

# **DISTRICT COUNCIL OF YANKALILLA**

## **2004/2005 ANNUAL REPORT**

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## STATISTICS OF THE DISTRICT

Council Area	76,540 ha
Population	4,900
Rateable Properties	4,487

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

# Vision Charter

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Council's Draft Strategic Plan which is in the process of being adopted contains the following Charter Corporate Values.

## District Charter

**Charter: a written undertaking that outlines what Council sees as its rights, responsibilities and duties.**

**The District Council of Yankalilla's charter is to:**

- Improve the social, physical and economic well-being of the community.
- Take responsibility for the stewardship of the Yankalilla district and its community.
- Exercise leadership, enterprise, integrity and judgement in directing the district, so as to provide assurance of its continuing and lasting prosperity.
- Apply the highest standards of corporate governance, acting in the best interests of the community and in a manner that is transparent, accountable and responsible.

## Corporate Values

**Core Values: are the ethics by which Council and Councillors agree to observe and operate**

**The District Council of Yankalilla embraces the following core values:**

**Community** - by valuing the contribution of community members, respecting their views and aspirations and the benefits of community service.

**Integrity** – by committing to sound business principles, probity and accountability irrespective of personal interest, loyalties or affiliations.

**Consultation** – by embracing strong , accessible , innovative and effective two way communication with the community.

**Environmental** – by committing to the principle of “clean and green” and sustainable development with respect to the built and natural environment.

**Professional** – by ensuring that our staff are skilled, knowledgeable and work as a team with good leadership.

**Efficiency** – by responsible management of resources in the delivery of Council services.

# **Mayor and Chief Executive's Report**

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The annual report presented, records the achievements of the Council during the 2004 – 05 financial year. Council has continued to move forward in response to the increasing demands placed upon it by the community at all times being mindful that this movement is in accordance with the goals and directions stated within Council's strategic planning documents.

Growth as a result of development provides Council and the community with both opportunities and threats. Development increased the districts wealth, provides opportunities for new and existing business's and increased Council's revenue base. Development also places pressure on existing community infrastructure, (footpaths, libraries etc) and raises expectations amongst the community for new or increased levels of service. How Council manages future development will determine the physical and social nature of our community.

Council is fortunate that the district has not developed at the same rate as some of our neighbouring areas, this has provided the Council and the community with the opportunity to develop strategies and plans that ensure that growth will occur in a controlled manner and provide a built environment that complements our natural environment.

Yankalilla Council is committed to the principles of community consultation and while Council is sometimes criticised in relation to its consultation, this year has provided many examples of effective consultation.

Council conducted consultation with its community prior to adopting the 2005 /06 Budget and declaring its rates and the success of this consultation has resulted in this model being used as a template when Council wish to seek the views of its community in future.

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

**Roger D. Sweetman**  
**Chief Executive**  
**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 2003-2004 financial year and the next review will be undertaken in 2006-2007.

## **Councillor Contacts as of 2<sup>nd</sup> November 2005**

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## **Management of the District**

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

The Council (which is 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 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 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 Council's decisions are made.

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

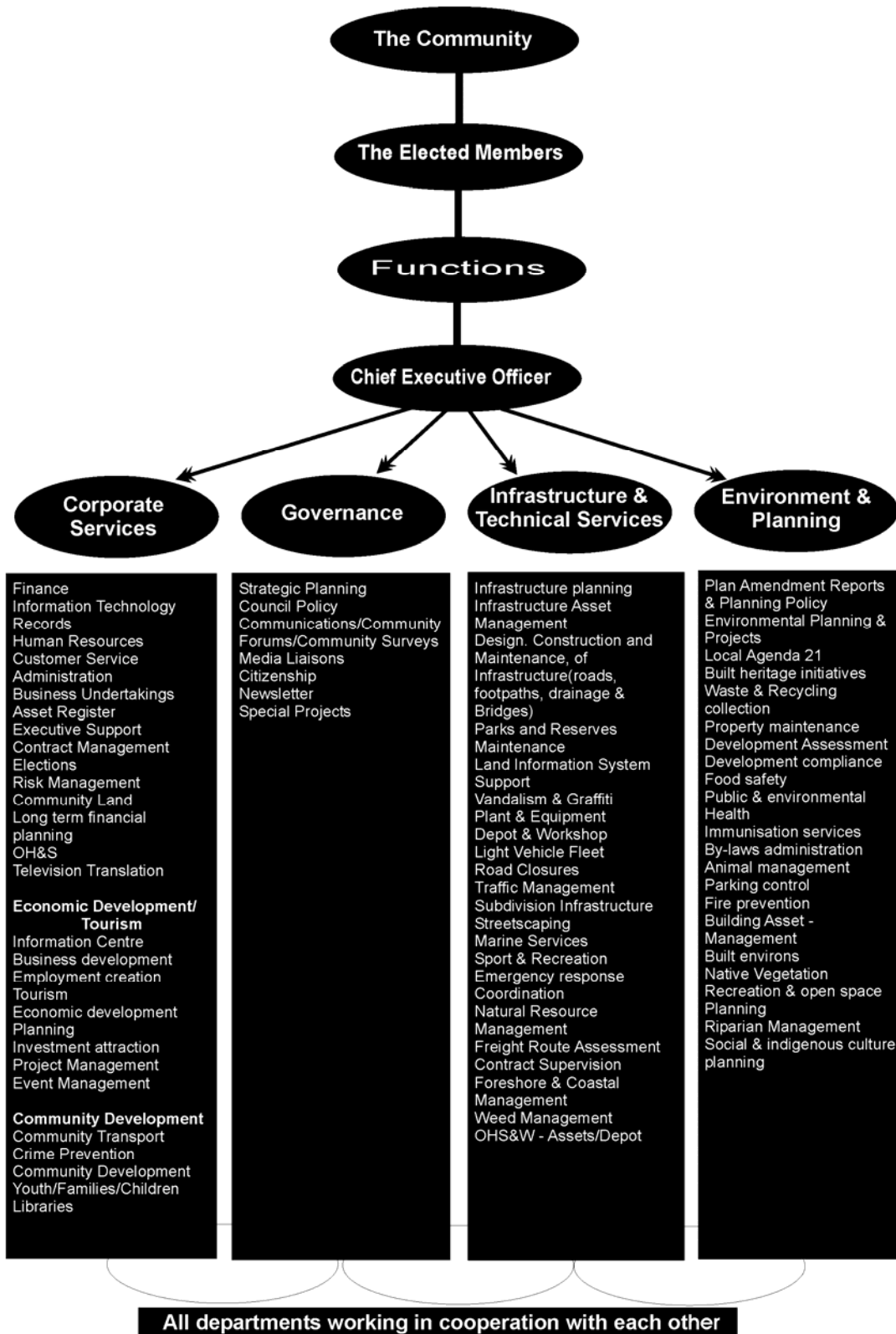
The Council's strategic objectives are translated into actions through the Council's Business Plans and Annual Statement. These plans contain performance measurement indicators, which will enable Council to measure its performance against its stated objectives and are reviewed annually.

