

**ANNUAL  
REPORT  
2008-2009**





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# **DISTRICT COUNCIL OF YANKALILLA**

## **2008-2009 ANNUAL REPORT**

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The District Council of Yankalilla will continue to be challenged by strong population growth, changing demographics and the resulting community and infrastructure pressures.

Continued development will create increasing pressure on competing land uses and interface issues. Demands on community, educational and health services are expected to increase along with transport needs and water, power and telecommunications facilities.

Promotion of appropriate forms of development that adhere to sound environmental practices and create employment opportunities will require balancing with the desire to maintain the essential character of the area and its pristine environment.

Forward planning and management of this growth in a balanced and sustainable way will be a key objective for Council. Competing pressures on Council expenditure will require sound financial management and sustainability practices.

Maintaining and building upon the sense of place that underpins a cohesive and interactive community will need to be taken into consideration in longer term planning for the District.

The Strategic Directions and goals of Council aim to address these issues in a balanced and sustainable manner.



Peter Whitford O.A.M.  
Mayor



Roger Sweetman  
Chief Executive

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## **POPULATION GROWTH**

Continuing strong population growth has again been the trend for the District Council of Yankalilla. Our average annual growth rate (taken over the last five years) for 2006-2007 increased to 2.6%. ABS figures for 2006-2007 indicated that Yankalilla continued to be one of the fastest growing council areas in South Australia by percentage.

A report released by federal Treasury in 2009 contains revised estimates for population growth to 2049 and predicts a national population that will be significantly higher than first forecast. These forecasts have been analysed by the National Sea Change Taskforce and due to limitations in the ability of capital cities to accommodate the higher than expected population, it is likely that this will lead to increased pressure on non-metropolitan coastal areas. This, together with the expected demand from retiring 'baby boomers' will present a number of challenges for future planning.

Growth in our community continues to encompass a high percentage of non-resident ratepayers with almost 50% of new dwellings being constructed for holiday home/second home purposes.

Stage 1 of Council's District – 30 Year Plan for the Yankalilla, Normanville and Carrickalinga townships has been completed and has established the framework for planning for township growth for the next 30 years. Council has made a comprehensive submission to the draft Regional Planning Strategy (The Plan for Greater Adelaide) that advocates the adoption of our long term growth management strategies. Work will soon commence on implementing the recommendations of our Plan.

## **ECONOMY**

Economic activity ranges from the traditional dairying, beef and sheep farming to more recent expansion in viticulture, niche manufacturing and tourism. Development is concentrated in the region's larger centres of Yankalilla and Normanville, and these support retail, commercial and aged care facilities. A variety of smaller townships pepper the landscape and are home to agriculture and tourism activities.

The predominance of pre and post retirement sectors is reflected in lower average household income figures, however home ownership is higher in Yankalilla than South Australia.

The natural beauty of the area, coastal beaches and walking trails attract both residents and visitors and has supported the development of tourism festivals such as the Leafy Sea Dragon Festival which provide a contribution to the regional economy. A growing art and culture sector provides further opportunities for tourism.

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## **STRATEGIC DIRECTION**

### **COMMUNITY VISION**

Council is committed to the ongoing management of the area and its assets and providing for the community to create the following vision:

**The District Council of Yankalilla is a vibrant community with a distinct sense of place and values that support sustainable social and economic development.**

This vision will be accomplished by achieving the following goals:

### **COMMUNITY SERVICES**

- A district that supports and develops community services that aim to meet the community's social needs.

### **INFRASTRUCTURE**

- Build and maintain infrastructure and assets that support existing and future community and business needs.

### **ECONOMIC DEVELOPMENT**

- Encourage growth that protects the environment and creates business and employment opportunities.

### **ENVIRONMENT**

- Value and promote the natural environment through to sustainability principles for the benefit of current and future communities.

### **RECREATION, ARTS AND CULTURE**

- Support and encourage the development of facilities, events and programs that enhance the recreational experience and cultural vibrancy of the community.

### **GOVERNANCE**

- Implement sound corporate governance and financial management strategies in the delivery of Council services, and Council's decision making.

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## 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 were held in November 2006 and as a result of those elections and a supplementary election held in 2007 the following community representatives were elected to Council for the next four years.

The periodic elections held in November 2006 saw 8 candidates seeking election in the 4 Council wards. Voter participation in the electoral process was 41.54 % of the total number of electors on the electoral roll and while this percentage is lower than is ideal, it could be as a result of no election being held in the Flinders Ward and that 48 % of those eligible to vote do not reside within the Council district.

### Councillor Contacts as at June 2009

**BRUCE SPILSBURY – Bungala**

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**JANET JONES - Flinders**

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DELAMERE SA 5204  
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**MANDY AISTROPE – Bungala**

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YANKALILLA SA 5203  
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**ALLAN BARNES – Flinders**

PO Box 223  
NORMANVILLE SA 5204  
Ph: 8558 4060  
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YANKALILLA SA 5203  
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NORMANVILLE SA 5204  
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**PETER WHITFORD - Hewett**

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**MALCOLM SCHLEIN – Carrickalinga**

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CARRICKALINGA SA 5204  
Ph/Fax: 8558 2658  
Mobile: 0413 750 788  
[carricka@senet.com.au](mailto:carricka@senet.com.au)



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## COUNCIL FACILITIES

### **Council Office & Chambers**

1 Charles Street  
PO Box 9  
Yankalilla SA 5203  
Ph: 8558 0200  
Fax: 8558 2022  
Email: [council@yankalilla.sa.gov.au](mailto:council@yankalilla.sa.gov.au)  
[www.yankalilla.sa.gov.au](http://www.yankalilla.sa.gov.au)

### **Normanville Beach Caravan Park**

Jetty Road  
PO Box 867  
Normanville SA 5204  
Ph: 8558 2038  
Fax: 8558 3573  
Email: [normbch@ozemail.com.au](mailto:normbch@ozemail.com.au)  
[www.yankalilla.sa.gov.au/goto/caravanpark](http://www.yankalilla.sa.gov.au/goto/caravanpark)

### **Visitor Information Centre**

Shop 5, Normanville Plaza  
Edward Street  
Normanville SA 5204  
Ph: 8558 2999  
Email: [tourism@yankalilla.net.au](mailto:tourism@yankalilla.net.au)  
[www.yankalilla.sa.gov.au/goto/tourism](http://www.yankalilla.sa.gov.au/goto/tourism)

### **Works Depot**

Kemmiss Hill Road  
Yankalilla SA 5203  
Ph: 8558 3043  
Fax: 8558 2955

### **Community Library**

Yankalilla Area School  
Main South Road  
Yankalilla SA 5203  
Ph: 8558 0888  
Email: [yas@yankas.sa.edu.au](mailto:yas@yankas.sa.edu.au)

### **Normanville Beach Cafe**

Beach Reserve  
Jetty Road  
Normanville SA 5204  
Ph: 8558 2575

### **Yankalilla Waste Depot**

Yankalilla to Victor Harbor Road  
Yankalilla SA 5203

### **Rapid Bay Campground**

Rapid Bay Road  
Rapid Bay SA 5204  
Ph: 8598 3003

### **Yankalilla/Normanville Wastewater Treatment Plant**

Lot 801 Hay Flat Road  
Normanville SA 5204

### **Myponga Wastewater Treatment Plant**

Sec 240+ Myponga Beach Road  
Myponga SA 5202



Council Office & Chambers, Yankalilla

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## **EXTERNAL COMMITTEES, BOARDS & ASSOCIATIONS**

Council participates in a number of External Committees, Boards and Associations and the membership on the groups comprises of Councillors, staff and the public.

