

# **DISTRICT COUNCIL OF YANKALILLA**

## **2003/2004 ANNUAL REPORT**





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## **STATISTICS OF THE DISTRICT**

Council Area	76,540 ha
Population	4,900
Rateable Properties	4,438

Incorporating the towns and localities of Myponga, Myponga Beach, Carrickalinga, Normanville, Yankalilla, Inman Valley, Second Valley, Rapid Bay, Delamere, Cape Jervis and Parawa

# Vision Statement

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Our vision is for an effective Council that continually improves the environmental, social and economic well being of the Yankalilla District.

# Mission Statement

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Council shall endeavour:

- Recognising the need for Council to be involved in continuous improvement programs and establishing performance management criteria and reviewing Council's performance against these criteria.
- Providing strong and confident leadership, which provides clear direction.
- Being responsive to community needs and aspirations, through efficient and effective use of internal Council resources.
- Utilising sound planning and action based strategies.
- Retaining Council's independence whilst promoting and engaging in strong regional focus and involvement.
- Improving Council's image and standing with the community and external bodies.
- Fostering partnerships and alliances with regional, state and federal agencies.
- Achieving an effective share of influence and advocacy at all levels of decision making.
- Working within national, state, and local policies, strategies and guidelines.

In pursuing its mission outlined in Council's Strategic Plan, Council is committed to principles of:

- Community consultation.
- The preservation and enhancement of the natural and historical assets of the district.
- Ecologically sustainable development.
- Maintaining a culturally diverse, tolerant and open society.
- Viable economic development.

# **Chairman and Chief Executive Officer's Report**

This annual report documents the achievements of the Council in the 2003-2004 financial year during which both the Council and its community have moved forward in response to the community's expectations and in pursuit of Councils strategic objectives.

The Yankalilla district is going through a period of substantial change which has had an impact on the districts demographic and its employment base. There is increasing pressure on the natural assets of the district as the Southern Fleurieu becomes better known and more easily accessible. As a result of this Council must try and achieve a balance between development in response to people's demands and the protection of the very things that attracted people to the district initially.

Coupled with the pressure are the additional pressures that are faced by all Councils throughout the state as Councils roles and responsibilities are changing in response to the community's demands and the State and Federal Government's directives. Council is responding to these changes but in doing so must be mindful of the community's ability and willingness to pay.

There are times and situations where council cannot meet the community's expectations for the simple reason, that it cannot afford the costs involved.

Council is committed to consultation and whilst Council and the community may not always agree Council always listens and respects the opinions of its community. Council in an effort to improve communication and consultation with its community in the past twelve months took its monthly meetings to the townships of Cape Jervis, Inman Valley and Myponga and commenced publication of a Council newsletter.

The district is changing, as is local government and Council wish to meet and respond to these changes in a strategic manner, being proactive not reactive and making sure that the community are fully informed and have had the opportunity to have some input into the way Council move forward.

**Cr. Peter G. Whitford**  
**Mayor**  
**District Council of Yankalilla**



**Roger D. Sweetman**  
**Chief Executive Officer**  
**District Council of Yankalilla**



# Governance

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*Departmental Goal – “The elected body of Council is committed to the principle of providing community leadership, acting with integrity and being open and accountable in its decision making.”*

## **The Council**

Council is composed of nine Councillors representing four wards. The members of Council, pursuant to Section 51 of the Local Government Act 1999, elect one of their members as Mayor who holds the position of Presiding Officer of Council as well as representing a ward. The Mayor receives a deliberative vote as a Councillor but not a casting vote.

Council elections held in May 2003 elected the following community representatives on to Council for the next three year term.

Council undertook a review of its electoral representation in the 2002-2003 financial year and the next review will be undertaken in 2006-2007.

## **Councillor Contacts as of 15/11/2004**

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## **Management of the District**

The Council conducts its business along corporate lines, which have similarities to those within the private sector.

The Council (which are the elected members) act in a similar manner to a Board of Directors and is the principal decision making body. They are responsible for setting the strategic direction of the Council as outlined in Council's Strategic Plan "Future Directions", and establish policies to guide Council and staff in the day to day operation of Council's business.

The Council is responsible to the community and its strategic plan and policies reflect the community's wishes.

## **Executive**

The Council's Chief Executive Officer is appointed by Council to manage the operational requirements of the Council in accordance with the directions detailed within the Council's Strategic Plan, and policies.

Council's Chief Executive Officer and three Senior Managers comprise Council's Executive Management Team.

The Executive Management Team and other relevant Officers have delegated authority to make operational and routine decisions to administer Council policy.

Council Officers also formulate policy options and recommendations for Council consideration.

## **Strategic Planning**

Strategic Planning provides the platform and base from which all Councils decisions are made.

Council, through a process of consultation with staff and the community, developed and adopted a five-year Strategic Plan.

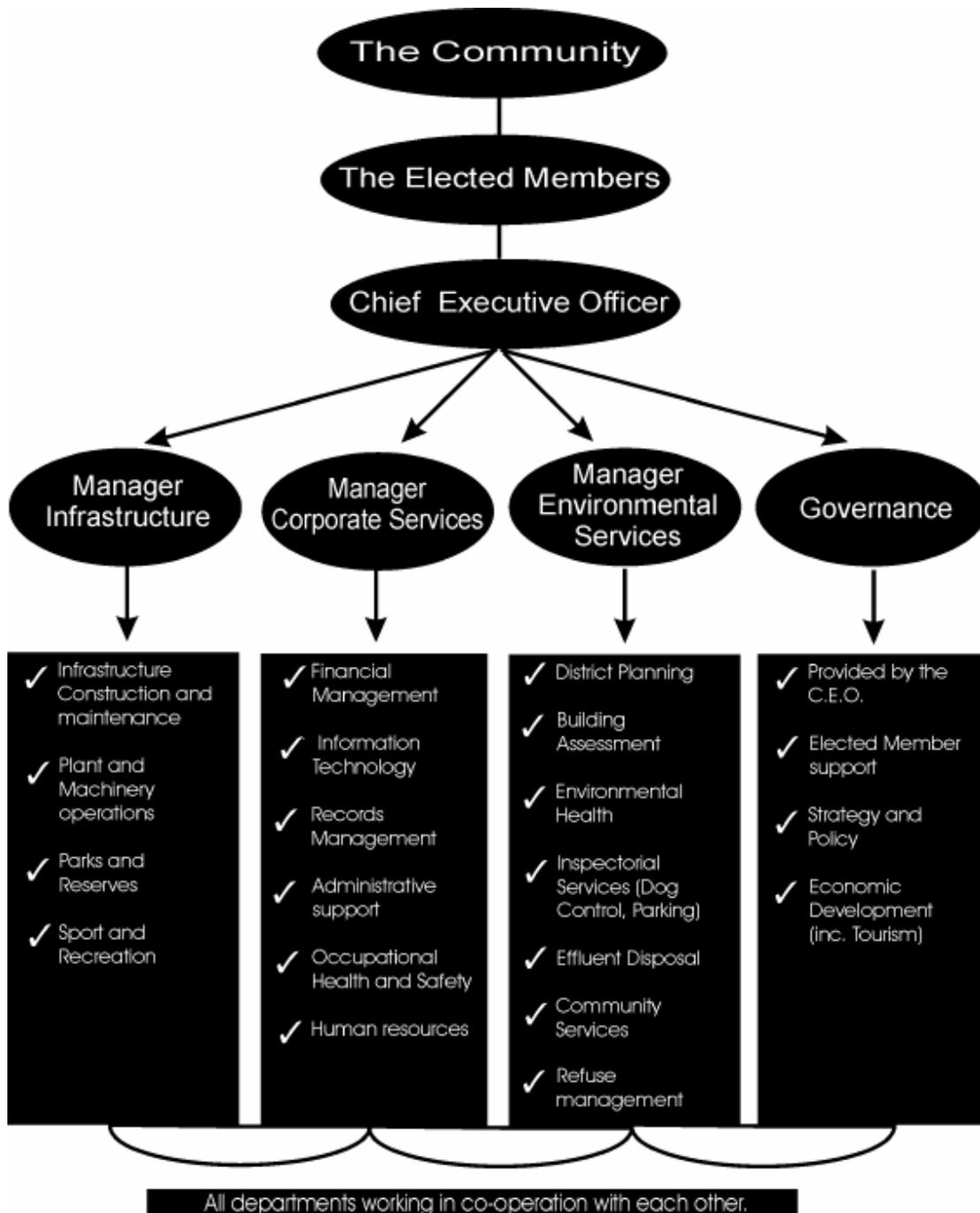
The Council's strategic objectives are translated into actions through the Councils Corporate Plans and Annual Statement. These plans contain performance measurement indicators, which will enable Council to measure its performance against its stated objectives and are reviewed annually.

Council will be reviewing its Strategic Plan and setting its new strategic direction for the next period during the 2004/05 financial year.

Copies of Council's Strategic Plan and Corporate Plan are available for inspection at the Council Office during office hours.

## Decision Making Process

The decision making process and operational structure of the District Council of Yankalilla is detailed in the flow chart below.