Council will be reviewing its Strategic Plan and setting its new strategic direction for the next period during the 2005/06 financial year.

Copies of Council's Strategic Plan, Business Plans and Draft Strategic 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 has 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 9.00 am
Corporate Services Committee	Fourth 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

Council is renewing its Committee Structure and the above dates for Committees may have changed at the time of producing this report. Please contact the Council office to confirm the dates and times should you wish to attend any of these Committees.



## **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 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, who 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**

No new policies during the 2004/05 financial year.

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 2004/05 is as follows:

<i>Meeting Date</i>	<i>Subject</i>
19 August 04	Acquisition and transfer of land Yankalilla
16 September 04	Acquisition and transfer of land Yankalilla
16 December 04	Moving of Private Depot and subdivision of land
16 December 04	Property leasing Yankalilla
20 January 05	Property leasing Yankalilla
17 February 05	Property leasing Yankalilla
17 March 05	Melbourne 2006 Commonwealth Games – Queens Baton Relay
17 March 05	Jacobs Creek Tour down under
17 March 05	Normanville Beach Café
21 April 05	Food van Normanville Foreshore
19 May 05	Start performance

## **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 Council's operations,  
and
- Involve the community in Council's 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 12 times a year, Council has 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 is 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 Council's 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 behaviour 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.

## **Community Library**

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

The community's use of the library services has continued to grow with an increase in the number of registered borrowers resulting in 2,263 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
- Human Resources and OHS&W
- Information Technology
- Rates
- Records Management
- Customer Service and Communication
- Administration and Other Support Services
- Normanville Beach Caravan Park

## **Financial Management**

Council must comply with the requirements of the Local Government Act, Local Government (Financial Management) Regulations, relevant accounting standards, accounting practices and principles and any other relevant financial legislation.

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.

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 repayments.

## **Human Resources and Occupational Health, Safety and Welfare**

Council has contributed towards the development of workskills for young people in the district by employing 2 trainees and an apprentice. Council promotes training and development of its staff to ensure that all staff have the skills and knowledge required to undertake their duties.

Council has a responsibility under the Occupational Health Safety and Welfare Act to provide a safe working environment for its staff. To assist in assessing Council’s level of potential exposure to risk Council contributes towards the engagement of a Risk Management Officer for 1 day per fortnight.

Council’s overall performance in Occupational Health & Safety has continued to improve and develop to embrace new practices and procedures. Council currently maintains a level 3 rating.

## **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.

During the year Council established a satellite broadband connection for its administration office. Council also redesigned its website to make it more informative, user friendly and accessible for the community. Staff have been fully trained to maintain the new website 'in-house'.

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

## **Rates**

Council's major source of revenue comes from Council rates. Council undertakes a detailed rates modelling process each year in an endeavour to achieve an equitable rate distribution. During the year Council also provided a rate remission scheme for eligible residents, pensioners and self funded retirees.

## **Records Management**

Council continued 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.

## **Customer Service**

Council aims to provide a high level of customer service by responding to enquiries and requests in an effective and efficient manner. Council is contactable by mail, fax, email, phone or in person. Information is also available via Council's website.

Council has recently installed a new telephone system to enable more efficient transfer of calls, provide voicemail capability and provide expandability to meet future requirements. An after hours service is provided to cater for emergency situations when the Council office is closed.

## **Administration and Other Support Services**

Corporate Services staff provide administrative support for the Chief Executive , all other departments of Council and Elected Members.

## **Normanville Beach Caravan Park**

Council owns the Normanville Beach Caravan Park and leases out the operation of the park on a five year basis. The management of the park is overseen by Council's Corporate Services Committee and includes:

- Monthly Management Reports
- An Annual Budget
- A Five Year Management Plan
- A Marketing Plan

## **Community Transport**

Council, in partnership with Combined Christian Churches Community Care Yankalilla, operates a community transport service which enables elderly and disadvantaged people to attend medical or allied health appointments. Council is indebted to the volunteer co-ordinators and volunteer drivers who provide this service to the community.

## **Communication**

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

During the year Council also participated in the formation of a regional broadband project with the aim of making broadband services accessible by all properties within the district.

