



District Council of Yankalilla



Annual Report 2012-2013

For further information on any aspect of the District Council of Yankalilla Annual Report or council services and operations, please contact council or visit the website.

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Elly Hogben, Brianna Williss and Shannon Lucas represented the district at the Gold Coast half-marathon, along with their Run Yank Run teammates.

Cover image: An aerial view of agricultural land looking towards Parawa

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The Yankalilla district covers 751 square kilometres, with 86 kilometres of coastline.

Mayor's message



A busy year for council started with an indication to the community that we would continue our focus on being prudent in our spending, making further savings where possible and introducing initiatives to drive down our overall debt. We developed a strategy to recover unpaid rates, to reduce the extra interest bill of \$50,000 that was created by ratepayers who stopped paying their rates.

Over the full year 2012-13 we substantially reduced our budget deficit from an estimated \$2.5 million, to \$380,000 and outstanding loans were reduced from \$12 million to \$8.8 million. This is a credit to the efforts of our administration, with very effective leadership by our Chief Executive and senior managers. Council must be managed like a business and in the senior management team, I believe we have the necessary experience to carry out the task of skilful business management. We are very aware that we must become more efficient, rather than just increasing the rates burden of our community.

The year saw payment of more than \$760,000 in unpaid rates, when the assets of the owner/developer of Wirrina Cove were sold. In April 2013, council signed the agreement to take on the water and sewerage services at Wirrina, after negotiating a \$1m upgrade of the plant and equipment and payment of \$200,000 into an initial maintenance fund. While we had no legal obligation to look after these services, the human factor gave great weight to council's decision. This significant act will not have any financial effect on ratepayers and enabled Wirrina's asset sales to be completed, helping to secure the future of more than 100 residents and 55 employees.

Several 'Meet the Council' events were held with various interest groups within the community. To date, members of sporting groups, the business community and local farmers have had the opportunity to discuss their issues with their local councillors and also have the benefit of information from guest speakers. These successful events will be continued in 2013-14.

It is pleasing to have received significant interest from the local business community to our first two 'Connection Breakfasts', held in May and June 2013. I believe that these events will continue to be well received and more will follow. A big thank you to the principal, Christine Bell, teachers and Year 11 hospitality students from Yankalilla Area School, who have catered delicious breakfasts for the attendees.

The 2013 Leafy Sea Dragon Festival again showcased the many talents from our community, spread across the district. The festival continues to grow and I lost count of the number of creative events that I attended. It is a credit to all in the community who were involved in organising and volunteering at this wonderful event.

Following the successful opening of Bungala Park, council created the Friends of Bungala Advisory Group, which has continued to grow in membership, to work with council to make our park a highlight of our district. This group is a significant link between council and the community in progressing development of the park.

Malcolm Schlein

Overview

In 2012 the Australian Bureau of Statistics estimated the resident population of the district to be 4,499 people. Over the last five years our population has grown by 3.9 per cent, compared with 5.5 per cent growth for the whole state.

A significant part-time population, who own holiday homes within our area, is not officially counted and some 45 per cent of dwellings in the district were unoccupied at the time of the 2011 census. During peak holiday periods throughout the year, population numbers swell considerably as part-time residents and visitors make use of holiday homes and tourist accommodation.

The southern Fleurieu region has a long history of both Indigenous and European settlement due to its high rainfall, productive soils and attractive landscape.

Indigenous people, who are the traditional owners of the land, first inhabited much of the District Council of Yankalilla. Many names in the district, including the townships of Yankalilla, Carrickalinga and Myponga, originate from the Kurna language.

The Kurna, Ngarrindjeri and Ramindjeri peoples all have active Native Title claims under assessment and council is actively participating in their resolution.

The area was settled by Europeans in the early 1830s and was identified as a possible location for South Australia's capital city. The town of Yankalilla was established in 1839 and officially proclaimed in 1854. The district was a productive agricultural area in the early years of settlement, providing livestock, grain and flour for the colony.

Highlights and significant projects that were substantially completed in 2012-13 are detailed below.

Wirrina Cove

After careful investigation of the circumstances and implications, council agreed to take over management of private water and sewerage services at the Wirrina resort development, which was in receivership. The agreement facilitated the sale of the property, which in turn allowed council to recover more than \$750,000 in unpaid rates.

The jobs of 55 local people were saved and Wirrina residents were guaranteed that they could continue to live in their homes with all necessary services.