Currently they are:

- Fleurieu Regional Development Inc
- Fleurieu Tourism Marketing Board
- Local Government Association of SA
- Community Library Management Board
- Community Development Reference Group
- Tourism Reference Group
- Fleurieu Community Road Safety Group
- Fleurieu Alliance
- Southern & Hills Local Government Association
- Fleurieu Waste Management Group
- Southern & Hills Local Government Association Roads Working Party
- Fleurieu Community Services Committee
- Kangaroo Island Ports Management Group

## **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) acts 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.

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## **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 Strategic Plan, "Future Directions 2007 - 2012".

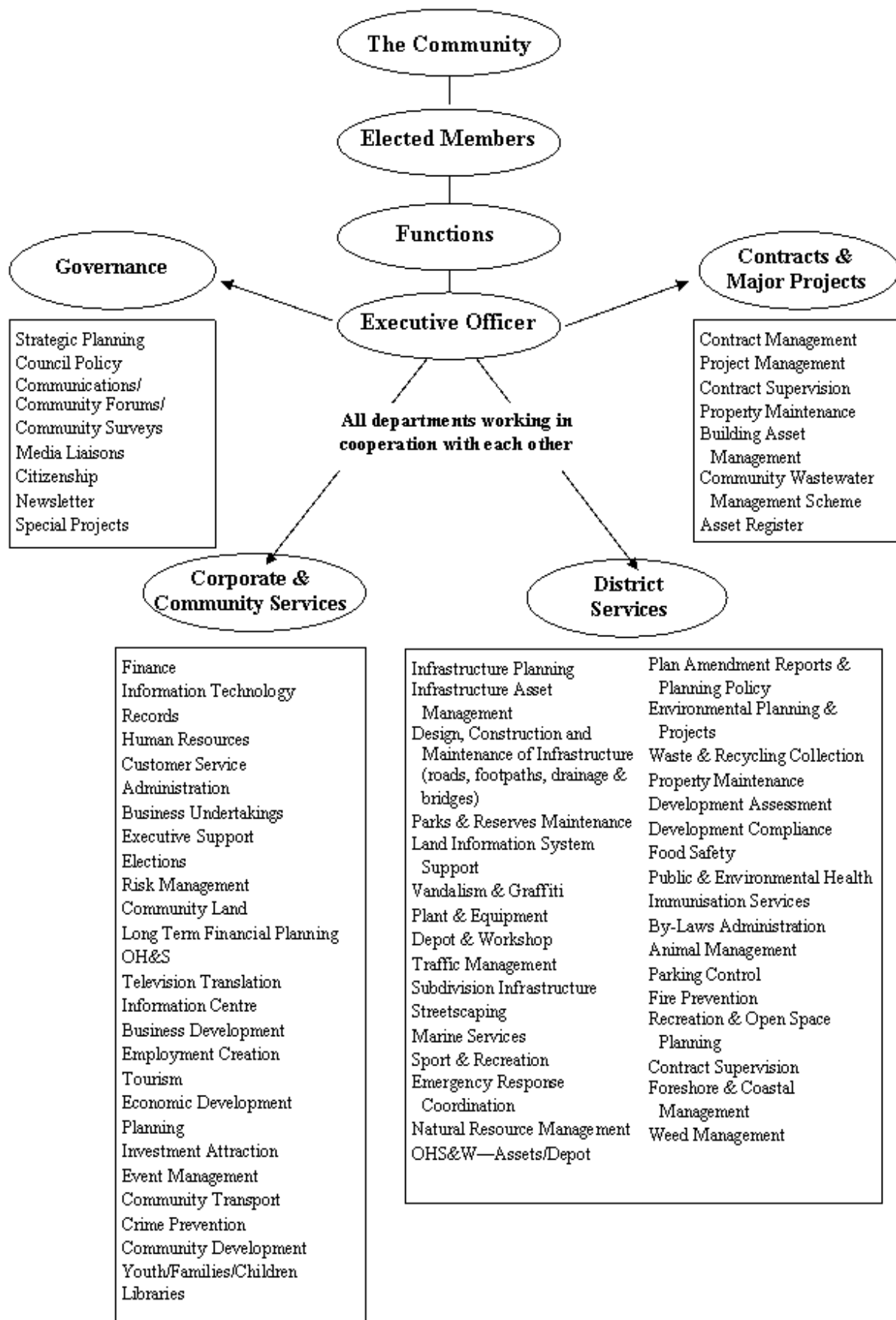
Local Government undertakes strategic planning to achieve a desired vision for their community. This can only be achieved through close co-operation, support and partnerships with those individuals and external organisations that can influence decision-making and delivery of services.

The establishment of our common vision and organisational mission has enabled the development of key goals for the organisation, which have in turn provided the framework for development of outcomes and strategies.

Individual actions or processes have been developed to implement strategies. These actions or processes are defined on an annual basis to form business plans.

This Strategic Plan spans a four year period but will be reviewed on an annual basis. Managers will use the Strategic and Business Plans in the delivery of services and to assist staff in linking their professional performance and development to the goals of the organisation.

The Operational Structure of the District Council of Yankalilla is detailed in the flow chart below.



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## **COUNCIL MEETINGS**

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.

Council holds one ordinary Council meeting per month on the third Thursday of each month commencing at 10.00 am.

## **COUNCIL COMMITTEES / WORKING GROUPS**

In accordance with the provision of the Local Government Act Council have established the following committees pursuant to Section 41 of the LG Act:

- Audit Committee - membership comprises of two elected members of Council and an independent presiding officer.
- Economic Development Committee – membership comprises of four elected members and three community members.