# Economic Development

*Departmental Goal – “To promote and facilitate economic development within the district.”*

Council is committed to promoting economic sustainable development within the district.

Council’s main focus in fostering this strategy is:

## Fleurieu Regional Development Board

Council is a member of the Fleurieu Regional Development Board, which on a regional basis achieves economic development through partnerships with local businesses and other levels of Government.

The Development Board focuses its efforts on:

- Local employment programs
- Regional tourism promotion
- Assistance to local businesses to enable them to expand to meet their potential
- Main Street programs

The Board has refocused its effort on economic development and assistance to industry and business and reduced its involvement in social and environmental issues.

The Board still believes that environmental and social issues are important to the fabric of the region but believe they are not the core business of the Board and are better promoted and managed by other agencies.

The Yankalilla Council district is represented on the Fleurieu Regional Development Board by:

Community representatives      Cr. Malcolm Schlein, Chairman  
     Ms Carol Schofield

Council Representative              Roger Sweetman, Council’s Chief Executive

## **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 tighter 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.

Council acknowledged 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 group's 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 complements 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	376 km
Sealed Roads	116 km
Culverts	544
Bridges	65

## **Infrastructure Major Projects**

Council undertook the following infrastructure projects during the year:

### **Roads**

#### Seal

Myponga Beach/Forktree Road	\$	403,500
Wilson Drive, Normanville	\$	107,500
Surf Avenue, Carrickalinga	\$	16,000
Seaspray Avenue, Carrickalinga	\$	11,500
Lyddon Road, Carrickalinga	\$	29,500
Ronald Street, Normanville	\$	41,000

#### Kerbing & Seal

Scenic View Drive, Second Valley	\$	79,500
Michael Street, Yankalilla	\$	88,000
Flinders Drive, Cape Jervis	\$	39,500

### **Footpaths**

Main South Road, Yankalilla	\$	5,000
Main South Road, Yankalilla (Pedestrian Refuge)	\$	4,000

### **Bridges**

Hay Flat No. 28	\$	9,500
Parkfield No. 31	\$	42,500
Bullaparinga No. 54	\$	57,500

### **Stormwater Drainage**

Gold Coast Drive/Lyddon Road, Carrickalinga	\$	8,000
Carrickalinga Road/Brown Road, Carrickalinga	\$	9,500

## **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 Council's resources in ensuring the district's infrastructure is at an acceptable condition.

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

Unsealed Roads	\$	826,000
Sealed Roads	\$	199,000
Tree Trimming	\$	98,000
Stormwater Drainage	\$	84,000
Bridges	\$	86,500
Kerbing & Watertable	\$	9,000
Footpaths & Cycle Tracks	\$	84,000
Traffic Control	\$	87,000
Street Cleaning	\$	10,500
Parks and Reserves Maintenance	\$	229,500
Foreshore Maintenance	\$	56,000
Jetties	\$	4,000
Boat Ramps	\$	18,000
Street Lighting	\$	39,000
Vandalism & Graffiti	\$	10,000
Campground Maintenance	\$	13,000
Cemeteries	\$	5,500
Public Conveniences	\$	156,500

## **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 next year.

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

A Rural Road Hierarchy Study is presently being undertaken which will provide a comprehensive statement of the Council's future road network needs together with recommended options to guide the implementation of the road network.

A Network Rural Road Safety Audit is also being undertaken which will address road safety issues and provide recommendations for remedial treatment for further consideration and investigation.

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 developing an annual tree trimming programme that will address 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 have developed 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. The Roadside Vegetation Management Plan has been submitted to the Native Vegetation Council for consideration prior to community consultation in the New Year.

### **Footpaths**

Council will undertake 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 completed a pathway and pedestrian refuge on Main South Road which provides for a safer and improved access for the elderly between the ACH Yankalilla Centre and the Yankalilla Senior Citizens Centre.

Correctional Services have undertaken footpath maintenance involving the spreading and levelling of quarry sand in the Myponga and Yankalilla townships.

### **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 undertaking a Floodplain Mapping Study of the Bungala River which will provide the data for controlled development in Yankalilla and Normanville.

Stormwater drainage works were undertaken at the intersection of Gold Coast Drive and Lyddon Road, Carrickalinga to address local flooding and a stormwater drain was extended at the intersection of Carrickalinga Road and Brown Road, Carrickalinga in order that the road carriageway could be widened.

## **Bridges**

Council has an ageing bridge network throughout the district that will require considerable expenditure in future years. The failure of two bridges the previous year restricting access to one community in Bullaparinga and posing a threat to isolate two farming properties off Dairy Flat Road, which necessitated their immediate replacement this year.

It is considered that with regular inspections and programmed maintenance, adequate and appropriate resourcing will prolong the life and provide for a managed wooden structures replacement strategy with concrete box culverts where possible.

## **Traffic Control**

The installation of a traffic control device termed a Blister is being considered on the crest in St Andrews Boulevard, Normanville east of Huntingdale Drive to reduce the speed environment where the sight distance is deemed inadequate.

A Traffic Management Concept Plan was developed for Normanville and Carrickalinga and was made available for community consultation. Council considered submissions and will now undertake the approved design in the forthcoming Capital Works Programme.

The Cape Jervis Port Traffic Management Study undertaken by QED for Transport SA Marine Facilities was considered by Council and a preferred design option to improve the overall traffic and pedestrian environment was endorsed.

## **Parks and Gardens**

Council has an ongoing programme of enhancement and improvement to its numerous parks and reserves in an attempt to improve passive recreation facilities for the community. This involves 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.

Following the success of the Greencorp Programme and in acknowledgement of the benefit to the community, Council decided to provide a Horticultural Apprenticeship which was subsequently offered to a Greencorp participant and so happens lives locally.