Business breakfasts

The Mayor initiated the Connection Breakfast Series to help local business operators connect with each other and receive practical business advice and inspiration.

The first event, held in May at the Yankalilla Football Club, was a sell out, with more than 100 local business people attending. Year 11 hospitality students from Yankalilla Area School provided a delicious breakfast and guests enjoyed presentations from NBNCo and Fleurieu Living magazine.

The June event, which again attracted a large crowd, was held at the Peninsula Restaurant, Links Lady Bay and featured Steve Davis of Barker Marketing, with his dynamic take on social media. More breakfasts are planned for next year.

Digital television switchover

The change from analogue to digital television transmission took place in October 2012 for Normanville and Yankalilla and in November 2012 for Myponga and Cape Jervis. This was earlier than the general Adelaide metropolitan switchover due to an agreement between council and TX Australia, the body representing broadcasters.

The agreement meant TX Australia converted council's five transmission towers to digital and committed to maintaining them for the next ten years. Without the agreement, the district may have been omitted from Adelaide television transmission services.

Information sessions were held in September and October to help prepare residents for the change.

Bungala Park

The first stage of works for the development of Bungala Park, Normanville, was completed during 2012.

Senator Don Farrell officially opened the park at its new, formal entrance on Saturday, September 30. A crowd of more than 300 people, including many family groups, made the most of the new pathways and two new shelters with barbecues, seating and tables. They were fed by the local Lions' sausage sizzle and entertained by face painters and local musicians Peter Richman and Robert Bean.

Council initiated the Friends of Bungala Advisory Group after Mayor Malcolm Schlein called for expressions of interest from the community at the opening of the park. This group is now chaired by Patricia Schlein and has a membership of more than 50 people, who act as the conduit between council and the community about ongoing development of the park.



Senator Don Farrell and Mayor Malcolm Schlein officiated at the opening of Bungala Park on September 30, 2012.

Leafy Sea Dragon Festival

The biennial arts festival, sponsored by council, was held from April 12-21, to showcase the talents of people living in or inspired by the district.

More than 70 events included workshops; open galleries; music; literature; food and wine; history and heritage; and special exhibitions. It was estimated that more than 30,000 people enjoyed the festival.

National Broadband Network

Normanville, Carrickalinga and Yankalilla had been scheduled for an early rollout of the National Broadband Network, starting in October 2012 with completion by the end of 2013. Delays in the NBN schedule meant the rollout did not begin as timetabled and, with a change in federal government policy, the future of the rollout in the district is uncertain.

Australia Day

Deputy mayor Louise Allstrom officiated at the Australia Day celebrations, which were held in Bungala Park for the first time on January 26, 2013.

Lorraine McLoughlin was named Citizen of the Year in recognition of her longstanding contribution to the arts and economic activities in the district, particularly through the Books & Words group and the Leafy Sea Dragon Festival.

Environmental activist Elise Lavers was recognised for her leadership and mentoring of young people in the district with the award of Young Citizen of the Year.

The Mayor's award went to Luke Bartlett for his leadership in and commitment to sporting and academic achievement, which included winning a bronze medal when representing Australia at the International Earth Science Olympiad.

Community event of the year was awarded to 'Run Yank Run', in which a team of 14 local young people took part in the Gold Coast half marathon, after an extensive preparation and mentoring period with local volunteers.

The deputy mayor also presented just over \$64,000 in grants to 13 community organisations, under council's annual community grants program.



Deputy Mayor Louise Allstrom, Citizen of the Year Lorraine McLoughlin, Mayor's Award recipient Luke Bartlett, Run Yank Run representatives Amy Baldock and Sam Lavers, Young Citizen of the Year Elise Lavers and Chief Executive Adrian Skull at Bungala Park on Australia Day 2013.

Your council

Council meetings are held on the third Thursday of each month, from 2.00pm, and are open to the public. A public forum, where ratepayers and others may address or question council, takes place at 2.30pm.

Special meetings may be called as needed to address matters that cannot wait until the next ordinary meeting. They are also open to the public.

Notices of meetings and agendas are available for public viewing at the council office or on its website, three business days before each meeting date.

Minutes of all public meetings are also made available at the council office and on its website.