## **Council Meetings**

Council meets on the 3rd Thursday of each month and meetings commence at 10.00 am.

Members of the public are encouraged to attend and observe Council and should they wish to speak to Council about a current issue they can do so at the Public Forum, which is at 12.00 noon on the day of the Council meeting.

During the year Council held meetings at Cape Jervis, Myponga, and Inman Valley.

These meetings were successful in;

- Demonstrating to the community the workings of local Council and
- Councils commitment to being accessible to the community

## **Council Committees**

Council have established the following standing committees in accordance with the provisions of the Local Government Act 1999.

<i>Committee</i>	<i>Meeting times/dates</i>
Works and Infrastructure Committee	First Thursday of the month at 2.00 pm
Environmental Services Committee	First Thursday of the month at 11.00 am
Corporate Services Committee	Fouth Thursday of the month at 10.00 am
Executive Committee	on an as required basis

Committee meetings are open to the public and are bound by the same legislative provisions as are Council meetings, with the committees having a degree of delegated power in relation to decision making.

Council also has the following advisory working groups that provide Council with input and advice within their specific field. These groups have no delegated power and are not bound by the provisions of the Local Government Act 1999.

- Yankalilla and District Dunes Working Group
- Yankalilla Economic Development /Tourism Reference Group

## **Community Leadership**

In order to provide more effective representation of our community at a State and Federal level, Council has joined with the City of Victor Harbor, Alexandrina Council and Fleurieu Regional Development to form the Fleurieu Alliance.

Council's membership on the Alliance comprises of the Chief Executive Officer and Council Mayor who meet every two months with their peers from City of Victor Harbor and Alexandrina Councils. The membership of the Alliance also includes the State and Federal politicians representing the area and an independent Chairman whom represents the community. The function of the Alliance is to consider regional issues of a political nature.

The Alliance provides Council with a unique opportunity to meet with our neighbouring Councils and State and Federal representatives. This is an opportunity that does not occur in many regions of the state and the continuance of the Alliance will have long term benefits for the region and the local community.

## **Policy Development**

Council adopted the following policies during the 2003/04 financial year:

11 July 02	- Rate Postponement Policy
8 August 02	- Outdoor Dining Policy
14 November 02	- Building Inspection Policy
14 November 02	- Records Management Policy
13 March 03	- Use of Public Facilities for Commercial Purposes Policy
19 June 03	- Elected Members Allowances and Support Policy

All Council's policies are available for inspection at the Council Office during office hours.

## **Consideration of Issues in Confidence**

Council is very conscious of the need to be open and accountable when considering the many issues placed before it, but there are circumstances, which pursuant to Section 90 of the Local Government Act 1999, need to be dealt with by Council in confidence.

A summary of these issues dealt with by Council in 2003/04 is as follows:

<i>Meeting Date</i>	<i>Subject</i>
12 September 02	Commercial advantage – Joint Venture proposal
9 January 03	Legal advice – Councillors behaviour
13 February 03	Commercial advantage – Purchase of reserve

***Council passed 703 resolutions, on a wide variety of issues in the past 12 months and the number dealt with in confidence equals 0.42% of all resolutions.***

## **Community Consultation**

Council is committed to the principle of community consultation and an increased effort has been made to:

- Lift Council's profile within the community,
- Better inform the community of Councils operations,  
and
- Involve the community in Councils decision making process.

Council uses the local media, (the Victor Times, the Yankalilla Bay Regional News, the Adelaide Advertiser and local radio stations Encounter FM and Great Southern FM) together with Council's website to provide information and seek the community's views on issues currently before Council.

During the year council introduced a Council newsletter in an attempt to provide more detailed information to the community. This newsletter is produced 5 times a year, council have made a decision not to just inform the community but to put views forward that would invite reaction and feedback from the community so that Council are in a better position to take action that is reflective of the community's opinions.

## **Bylaws**

Council polices the following By-laws:

- By Law No. 1 – Permits and Penalties
- By Law No. 2 – Moveable Signs
- By Law No. 3 – Roads
- By Law No. 4 – Local Government Land
- By Law No. 5 – Dogs and Cats

The main area of change with respect to Councils By-Law making powers is that Council is no longer able to impose conditions upon the actions people undertake on their own land as By-Laws can only be used to control behaviours upon public land.

Council reviewed its By-Laws in 2002/03 and as part of the review Council were mindful of not establishing a By-Law which either restricted competition or gave an unfair commercial advantage to any party.

Whilst Council do not intend to review its By-Laws in the near future it is always monitoring their practical application and should the need arise would undertake changes to the By-Laws.

## **Community Library**

The Yankalilla Community Library is provided in partnership between Council and the Yankalilla Area School.

The communities use of the library services has continued to grow with an increase in the number of registered borrowers resulting in 2,045 borrowers borrowing in excess of 44,000 items meaning that the library is considered a valuable resource by the community and is well patronised.

# Corporate Services

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*Departmental Goal – “To achieve an efficient and effective administration.”*

The Corporate Services Department’s primary objective is to provide administrative support for all other Council departments and governance support for the elected members.

The key functional areas within the Corporate Services Department are:

- Financial Management
- Records Management
- Information Technology
- Human Resources

## **Financial Management**

Council has developed and adopted a five-year Financial Management Plan, which shows in monetary terms, the detail contained within Council’s Strategic Plan and contains indicators by which Council’s financial performance can be measured.

The Council’s long term financial plan has as its cornerstone the reduction of Council’s reliance upon borrowing to fund infrastructure projects and therefore to reduce its annual debt payments.

## **Information Technology**

Council has an ongoing program of updating its information technology systems to ensure that it is able to remain efficient and effective in the management of Council’s operations.

Council has a website and invites people to visit the website, which provides both background information on the Council and information on current issues that are before Council.

Council’s website address is [www.yankalilla.sa.gov.au](http://www.yankalilla.sa.gov.au)

## **Human Resources**

The changes within the staff resources of Council during the year were:

Council undertook a restructure of its administration function with the objective of:

- ensuring staff undertake functions that are needed to be fulfilled
- fully utilising the skills and abilities of the staff
- providing staff with some career path options and staff development

The results of the restructure were as follows:

- The engagement of two part time staff as full time permanent employees.
- The retirement and replacement of one staff member.
- The relocation of one staff member from the administration area to take up a position as Council's General Inspector and thus fulfilling a need that had not previously been met.

Budgetary constraints resulted in Council needing to reduce its casual works staff by three, although two of these positions were later able to be filled due to Council taking on new responsibilities and staff taking leave without pay.

It is Council's policy to employ well-trained staff at all levels including administration staff and works staff to ensure that staff have the skills and knowledge required to undertake their duties.

### **Occupational Health & Safety**

Council's overall performance in Occupational Health & Safety continued to improve and develop to embrace new practices and procedures with the result that Council has retained its level 3 rating.

### **Customer Service**

Council aims to provide a high level of customer service by responding to enquiries and requests in an effective and efficient manner.

### **Records Management**

Council has commenced a process of archiving its old records with State Records in order to preserve this information for future generations. This process is being undertaken progressively over a number of years.

### **Community Transport**

Council, in partnership with the Combined Christian Church Community Care Committee, provides community transport which enables elderly and disadvantaged people to travel outside the district to attend medical appointments. Council is indebted to the volunteer drivers organised by the committee who provide this service as are those sections of the community who avail themselves of the service.

During 2003/04 this service was provided to 1,228 passengers and the vehicles travelled on 839 trips.

## **Communication**

Council provides the television translator service which ensures that the towns of Carrickalinga, Normanville and Yankalilla receive television reception.

During 2002/03 Council secured funding from the Federal Government's Black Spot Program to provide improved television reception at both Cape Jervis and Myponga.

In 2003/04 Council completed the installation of the television translator's at both Cape Jervis and Myponga which has resulted in the majority of the district with the exception of Inman Valley being able to access television reception.



## **Commercial Operations**

Council owns three commercial properties being:

- The Normanville Beach Café
- The Normanville Beach Caravan Park  
and
- The Rapid Bay Camping Ground

Council has experienced difficulties in operating the Rapid Bay Campground over a number of years and resolved during the past year to take steps to introduce better management methods and be more responsible in the way the campground operated. These changes, which included reducing the area available for camping introducing tight controls on behaviour and banning fires coupled with the engagement of new managers has resulted in the campground being well run and the majority of problems being addressed.

Council has not expended any substantial amount of funds in improving the campground and facilities. Prior to Council undertaking any major development at Rapid Bay, Council needs to fully investigate the long term options with respect to the area being especially aware of the aboriginal significance of the area and the environmental importance of the bay and its surrounds.

## **Tourism**

The unique natural beauty and attractions of the Yankalilla District continues to attract an increasing number of tourists who enjoy the coastal vista, the magnificent beaches and the unspoiled beauty of the national parks.

Visitor statistics compiled by Council's Tourist Information Centre reflect this increase in visitor numbers.

<i>Visitor enquiry's</i>	<i>% increases from previous year</i>
Intra- State	64%
Inter State	14%
International	12%

Council acknowledging that tourism is one of the many forms of economic development, and needed to be considered by Council in the overall concept of economic development, took the step of establishing a Economic Development /Tourist reference group.