Council's Works and Horticulture Team again received a KESAB Award for the impact that the Works Programme has made on the community and the district environ in particular the manner in which the roads, footpaths, parks and reserves are maintained throughout the district.

Council, Greencorp and the South Australian Botanical Gardens have developed a Sustainable Garden Project to be undertaken at the Normanville Foreshore later this year.

## **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.

Council was successful in having another Greencorp Programme operating throughout the district from March to September 2005, undertaking revegetation works in the Normanville dune system and along Forktree Road.

An Estuary Wetland Feasibility Study is being undertaken for Carrickalinga Creek west of Carrickalinga Road designed to protect the estuarine & marine aquatic ecosystems, provide habitat for fauna and flora while providing a passive recreational and educational opportunity and improve amenity values of the area.

A public carpark was constructed adjacent to the Rapid Bay Beach Campground which will provide for a more convenient vehicle access to the foreshore without unlawful and damaging access to the northern beach.

Council and the Coast Protection Board have developed a proposal to fence and control access to the coastal reserve at Fishery Beach which has been subject to misuse by off road vehicles.

A Foreshore Management Concept Plan was developed for Normanville and Carrickalinga and was made available for community consultation. Council considered submissions and will now undertake the approved design in the forthcoming Capital Works Programme.

## **Jetties and Ramps**

The Second Valley Jetty was damaged during the June long weekend and will require substantial repairs to be undertaken to reinstate the steps and provide water access for the divers.

Pedestrian access to the beach at Second Valley requires ongoing maintenance and a more permanent solution is being considered that will ensure all year pedestrian access and emergency vehicles.

Rapid Bay jetty was closed to the public prior to Christmas by Transport SA and Council are pursuing ongoing discussions with the government over the future of the jetty and its importance to tourism locally and the diving and fishing community.

## **Sport and Recreation**

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

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 pertaining to various acts and regulations within the scope of operations of the Local Government Act 1999."*

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

## **Developmental Statistics**

The year has seen increase in the number of development applications lodged and assessed by Council and continues the trend of the past four years. To add to the ongoing increase in applications numbers, officer time in the assessment process has further increased due to the category and complexity of the applications received.

Council recognised that it was not meeting the community's expectations with respect to the assessment of development applications and therefore appointed a full time Planning Officer on the resignation of the building officer. It is anticipated that the appointment would assist with the assessment of applications.

Application processing times are continually monitored to ensure that an efficient and effective service is provided. Unfortunately there have peak occasions when processing of applications have not been within time frames that 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, and/or
- 2) The applicant not supplying sufficient detail when lodging the application, and/or
- 3) The applicant not responding to a request for further information, and/or
- 4) The requirement for the application to be placed before the Development Assessment Panel for decision making.

## **Community Consultation and Education**

Council continues its effective consultation with its ratepayers/residents by being easily accessible during office hours, after hours monitoring phone service and also through the use of Council newsletter and local print media.

Throughout the year Council Planning Officers, the Assistant Building Surveyor and Environmental Health Officers have advised ratepayers, residents, food proprietors, applicants and builders on Council's role in Development Act, Building Code of Australia, Public and Environmental Health Act and Food Act responsibilities.

Education has been primarily focused on the Built Environment, waste minimisation and recycling, effluent disposal, immunisation and food related matters.

## **Food Safety and Nutrition**

Two alleged food poisoning complaints were investigated by Council's Environmental Health Officer; however without appropriate medical diagnosis no conclusive outcomes were reached. The two food handling premises involved were inspected and the proprietors advised of the allegations.

One complaint of foreign matter in food was referred to the manufacturer of the product who dealt with the matter in a satisfactory manner.

Of the 63 registered food businesses in the area, a total of 57 routine food inspections were undertaken. The outcome of those inspections resulted in the issuing of two improvement notices, both of which were complied with by the proprietors.

Other specific complaints against food premises included excessive number of flies in food processing area, poor personal hygiene of a food handler, dog in a food processing area and untidy rear yard of a food shop.

## **Immunisation**

Council immunisation clinics were not well attended and a decision was made to no longer undertake the monthly clinics. The local medical centre provides an efficient clinic service and co-ordinates the suggested immunisation schedule during routine consults.

Council continues to participate in the school immunisation program and provided 178 meningococcal, 57 diphtheria tetanus pertussis and 3 hepatitis B vaccinations. Council takes this opportunity to acknowledge the valuable contribution provided by the Communicable Disease Control Branch of The Department of Health in providing Council with a purpose built fridge for vaccine storage.

## **Effluent Disposal**

Council operates in the townships and seaside villages of Normanville, Yankalilla, Carrickalinga Sands, Links Lady Bay, Second Valley and Myponga Beach, Septic Tank Effluent Disposal (STED) Schemes.

A total of 227 on site waste control systems were approved for installation:

- Sub Surface            67
- Alterations            9
- STEDS                    84
- Aerobic                   67

All systems are subject to three (3) mandatory inspections during their installation including a site, underfloor, external drains and tank inspection (where applicable).



Many inspections were undertaken of on-site waste control systems for faults and enquiries, resulting in one maintenance order being issued pursuant to Regulation 19 of the Public and Environmental Health (Waste Control) Regulations 1995.

A major upgrade to the Waste Water Treatment Plant which services the Normanville/Yankalilla/Carrickalinga Sands STED Schemes located at Normanville commenced during October, 2004. The construction work when completed, will double the capacity of the existing plant to allow a total number of 2,000 allotments to discharge to the system. The cost of the upgrade (stage 2) will be \$1.25 million.