Elected members

Council comprises nine councillors, representing two wards. Light Ward elects five councillors to represent the townships of Yankalilla, Normanville and Carrickalinga, where around 60 per cent of the district's population lives. Field Ward elects four councillors to represent the remaining rural and coastal residents. The nine councillors elect one of themselves as the mayor.

The last council election was held in November 2010; the next will be held in November 2014.

Council held elections for the positions of mayor and deputy mayor in November 2012. Cr Malcolm Schlein was re-elected as mayor, unopposed. Cr Louise Allstrom was elected as deputy mayor, replacing Cr Janet Jones. Both were elected for a term of two years.

All elected members thanked Cr Jones for her outstanding service to the community as deputy mayor over the previous two years.



*Rear: Councillors Spilsbury, Rothwell, Sanderson, Pile & Trigg.
Front: Councillors Moller, Jones, Schlein & Allstrom*

Light ward

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Representation

State legislation requires council to review its electoral representation at least once in every eight years. The last review for the district was completed in 2008-9, resulting in the current two-ward structure.

Details of the quota of electors per councillor, and a comparison with other South Australian councils of a similar size, appear in the table below.

Council	Total electors	Elected members	Wards	Quota
Goyder	3136	7	4	448
Kangaroo Island	3442	10	0	344
Lower Eyre Peninsula	3414	7	0	487
Yankalilla	3652	9	4	405

These figures reflect the position at the time of the last review, and include changes to Goyder, which conducted its required review in 2013.

In May 2012 the state Minister for Local Government gazetted a schedule for all local government representation reviews. The next review for the District Council of Yankalilla must take place between April 2016 and April 2017. It is likely to identify a significant drop in the number of electors in the district, due to state legislation that has restricted the voting eligibility of non-resident ratepayers. The review will include the opportunity for electors to make submissions on representation in the district.

Committees

The Local Government Act allows council to delegate a power, function or duty to a council committee and to the chief executive. Section 44 of the Act also prohibits some powers from delegation.

The use of delegated authority enables many routine matters to be acted on promptly and facilitates a more efficient operation and better service to residents. It also allows councillors to concentrate their efforts on policy development, representation, strategic planning and community leadership.

Council reviews its delegations to the chief executive each year. These are available for inspection at the council's office and website. The chief executive can further delegate powers, functions and duties to appropriate staff.

As well as formal council and committee meetings, councillors attended regular elected members' forums on the second Thursday of each month to receive informal briefings and presentations.

Development Assessment Panel

Council has a Development Assessment Panel (DAP) established under section 56A of the Development Act 1993 and Development Regulations 2008. This panel considers all development applications that are not dealt with by staff as delegated by council.

DAP comprises four independent members, including the presiding member, and three elected members. Council appoints the independent members. It met six times during 2012-13.

Council has established the following committees under Section 41 of the Local Government Act 1999.

Audit

Required by legislation, audit committees are part of the financial reporting framework of council and oversee and monitor the management of the financial reporting process.

Membership comprises two elected members and an independent presiding officer, appointed by council. In 2012-13 the audit committee met five times.

Strategic Planning and Development

This is another mandatory committee, intended to ensure council's strategic planning and development policies accord with the planning strategy.

Membership comprises the six elected members who are not members of DAP. The committee met three times up to June 2013, when the Strategic Directions Committee replaced it.

Caravan Parks

This committee oversees management of the Jetty Caravan Park and Rapid Bay Campground, which are important tourism assets. It has been tasked with implementing major improvements to the parks. It met 12 times in 2012-13.

Community Development and Support

Formerly known as the Strategic People and Community Committee, this committee's role was to oversee council's community and economic development goals and determine distribution of community grants. It met seven times, up to June 2013, when the Strategic Directions Committee replaced it.

Strategic Directions Committee

Council established this committee in June 2013 to replace both the Strategic Planning and Development Committee and the Community Development and Support Committee. Membership comprises all elected members and its role includes:

- developing plans and budgets for implementation of council's goals.
- community consultation.
- developing policies to support council in achieving its goals.
- advocating on behalf of council to gain support from other levels of government.
- advising council on matters that will affect its ability to achieve its goals.
- providing advice to council on all aspects of its planning obligations in accordance with Section 101A of the Development Act 1993.

The committee met once prior to the end of the financial year.

All Section 41 committee meetings are open to the public, except when a committee determines an item must be dealt with in confidence.

Future dates of these committees' meetings are listed on council's website, where their agendas and minutes are also published. All meetings are held at the council administration office.

