bonus	DCE Enterprise Bargaining Agreement	DCE Enterprise Bargaining Agreement

<b>Local Government Employees Register</b>			
Classification	1 Employee	3 Employees	2 Employees
Stream		Local Government Employees	Local Government Employees
Level	AWA Contract	6	7
Year	1	3	3
Reimbursements	According to Employees Allowances and support Policy	According to Employees Allowances and support Policy	According to Employees Allowances and support Policy
	Performance bonus	DCE Enterprise Bargaining Agreement	DCE Enterprise Bargaining Agreement

# *District Council of Elliston*

*Audited Financial Report 06/07*