With current growth rates, it is anticipated that the upgrade will reach maximum capacity within 4 years, necessitating the need for Council to undertake further expansion. All effluent from the scheme is treated to B class water and is used to irrigate the Links Lady Bay golf course.

Council continued its Septic Tank Maintenance Program, which resulted in the removal of sewerage from all septic tanks in Yankalilla Township. Normanville Township was commenced but due to climate conditions and the Bio-Solids Lagoons reaching maximum storage capacity, the program was discontinued and will recommence when favourable conditions are achieved. It is anticipated that the program will re-commence December '05. This program will continue on four yearly cycles with the aim to undertake de-sludging maintenance of all septic tanks connected to the Normanville/Yankalilla/Carrickalinga Sands STED Scheme.

### **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**

The European Wasp has not posed a significant problem in the district, since the first nest was found and destroyed 3 years ago. There have been only 7 nests reported to Council which were destroyed by an approved operator.

Rodent control measures are the responsibility of ratepayers/residents. Council is the investigating authority where infestations are reported. Council did not receive a complaint or enquiry during the reporting period.

Head lice presented a significant problem 3 years ago, particularly in local schools. However, by good management and effective awareness programs implemented by teachers at the local schools, the problem has been reduced to the point that Council assistance was not required over the reporting year.

## **Inspectorial Services**

Council acknowledged the community's increased expectations with respect to parking, litter control, dog and cat management and the enforcement of Council's By-Laws and appointed a full time General Inspector/Authorised Officer in 2003.

The schedule below provides detail on the officer's activities with respect to dog management.

Dog Expiations Issued	10
Court action for year	0
Dog noise complaints	0
Hours on noise complaints	0
Wandering dog complaint	21
Dog impounded	15
Dogs returned to owners	12
Dog Attacks/harassments investigated	5
Hours spent on dog attack investigations	22.5
Amount of time spent on dog and cat management	554
Number of Dog Management Officers	1.0

Other Council Officers who undertake inspection work:-

- Planning Officers
- Assistant Building Surveyor
- Environmental Health Officers
- Fire Prevention Officers

## **Waste Management**

A closure and post closure plan for the Myponga Landfill was submitted to the EPA for their assessment. Costs to implement closure and post closure at the site have been estimated at \$600,000.00 to \$1,000,000.00 depending on final EPA requirements.

Ground water monitoring at Myponga and Yankalilla Landfill Sites indicate minor levels of leachate contamination, but concluded that the concentrations do not indicate significant impact on ground water.

The only remaining landfill operating in the district is located at Yankalilla which is owned by Council and has an existing landfill cell life of twelve (12) months.

Subsequent closure and post closure work is underway at the Yankalilla Landfill Site with final land form surveying being undertaken.

To extend the cell life at the Yankalilla Landfill Site to twelve months, Council redirected all kerb side collected waste to Pedlars Creek Landfill for disposal. The diversion of waste to the Pedlars Creek Landfill Site has reduced the amount (approximately 2,000 tonnes) of waste being directed into the Yankalilla Landfill Site which has aided in extending its life.

Council is facing a significant financial challenge to implement closure at Myponga and later post closure at Yankalilla Landfill as well as maintaining and improving existing waste management and other services to the district. Discussion is ongoing between Council, the EPA and Council's consultant URS to determine a mutually satisfactory and viable solution.

Council membership of the Fleurieu and Kangaroo Island Regional Waste Management Committee is considered vital to the success of long term waste management in the area. The committee has completed a background and future directions report. This now enables it to proceed to a Regional Waste Management Plan that when complete and accepted by all member Councils will provide a blue print of best practice in regional waste management.

### **Environmental Management and Sustainability**

Storage of creosote treated posts continues to be of concern in the district with ongoing complaints being received relating to offensive odours. This is proving to be a frustrating issue to resolve in a satisfactory and equitable manner, even with the support and intervention from the Environment Protection Authority.

Council investigated a complaint of a substantial sized business in the district causing contamination and pollution to a local water course. The Environment Protection Authority became involved and the business was issued with an expiation notice for the offence and was directed to remedy the situation and to re-train responsible personnel.

Participation by Council in the Zero Waste "Chem.Collect" program was a success which resulted in a total of 4.63 tonnes of household and farm chemical waste being collected and disposed of appropriately.

The ongoing "Drum Muster" program operating in the district is gradually gaining momentum but is still largely under utilised by local farmers.

Several minor incidences with regard to air pollution were investigated involving mostly smoke from combustion heaters. Offensive odour and noise complaints were received regarding a local business that was operating in a residential area. Following Council intervention a satisfactory outcome was achieved with the business being relocated to an appropriate zoned area which turned out to be advantageous both to the business and the complainants.

A flood plain mapping system has been developed for Council by Tonkin Engineering which identifies areas that would be affected by a 100 year storm frequency in the township of Yankalilla and Normanville.

A concerted effort by Council staff within the Parks and Garden section of the Works and Infrastructure Department has resulted in the receipt of a KESAB award which acknowledged their commitment towards maintenance, beautification and hazard reduction of Council parks and gardens.

Councils Planning Officer and General Inspector issued forty five (45) cautionary letters to builders to clean up building sites and provide suitable waste container bins and toilet accommodation for use by contractors. The general inspector also 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 co-operated by tidying the premises and surrounds.

Illegal dumping of rubbish was also investigated by the General Inspector which resulted in five expiation notices and a further three warnings were issued.