Council established a Development Assessment Panel pursuant to section 56A of the Planning Act and Regulations. This panel replaced the Council operated committee and considers all development applications that are not dealt with by staff in accordance with the staff's delegated authority provided by Council.

Council conducted a review of its committee structure and have established three reference Groups whose function is to provide an opportunity to discuss strategic issues in an information structure:

- District Services Working Group
- Strategic Policy and Planning Working Group
- Building / Assets Working Group

These groups have no delegated power and are not bound by the provisions of the Local Government Act 1999:

Council 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 Tourism Reference Group
- Community Services Reference Group

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## 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. The function of meeting Chair is now undertaken on a rotational basis by the Mayors. 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 has developed and adopted the following policies which guide elected members and staff in ensuring matters considered are done so in a consistent manner.

Accounting – Grants	Fraud and Corruption
Accounting - Property, Plant/Equip	Food Vans – foreshore
Accounting - Road Earthworks	Funding
Asset Management & Accounting	Human Resources Management
Australia Day Awards	Information Requests from Elected Members
Building Inspection	Internal
Caravan Park – Normanville Structures	Internal Control
Cemeteries	Normanville Beach Caravan Park Structures
Code of Conduct - Elected Members	Outdoor Dining
Code of Conduct Employees	Occupational Health and Safety
Code of Practice - Access to Council meetings, Committee meetings and Council documents	Project Approval
Community Grants	Public Consultation
Community Loan	Rates
Contracts and Tender and Purchasing Policy	Rates Remission
Council Publications	Records Management
DAP Voting Rights	Remuneration
Debtor Management	Review of Council Decisions
Delegations	Service Levels and Resource Allocation
Development Fees refund	Street Lighting
Elected Member Training and Development	Street Vendors Licence
Elected Members Allowances and Support Policy	Treasury Management Policy
Employing former employees of Council's external auditor	Use of Fire Arms
Engagement of Management Consultants	Use of Public Facilities
Electricity – undergrounding power lines	Using External Auditors for non-audit services
External Communications	Vehicle Management
	Whistleblowers Protection Policy

All Council's policies are available for inspection at the Council Office during office hours or via Council's website [www.yankalilla.sa.gov.au](http://www.yankalilla.sa.gov.au).

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## COMMUNITY CONSULTATION

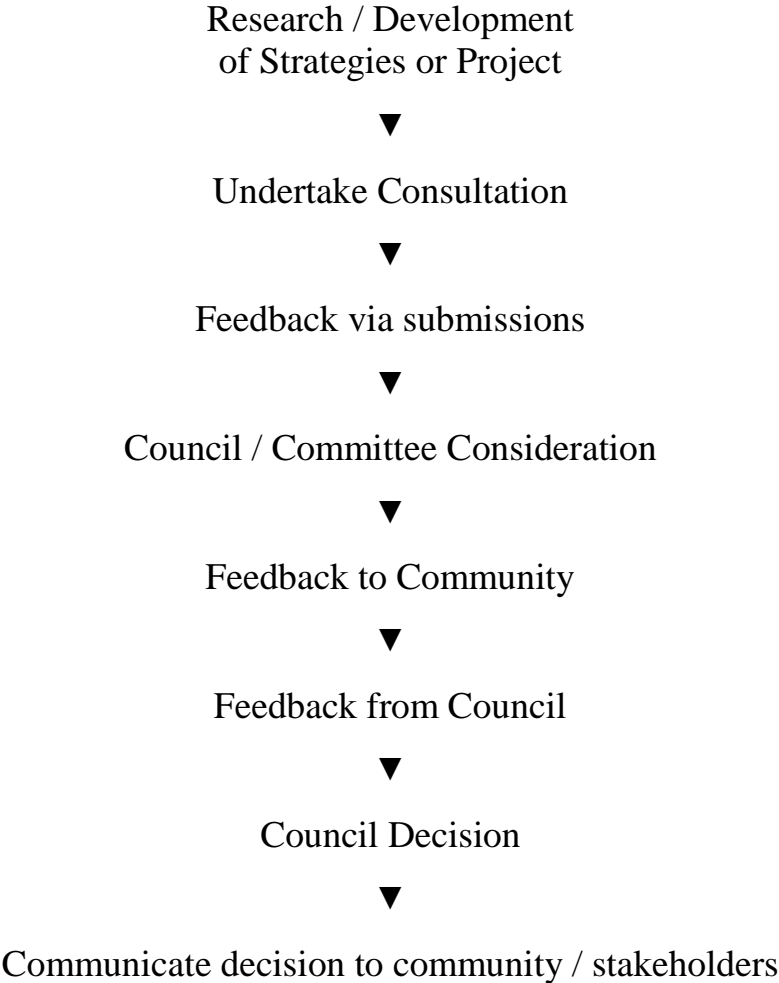
Council is committed to the principle of community consultation and an increased effort has been made to:

- 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, and the Adelaide Advertiser) together with Council’s website to provide information and seek the community’s views on issues currently before Council.

Council has continued to produce a Council newsletter “the Loop” to provide more detailed information to the community. This newsletter is produced 11 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.

The following diagram outlines how Council views its consultation activities in relation to the decision making process.



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## **SIGNIFICANT PROJECTS UNDERTAKEN BY COUNCIL**

During 2008-2009 Council undertook or were closely involved with the following projects and initiatives.

### **Administration Centre / Civic Centre upgrade**

Council completed the construction of the Administration Centre and Civic Centre located at Yankalilla during 2008-2009 and officially opened the building in October 2009.

The building contains office space for Council's administration functions and Council Chambers that has resulted in Council's meetings moving back to Yankalilla from the leased premises at Normanville.

### **Visitor Information Centre**

Council has determined that the design of the new centre has been completed and tenders called for with Council's intention being that the Visitor Information Centre will be operating from its new premises in early 2010.

As a result of the lease on 104 Main Street Yankalilla expiring during 2009-2010, Council relocated the Visitor information Centre to Shop 5 Normanville Plaza, Edward Street Normanville until the new building is constructed.

### **Youth and Community Centre**

The construction and landscaping of the Youth and Community Centre was completed during 2008-2009 and the Centre was opened in June 2009.

The Centre will provide space in which youth activities can be conducted as well as office space and community facilities that can be accessed by all members of the community and community groups.

The provision of office space has also allowed health/social service providers to have a base within our district to provide services for the community that have previously only been accessible outside the Council district.

### **Community Transport**

Council reviewed the intra Council community transport system during 2008-2009 and resolved to continue to provide a transport service between the outlying towns and Yankalilla and Normanville one day a week.

### **Asset Management Plans**

During 2008-2009 Council staff completed the preparation of Asset Management Plans for Council's Infrastructure Assets.