This groups function is to advise Council on issues related to economic development with the overall aim of assisting in the orderly growth of businesses within the district, also being a two way conduit between the business community and Council.

Council through its tourism strategies has continued to provide encouragement and expertise to allow the potential created by the number of tourists to be maximised.

Council acknowledge that tourism is the growth industry of the district and thus provides employment and business opportunities.

Council actively promotes the district at the following Council and community events:

- Yankalilla Bay and Beyond calendar
- Great Southern Dive Expo
- The organisation of local events to coincide with State sponsored Tourism events.
- Having a presence at regional tourism and trade events.

### **Fleurieu Reef**

In November of 2002 the Fleurieu Reef was established by scuttling the Ex HMAS Hobart, four nautical miles off Rapid Head. This event was the culmination of a lot of hard work and planning by staff of the SA Tourism Commission with assistance from the dive industry and Council.

The reef has become one of Australia's premier diving attractions and compliments the areas existing dive sites being Second Valley and the Rapid Bay Jetty.

The economic spin off of this environmentally sustainable industry will be substantial and further enhances the Council's position as an eco tourist destination.

Council established an advisory committee which assists Council and the State Government manage the reef and those who access it. This management structure allows the Council to both administer the diving upon the reef and control the marketing and promotion of the reef and our district.



# Infrastructure Services

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*Departmental Goal – “To develop, maintain and improve Council’s infrastructure to meet the community’s needs,  
“To provide effective and efficient levels of service.”*

The following Infrastructure is maintained by Council:

Unsealed Roads	373 km
Sealed Roads	113 km
Culverts	544
Bridges	65

## **Infrastructure Major Projects**

Council undertook the following infrastructure projects during the year:

### **Roads**

Myponga Beach/ForkTree Road	\$	220,000
Stephens Street, Myponga	\$	15,500
Wallman Street, Yankalilla	\$	42,000
McArthur Street, Yankalilla	\$	14,500
Norman Avenue, Normanville	\$	35,000
James Street, Normanville	\$	18,500
Oceanview Drive, Second Valley	\$	26,500

### **Footpaths**

Edward Avenue, Normanville	\$	12,500
Main Street, Normanville	\$	5,000
Main South Road, Normanville	\$	13,500
Main South Road, Yankalilla	\$	16,000
Main South Road, Yankalilla (Pedestrian Refuge)	\$	7,000

### **Bridges**

Three Bridges Road No. 56	\$	26,000
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### **Stormwater Drainage**

Seaview Crescent, Normanville	\$	35,000
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### **Sport & Recreation**

Yankalilla Lions Youth Park (Playground)	\$	91,000
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## **Infrastructure Maintenance**

The factors which impact on Council's road infrastructure are:

- the topography of the district
- the high rainfall within certain sections of the district
- high traffic volumes  
and
- the increase in size of transport vehicles

which combine to stretch Councils resources in ensuring the districts infrastructure is at an acceptable condition.

Council's expenditure in maintaining its infrastructure during the year:

Unsealed Roads	\$ 1,245,000
Sealed Roads	\$ 64,000
Tree Trimming	\$ 61,000
Stormwater Drainage	\$ 87,500
Bridges	\$ 18,500
Kerbing & Watertable	\$ 35,000
Footpaths & Cycle Tracks	\$ 38,500
Traffic Control	\$ 102,500
Street Cleaning	\$ 8,500
Parks and Reserves maintenance	\$ 197,500
Foreshore maintenance	\$ 64,500
Jetties & Boat Ramps	\$ 13,500

## **Roadways**

Topography, changing weather patterns and the increasing size and volume of transport and traffic have such an impact on the unmade road system throughout the district. Council maintenance procedures continue to adapt and strive for best practice. Patrol grading will remain a high priority and for general road maintenance it is proposed to increase the width of the carriageway, construct a crown, undertake resheeting and provide side drainage where possible thus prolonging the life of the roadway.

Council constructed and sealed a further 2 km section of Forktree Road this year and it is proposed to continue and complete the road to Reservoir Drive in the ensuing years.

Further kerb and reseal projects have been undertaken in Myponga, Yankalilla, Normanville and Second Valley this year.

It is proposed to revise and develop the 5 Year Works Programme during the coming year providing a priority and strategy for the Works and Infrastructure Committee.

## **Tree Trimming and Roadside Vegetation**

The maintaining of the roadside vegetation along the extensive rural road network in the district is a consuming task. It is proposed to develop an annual tree trimming programme that addresses the needs of main arterial roads in the district, school bus and transportation routes and coincides with Council's road resheeting programme.

The District Council of Yankalilla and the City of Victor Harbor are developing a Roadside Vegetation Management Plan for the Southern Fleurieu which will develop a strategy for both Councils to manage, protect and enhance our unique and beautiful vegetation and landscape.

## **Footpaths**

Council has undertaken to progressively improve and provide a footpath network within the townships that connect the residential areas with schools, community facilities and district shopping areas.

It is a Council requirement that a paved footpath be provided on one side of the road in new residential subdivisions.

Council was fortunate to received grants from Transport SA for a pathway and pedestrian refuge on Main South Road which provided for a safer and improved access for the elderly between the ACH Yankalilla Centre and the Yankalilla Senior Citizens Centre.

## **Stormwater Drainage**

The provision of an adequate stormwater drainage system and increasing residential development on the perimeter of our townships will have an impact on our infrastructure in future years. Council is to undertake a Floodplain Mapping Study of the Bungala River which will provide the data for controlled development in Yankalilla and Normanville.

## **Bridges**

Council have an aging bridge network throughout the district that will require considerable expenditure in future years. The failure of two bridges this year has restricted access to one community and poses a threat to isolate two farming properties.

It is considered that with regular inspections and programmed maintenance, adequate and appropriate resourcing will prolong the life and provide for a managed replacement strategy.

## **Traffic Control**

Council has undertaken a road signage audit and will progressively install the necessary signage so as to comply with road safety requirements.

The shared pedestrian/cycle path between Yankalilla and Carrickalinga was enhanced by the installation of advisory signage and pavement makings.

A Linemarking Programme has been developed and the new driving lanes in the Normanville Shopping Precinct in particular have been an outstanding success.

## **Parks and Gardens**

Council has commenced a programme of enhancement and improvement to its numerous parks and reserves in an attempt to improve passive recreation facilities for the community. This has involved the removal of old and unsightly vegetation, tree trimming, the provision of additional seating and developing new areas to plant trees and shrubs. Road verges and undeveloped reserve areas have been more frequently mowed to further enhance the district.

Council's Horticulture Team recently won a KESAB Award for their outstanding efforts in maintaining the parks and reserves throughout the district.

## **Foreshore**

Magnificent beaches, sand dunes, estuaries, rivers, creeks and cliffs constitute our coastline along the Southern Fleurieu Peninsula and they present a challenge to the community to enjoy those surroundings and maintain their pristine existence.

A Foreshore Open Space Plan was completed which will provide Council with a coastal strategy and funding opportunities for the future.

With the assistance of a Coastal Protection Grant, Council undertook to replace the timber decking on the beach access ramp in the Carrickalinga North Bay and to remove the paved staircase to the beach on the northern side of the Normanville jetty.

Council was successful in having two Greencorps Programmes operating throughout the district in late 2003 and mid 2004, undertaking revegetation works in the dune system and along Forktree Road and developing small park settings in the Yankalilla Memorial Oval & Yankalilla and District Senior Citizens Complex.

## **Sport and Recreation**

Council provides annual support to the recreation grounds and sporting facilities within the district.

Council and the Yankalilla and District Lions Club in partnership have provided a valued asset for the youth of the district in the development of the Yankalilla and District Lions Youth Park. The community were successful in obtaining a grant from the Department of Recreation & Sport to build the Children's Adventure Playground which was constructed by local families in a single day during May.

Council is presently seeking funds to develop a Youth Centre on the site and relocate the Edge Youth Complex from behind the Council Chambers.

# **Environmental Services**

*Departmental Goal - "To comply with legislative requirements, administering the various acts and regulations relating to Environmental Services, within the scope of operations of the Local Government Act 1999."*

*"To provide efficient and effective services within the area of Environmental Services to the community, within the scope of the operations of the Local Government Act 1999."*

## **Developmental Statistics**

During the year there was an increase in the number of development applications and more significantly an increase in the complexity of applications. Council also recognised that it was not meeting the community's expectations with respect to the inspection of development work and therefore appointed a part time building inspector to assist with the assessment of applications and the inspection of development work.

Application processing times are continually monitored to ensure that efficient and effective service is provided and there have been occasions when processing time is not what Council or staff desire. Notwithstanding this, the majority of delays are as a result of:

- 1) The application being for a non complying development and the requirement to advertise applications, or
- 2) The applicant not supplying sufficient detail when lodging the application.

## **Community Consultation and Education**

Being a small community enables Council to continue effective consultation with its residents by being easily accessible and also through the use of the local print media.

Throughout the year officers presented an overview of Council's role in Public and Environmental Health and Food Act responsibilities to several community groups.

Education has been primarily focused on European Wasp awareness, waste minimisation and recycling which also includes the promotion of Council's Plastic Bag Free policy.