Council has delegated its powers to two further committees on an as needed basis. They are the Tenders Committee and the Chief Executive Performance and Remuneration Review Committee.

External groups

Council participates in several state and regional committees, boards and associations whose operations add value to the district. One or more councillors or staff members represent it on these groups.

In 2012-13 council was a member of:

- Adelaide Hills, Fleurieu and Kangaroo Island Regional Development Australia
- Fleurieu Peninsula Tourism
- Local Government Association of SA
- Community Library Management Board
- Fleurieu Community Road Safety Group
- Fleurieu Alliance
- Southern & Hills Local Government Association
- Fleurieu Regional Waste Authority
- Fleurieu Community Services Committee
- Kangaroo Island Ports Management Group

Subsidiaries

Two of the above groups are formal council subsidiaries, established under Section 43 of the Local Government Act.

Fleurieu Regional Waste Authority

The Fleurieu Regional Waste Authority (FRWA) was set up to facilitate and coordinate the management of waste across the region.

Members are the District Council of Yankalilla, Alexandrina Council, City of Victor Harbor and Kangaroo Island Council.

The FRWA annual report for 2012-13 is attached at Appendix 2.

Southern & Hills Local Government Association

The Southern & Hills Local Government Association (S&HLGA) was established to identify available resources within the region and manage them to the benefit of communities across the region.

It also liaises with state and commonwealth governments on behalf of its member councils to maximise benefit to the region as a whole.

Member councils are District Council of Yankalilla, Alexandrina Council, City of Victor Harbor, Kangaroo Island Council, Adelaide Hills Council, Barossa Council and District Council of Mount Barker.

The SHLGA annual report for 2012-13 is attached at Appendix 3.

Councillor & committee support

All councillors receive a general allowance to compensate them for time spent in meetings and on council business. The annual amounts are set by an independent remuneration tribunal, are indexed to the Consumer Price Index and are paid monthly in advance.

Mayor - \$34,719 Deputy Mayor - \$10,850 Councillors - \$8,680

Chairs of Section 41 committees receive an allowance equivalent to that of the deputy mayor.

In addition councillors may claim reimbursement of travel, internet, telephone and some other expenses, incurred within the council area.

Full details of the council policy on allowances and benefits are available on the website. A register of elected member allowances, benefits and reimbursements may be viewed at the council office.

The council pays sitting fees to the following members of council committees:

Audit Committee

Independent committee chairman - \$1,000 per meeting

Development Assessment Panel

Independent panel chairman - \$400 per meeting

Independent panel members (4) - \$350 per meeting

Elected members (3) - \$350 per meeting

Elected members of council undertook the following training courses and information sessions during 2012-13:

- Financial Sustainability Workshop
- Media Training for Councillors
- Strategic Planning Workshop
- Local Government Association Annual Conference
- Prevention of Corruption – ICAC Workshop
- Sea Change Taskforce Annual Conference

Services & operations

Strategic Planning provides the platform and base from which all council's decisions are made.

Individual actions or processes are developed from the strategic plan to implement strategies to achieve desired outcomes. These actions or processes are defined on an annual basis to form business plans.

Strategic plans span a four-year period but are reviewed on an annual basis.

Managers 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.

Council adopted the Annual Business Plan, budget and rates for the 2012-2013 financial year within the following parameters and working within the framework of its strategic plan, *Strategic Directions 2012–2016*, which is available on the website:

- Requirement to maintain road infrastructure assets at current levels.
- Commitment to work towards a balanced budget by June 2015.
- Commitment to reduce council borrowings, working towards less than 100 per cent liabilities ratio by June 2015.
- Commitment to keep rate increases to a minimum.

Consequently, council has worked hard to contain spending on operational matters and has carefully targeted capital spending on renewal projects during 2012-13 to improve its financial situation.

The senior management team and staff conducted a comprehensive assessment of the operational costs of delivering services to the community. As a result, operational costs have been reduced by more than \$300,000.

Community services

Goal: Provide a well-planned district that supports community needs and enhances the visitor experience

A small team of part-time staff, based at the Yankalilla Youth & Community Centre, oversees a range of community programs, including several aimed specifically at seniors, youth and disadvantaged people.

Specialised services include Yankalilla Families – a weekly session on parenting and children's health that links up with agencies and support services; and the Yankalilla seniors' computer kiosk.