Council utilised the information contained within the plans to prepare its long term financial plan and 2009-2010 Annual Business Plan.



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## **District 30 Year Plan**

Council completed the first stage of the District 30 Year Plan which;

- (a) will guide Council on how the district will develop and the services that would need to be put in place to manage the development within the next 30 years.
- (b) will also be presented to the State Government for inclusion within the Outer Metropolitan Planning Strategy.

The plan has detailed the areas that will accommodate short, medium and long term development within the towns of Yankalilla, Normanville and Carrickalinga and the environmental assets that Council and the community wish to protect and enhance.

## **Refuse Management**

### **Post Closure Plan Yankalilla Refuse Depot**

Council has prepared post closure plans for the Myponga and Yankalilla Refuse depots and will commence post closure work in 2009-2010 at Yankalilla.

### **Regional Waste Authority**

Council together with the Kangaroo Island Council, City of Victor Harbor and Alexandrina Council has established a Regional Waste Authority to improve the range, quality and costs of waste services across the region.

The authority will commence operations in 2009-10 and will be responsible for the collection and disposal of waste and recycled material together with the operation of Council Waste Transfer Station at Yankalilla.

## **Road Infrastructure Projects**

Council undertook the following road asset infrastructure projects in 2008-2009:

- Unsealed Road resheeting of Dairy Flat Road, Bald Hills Road, Myponga Beach Road and Stones Road.
- Asset Renewal – Parawa Road
- Footpath Construction – Williss Drive, Normanville
- Drainage Construction – Main South Road, Myponga, Bower Road, Riverview Drive

These projects were undertaken by Council staff using contractors where Council did not have the skills or equipment in house.

## **Information Technology**

Council replaced its corporate software and hardware systems during 2008-2009, replacing equipment and programs that were 8 years old.

Council selected the software system that is used by the City of Victor Harbor, Alexandrina Council and Kangaroo Island Council which will provide advantages to the Council in future resource sharing opportunities.

Following along this principle, Council has contracted the Alexandrina Council to provide Council's Information Technology hardware and hardware support.

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## **SCHEDULE 4 INFORMATION**

### **Contents**

- List of Registers
- Codes of Conduct
- Policy Statements
- Administrative Documents
- Internal Review of Council Decisions
- Subsidiaries
- By Laws
- Equal Opportunity Programs
- Management Plans for Community Land
- Senior Executive Officers Allowances, Bonuses and Benefits
- Allowances Paid to Elected Members
- Allowances Paid to Independent Members of Committee
- Audit Provisions
- Council's Representation Quota
- Competitive Tendering
- Consideration of Issues in Confidence
- Measuring Council's Performance
- Rate Rebates
- Freedom of Information Statement
- Rating Policy
- Audited Financial Statements for the year ending 30 June 2009

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## Registers

Council maintains the following 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 Council's By-Laws
- Register of Appointments
- Register of Fees and Charges
- Register of Properties and Assessments

## Codes

Council maintains the following codes of practice

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

## Policies

The following policy documents are available on Council's website and are contained within the Policy Manual available at the Council Office.

Accounting – Grants	Fraud and Corruption
Accounting - Property, Plant/Equip	Food Vans – foreshore
Accounting - Road Earthworks	Funding
Asset Management & Accounting	Human Resources Management
Australia Day Awards	Information Requests from Elected Members
Building Inspection	Internal
Caravan Park – Normanville Structures	Internal Control
Cemeteries	Normanville Beach Caravan Park Structures
Code of Conduct - Elected Members	Outdoor Dining
Code of Conduct Employees	Occupational Health and Safety
Code of Practice - Access to Council meetings, Committee meetings and Council documents	Project Approval
Community Grants	Public Consultation
Community Loan	Rates
Contracts and Tender and Purchasing Policy	Rates Remission
Council Publications	Records Management
DAP Voting Rights	Remuneration
Debtor Management	Review of Council Decisions
Delegations	Service Levels and Resource Allocation
Development Fees refund	Street Lighting
Elected Member Training and Development	Street Vendors Licence
Elected Members Allowances and Support Policy	Treasury Management Policy
Employing former employees of Council's external auditor	Use of Fire Arms
Engagement of Management Consultants	Use of Public Facilities
Electricity – undergrounding power lines	Using External Auditors for non-audit services
External Communications	Vehicle Management
	Whistleblowers Protection Policy

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## Administrative Documents

- Council Agendas
- Council Minutes
- Annual Business Plan
- Annual Report
- Annual Financial Statements
- Occupational Health and Safety Policies and Procedures Manual
- Development Plan
- Schedule of Fees and Charges

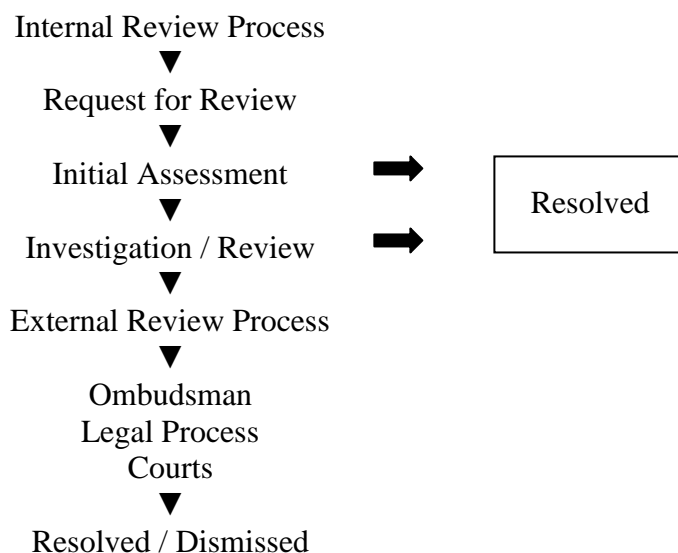
These documents are available for public inspection at the Council Office during office hours. Copies of these documents can be obtained from the office at a cost.

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

## Internal Review of Council Decisions

The District Council of Yankalilla is committed to transparent decision making processes and to providing access to a fair and objective procedure for the internal review of decisions.

Grievances may arise as a result of dissatisfaction with a decision about a policy, procedure, service or fee. All attempts will be made to resolve grievances quickly and efficiently without the need for formal applications for review to be lodged. The procedure provides guidance for dealing with formal requests for internal review of decisions of Council, its employees and other people acting on behalf of Council.



Council did not receive any request for an internal Review of a decision pursuant to Section 270 of the Local Government Act 1999 during 2008-2009.

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## **Subsidiaries**

Council resolved to become part of the Fleurieu Regional Waste Authority, a subsidiary established pursuant to section 43 of the Local Government Act 1999. As at 30 June 2009 the charter for the subsidiary is before the Minister for State/Local Government Relations for approval.