Food related matters were again a focus of education with food businesses and food handlers still coming to terms with the new legislative requirements.

## **Food Safety and Nutrition**

A total of three food poisoning complaints were investigated including streptococcal contamination of oysters and one complaint regarding foreign matter in food.

The total of fifty one routine food inspections were undertaken throughout the year which resulted in the issuing of nine improvement notices all of which have been complied with. No expiation notices were issued for breaches of the Food Act during the reporting period.

Immunisation clinics have been moved from the Council Chambers to the Southern Fleurieu Health Centre. Council's local medical officer conducts the clinics which resulted in twenty three persons being immunised. Council has engaged a nurse to undertake the school immunisation program with a total of three hundred and seven students being vaccinated for Meningococcal and thirty seven for Hepatitis B.

## **Effluent Disposal**

Council operates Septic Tank Effluent Disposal (STED) systems within Normanville, Yankalilla, Second Valley, Links Lady Bay and Myponga Beach.

Council continued its Septic Tank Maintenance Program, which resulted in the removal of sewerage from all septic tanks that are part of the Yankalilla/Normanville Effluent Disposal System. This program will continue with the aim to undertake this maintenance on every property every three years.

## **Monitoring of Pools and Spas**

The two limited access pools and spas operating in the district are routinely monitored to ensure compliance with relevant legislation.

## **Disease Control**

Monitoring and control of vectors has not been of significant concern within the district. Mosquito control has been limited to treatment of water pools located in the Bungala River in close proximity to the Yankalilla child care centre and school. Two European Wast nests were destroyed both located on the northern boundary of Council.

Rodent control advice is provided as required, one related complaint was investigated in which the owners of the premises took appropriate action through effective baiting.

Enquiries concerning animal keeping have been related to intensive animal keeping of cattle feed lots, however to date no development application has been received.

Two complaints regarding effluent run off from farms were investigated in conjunction with the Environment Protection Agency.

Good management by teachers implementing head lice programs within local schools together with the support of the Department of Health, “Healthy Heads” program has seen head lice complaints kept to a minimum.

A total of one hundred and fifty five waste control systems were approved for installation in the district comprising of:

- Sub-surface 48
- Alterations 3
- STEDS 57
- Aerobic 47

All systems are subject to three mandatory inspections during their installation including a site inspection, under floor, drain and septic tank inspection.

Four complaints were investigated concerning failed waste control systems with effluent being discharged to ground surface level. Each matter was resolved by the installation of a new waste control system with only one maintenance order having to be issued under the Public and Environmental Health Act, Waste Control Regulations 1995.

### **Inspectorial Services**

Council acknowledging the communities increased expectations with respect to parking, litter control, dog and cat management and the enforcement of Council’s By-Laws appointed a full time general inspector.

The addition of this resource has been invaluable to Council and more importantly the community who now appreciate that their issues and problems are promptly being dealt with.

The schedule below provides detail on the officer’s efforts with respect to dog control as Council have identified this as being one of the officer’s prime objectives.

This officer’s effort during the year has concentrated on dog and cat management as detailed in the schedule below:

Dog expiations issued	19
Court actions for year	0
Dog noise complaints	8
Hours on noise complaints	10
Wandering dog complaints	41
Dogs impounded	18
Dogs returned to owner	17
Dog attacks/harassments investigated	7
Hours spent on dog attack investigations	112
Amount of hours spent on dog and cat management	1118
Number of Dog Management Officers	2

## **Waste Management**

Improvement to waste management has continued throughout the year with Council acknowledging a need to commit more resources through the purchase of new plant and equipment.

Waste segregation and minimisation of waste to landfill has been Council's main priority which has resulted in the introduction of improved diversion of waste to recycling. Even with improved diversion the existing landfill cell at the Yankalilla Depot is filling rapidly and it is expected that the life of the cell will extend no more than eighteen months. On closure of the existing cell Council will need to construct a new cell to Environment Protection Agency approved standards or convert the site into a waste transfer station.

Council's involvement in the Regional Waste Strategy Committee has proven to be beneficial with good progress being made towards an amalgamation of services including landfill and kerbside recycling collection. Consultants have been engaged by the regional group to assist in determining each member Council's future direction with waste management.

Post closure work is ongoing at the Myponga Landfill Site which includes ground water monitoring and capping of disused cells.

## **Environmental Management and Sustainability**

Six complaints were investigated in regard to air quality (including noise) with all but two having been resolved. The complaints included three noise related matters associated with motorcross dirt bikes and one involving roosters. Other complaints were related to offensive odours emanating from a fibreglass business and the storage of creosote posts.

Monitoring and control of recreation facilities is the responsibility of the Council Works Department. As a consequence of the Yankalilla Lions Club obtaining Recreation and Sports funding from the State Government, together with a monetary and in kind contribution from Council a new children's playground was constructed at the Yankalilla Youth Park.

Council constructed several weather shelters throughout the area including Rapid Bay Caravan Park, Second Valley playground and on the foreshore at Normanville Beach.

Council received several complaints regarding an excessive amount of dust being caused as a consequence of a subdivision development under construction. As a result of follow up by Council staff, the civil works contractor wet the site to help reduce the problem.

The general inspector handled ten unsightly premises complaints which all resulted in a proposed order under Section 255 of the Local Government Act 1999 being issued. On each occasion the property owners cooperated by tidying the premises.

Illegal dumping of rubbish resulted in five expiation notices and in addition a further three warnings were issued.

## **Water Supply**

Towns including Yankalilla, Normanville, Carrickalinga and Myponga are provided with potable reticulated water which is supplied by SA Water and is derived from the Myponga Reservoir. Potable reticulated water is not provided to any location south of Normanville. A non potable water supply is provided by Council at Rapid Bay with all other water within the district being sourced from bores or private rain water supplies. There has been no indication of a problem in the quality of potable water supplies.

Council will give as required advice on rainwater storage, tank cleaning and disinfection.

The District Council of Yankalilla is primarily a rural community and as such commercial and industrial businesses are not of significant concern in regard to public health matters.

Other than primary production, tourism has the main impact on environmental health issues followed by retail then by light to medium industry.

Of all businesses operating in the area only five complaints were investigated involving offensive odours, excessive noise and ground water contamination.

## **Health Care and Community Services**

Council contribute to and are members of the Fleurieu Regional Community Services Advisory Committee together with Alexandina and Victor Harbor Councils. Listed below are the projects that are funded by Council and are implemented throughout the district:

- Regional Community Care
- Caring Neighbourhood
- Families First
- South Coast Volunteer Services
- Small Grants Program
- Youth Health Project
- Youth Development Officer
- Bereavement Support

Two Council community cars operate to provide a vital service to eligible residents to assist with their transport needs.

## **Environmental Health**

Council's focus with respect to environmental health issues during the year has been on:

- The implementation of the Food Act 2001. Information sessions have been held throughout the district and attracted 95 % of all businesses and community groups involved in food handling and food processing. The Department of Human Services assisted Council in the provision of information and attending public meetings which was well received by the community.
- Waste Control Systems – one hundred and thirty nine onsite effluent disposal system approvals were granted during the year and whilst several complaints relating to the failure of onsite effluent disposal systems were received these could be solved without the need to resort to legal action.
- Immunisation - Council sponsors a monthly immunisation clinic at the Southern Fleurieu Health Centre, which administered thirty three childhood and adult vaccinations. Council also conducted a vaccination program for year 8 and year 10 children at the Yankalilla Area School.
- Pest Control interestingly included for the first time within this district the location and eradication of European Wasps nests. Unfortunately, it appears that these pests have arrived in our district and Council will be controlling them by eradicating nests once they have been located.

## **Sport and Recreation**

Council provides annual support to the recreation grounds and sporting facilities within the district. Council has commenced a program of enhancement and improvement to its numerous reserves in an attempt to improve passive recreational facilities to the community.

## **Bushfire Prevention**

Council undertook a bushfire prevention program within its townships during the year, which involved the slashing of undergrowth on roadsides, Council reserves and vacant private properties.

# Schedule 4 Information

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## Contents

- List of Registers
- Codes of Conduct
- Policy Statements
- Administrative Documents
- Equal Opportunity Programs
- Management Plans for Community Land
- Senior Executive Officers Allowances, Bonuses and Benefits
- Allowances Paid to Elected Members
- Councils Representation Quota
- Competitive Tendering
- Performance Measurement
- Rate Rebates
- Freedom of Information Summary
- Rating Policy Summary
- Audited Financial Statements for the year ending 30th June 2004

## **Registers**

- Register of Members Interests
- Register of Elected Members Allowances and Benefits
- Register of Salaries and Allowances
- Register of Officer's Interests
- Register of Public Roads
- Register of Community Land
- Register of Campaign Donations Returns
- Register of Council's By-Laws
- Register of Appointments
- Register of Fees and Charges
- Register of Properties and Assessments

## **Codes**

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

## **Policies**

- Strategic Plan "Future Directions"
- Policy Manual
- Contracts and Tenders Policy
- Community Consultation Policy
- Rating Policy
- Power to Make Orders Policy

*Note:* A review of Council's Policies is being undertaken during the 2004/2005 financial year.