More than \$64,000 was distributed amongst 13 community groups throughout the district to assist with their operational expenses.

In May the Centre was nominated for an Advantage SA Regional Award (formerly known as SA Great). It was nominated in three categories – education, community and health.

Regional programs

Council contributes financially to the following community programs in the Fleurieu region: Regional Community Care Project; Fleurieu Families; Family Links; Family Home Visiting Program; Southern Volunteering; Youth Health Project; Positive Ageing; Be Active Program.

Adult Community Education

The Adult Community Education Program received a grant of \$8,400 from the ANZ Bank, via the Foundation for Rural and Regional Renewal. The grant was used to purchase laptop computers and software, and an industrial coffee machine for the barista training course.

Almost 1,900 hours of instruction and tuition was provided for 126 participants in 2012-13, with courses including Creative Journaling, MYOB, Food Man Made, Knitting, Sewing, Basic Computing and Healthy Living.

The program has generated many success stories, which directly contributed to the Advantage SA nomination. Two women who completed courses at the Centre have used the skills and confidence they gained to set up their own businesses.

A Heart Foundation walking group developed from the Healthy Living course, with three people taking further training as walk organisers and many learners developing and continuing a friendship network.

The knitting group worked together on a seascape for display at the Leafy Sea Dragon Festival.

The Fancy Food Made Easy cooking course led to professional work experience for a young unemployed woman, who had impressed the chef teaching the course.

Transport

Council runs a community transport program in partnership with the five church communities within the Yankalilla district, known as 5CY. Council funds the pool of cars and their running costs, while administration is funded by a grant from Home and Community Care.

Five volunteer coordinators and 45 drivers enable eligible residents aged over 65, as well as those with a disability and their carers, to attend medical appointments. This year the program's three vehicles completed 122,027km in total, transporting 1,878 passengers on 1,121 journeys. The program provided 3,008 service deliveries in 2012-13, to and from appointments in Adelaide and across the Fleurieu region, a 5.5 per cent increase on the previous year.

The fortnightly community bus service that linked Cape Jervis and Second Valley to Normanville and Yankalilla, was discontinued at the end of March 2013 because the number of users did not justify the cost. Some regular users with no other way of attending appointments and shopping in the townships were offered a substitute service.

Youth program

Regular after school 'drop in' events continued at the Centre to provide a supervised environment for students and other young people to hang out and use the recreation facilities.

An active program of events for young people in the community included a skate park tour, Blue Light discos and drama workshops.

The *Create It* workshops, presented by *Arts Untamed*, were offered to two age groups; 11-14 and 15-18. They focussed on creating and developing original performance ideas and were designed to develop teamwork, quick-thinking and focus skills, while building confidence and self-esteem.

Inspirational Youth Development Officer Ulus Fuat moved on to a full time role after five years with the district and was replaced by Bridget Fox.

Planning & development

Goal: Encourage appropriate growth that protects the environment and creates a vibrant and active community and employment opportunities

Development applications are assessed against the Yankalilla Development Plan and the Building Code of Australia, conforming to the state government Development Act of 1993 and the Development Regulations 2008.

The number of development applications received in 2012-13 was 291, two more than in the previous year. New dwelling applications increased by 23 to 64, and there were 24 applications for alterations and additions to existing dwellings, down from 26.

Twenty-one land division applications were lodged in 2012-13, up from 14 last year, covering realignment of boundaries and creation of additional allotments. The most significant land division that commenced construction was for 20 new allotments in Myponga township. A 130-lot land division was approved for Hay Flat Road in Normanville.

Compliance

Council contracted a building surveyor to undertake the assessment of the Building Rules part of development applications and undertake inspections of construction and building compliance. Some relatively minor instances of unauthorised development were discovered and remedied.

This year the mandatory inspection of timber roof trusses was introduced, which has increased the need and frequency for inspections of new domestic and commercial buildings and where alterations and additions involve new roof areas.

Infrastructure and environment

Goal: Build and maintain infrastructure and assets that support existing and future community and business needs

Plant replacement and road works

In a year of consolidation, with no major plant replaced, the only significant purchase was a bitumen sprayer. It was required to enable improvements to be made to the shoulder along Range Road. The purchase will reduce reliance on external contractors, thereby saving money and providing flexibility for council's workforce in the future.