Council is a member of the Southern & Hills Local Government Association formed as a Regional Subsidiary pursuant to Section 43 and Schedule 2 of the Local Government Act 1999.

A copy of the Southern and Hills Local Government Association 2008-2009 Annual Report is attached.

## **By-Laws**

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 2002-2003 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.

Council will be conducting a review of its By-Laws in 2009-10.

## **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.

## **Review of Local Government Land Classification**

All Local Government land became classified as Community Land when the Local Government Act 1999 came into effect from 1 January 2000.

## **Register of Community Land**

The District Council of Yankalilla has prepared a Register of Community Land containing the following information:

- Legal description and location of the land
- Commonly known name of land (if applicable)

- 
- The area of the land
  - The owner of the land. In most cases this will be The District Council of Yankalilla but there are also several parcels of land owned by the Crown but under Council's control and management
  - Details of any leases or licences applicable to the Community Land
  - Copies of Community Land Management Plans under the following categories:

***Part 1 - Reserves***

Town Reserves General  
Town Buffer Reserves  
Town Drainage Reserves  
Coastal Reserves  
Broad acre Reserves  
Broad acre Reserves Native Vegetation

***Part 2 – Community Facilities***

Second Valley Soldiers Memorial Hall  
Bullaparinga Cemetery  
Yankalilla Cemetery  
Rapid Bay Oval and Clubrooms

***Part 3 – Commercial and Business Facilities***

Normanville Beach Café and Surf Life Saving Club  
Jetty Caravan Park  
Rapid Bay Camping Ground

***Part 4 – Not otherwise classified***

Operational  
Country Fire Services  
Land with no restrictions

## **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 \$90,900 to \$113,106  
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.

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# Elected Members’ Allowances, Reimbursement of Expenses, Facilities and Support

The District Council of Yankalilla has procedures in place to ensure that the reimbursement of expenses and the provision of allowances, facilities and support to the Elected Members is accountable, transparent and in accordance with the Local Government Act 1999 and the Local Government (Members’ Allowances and Benefits) Regulations 1999.

## Allowances

Section 76 of the Local Government Act 1999 and Regulation 4 prescribe that all Elected Members are entitled to receive an allowance. This allowance is set annually by the Council, within the limits imposed by the Regulations. The allowance is to help Elected Members cover the cost of performing and discharging their official functions and duties. The following allowances were set by Council and were paid on a monthly basis in arrears pursuant to Regulation 4(2).

Principal Member	\$48,000 per year
Deputy Mayor	\$15,000 per year
Elected Members	\$12,000 per year

The Principal Member also receives a phone allowance and a fuel card.

## Training

The District Council of Yankalilla has adopted an Elected Member Training Policy and in accordance with this policy the elected members of Council undertook the following training courses and information sessions during 2008-2009:

- Council and Committee Meeting Procedures
- CEO Performance and Assessment
- Legal and Administration Framework
- Powers to Access Information, Privacy and Procedure
- Precision in Decision; Evidence, Facts and Findings
- Governance and Conflict of Interest
- Lawful Decisions
- Natural Justice
- Complaints, Reviews and Remedies

## Independent Members of Committee – Allowances

The District Council of Yankalilla pays allowances to the following members of Council committees who are not elected members:

### Audit Committee

Independent Committee Chairman	\$300 per meeting
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### Development Assessment Panel

Independent Panel Chairman	\$300 per meeting
Independent Panel Members	\$300 per meeting

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## Audit Provisions

Council established an Audit Committee pursuant to section 41 of the Local Government Act.

The membership of the Audit Committee comprises of two elected members of Council and an independent presiding officer. The Presiding Member of Council is an ex-officio member. The Manager of Corporate Services acts as the executive officer for this committee.

Dean Newberry and Partners was appointed in 2007-2008 to undertake the 2008-2009 audit of Council's financial statements for an annual fee of \$9,350.

Dean Newberry and Partners provide no other financial services for Council.

## Electoral Representation

Council undertook a review pursuant to Section 12(11) of the Local Government Act 1999, of its Electoral Representation during 2008-2009 and adopted the following Council structure:

Number of Elected Members	9
Principal Member of Council	that the District Council of Yankalilla select its Principal Member using the procedure to select a Chairman as Council's Principal Member and, in accordance with Section 51 of the Local Government Act, call its Principal Member a Mayor.
Ward Boundaries	the Council district be divided into two wards, being an amalgamation of the current Bungala Ward and Carrickalinga Ward into one ward and the amalgamation of the current Flinders Ward and Hewett Ward into one ward as shown on the map below.
Ward Names	that the wards be named Light and Field as shown on the map below.

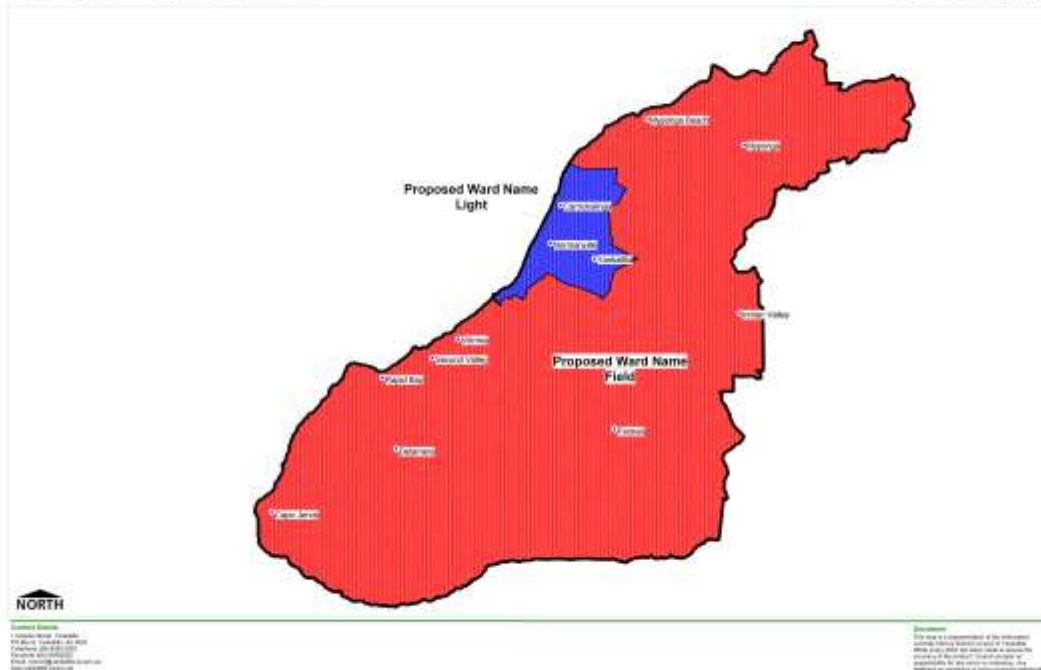
The schedule below (*Table 1*) details the composition and structure of Council