## **Administrative Documents**

- Council Agendas
- Council Minutes
- Budget Statement
- Annual Financial Statements
- Occupational Health and Safety Policies and Procedures Manual
- Development Plan

These documents are available for public inspection at the Council Office during office hours. Copies of these documents can be obtained from the office at a cost.

Many of these documents are available on the Council's website  
[www.yankalilla.sa.gov.au](http://www.yankalilla.sa.gov.au).

## **Equal Employment Opportunity Program**

Council monitor the effectiveness of its Equal Employment Opportunity program relating to induction and employment procedures to ensure that the principles of equal opportunity and good human resource management procedures are followed.

## **Management Plans for Community Land**

Council has identified the community land under its ownership care and control and will be proceeding with the development of management plans for these properties.

## **Senior Officer's Remuneration**

The Executive Management Team comprises of four officers, three officers of which are employed on a permanent basis and the position of Chief Executive Officer is a contract position for five years.

The salary packages relating to these positions make provision for the following.

Salary in a band of \$63,200 and \$79,600  
plus provision of a motor vehicle, superannuation, professional membership fees and telephone reimbursements.

Employees with the District Council of Yankalilla are paid in accordance with registered Enterprise Agreements.

The Register of Salaries and Allowances is available for inspection at the Council Office during office hours located at 1 Charles Street, Yankalilla.

## **Councillors Allowances**

Allowances to cover Councillors expenses are set by Council each financial year in accordance with regulations under the Local Government Act 1999.

The allowances adopted by Council for the 2003/2004 financial year are as follows:

Mayor	\$	6,360 p.a.
Deputy Mayor	\$	3,180 p.a.
Councillor	\$	2,120 p.a.

Council also reimburses Councillor's vehicle expenses relating to official Council business and pays for the costs of Councillors attending training seminars and conferences related to Council activities.

## **Electoral Representation**

At the closure of the electoral roll for the last periodic election, there were 4,960 electors on the combined State and Council electoral role for the Council area.

Therefore the representative quota for a Councillor is 551 electors.

As a comparison, the last published representative quotas for Councils of a comparative size were:

Council	Electors per Councillor
Coorong	436
Kangaroo Island	488
Northern Areas	473
Tatiara	547
Wakefield Regional	487

Council undertook a review of its electoral representation in accordance with Section 12 of the Local Government Act 1999 during 2002/03 and after consideration of the public submissions received:

- Retained the number of Councillors as nine.
- Retained the position of the presiding Officer of Council being elected by the members of Council.
- Altered the Ward numbers and names as detailed:
  - Carrickalinga Ward                      2 Councillors
  - Bungala Ward                              3 Councillors
  - Hewett Ward                                2 Councillors
  - Flinders Ward                               2 Councillors

The next periodic review will be undertaken in 2006/07 and the community will be invited to comment on any changes proposed.

## **Competitive Tendering**

The District Council of Yankalilla is committed to ensuring a fair, transparent and accountable process in the provision of services, purchasing of goods and services and in the disposal of land and other assets.

The District Council of Yankalilla aims to ensure that its method of:

- Service provision, including the carrying out of works
- Purchasing goods, and
- The sale and disposal of land and other assets

are cost effective and meet the needs of the community and represent best value for money.

The District Council of Yankalilla's Contracts and Tenders Policy addresses the key elements of the conduct of Council affairs in these areas and the principles that will guide its decision making processes.

This Policy has been developed and adopted in accordance with Section 49 of the Local Government Act 1999.

It will apply to the provision of all services, the purchase of goods and services and the disposal of land and other assets.

### **Competition Principles**

Council has three significant business activities:

- Normanville Beach Caravan Park
- Normanville Beach Café
- Rapid Bay Camp Ground

All these businesses are subject to commercial leases and Council allocate all expenses incurred on a commercial basis ensuring competitive neutrality.

Council received no complaints regarding breaches of competition principles and therefore has conducted no structural reform of the operation of the businesses.

### **Service Provision**

In fulfilling Council's service provision role, the following principles will apply:

- Consistency with and relevance to Council's Strategic Management plans
- Determination of service delivery approaches on the basis of best short and long term value (i.e. quality and cost standards will be met, the service will be responsive to the needs of the community and will be accessible to those for whom it is intended)
- Adoption of efficiency, effectiveness, accountability and transparency measures
- Adoption of principles of human resource management and compliance with Industrial Awards and relevant Enterprise Agreements having regard to Councils employee relations objectives
- The appropriateness and necessity for Council to retain control over the way in which services are provided and its response to emergency situations
- Compliance with statutory obligations and the National Competition Policy
- The desire to retain an appropriate level of staffing

## **Service Provision Options**

Council has identified the following options for the provision of services:

- Competitive Tendering – exposing the provision of Councils services to competition through a formal tendering process irrespective of whether the service has been traditionally provided by Council employees or an external provider. The tendering process may involve “in house” staff tendering with external providers for specific projects, services and activities
- Contracting out or outsourcing – to an external provider
- Contestability – involving staff in identifying and adopting productivity improvements in service delivery designed to meet service standards determined through performance measurement, benchmarking and market testing

In identifying the circumstances in which to apply the above options Council will consider:

- Council’s Strategic Management Plan goals and objectives
- Council’s Enterprise Agreement
- Maintenance of control of specific services by Council
- The effects of tendering or contracting out a service on the local economy and maintenance of an appropriate level of staffing
- The number of competitors in the market place – are there sufficient competitors to ensure that a monopoly situation will not arise?

## **Purchasing of Goods and Services**

In fulfilling Council’s purchasing role the following principles will apply:

- Consistency with and relevance to Council’s Strategic Management Plan
- Transparency and accountability in purchasing procedures and practices to ensure that Council purchases at the best price and that all potential suppliers are given equal opportunity to provide the required goods and services
- Opportunities to enhance local economic development and growth
- Compliance with statutory and other obligations
- Commercial confidentiality

## **Purchasing Options**

Generally, Council will purchase goods through adoption of the following approaches:

- Direct purchase – where there is only a single supplier or the particular circumstances of the purchase warrant a single supplier
- Quotation – seeking quotations from two or more suppliers
- Selected tender – seeking tenders from a limited number of suppliers on the basis of location, previous performance, the result of an Expression of Interest process etc.
- Open tender – seeking tenders from the market at large through an open invitation process e.g. advertisement.

In identifying the circumstances in which to apply these options, Council will consider a number of issues:

- The number of known suppliers of the goods or services
- The existence of local suppliers of goods or services and the impact on the local economy if the goods or services are purchased from outside the Council area
- The total estimated value of the purchase
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of supply
- Previous experience with suppliers
- Compliance with statutory obligations

### **Performance Measurement**

The Local Government Association has developed a performance measurement mechanism to assist all Councils in South Australia to measure their performance using consistent and uniform techniques.

The information provided will allow Council to measure performance against:

- a) other Councils within the region
- b) other Councils of a similar size
- c) the average of all Councils, and
- d) Council's performance in previous years.

There is little to be gained from measuring our Council's performance against other Councils because Council does not have all the information that may explain why there are variances between Councils.

There is value in comparing Councils performance from one year to the next as this information should reflect Councils changes in direction and also can be used as a guide to allocating resources at budget preparation time.

Council's ability and preparedness to consult with its community is still improving. I doubt if it will ever achieve the ideal, as often the community regard consultation as listening to their opinion and then do what they want and if the end result does satisfy them then they consider Council has not consulted.

The awareness of Council's Strategic Plan has dropped. The reason may be the plan was introduced in 2001 and given publicity. Council's Strategic Plan needs to be a working document which is used by Council in its entire decision making.

Council's performance in being accessible to the local community has also dropped. I am at a loss to suggest any reason other than Council's decision in 2002 to no longer hold Council meetings at night. This may alter with Council's decision to hold meetings at alternative locations.

### **Rate Rebates**

Council have provided no rate rebates for retirement villages due to there being no facilities within the Council area.

## **Freedom of Information Statement**

This information statement is published in accordance with the requirements of Section 131 of the Local Government Act 1999.

### **Structure and Functions of Council**

Full Council consisting of nine Ward Councillors is the decision making body of Council on all policy matters.

Councils presiding member is a Mayor elected by the Council from one of its membership pursuant to Section 51 of the Local Government Act 1999. The mayor has a deliberative vote by virtue of the person being a Councillor but no casting vote.

Council meets on the 3rd Thursday of each month and meetings commence at 10.00 a.m.

Council have established the following standing committees in accordance with the provisions of the Local Government Act 1999:

- Works and Infrastructure Committee
- Environmental Services Committee
- Corporate Services Committee
- Executive Committee

These committees with the exception of the Executive Committee meet at regular times each month, however the actual meeting times can sometimes be flexible. Should you wish to attend please either enquire at the Council Office or Council's website for meeting times.

Committee meetings are open to the public and are bound by the same legislative provisions as are Council meetings, with the committees having a degree of delegated power in relation to decision making.

Council also has the following advisory working groups that provide Council with input and advice within their specific field. These groups have no delegated power and are not bound by the provisions of the Local Government Act 1999.