Council maintains 127km of sealed roads, 71km in the rural area and 56km in the townships. Work included minor resealing, repair of potholes, patrol grading shoulders and maintenance of drainage.

The major project for the year was the re-sealing of seven kilometres of Range Road/Cole Road. Federal funding of \$2 for every dollar of council funding enabled the road shoulders to be sealed and improved with line markings.

James Street, in the Normanville town centre, was re-constructed with a new road base and bitumen pavement surface. This work means that the service life of this street will continue in good order for many years to come.

Council has 420km of unsealed rural roads under its care and control, including 5km in the townships.

Blackspot funding was obtained on a dollar-for-dollar basis to re-align and upgrade the James Track/Martin Road intersection to improve traffic safety. Another two kilometres of Hay Flat Road was also upgraded to improve and help to extend the life of the compacted rubble surface.

The bridge at Blackers Road was replaced.

Other works carried out included tree trimming and vegetation clearance; weed spraying; traffic control and line marking; maintenance of 450 stormwater culverts; street cleaning; cleaning and maintenance of public toilets; and maintenance of parks and gardens and associated infrastructure.

Community Wastewater Management System

The Normanville Wastewater Treatment Plant services Yankalilla, Normanville, Carrickalinga Sands, Lady Bay and the Links Golf Course Estate, and has the capacity to connect up to 4,500 premises in the future.

Council owns and operates two further small community wastewater treatment plants at Second Valley and Myponga Beach. It licences Sealink to dispose of treated effluent on non-developed council land at Cape Jervis.

In March 2013, council announced it would take over the water and sewerage services at Wirrina Cove. This came about because the Receiver of the company that part-owns the Wirrina Cove assets had been unable to secure a licensed operator for the water and sewerage infrastructure that services the assets, along with approximately 100 residents who live in the vicinity.

An extensive due diligence process was undertaken to comply with legislative requirements and to ensure the proposed action would not detrimentally affect ratepayers in the future.

Ten conditions were attached to the handover of the services, which took effect on May 30, 2013. They included an upgrade of the system to meet current technical standards; work valued at more than \$1 million. The business was also to be kept separate from existing services in other parts of the district and \$200,000 had to be paid into a start-up maintenance and improvement account.

In April 2013, Water Utilities Australia made an offer to purchase the district's water and wastewater schemes. An independent prudential report was prepared to assess the financial implications for council, which then held public consultation sessions for the community. After considerable debate council later decided not to accept the offer.

Coast, Estuarine and Marine Projects

The Southern Fleurieu Coast, Estuary and Marine Officer has continued to coordinate projects across the Fleurieu Peninsula from Sellicks to Goolwa. Along the Yankalilla District coast, the *Southern Fleurieu Coastal Action Plan and Conservation Priority Study* (SFCAP) is under review. Funding for coastal projects is from the Adelaide and Mount Lofty Ranges Natural Resource Management Board levy and its community grants, as well as from federally funded Caring for Our Country grants and council.

Coastal projects have continued to focus on controlling 'Red Alert' priority weeds and revegetation of weeded areas; adding to fragmented plant communities; and stabilising eroding dunes and banks. Erosion and exclusion fencing stabilise and protect dunes and remnant vegetation. Priority areas with high conservation and threat values highlighted in the SFCAP for this council area are the Normanville heritage listed sand dunes and the Cape Jervis coastal reserves.

Coastal community education has been delivered through the Coastal Ambassadors and Hooded Plover programs. Free copies of the *Coastal Gardens Planting Guide* booklet have been made available at the council office and Normanville Natural Resource Centre to educate the community about suitable coastal plants. The community has played a significant role in conserving and improving the coastal environment. One example is the Cape Jervis Coastal Community Group actively volunteering and acquiring \$15,000 in grants to improve and preserve coastal biodiversity.



Erosion control measures at the Normanville dunes

Public & Environmental Health

With council accepting responsibility for the ongoing operations and management of water and sewerage infrastructure at Wirrina Cove, an experienced specialist employee was recruited to operate the two plants at Wirrina. An existing staff member, currently operating the Normanville Wastewater Treatment Plant, will support the new position.

The Environmental Health Officer continued to assess and approve wastewater systems applications for new development and alterations in a timely manner, ensuring their compliance with SA Health's On-site Wastewater Code.

There were several instances where failing septic systems were reported to council and these were rectified through liaison with the relevant property owners.