Number of Electors	6,156
Number of Wards	2
Number of Councillors	9
Electoral Representation Quota	684 electors per Councillor

**Table 1**

Ward	No. of Councillors	Electors State Roll	Electors Council Roll	Total Electors	Quota	% Variation
Field	4	1,434	1,229	2,663	2,736	- 2.6 %
Light	5	1,760	1,733	3,493	3,420	+ 2.1%
<b>Total</b>	<b>9</b>	<b>3,194</b>	<b>2,962</b>	<b>6,156</b>		





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

Council	No of Electors	No of Elected Members	Mayor Chairman	No of wards	Quota
<b>Rural agricultural medium Councils (Grants Commission classification )</b>					
Barunga West	2970	10	C	0	297
Ceduna	2547	9	M	0	283
Goyder	4054	7	C	4	579
Kangaroo Island	5228	10	M	0	522
Kingston	2822	11	C	4	256
Lower Eyre Peninsula	4417	7	C	0	631
Mt. Remarkable	3208	7	C	4	458
Peterborough	1754	9	M	0	194
Southern Mallee	1962	9	C	4	218
Tumby Bay	2601	9	C	0	289

*Note (1) Yankalilla is shown as having a Chairman as this is the method Council uses to select its Principal Member.*

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## **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. Council contracts out a number of services in order to achieve savings as well as providing services that are unable to be provided directly by Council staff.

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 / Tenders and Purchasing 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.

## **Competition Principles**

Council leases its three commercial properties being;

1. The Normanville Beach Caravan Park
2. Beach Café
3. Rapid Bay Camping Ground

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.

All Council's by-laws have been reviewed to ensure that they place no barrier to market entry or conduct and don't discriminate between competitors.

## **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.

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- Adoption of principles of human resource management and compliance with Industrial Awards and relevant Enterprise Agreements having regard to Council's 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 Council's 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.

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## 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.

## 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 and Section 91 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 2008 -2009 are as follows:**

<b>Council Meeting Date</b>	<b>Subject</b>	<b>Relevant Section LG Act.</b>
17 July 2008	Supply of I.T. Services	Sect. 90(3) d commercial information
17 July 2008	Bower Road Drainage	Sect. 90(3) h legal advice
21 August 2008	Supply of I.T. Services	Sect. 90(3) d commercial information
16 October 2008	Acquisition and Disposal of land	Sect. 90(3) b commercial advantage
27 November 2008	Wirrina – Outstanding rates	Sect. 90(3) h legal advice
18 December 2008	Sale of land Lot 100 Lady Bay	Sect. 90(3) b commercial advantage
15 January 2009	Sale of land Lot 100 Lady Bay	Sect. 90(3) b commercial advantage

<b>Council Meeting Date</b>	<b>Subject</b>	<b>Relevant Section LG Act.</b>
12 March 2009	Chief Executive Contract	Sect. 90(3) a personal affairs
16 April 2009	Fleurieu Peninsula Tourism Awards – Council Award	Sect. 90(3) a personal affairs
16 April 2009	Purchase of land No. 42 Main Street Normanville	Sect 90(3) b commercial advantage
30 April 2009	Purchase of land No. 42 Main Street Normanville	Sect 90(3) b commercial advantage
21 May 2009	Purchase of land No. 42 Main Street Normanville	Sect 90(3) b commercial advantage
18 June 2009	Purchase of land No. 42 Main Street Normanville	Sect 90(3) b commercial advantage
25 June 2009	Purchase of land No. 42 Main Street Normanville	Sect 90(3) b commercial advantage

## Measuring Council's Performance

Council measures its performance against its strategic objectives using financial and non financial measures.

Council's strategic objectives are contained within its Strategic Plan and further detailed within Council's Annual Business Plan.

### Financial Performance

The 2008-2009 Annual Business Plan contained the following objectives.

The 2008-2009 Annual Financial Statements have been measured against these indicators.

<b>Description</b>	<b>Suggested Target</b>	<b>Performance</b>		
		<b>08/09 (Act)</b>	<b>07/08 (Act)</b>	<b>06/07 (Act)</b>
<b>1. Operating Surplus</b> (Operating income less operating expenses)	To achieve an operating breakeven position or better over any 5 year period	(\$ 939,393)	(\$ 2,188,137)	\$ 380.391
<b>2. Operating Surplus Ratio</b> (What % major controllable income sources varies from day to day expenses)	Operating Surplus of between 0-15% over any 5 year period	(13 %)	(34 %)	7 %

Description	Suggested Target	Performance		
		08/09 (Act)	07/08 (Act)	06/07 (Act)
<p><b>3. Net Financial Liabilities</b> (Creditors less investments and debtors)</p>	<p>A Council's indebtedness should be managed to ensure that its liabilities and associated costs can be met without the prospect of disruptive service cuts and/or excessive rate increases (i.e. without impinging on its financial sustainability)</p> <p>No right or wrong target aim for between 0 and operating revenue taking into account long term asset and financial planning</p>	\$ 8.21m	\$ 7.45m	\$ 3.72m
<p><b>4. Net Financial Liabilities Ratio</b> (How significant is the net amount, owed compared with income?)</p>	<p>As per Net Financial Liabilities there is no optimal single number or even narrow range for this indicator. It very much depends on a Council's current and projected future circumstances and aspirations. What is important is that a Council understands and is comfortable with its ratio and that it has been determined based on future community needs and long-term financial sustainability</p> <p>No right or wrong target aim for between 0 and 100%</p>	94 %	90 %	49 %
<p><b>5. Interest Cover Ratio</b> (How much income is used to pay interest?)</p>	<p>Greater than zero but less than 10%</p>	5.0 %	6.5 %	3.1 %

Description	Suggested Target		Performance		
			08/09 (Act)	07/08 (Act)	06/07 (Act)
<b>6. Asset Sustainability Ratio</b> (Are assets being replaced at the rate they are wearing out?)	Capital outlays on renewing/ replacing assets net of proceeds from sale of replaced assets is greater than 90% but less than 110% of the level proposed in the I&AMP over rolling 3 year periods	Average Ratio	35 %	172 %	159 %
	This ratio will increase if there is any increase in expenditure on asset renewal or change in life or value of assets which decreases the cost of depreciation.  This ratio will decrease if there is a decrease in expenditure on asset renewal or change in the life or value of assets which increases the cost of depreciation.				
<b>7. Asset Consumption Ratio</b> (The average proportion of “as new condition” left in assets)	Greater than 65% but less than 70%		67 %	68 %	98 %
	This ratio will increase with any increase in asset renewal expenditure or any assets granted to Council or a reduction in depreciation cost. This ratio will decrease if there is a decrease in asset renewal expenditure or an increase in depreciation.				