- Yankalilla and District Dunes Working Group
- Yankalilla Economic Development /Tourism Reference Group.

Agendas of all Council meetings are placed on public display and website no less than three days prior to the Council meetings. Minutes are placed on display within five days of the Council meetings.

### **Delegations**

The Chief Executive Officer and other officers of Council have delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Delegations Register.

## **Role of Council**

In keeping within the legislative requirements, the role of Council is:

- To determine policies to be applied by Council in exercising its discretionary powers
- To determine the type, range and scope of projects to be undertaken by Council, and
- To develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operation of Council.

The Council makes decisions, which direct or determine its activities and functions. Such decisions include the approval of works and services to be undertaken and the resources, which are to be made available to undertake such works and services.

## **Services for the Community**

Council makes decisions on policy issues relating to services that are provided for members of the public. Those services currently include:

Roads /Footpaths/Kerbing	Stormwater Drainage
Traffic Control Devices	Cycle Tracks
Off Street Parking	Street Lighting
Street Tree Planting	Street Sweeping
Garbage Collection	Refuse Depot
Street Litter Bins	Public Seating
Public Toilets	Parks and Reserves
Community Halls	Library
Foreshore Facilities	Playgrounds
Immunisation Programs	Foreshore Café
Caravan Parks/Campground	Parking Controls
Dog Control	Home and Community Care
Environmental Health	Recreation/Sporting Facilities
Planning Controls	Building Approval
Community Grants	Tourism
Economic Development	

## **Community Consultation**

The Yankalilla Council consults with its community on issues that are of interest to the community. Council's Public Consultation Policy states that notification of consultation will be given in the Victor Times and Yankalilla Bay Regional News and four weeks are provided for responses to be received.

## **Public Participation**

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

- Deputation's – with the permission of the Mayor a member of the public can address Council personally or on behalf of a group of residents.
- Presentations to Council - with prior notification and arrangement with the Mayor a member of the public can address the Council on any issue relevant to Council.
- Petitions – written petitions can be addressed to Council on any issue within Council jurisdiction.
- Written requests – a member of the public can write to Council on any Council policy, activity or service.
- Elected members – members of the public can contact their elected members to discuss any issue relevant to council.
- Public Forum – a period of time is set aside at each council meeting for members of the public to address Council on any issue without prior notification.

## **Access to Council documents**

The following documents are available for inspection at the Council office at no cost.

- Council Agendas
- Council Minutes
- Policy Manual
- Corporate Plans
- Strategic Plan
- Budget
- Annual Financial Statements
- Annual Report
- Delegation Register
- Parking Register
- Council By-Laws
- Development Plan
- Planning Applications by consent
- Development Application Register
- Assessment Book
- Register of public streets and roads
- Register of Fees and Charges

Members of the public may obtain copies of these documents and the charges applicable are shown.

## **Other Information Requests**

Requests for other information not detailed above will be considered in accordance with Council's policy of providing information and the Freedom of Information provisions of the Local Government Act 1999.

Under Freedom of Information legislation an application fee of \$20.00 must be forwarded with a completed request form unless the applicant is granted an exemption.

Freedom of Information requests should be addressed to;

Freedom of Information Officer  
PO Box 9  
YANKALILLA SA 5203

Forms are available at the Council Offices 1 Charles Street, Yankalilla 5203.

Applications will be processed as soon as possible within the statutory 45 days from receipt of the application form and fee.

In the year ended the 30 June 2004, Council received no applications under the Local Government (Freedom of Information) Act 1991.

## **Rating Policy Summary**

# **DISTRICT COUNCIL OF YANKALILLA 2004/2005 RATING POLICY/STATEMENT**

### **Introduction**

This document sets out the policy of the District Council of Yankalilla for setting and collecting rates from its community. The policy covers:

- Strategic Focus
- Business Impact Statement
- Method used to value land
- Notional Values
- Adoption of Valuations
- Council's revenue raising powers
- Rate Modelling
- Differential General Rates
- Minimum Rate
- Service Charge
- Onkaparinga Water Catchment Levy (the Council's collection role)
- Rate Concessions
  - pensioners
  - self funded retirees
  - unemployed persons
- Council Rebate
- Payment of Rates
- Overpayment of Rates
- Late payment of Rates
- Remission and Postponement of Rates
- Sale of land for non-payment of Rates
- Disclaimer

### **Contact details for further information**

Miss Sherry Oakley  
Rates/Records Officer  
Ph 8558 2048  
Fax 8558 2022  
Email [rates@yankalilla.sa.gov.au](mailto:rates@yankalilla.sa.gov.au)

District Council of Yankalilla  
1 Charles Street  
YANKALILLA SA 5203

## **Annual Adoption of the Rating Policy**

In accordance with Section 171 of the Local Government Act 1999 the following document sets out Council's Rating Policy for the 2004/2005 Financial Year. This policy is available at the Council Office and a summary version of the policy is included with the rate notice.

## **Strategic Focus**

In setting its rates for the 2004/2005 financial year Council has considered the following:

- Its current strategic plan "District Council of Yankalilla – Future Directions" which was adopted in August 2001 and will be reviewed during the 2004/2005 financial year. Council's Strategic Plan was developed in consultation with the community being local businesses, community groups and interested persons.
- The budget for the 2004/2005 financial year.
- The current economic climate and relevant factors such as inflation and interest rates.
- Specific issues faced by the community including:
  - The need to maintain and improve infrastructure in particular unsealed roads.
  - Implementation of a Management Plan for waste management and refuse collection.
- The impact of rates on the community including:
  - Householders, businesses and primary producers
  - The broad principle that the rate in the dollar should be the same for all properties except where there is clearly a different level of services available to ratepayers, or some other circumstance which warrants variation from the broad principle (refer to section on differential general rates)
- The inconsistent increase in property values throughout the district. This is more pronounced within the seaside properties, where land values have increased dramatically due to the popularity of these properties.

The Strategic Plan and 2004/2005 Budget are available for inspection at the Council Office during office hours.

The Council regularly conducts public consultation on a broad range of issues relating to the future directions of the district. These opportunities are always advertised in the Victor Times, the Yankalilla Bay Regional News and Council's Community Newsletter and all ratepayers and interested persons are welcome to be involved.

Council encourages feedback from its community on any issues and such comments should be directed to:

Roger Sweetman  
Chief Executive Officer  
District Council of Yankalilla  
PO Box 9  
YANKALILLA SA 5203

## **Business Impact Statement**

Council has considered the impact of rates on all businesses in the Council area, including primary production. In considering the impact, Council will be assessing or has assessed the following matters:

- Council consultations with the Yankalilla Area Commerce and Community Association.
- Those elements of Council's strategic management plans relating to business development:
  - The Economic Development and Tourism Plan; and
  - The Regional Development Plan
- The equity of the distribution of the rate burden – apart from the decision to provide a differential rate for primary production properties, as outlined under the heading “Differential General Rates”, Council considers that all ratepayers receive broadly comparable services and are generally similarly impacted upon by prevailing economic conditions.
- Council's proposed policy on facilitating local economic development:
  - Providing additional funding to the Fleurieu Regional Development to enable them to continue to run their programmes;
  - The Business Training and Development Project, where the Fleurieu Regional Development Board facilitates the provision of seminars and workshops that enhance the capacity of local businesses to provide quality goods and services for domestic and export markets;
  - Preference for local suppliers where price, quality and service provision are comparable to suppliers outside the Council area;
  - Information from the Australian Bureau of Statistics on business and farm incomes, compared with average resident incomes.
- Current local, state and national economic conditions and expected changes during the next financial year. The general economic climate is stable and appears likely to continue to be stable over the next twelve months. A major concern is the continued limited employment prospects for school leavers and other persons currently unemployed. The uneven, and in some instances considerable increases in capital valuation as a result of property sales.
- Specific Council projects for the coming year that will benefit businesses and primary producers – Council employs an Economic Development/Tourist Officer to research the local economy and provide support and assistance to local associations and individual businesses in the Council area and work with the Regional Development Board.
- Specific infrastructure maintenance issues that will benefit businesses and primary producers – Council will be:
  - Continuing to improve the pavement structure and drainage of rural roads to assist with the movement of produce.

## **Method Used to Value Land**

Council may adopt one of three valuation methodologies to value the properties in its area. They are:

- Capital Value – the value of the land and all of the improvements on the land.
- Site Value – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- Annual Value – a valuation of the rental potential of the property.

Council has decided to continue to use capital value as the basis for valuing land within the Council area. Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers on the following basis:

- The equity principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth.
- Property value is a relatively good indicator of wealth and the capital value of property, which closely approximates the market value, provides the best indicator of wealth.

## **Notional Values**

Certain properties may be eligible for a notional value under the Valuation of Land Act 1971 where the property is the principal place of residence of a ratepayer. This can relate to certain primary production land or where there is state heritage recognition. A notional value is generally less than the capital value and therefore will result in reduced rates, unless the minimum rate is applicable.

Please note that Council has no role in this process. Application for a notional value must be made to the Office of the Valuer General. If a notional value is approved, it will not apply until the following financial year. Therefore, lodgement of an application for a notional value does not change the due date for the payment of rates.