## **Water Supply**

The townships and sea side villages of Yankalilla, Normanville, Links Lady Bay, Lady Bay Shores, Carrickalinga, Carrickalinga Sands, 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 Lady Bay Shores and Myponga Beach. A non-potable reticulated water supply to the township of Rapid Bay is provided by Council in conjunction with a local land owner and Adelaide Brighton Cement. Following public concern, water samples from the system were sent for analysis with a result indicating a high coliform plate count. Immediate disinfection of the water supply was undertaken and signs have been erected at all public access taps with a warning that the water is not suitable for drinking.

All other water supplies within the district are 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.

## **Health Care and Community Services**

Council contributed to and were a member of the Fleurieu Regional Community Services Advisory Committee together with Alexandrina and Victor Harbor Councils. Council acknowledged the community's increased expectations with respect to Community and Youth Development. As a new initiative, Council appointed a part time Community and Youth Development Officer in November, 2004 who is based and operates from the Council Offices.

The position has three key objectives:

- To contribute to the planning, development and delivery of programs which facilitate the development and involvement of young people in the community.
- To contribute towards the development and delivery of responsive community service programs and projects.
- To initiate grant applications to enable effective access to external funds.

These objectives are addressed through:

**Planning:** by conducting research in to the needs of the community, communicating these needs to Council and through liaising with service providers to effectively address these needs.

**Co-ordination:** of the use and development of community facilities and to support service co-ordination.

**Community Development:** to support community action through advice, training, funding, and advocacy.

**Participation:** to facilitate young people in participating in the community through enabling their voices to be heard at Council, State and Commonwealth governments.

**Service Provision:** is undertaken both directly and indirectly.

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

## **Rural and Planning Activities**

Council has undertaken a Plan Amendment Process to revise the township provisions in its Development Plan. The Development Plan is used to assess land division and development applications. Progress has been slower than desired with the Statement of Intent currently before the Minister for approval. A review of the STED system and Waste Water Treatment Plant will be undertaken as part of the planning process.

A total of 373 development applications were received by Council during the 2004-05 financial year. Of these 227 required a related waste control system application. An additional 35 land division applications were lodged, involving a total of 157 additional allotments. Of these, 75 will be connected to the Council's STED system and another 54 will be connected to other sewer systems.

Significant applications include:

- A concept of 522 apartments and tourist accommodation at Wirrina Cove
- A milk processing plant
- A shop at Carrickalinga
- A retirement village
- Upgrade of the STEDS treatment plant.

## **Health Education and Promotion**

Council commenced a monthly newsletter which is posted to all ratepayers. The format of the newsletter is user friendly and appears to have been well received by the community. All staff and Elected Members are able to contribute to the content with articles that deal in local issues that are topical and of community interest. Public and environmental health matters including waste management are featured regularly helping to providing an efficient and effective medium for public health education and promotion.

Community consultation pursuant to the Local Government Act is regularly undertaken by Council. Community consultation relevant to public health included management of the Yankalilla Landfill Site, proposed introduction of co-mingled kerbside recycling, upgrade of the council Waste Water Treatment Plant and commercial on site waste disposal systems.

### **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.

### **Built Environment : Public Toilets**

Council has commenced a programme of enhancement and improvement of its public toilets in an attempt to improve the amenity of the locality where each facility is located, visual attractiveness of each facility and in some circumstances the addition of “disable amenities”.

This has involved the removal of old and unsightly roof claddings and replaced with colorbond, rendering externally, repainting internally and externally with “anti graffiti” paints and the construction of “disable amenities”. The following public toilets were upgraded:-

- Normanville Beach
- Carrickalinga
- Commenced Upgrade to Rapid Bay ( Including disable facilities addition )

In addition to the upgrading of existing toilets, Council constructed new toilet facilities in Yankalilla. The facility consists of ladies, men’s and disable areas. The facility is located adjacent to the Council car park, adjoining the Soldiers War Memorial Park on Main South Road. The Yankalilla existing toilet facility next to the Councils main office remains operational.

# 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 2005/2006 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 has developed management plans for these properties.

## **Senior Officer's Remuneration**

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

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

Salary in a band of \$72,600 and \$83,200  
plus provision of a motor vehicle, superannuation, professional membership fees and telephone reimbursements.

Employees of 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 2004/2005 financial year were as follows:

Mayor	\$ 6,884 p.a.
Deputy Mayor	\$ 3,275 p.a.
Councillor	\$ 2,187 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 5,516 electors on the combined State and Council electoral role for the Council area.

Therefore the representative quota for a Councillor is 612 electors.

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

Council	Electors per Councillor
Barunga West	286
Ceduna	292
Goyder	314
Kangaroo Island	493
Kingston	246
Lower Eyre Peninsula	575
Mount Remarkable	446
Peterborough	195
Southern Mallee	217
Tumby Bay	272
Yankalilla	612

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 Council's performance from one year to the next as this information should reflect Council's changes in direction and also can be used as a guide to allocating resources at budget preparation time.

### **Financial Performance**

Council measures its financial performance using the following indicators

### **Rate Rebates**

Council has 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.

Council's 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 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.

Council also produces a monthly newsletter that is posted to all ratepayers. This newsletter informs the community about Council's projects and activities and seeks feedback from the community on a wide variety of issues.

## **Public Participation**

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

- Deputations – 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 2005, Council received no applications under the Local Government (Freedom of Information) Act 1991.

## **Rating Policy Summary**

### **DISTRICT COUNCIL OF YANKALILLA 2005/2006 RATING POLICY/STATEMENT**

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

District Council of Yankalilla  
1 Charles Street  
Yankalilla 5203

or visit Council's website [www.yankalilla.sa.gov.au](http://www.yankalilla.sa.gov.au)

Contact Details for Further Information: Miss Sherry Oakley

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Ph 8558 0200, Fax 8558 2022, email [rates@yankalilla.sa.gov.au](mailto:rates@yankalilla.sa.gov.au)

#### **Strategic Focus**

In setting its rates for the 2005/2006 financial year Council has considered the directions contained within Council's current Strategic Plan, the budget for the 2005/2006 financial year, the current economic climate, specific issues faced by the community and the impact of rates on the community.