## Strategic Plan Performance

Strategy	Achievements
<p><b>COMMUNITY WELLBEING</b></p> <p>Provide a well-planned District that supports community needs and enhances the visitor experience.</p>	<ul style="list-style-type: none"> <li>• Provision of Community Transport System</li> <li>• Construction of Youth and Community Centre</li> <li>• Redevelopment of Administration Centre</li> <li>• Planning and design for the relocation of the Visitor Information Centre within the Museum precinct</li> <li>• Completion of the District 30 Year Plan</li> <li>• Disbursement of Community Grants</li> </ul>
<p><b>INFRASTRUCTURE</b></p> <p>Build and maintain infrastructure and assets that support existing and future community and business needs.</p>	<ul style="list-style-type: none"> <li>• Unsealed Road Resheeting – Myponga Beach Road, Bald Hills Road, Dairy Flat Road, Stones Road</li> <li>• Asset Renewal Road Construction, Parawa Road</li> <li>• Footpath Construction Williss Drive</li> <li>• Stormwater Drainage – Bower Road, Main South Road Myponga, Riverview Drive</li> <li>• Asset Renewal Second Valley Jetty Lighting Paradise Drive</li> <li>• Sealed Road - crack sealing</li> <li>• District Infrastructure Asset Management Plan</li> </ul>
<p><b>ECONOMIC DEVELOPMENT</b></p> <p>Encourage appropriate growth that protects the environment and creates a vibrant and active community and employment opportunities.</p>	<ul style="list-style-type: none"> <li>• Financial support for the Leafy Sea Dragon Festival</li> <li>• Support for the Fleurieu Regional Development</li> <li>• Establishment of Economic Development (sect. 41 ) Committee</li> <li>• Upgrade Signage – Fleurieu Way</li> </ul>
<p><b>ENVIRONMENT</b></p> <p>Promote and value the natural environment through adherence to sustainability principles for the benefit of current and future communities.</p>	<ul style="list-style-type: none"> <li>• Production of a Post Closure Plan for the Yankalilla Refuse Depot and Myponga Refuse Depot</li> <li>• Construction of a Wash Down Bay - Council Depot</li> <li>• Improvements and upgrades associated with the Community Wastewater Management Schemes</li> </ul>
<p><b>RECREATION, ARTS AND CULTURE</b></p> <p>Support and encourage the development of facilities, events and programs that enhance the recreational experience and cultural vibrancy of the community.</p>	<ul style="list-style-type: none"> <li>• Playground Redevelopment – District Wide using Regional &amp; Local Infrastructure Grant</li> <li>• Second Valley Foreshore Redevelopment</li> <li>• Assist the Yankalilla Memorial Park Committee undertake future planning</li> </ul>
<p><b>GOVERNANCE</b></p> <p>Implement sound corporate governance and financial management strategies in the delivery of Council services.</p>	<ul style="list-style-type: none"> <li>• Installation of new Corporate I.T. system – both hardware and software</li> <li>• Identification of unmade road reserves and lessees</li> <li>• Assessment of Council plant and vehicles</li> </ul>



## Projections and Targets for 2009-2010

Strategy	Targets
<p><b>COMMUNITY WELLBEING</b></p> <p>Provide a well-planned District that supports community needs and enhances the visitor experience.</p>	<ul style="list-style-type: none"> <li>• Production of streetscaping plans for Normanville and Yankalilla.</li> <li>• Preparation of structure Plans for the Normanville and Yankalilla townships in accordance with the parameters set by the District 30 Year Plan</li> <li>• Streetscape improvement Normanville Shopping Precinct</li> </ul>
<p><b>INFRASTRUCTURE</b></p> <p>Build and maintain infrastructure and assets that support existing and future community and business needs.</p>	<ul style="list-style-type: none"> <li>• Replacement of Plant and equipment</li> <li>• Renewal of 8 kilometres of unsealed roads</li> <li>• Asset Renewal – Reservoir Road, Parawa Road, Norman Avenue, Gold Coast Drive, Mountain Avenue</li> <li>• Crack sealing sealed roads to retain pavement</li> <li>• Structural Assessment - Myponga Beach Road bridge</li> <li>• Asset Renewal - Pyne Hill Road Bridge</li> <li>• Asset Renewal - Footpath Main Street, Yankalilla</li> <li>• Replacement of Council's Fleet vehicles</li> </ul>
<p><b>ECONOMIC DEVELOPMENT</b></p> <p>Encourage appropriate growth that protects the environment and creates a vibrant and active community and employment opportunities.</p>	
<p><b>ENVIRONMENT</b></p> <p>Promote and value the natural environment through adherence to sustainability principles for the benefit of current and future communities.</p>	<ul style="list-style-type: none"> <li>• Work to affect the closure of the Yankalilla refuse depot</li> <li>• Upgrade Normanville Wastewater Treatment Plant</li> </ul>
<p><b>RECREATION, ARTS AND CULTURE</b></p> <p>Support and encourage the development of facilities, events and programs that enhance the recreational experience and cultural vibrancy of the community.</p>	<ul style="list-style-type: none"> <li>• Preparation of strategic and concept plan for the Yankalilla Recreation Ground</li> <li>• Support for district wide community events</li> <li>• Foreshore Redevelopment - Second Valley</li> <li>• Construction of retaining wall - Second Valley Hall</li> </ul>
<p><b>GOVERNANCE</b></p> <p>Implement sound corporate governance and financial management strategies in the delivery of Council services.</p>	<ul style="list-style-type: none"> <li>• Increase in Elected Members I.T. support</li> <li>• Replacement I.T. Hardware</li> <li>• Conversion of Edge Building to records storage facility</li> </ul>

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## **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 am.

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

- Audit Committee
- Economic Development Committee

Pursuant to the Development Act Council has established a Development Assessment Panel.

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 Tourism Reference Group
- District Services Working Group
- Strategic, Policy & Planning Working Group
- Building & Assets Working Group
- Community Services Reference Group
- Ex HMAS Hobart Working Group
- Grants Assessment Working Group
- Bushfire Prevention Committee

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.

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## 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	Coastal Management

## 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.

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## **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 within Council's Register of Fees and Charges.

## **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 must be forwarded with a completed request form unless the applicant is granted an exemption.