## **Adoption of Valuations**

Council has adopted the valuations made by the Valuer General as at 15 July 2004 and provided to Council. If you are dissatisfied with the valuation made by the Valuer General then you may object to the Valuer General in writing, within 60 days of receiving this notice of the valuation, explaining the basis of the objection – provided you have not:

- a) Previously received a notice of this valuation under the Local Government Act 1999, 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 Office of the Valuer General is:

Office of the Valuer-General  
GPO Box 1354  
ADELAIDE SA 5001  
Email: [objections@saugov.sa.gov.au](mailto:objections@saugov.sa.gov.au)  
Telephone: 1300 653 345

Please note that Council has no role in this process. It is important to be aware that the lodgement of an objection does not change the due date for payment of rates.

### **Council's Revenue Raising Powers**

All land within a Council area, except for land specifically exempt (e.g. Crown land, Council occupied land and other land prescribed in the Local Government Act 1999—refer to Section 147 of the Act), is rateable. The Local Government Act 1999 provides for a Council to raise revenue for the broad purposes of the Council through a general rate or differential general rates, which apply to all rateable properties.

Council can raise separate rates for specific areas of the Council, or service rates or charges for specific services.

Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and equity issues.

### **Rate Modelling**

To enable Council to raise the revenue required as identified within its budget Council undertook an extensive rate modelling exercise and looked at all options that could be applied that would not require Council to undertake a rate review.

This involved making adjustments to the urban and rural rates in the dollar and minimum rate, ascertaining the total revenue needed and then determining the impact on individual ratepayers. As mentioned before, the inconsistent and in some cases substantial increases in property valuations made this task extremely difficult. At the completion of the modelling exercise Council has adopted rates in the dollar that it believes are fair and reasonable, recognising that in certain circumstances some property owners will have to pay considerable increases because their property value has increased substantially.

### **Differential General Rates**

At its meeting held on 8 of July 2004 Council decided to raise rate revenue of \$4,185,000 in a total budget of \$8,900,000.

Council has decided to impose differential general rates based on the planning zone where the property is located.

Council has declared an urban differential general rate of 0.00444 cents in the dollar for all properties located within the residential, commercial, town centre, Cape Jervis port, rural living, coastal, country township, tourist accommodation, Wirrina Cove, Historic (conservation) Rapid Bay, extractive industry and historic (conservation) Randalsea.

For all other properties outside of the above zones Council has declared a rural differential general rate of 0.003775 cents in the dollar. The lower differential general rate has been applied in these zones on the basis that Council recognises the economic and social importance of primary production to the district and therefore the need to support the long term viability of this group.

Council has assessed the reduced level of available services for rural properties and consequently the rate in the dollar for these properties has been set at 85% of the urban rate. Generally land in this category is classified as follows:

- the land tends to be remote from many of the services provided by Council in townships;
- most rural properties do not receive a door to door waste collection or recycling service, but do have access to a collection service;
- most rural properties do not have footpaths or street lighting; and
- most rural properties are served by gravel, rather than sealed roads.

There are 3,244 urban properties, and 1,194 rural properties within the Council area.

If a ratepayer believes that a particular property has been wrongly classified as to its land use then they may object (to Council) to that land use within 60 days of being notified. A ratepayer may discuss the matter with our Rates Officer on telephone 8558 2048 in the first instance. Council will provide, on request, a copy of Section 156 of the Local Government Act 1999 which sets out the rights and obligations of ratepayers in respect of objections to a land classification.

### **Minimum Rate**

Council has decided to impose a minimum rate of \$485.00. It will effect 16.7% of rateable properties. The minimum rate is levied against the whole of an allotment (including land under a separate lease or licence) and only one minimum rate is levied against two or more pieces of adjoining land (whether intercepted by a road or not) if they are owned by the same owner and occupied by the same occupier.

The reasons for imposing a minimum rate are:

- Council considers it appropriate that all rateable properties make a contribution to the cost of administering Council's activities, and
- Council considers it appropriate that all rateable properties make a contribution to the cost of creating and maintaining the physical infrastructure that supports each property.

Where a ratepayer believes that they may be eligible for a reduction due to adjoining properties, they may lodge a request, in writing, to Council. It is important to note that a request for an adjoining property reduction to minimum rate does not change the due date for the payment of rates.

## Service Charge

Council provides a septic tank effluent disposal system to properties within the following localities:

- Yankalilla / Normanville
- Links Lady Bay
- Second Valley
- Carrickalinga Sands
- Myponga Beach
- Lady Bay Shores
- Beachside Caravan Park

The full cost of operating and maintaining these services is recovered from a service charge applied to those properties that are connected to the system, or are able to be connected to the system.

Where the service is provided to non-rateable land a service charge is levied against the land.

The service charges applicable for the 2004/05 financial year are as follows:

<i>Steds Location</i>	<i>Per Unit</i>	<i>Vacant land</i>
Yankalilla / Normanville	\$295.00	\$240.00
Links Lady Bay	\$295.00	\$240.00
Second Valley	\$150.00	\$120.00
Carrickalinga Sands	\$295.00	\$240.00
Myponga Beach	\$250.00	\$180.00
Lady Bay Shores	\$295.00	\$240.00

Council has established a bio solids depot adjacent to the rubbish dump for the disposal of septic tank waste. Further details on the scheme and the service charge are available from the Environmental Health Officer at the Council Office.

## Onkaparinga Water Catchment Levy

A portion of the district to the north of Myponga is included in the Onkaparinga Catchment Water Management Board's area of responsibility, and Council is required under the Water Resources Act to collect a levy from the properties affected to assist in funding the operations of the Board. It does so by imposing a separate rate of 0.000147 cents in the dollar against the 11 properties in this district within the catchment area. A map of the catchment area showing those properties affected is available for inspection at the Council Office.

Council is operating as a revenue collector for the Onkaparinga Catchment Water Management Board in this regard as it does not retain this revenue or determine how the revenue is spent. For further information, contact the Onkaparinga Water Management Catchment Board.

## **Rate Concessions**

### **Pensioners**

If you are an eligible pensioner you may be entitled to a concession on your rates up to 60% of the amount of the rates or \$190.00 whichever is the lesser, and for STEDS service charges 60% of the amount of the charge or \$85.00 which ever is the lesser, plus \$10.00.

Application forms, which include information on the concessions, are available from the Council Office, SA Water and its District Offices and the State Taxation Office. An eligible pensioner must hold a Pensioner Concession Card, State Concession Card or be a TPI Pensioner.

### **Self Funded Retirees**

If you are an eligible self funded retiree you may be entitled to a rebate on your rates being 60% of the amount of the rates or \$100.00 whichever is the lesser. Enquiries with respect to this concession should be made to Revenue SA ph.1300 366 150.

### **Unemployed Persons**

The Department of Family and Youth Services may assist with the payment of Council rates for your principle place of residence (remissions are not available on vacant land or rental premises). For further information please contact:

Department of Family and Youth Services  
3-10 Crozier Road  
VICTOR HARBOR SA 5211  
Telephone: 8552 2011

Applications are administered by the State Government, not Council. It is important to note that an application for concession does not change the due date for the payment of rates. A refund will be paid to you if Council is advised that a concession applies and the rates have already been paid.

Ratepayers can only claim concessions on the rates and charges applicable to their principle place of residence.

### **Council Concessions**

Whilst Council recognises that rates are principally a wealth tax, Council is sympathetic to the financial burden placed upon residents as a result of rapid increases in property values.

Council has introduced a policy which will enable eligible ratepayers to obtain further financial relief from rate payments.

Please enquire at the Council Office to obtain a copy of the policy and an application form.

All enquiries are treated confidentially.

## **Payment of Rates**

In accordance with the provisions of the Local Government Act 1999 Council provides the opportunity for all ratepayers to pay rates in quarterly instalments.

The quarterly instalments are of equal or approximately equal value and Council will forward a rates notice at least 30 days prior to the instalment payment being due.

Instalments are due on the following dates:

<i><b>Instalment</b></i>	<i><b>Due date</b></i>
1st instalment	07/09/04
2nd instalment	01/12/04
3rd instalment	01/03/05
4th instalment	01/06/05

Council will accept payment of rates in full in advance.

Council's service charge relating to the STEDS will be included with the quarterly rate notices.

Rates may be paid as follows:

- Bpay – payment by telephone or via the Internet – contact your Financial Institution to make this payment from your cheque, savings or credit card account
- Post Billpay – payment may be made at any Australia Post Office
- Phone – using a credit card, through Australia Post Billpay
- Bank – payment may be made at any branch of Bank SA
- Mail – by cheque or money order made out to the District Council of Yankalilla, PO Box 9, Yankalilla SA 5203
- In person at the Council office during the hours of 8.30am to 5.00pm Monday to Friday (by cash, cheque, EFTPOS or credit card).

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment arrangements is invited to contact the Council Office on 8558 2048 to discuss alternative payment arrangements. Such enquiries are treated confidentially by Council and Council is sympathetic to individual circumstances.

## **Overpayment of Rates**

Council will not pay interest on any voluntary overpayment of rates, and will not refund any amount less than \$20.00 due to costs involved in processing refunds. Any credit balance will be applied against the next instalment of rates.