#### **Business Impact Statement**

Council has considered the impact of rates on businesses in the Council area. In considering the impact, Council assessed those elements within its strategic plan relating to business development, the equity of the distribution of the rate burden, current local, state and national economic conditions, changes in the valuation of properties and specific Council projects for the coming year which will principally benefit business.

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#### **Method Used to Value Land**

All land within the Council area, except for land specifically exempt, is rateable.

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.

Council has adopted the valuations made by the Valuer General as at 23<sup>rd</sup> June 2005 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 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  
G P O Box 1354  
ADELAIDE SA 5001  
Email: [lsg.objections@saugov.sa.gov.au](mailto:lsg.objections@saugov.sa.gov.au)  
Telephone: 1300 653 345

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

Concessional valuations (Notional values) are available to primary producers under certain circumstances. Contact the Valuer-General for further information.

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### **Differential General Rates and Minimum Rate**

At its meeting on 23<sup>rd</sup> June 2005 Council decided to raise rate revenue of \$4,690,000 in a total budget of \$7,500,093.

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

Council has declared a differential general rate of 0.4227 cents in the dollar for all properties located within the Residential, Commercial, Town Centre, Cape Jervis Port, Rural Living, Coastal, Country Township, Tourist Accommodation, Worrina Cove, Historic (Conservation) Rapid Bay, Extractive Industry and Historic (Conservation) Randalsea zones.

For all other properties outside of the above zones Council has declared a differential general rate of 0.3700 cents in the dollar.

Council has assessed the reduced level of available services for properties outside the zones as identified at approximately 12½% and consequently the rate in the dollar has been set at 87½% of the urban rate.

The lower differential general rate has been applied in these zones on the basis that: the land tends to be remote from many of the services provided by the Council, most of the properties do not receive a waste management service, most of the properties do not have footpaths or street lighting, most of the properties are serviced by unsealed roads.

Council has decided to impose a minimum rate of \$550.00. It will affect 20.1% 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.

## 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 and Normanville Beach 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 2005/06 financial year are as follows:

<b>STEDS Location</b>	<b>Per Unit</b>	<b>Vacant land</b>
Yankalilla / Normanville	\$325.00	\$325.00
Links Lady Bay	\$325.00	\$325.00
Lady Bay Shores	\$325.00	\$325.00
Carrickalinga Sands	\$325.00	\$325.00
Second Valley	\$165.00	\$165.00
Myponga Beach	\$325.00	\$325.00

Council has adopted the philosophy that all users and potential users should contribute equally to the establishment, operation, maintenance, improvement and replacement (including by future capital works) of each STED Scheme.

## 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 0.0129 cents in the dollar against the 11 properties in this district within the catchment area. A map of the catchment area showing those properties effected 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 Catchment Water Management Board on 8374 6000 or visit [www.onkaparinga.net](http://www.onkaparinga.net)

## Rate Concessions

- **Pensioners/Self Funded Retirees**

If you are an eligible pensioner you may be entitled to a rebate on your rates.

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. Enquiries with respect to self funded retirees should be made to Revenue SA by phoning 1300 366 150.

- **Unemployed Persons**

The Department of Family and Youth Services may assist with the payment of Council rates for your principal place of residence. For further information please contact:

Department for Families and Communities  
Children, Youth and Family Services  
3-10 Crozier Road  
VICTOR HARBOR SA 5211  
Telephone: 8552 2011

or visit [www.dfc.sa.gov.au/financial](http://www.dfc.sa.gov.au/financial)

### **Payment of Rates**

Council provides the opportunity for all ratepayers to pay rates either in one annual amount or in quarterly instalments, due on the following dates: 1<sup>st</sup> September 2005, 1<sup>st</sup> December 2005, 1<sup>st</sup> March 2006 and 1<sup>st</sup> June 2006.

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 Bill pay – payment may be made at any Australia Post Office.
- Bank – payment may be made at any branch of Bank S A
- 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 8.30a.m. to 5:00p.m. 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 by phoning 8558 0200 to discuss alternative payment arrangements. Such enquiries are treated confidentially by Council.

Council will accept payment of rates in advance however Council will not pay interest on any voluntary overpayment 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 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**

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.

### **Rebate of Rates**

The Local Government Act requires Councils to rebate the rates payable on some land. Specific provisions are made for land used for health services, community services, religious purposes, public cemeteries, the Royal Zoological Society and educational institutions.

Discretionary rebates may be applied by the Council under Section 166 of the Act. As a result of the rapid increases in property values, Council has introduced a policy which will enable eligible ratepayers to obtain relief from rate payments. Either visit the Council Office, phone 8558 0200 or email [rates@yankalilla.sa.gov.au](mailto:rates@yankalilla.sa.gov.au) for further information.