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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.

Applications will be processed in accordance with the Freedom of Information Legislation timelines.

In the year ended 30 June 2009, Council received no applications under the Local Government (Freedom of Information) Act 1991.

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## RATING POLICY

### VALUATIONS

#### How the value is determined

Under the Valuation of Land Act the Valuer-General currently revalues every property in the state on an annual basis.

The Valuer-General keeps a database of all properties within the state, which includes information on land use and the physical details of the land and any improvements.

The data is updated regularly, with changes obtained from a variety of sources, and the data is then compared to the sales and other market evidence in a given locality. This information and analysis is used to calculate the value of a property.

For further information visit [www.landservices.sa.gov.au](http://www.landservices.sa.gov.au) and click on Valuation.

#### 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 (concessional) 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.

For further information visit [www.landservices.sa.gov.au](http://www.landservices.sa.gov.au) and click on Valuation.

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## **Adoption of Valuations**

Council has adopted the valuations made by the Valuer General as at 26 June 2008 and provided to Council.

## **Objection to Valuation**

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 after the date of service of 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 after service of the first such notice, or
- b) Previously had an objection to the valuation considered by the Valuer General.

Your written objection should include the address of the property, your contact number, details regarding the condition of the improvements on the property, along with any recent market evidence.

The address of the State Valuation Office is:

State Valuation Office  
GPO Box 1354  
ADELAIDE SA 5001  
Email: [lsg.objections@saugov.sa.gov.au](mailto:lsg.objections@saugov.sa.gov.au)  
Telephone: 1300 653 345

For further information visit [www.landservices.sa.gov.au](http://www.landservices.sa.gov.au) and click on Valuation.

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 and charges.

## **RATING**

### **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 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.

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## **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 \$ 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 \$ 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**

Council's Budget contains rate revenue of \$6,079,504 net of remissions in a total budget income of \$8,464,651.

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 0.4064 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 zones.

For all other properties outside of the above zones Council has declared a rural differential general rate of 0.3739 cents in the dollar.

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 92% 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 3986 urban properties, and 1245 rural properties within the Council area.

## **Minimum Rate**

Council has decided to impose a minimum rate of \$700. It will affect 21.33% 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.



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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.
- 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 and charges.

### **Service Charge**

Council provides a Community Wastewater Management Scheme (CWMS) to properties within the following localities:

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

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 2008/09 financial year are as follows:

<b>CWMS Location</b>	<b>Per Unit</b>	<b>Vacant land</b>
Yankalilla / Normanville	\$420	\$420
Links Lady Bay	\$420	\$420
Lady Bay Shores	\$420	\$420
Carrickalinga Sands	\$420	\$420
Second Valley	\$285	\$285
Myponga Beach	\$420	\$420
Cape Jervis	\$420	\$420

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 CWM Scheme.

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 at the Council Office.

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## Natural Resource Management Levy

Council is required under the Natural Resource Management Act to collect a levy from the properties affected to assist in funding the operations of the NRM Board. It does so by imposing a separate rate of approximately 0.0051 cents in the dollar against all properties within the district.

Council is operating as a revenue collector for the NRM Board in this regard and does not retain this revenue or determine how the revenue is spent. For further information, contact the NRM Board on 8273 9100 or visit [www.amlrnrm.sa.gov.au](http://www.amlrnrm.sa.gov.au)

## Rate Concessions

- **Pensioners**

If you are an eligible pensioner you may be entitled to a concession on your rates of up to 60% of the amount of the rates or \$190.00 whichever is the lesser, and for CWMS service charges 60% of the amount of the charge or \$85.00 whichever 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 Families SA (Department for Families & Communities, Concession & Anti Poverty Services). 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 of 60% of the amount of the rates or \$100.00 whichever is the lesser. Further information regarding this concession should be made to Revenue SA by phoning 1300 366 150 or visit [www.revenuesa.sa.gov.au](http://www.revenuesa.sa.gov.au)

- **Unemployed Persons**

Families SA may assist with the payment of Council rates for your principal place of residence (remissions are not available on vacant land or rental premises). For further information please contact:

Families SA  
3-10 Crozier Road  
VICTOR HARBOR SA 5211  
Telephone: 8552 2011

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

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 principal place of residence.

For more information on concessions, go to [www.sa.gov.au/concessions](http://www.sa.gov.au/concessions). Application forms may also be downloaded from this site.

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## Council Rebates & Remissions

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 and other circumstances.

Council has introduced policies that will enable eligible ratepayers to obtain further financial relief from rate payments.

- **Maximum Increase to General Rates (Capping) Policy 2008/09**  
This is available to eligible resident ratepayers and provides a capping for rates increases from rates paid in 2007/08
  - 5% for pensioners / self funded retirees / other recipients of Centrelink benefits
  - 10% for residents
- **Rebate for Exceptional Circumstances Drought Relief 2008/09**  
This is available to eligible owners of primary production properties who are recipients of an Exceptional Circumstances Drought Relief Grant.

Please enquire in person at the Council Office, by phoning 8558 0200 or emailing [rates@yankalilla.sa.gov.au](mailto:rates@yankalilla.sa.gov.au) to obtain a copy of the policies and application forms.

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:

<u>Instalment</u>	<u>Due date</u>
1 <sup>st</sup> instalment	01/09/08
2 <sup>nd</sup> instalment	01/12/08
3 <sup>rd</sup> instalment	01/03/09
4 <sup>th</sup> instalment	01/06/09

Council will accept payment of rates in full in advance.

Council's service charge relating to the CWMS 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)

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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, or by emailing [rates@yankalilla.sa.gov.au](mailto:rates@yankalilla.sa.gov.au) 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, including 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.

### **Postponement of Rates – Seniors**

Section 182A of the Local Government Act 1999 ensures ratepayers who hold a State Seniors card (or who are eligible to hold a State Seniors card and have applied for one) are able to apply to Council to postpone payment of a prescribed proportion of rates on their principal place of residence.

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Postponed rates remain as a charge on the land and are not required to be repaid until the property is sold or disposed of. For further information contact Council on 8558 0200, visit [www.yankalilla.sa.gov.au](http://www.yankalilla.sa.gov.au) or email [rates@yankalilla.sa.gov.au](mailto:rates@yankalilla.sa.gov.au)

### **Other Rebates of Rates**

Section 159-165 of the Local Government Act 1999 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. In addition, discretionary rebates may be applied by the Council under Section 166 of the Act.

### **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.

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

Miss Sherry Oakley  
Rates/Records Officer  
Ph: 8558 0200  
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

### **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**



**FINANCIAL STATEMENTS  
FOR THE YEAR  
ENDED 30 JUNE 2009**