## **Late Payment of Rates**

The Local Government Act 1999 provides that Councils impose an initial penalty of 2% on any rate instalment not paid on or before the due date.

Upon the expiration of each month after the date the instalment first becomes due an additional interest charge of a prescribed amount will be calculated on the outstanding amount, less any interest that has previously been levied.

Council is prepared to consider remitting penalties for late payment of rates where ratepayers can demonstrate hardship.

Should the rates remain unpaid for more than 21 days after the due date then Council may refer the debt to a debt collection agency for collection. The debt collection agency charges collection fees to the ratepayer.

When Council receives a payment in respect of overdue rates Council applies the money received, in accordance with the Local Government Act 1999, 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 chronological order  
(starting with the oldest account first)

### **Remission and Postponement of Rates**

Section 182 of the Local Government Act 1999 permits Council, on application of the ratepayer, to partially or wholly remit rates or to postpone rates on the basis of hardship. Where a ratepayer is suffering hardship in paying rates they are invited to contact the Council office to discuss the matter. Such enquiries are treated confidentially by Council.

### **Sale of Land for Non Payment of Rates**

The Local Government Act 1999 provides that a Council may sell any property where the rates have been in arrears for 3 years or more. The Local Government Act 1999 sets out the procedure to be followed in such actions.

Council is required to notify the owner of the land of its intention to sell the land, provide the owner 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.

### **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 Council has failed to properly apply this policy they should raise the matter with the Council Office. If, after this initial contact, a ratepayer is still dissatisfied they should write to the Chief Executive Officer, District Council of Yankalilla, PO Box 9 Yankalilla SA 5203.**

**THE DISTRICT COUNCIL OF YANKALILLA**

**OPERATING STATEMENT FOR THE YEAR ENDED 30TH JUNE 2004**

	<b>Notes</b>	<b>2004</b>		<b>2003</b>
		\$	\$	\$
<b>OPERATING REVENUE</b>				
Rates - General		3,720,101		3,262,265
Rates - Other		272,083		258,341
Statutory Charges		205,522		139,062
User Charges	7	694,674		729,758
Operating Grants and Subsidies	8	394,814		361,692
Investment Income		41,986		39,731
Reimbursements		17,135		58,347
Gain On Disposal Of Non-Current Assets	9	1,022		43,747
Other Operating Revenue		<u>9,474</u>		<u>20,147</u>
<b>TOTAL OPERATING REVENUES</b>			<b>5,356,811</b>	<b>4,913,090</b>
 <b>OPERATING EXPENSES</b>				
Employee Costs	3	1,808,991		1,192,002
Contractual Services		1,073,750		1,139,178
Materials		930,721		811,296
Finance Charges		240,044		240,067
Depreciation	4	970,158		863,616
Loss On Disposal Of Non-Current Assets	5	54,090		169,923
Other Operating Expenses	6	<u>652,101</u>		<u>336,505</u>
<b>TOTAL OPERATING EXPENSES</b>			<b>5,729,855</b>	<b>4,752,587</b>
 <b>Operating Surplus / (Deficit) Before Capital Revenues</b>			<b>(373,044)</b>	<b>160,503</b>
 <b>CAPITAL REVENUES</b>				
Capital Grants, Subsidies, and				
Monetary Contributions	8	451,879		478,956
Physical Resources Received				
Free Of Charge	10	<u>886,385</u>		<u>2,550</u>
<b>TOTAL CAPITAL REVENUES</b>			<b>1,338,264</b>	<b>481,506</b>
 <b>Operating Surplus After Capital Revenues and Before Extraordinary Items</b>			<b>965,220</b>	<b>642,009</b>
Extraordinary Items			<u>0</u>	<u>0</u>
 <b>NET SURPLUS RESULTING FROM OPERATIONS</b>			<b><u>965,220</u></b>	<b><u>642,009</u></b>

*The above Operating Statement should be read in conjunction with the accompanying Notes.*

**THE DISTRICT COUNCIL OF YANKALILLA**

**STATEMENT OF FINANCIAL POSITION AS AT 30TH JUNE 2004**

	Notes	2004		2003
		\$	\$	\$
<b>CURRENT ASSETS</b>				
Cash		40,898		1,120
Receivables	11	651,216		615,370
Inventory	12	29,209		106,771
Investments	13	907,401		735,465
Other		24,361		7,834
Total Current Assets			1,653,085	1,466,560
<b>CURRENT LIABILITIES</b>				
Bank Overdraft		0		357
Creditors	22	914,800		737,231
Provisions	23	219,168		173,931
Loans	29	382,648		409,322
Total Current Liabilities			1,516,616	1,320,841
NET CURRENT ASSETS			136,469	145,719
<b>NON-CURRENT ASSETS</b>				
Receivables	14	13,829		17,106
Land	15	3,437,200		3,437,200
Buildings	16	1,525,058		1,519,201
Infrastructure	17	27,532,884		26,875,149
Equipment	18	2,253,836		2,073,498
Furniture and Fittings	19	140,796		152,701
Other	20	512,030		407,790
Total Non-Current Assets			35,415,633	34,482,645
<b>NON-CURRENT LIABILITIES</b>				
Provisions	24	176,814		135,649
Loans	29	2,645,614		2,728,261
Total Non-current Liabilities			2,822,428	2,863,910
NET ASSETS			32,729,674	31,764,454
<b>EQUITY</b>				
Accumulated Surplus			27,579,359	26,747,367
Reserves			5,150,315	5,017,087
TOTAL EQUITY			32,729,674	31,764,454

*The above Statement of Financial Position should be read in conjunction with the accompanying Notes.*

**THE DISTRICT COUNCIL OF YANKALILLA**

**STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30TH JUNE 2004**

	Notes	2004		2003
		\$	\$	\$
<b>ACCUMULATED SURPLUS</b>				
Balance at Beginning of Period		26,747,367		26,146,858
Net Surplus Resulting from Operations		965,220		642,009
Transfers from Reserves		32,386		0
Transfers to Reserves		(165,614)		(41,500)
Balance at End of Period			27,579,359	26,747,367
<b>ASSET REVALUATION RESERVE</b>				
Balance at Beginning of Period		4,856,699		4,801,184
Transfers to Reserve				
- Revaluation Increment		0		55,515
Transfers from Reserve		0		0
Balance at End of Period			4,856,699	4,856,699
<b>TV TRANSLATOR RESERVE</b>				
Balance at Beginning of Period		50,000		40,000
Transfers to Reserve		10,000		10,000
Transfers from Reserve		(32,386)		0
Balance at End of Period			27,614	50,000
<b>INFRASTRUCTURE DEVELOPMENT RESERVE</b>				
Balance at Beginning of Period		30,903		30,903
Transfers to Reserve		38,638		0
Transfers from Reserve		0		0
Balance at End of Period			69,541	30,903
<b>OPEN SPACE DEVELOPMENT RESERVE</b>				
Balance at Beginning of Period		2,433		2,433
Transfers to Reserve		0		0
Transfers from Reserve		0		0
Balance at End of Period			2,433	2,433
<b>SEPTIC TANK EFFLUENT DRAINAGE RESERVE</b>				
Balance at Beginning of Period		77,052		45,552
Transfers to Reserve		116,976		31,500
Transfers from Reserve		0		0
Balance at End of Period			194,028	77,052
<b>TOTAL EQUITY</b>			<u>32,729,674</u>	<u>31,764,454</u>

*The above Statement of Changes in Equity should be read in conjunction with the accompanying Notes.*

**THE DISTRICT COUNCIL OF YANKALILLA**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2004**

	Notes	2004		2003
		Inflows / (Outflows)	Inflows / (Outflows)	Inflows / (Outflows)
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
RECEIPTS		5,677,932		5,053,193
PAYMENTS		<u>(4,877,098)</u>		<u>(3,977,763)</u>
 NET CASH PROVIDED BY OPERATING ACTIVITIES	 26		800,834	1,075,430
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
RECEIPTS				
Loans Received		300,000		450,000
PAYMENTS				
Principal		(409,321)		<u>(413,820)</u>
 NET CASH (USED IN) FINANCING ACTIVITIES			(109,321)	36,180
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>				
RECEIPTS				
Capital Grants, Subsidies, Contributions		471,570		464,265
Sale of Assets		484,379		268,340
Loans Repayments - Community Groups		8,991		16,272
PAYMENTS				
Purchase of Assets		(1,438,382)		(1,878,302)
New Loans - Community Groups		<u>(6,000)</u>		<u>(5,000)</u>
 NET CASH (USED IN) INVESTMENT ACTIVITIES			<u>(479,442)</u>	<u>(1,134,425)</u>
 <b>NET INCREASE / (DECREASE) IN CASH HELD</b>			212,071	(22,815)
 <b>CASH AT BEGINNING OF REPORTING PERIOD</b>			<u>736,228</u>	<u>759,043</u>
 <b>CASH AT END OF REPORTING PERIOD</b>	 27		<u><u>948,299</u></u>	<u><u>736,228</u></u>

*The above Statement of Cash Flows should be read in conjunction with the accompanying Notes.*