### **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 Act 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, District Council of Yankalilla, PO Box 9 Yankalilla SA 5203.**

**THE DISTRICT COUNCIL OF YANKALILLA**  
**OPERATING STATEMENT FOR THE YEAR ENDED 30TH JUNE 2005**

	Notes	2005		2004
		\$	\$	\$
<b>OPERATING REVENUE</b>				
Rates - General		4,230,009		3,720,101
Rates - Other		405,879		272,083
Statutory Charges		158,120		205,522
User Charges	3	731,380		694,674
Operating Grants and Subsidies	4	411,542		394,814
Investment Income		56,951		41,986
Reimbursements		30,829		17,135
Gain On Disposal Of Non-Current Assets	5	40,209		1,022
Other Operating Revenue		<u>10,288</u>		<u>9,474</u>
<b>TOTAL OPERATING REVENUES</b>			6,075,207	5,356,811
<b>OPERATING EXPENSES</b>				
Employee Costs	6	1,800,192		1,808,991
Contractual Services		1,365,862		1,073,750
Materials		819,978		930,721
Finance Charges		244,166		240,044
Depreciation	7	1,012,810		970,158
Loss On Disposal Of Non-Current Assets	8	83,949		54,090
Other Operating Expenses	9	<u>784,931</u>		<u>652,101</u>
<b>TOTAL OPERATING EXPENSES</b>			<u>6,111,888</u>	<u>5,729,855</u>
<b>Operating Surplus / (Deficit) Before Capital Revenues</b>			(36,681)	(373,044)
<b>CAPITAL REVENUES</b>				
Capital Grants, Subsidies, and Monetary Contributions	4	384,133		451,879
Physical Resources Received Free Of Charge	10	<u>1,905,814</u>		<u>886,385</u>
<b>TOTAL CAPITAL REVENUES</b>			<u>2,289,947</u>	<u>1,338,264</u>
<b>NET SURPLUS RESULTING FROM OPERATIONS</b>			<u>2,253,266</u>	<u>965,220</u>

*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 2005**

		2005		2004
	Notes	\$	\$	\$
<b>CURRENT ASSETS</b>				
Cash		33,270		40,898
Receivables	11	479,148		651,216
Inventory	12	32,884		29,209
Investments	13	1,247,652		907,401
Other		1,158		24,361
Total Current Assets			1,794,112	1,653,085
<b>CURRENT LIABILITIES</b>				
Bank Overdraft		0		0
Creditors	22	913,719		914,800
Provisions	23	274,613		219,168
Loans	29	426,380		382,648
Total Current Liabilities			1,614,712	1,516,616
NET CURRENT ASSETS			179,400	136,469
<b>NON-CURRENT ASSETS</b>				
Receivables	14	49,500		13,829
Land	15	5,630,160		3,437,200
Buildings	16	2,099,560		1,525,058
Infrastructure	17	30,390,582		27,532,884
Equipment	18	2,608,958		2,253,836
Furniture and Fittings	19	114,239		140,796
Other	20	497,167		512,030
Total Non-Current Assets			41,390,166	35,415,633
<b>NON-CURRENT LIABILITIES</b>				
Provisions	24	225,285		176,814
Loans	29	4,069,233		2,645,614
Total Non-current Liabilities			4,294,518	2,822,428
NET ASSETS			37,275,048	32,729,674
<b>EQUITY</b>				
Accumulated Surplus			29,533,897	27,579,359
Reserves			7,741,151	5,150,315
TOTAL EQUITY			37,275,048	32,729,674

*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 2005**

	Notes	2005 \$	\$	2004 \$
<b>ACCUMULATED SURPLUS</b>				
Balance at Beginning of Period		27,579,359		26,747,367
Net Surplus Resulting from Operations		2,253,266		965,220
Transfers from Reserves		27,614		32,386
Transfers to Reserves		(326,342)		(165,614)
			29,533,897	27,579,359
<b>ASSET REVALUATION RESERVE</b>				
Balance at Beginning of Period		4,856,699		4,856,699
Transfers to Reserve				
- Revaluation Increment		2,292,108		0
Transfers from Reserve		0		0
			7,148,807	4,856,699
<b>TV TRANSLATOR RESERVE</b>				
Balance at Beginning of Period		27,614		50,000
Transfers to Reserve		0		10,000
Transfers from Reserve		(27,614)		(32,386)
			0	27,614
<b>INFRASTRUCTURE DEVELOPMENT RESERVE</b>				
Balance at Beginning of Period		69,541		30,903
Transfers to Reserve		285,000		38,638
Transfers from Reserve		0		0
			354,541	69,541
<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
			2,433	2,433
<b>SEPTIC TANK EFFLUENT DRAINAGE RESERVE</b>				
Balance at Beginning of Period		194,028		77,052
Transfers to Reserve		41,342		116,976
Transfers from Reserve		0		0
			235,370	194,028
<b>TOTAL EQUITY</b>			<b>37,275,048</b>	<b>32,729,674</b>

*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 2005**

	<b>Notes</b>	<b>2005 Inflows / (Outflows)</b>		<b>2004 Inflows / (Outflows)</b>
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
RECEIPTS		6,679,813		5,677,932
PAYMENTS		(5,531,708)		(4,877,098)
NET CASH PROVIDED BY OPERATING ACTIVITIES	26		1,148,105	800,834
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
RECEIPTS				
Loans Received		1,850,000		300,000
PAYMENTS				
Principal		(382,649)		(409,321)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES			1,467,351	(109,321)
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>				
RECEIPTS				
Capital Grants, Subsidies, Contributions		439,432		471,570
Sale of Assets		313,500		484,379
Loans Repayments - Community Groups		11,677		8,991
PAYMENTS				
Purchase of Assets		(2,991,442)		(1,438,382)
New Loans - Community Groups		(56,000)		(6,000)
NET CASH (USED IN) INVESTMENT ACTIVITIES			(2,282,833)	(479,442)
<b>NET INCREASE IN CASH HELD</b>			332,623	212,071
<b>CASH AT BEGINNING OF REPORTING PERIOD</b>			948,299	736,228
<b>CASH AT END OF REPORTING PERIOD</b>	27		1,280,922	948,299

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