There were 68 permanent food premises in the council area, together with numerous temporary premises operating out of venues such as markets and shows. The Environmental Health Officer carried out routine and complaint-based inspections throughout the reporting year.

Several audits of high-risk premises were also carried out. These activities were undertaken in compliance with recommended risk-based schedules.

The school-based disease control program at three local schools continued throughout the reporting period and council also funded a contract nurse to carry out head lice clinics at several schools.

Leisure & tourism

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

Jetty Caravan Park, Normanville

The Caravan Parks Committee has continued to oversee upgrade and refurbishment of the caravan park.

More than 100 annual licence holders and other interested people attended a meeting in September 2012. The terms of the annual licences for vans to occupy space within the Jetty Caravan Park were discussed, together with issues that included the condition of caravans, fire safety, insurances and structures associated with vans.

A revised Community Land Management Plan was the subject of consultation with the community. The plan enables the continued use of the land as a caravan park for the next five years. During this time, council will examine the long term future for the park as part of its planning for the future of the district. This work will be the subject of further engagement with the community and annual licence holders.

Visitor Information Centre

The Yankalilla Bay Visitor Information Centre (VIC) is run by a full time coordinator with the support of a team of 34 dedicated volunteers, who handled almost 7,400 enquiries during the year. The team organises regular familiarisation tours of tourism attractions and businesses throughout the district, to ensure it provides the most up-to-date information to customers.

In 2012-13 the VIC received 1,437 international visitors and 8,699 domestic visitors. It launched an online booking system for accommodation, tours and ticketing of community events to better service visitors' needs. The main aim was to increase visitor nights stayed in the area. Extensive training of volunteers took place to enable the on-line booking system to become operational. Potential visitors can now browse the VIC website and make bookings with maximum convenience and security.

The VIC receives a 10 per cent commission on all bookings made and reservations are a rapidly growing component of operations. Since February 2013, more than \$14,500 worth of tickets sales were processed for events included within the Leafy Sea Dragon Festival.

In an effort to help support and grow tourism within the district, operators can now opt in for the VIC to be a distributor for the business. This is an additional service to existing on-line development opportunities provided by Tourism SA.

Community library

Council partners with the Department of Education and Child Services to part fund the school community library that operates from the Yankalilla Area School.

In 2012-13 council allocated around \$60,000 in funding for books, equipment and other resources to stock the library and to employ additional part time staff to enable the library to extend its opening hours beyond normal school hours.

Council appointed a new community representative, Ian McGrath, this year, to serve its interests on the library board, along with council representative Cr Jim Pile.

The school community library is one of the ways in which library services are delivered for small local communities. Once the district population grows above 5,000 people, which is likely within the next few years, the model of service delivery will be reviewed.

Regulatory services

Goal: Provide a well-planned district that supports community needs and enhances the visitor experience

Activities included dealing with wandering stock; investigating abandoned vehicles; conducting parking patrols; assisting with community events; enforcing council by-laws; animal management and investigating roadside dumping.

Animal management

During the 2012-13 financial year council registered 1,396 dogs. It investigated eight complaints of dog attacks or harassment and issued five expiation notices. There were three official complaints of barking dogs, with one expiation notice issued. Eight unofficial barking dog complaints were also investigated and resolved.

Six dogs were impounded and taken to the RSPCA or Sagewood Kennels. Four were returned to their owners; one was rehomed; and one is deceased. Approximately 40 dogs that were found wandering were returned to their owners. Seven expiation notices were issued for dogs unregistered and wandering at large. There were six complaints of dogs allowed to wander at large; they were resolved with verbal cautions delivered.

There were 12 complaints of wandering stock.

Fire prevention

Following an initial inspection of 960 properties, 700 hazard reduction notices were issued. Forty second-notices were subsequently issued and 22 property owners were issued expiation notices for non-compliance; most of these were companies in receivership or based interstate.

In a joint exercise with National Parks SA, council organised a tree-trimming program along Blowhole Beach Road, at Deep Creek, to improve access for CFS fire trucks.

Beach patrol

Council conducted regular proactive patrols along the district's coastline. New signage was installed at the Normanville foreshore entrance and Cape Jervis boat ramp car park entrance.

Officers delivered education and information to the public about dogs being off leash within dog on leash areas; and issued cautions to vehicle owners about vehicles without a boat trailer on the foreshore.

Other regulatory services

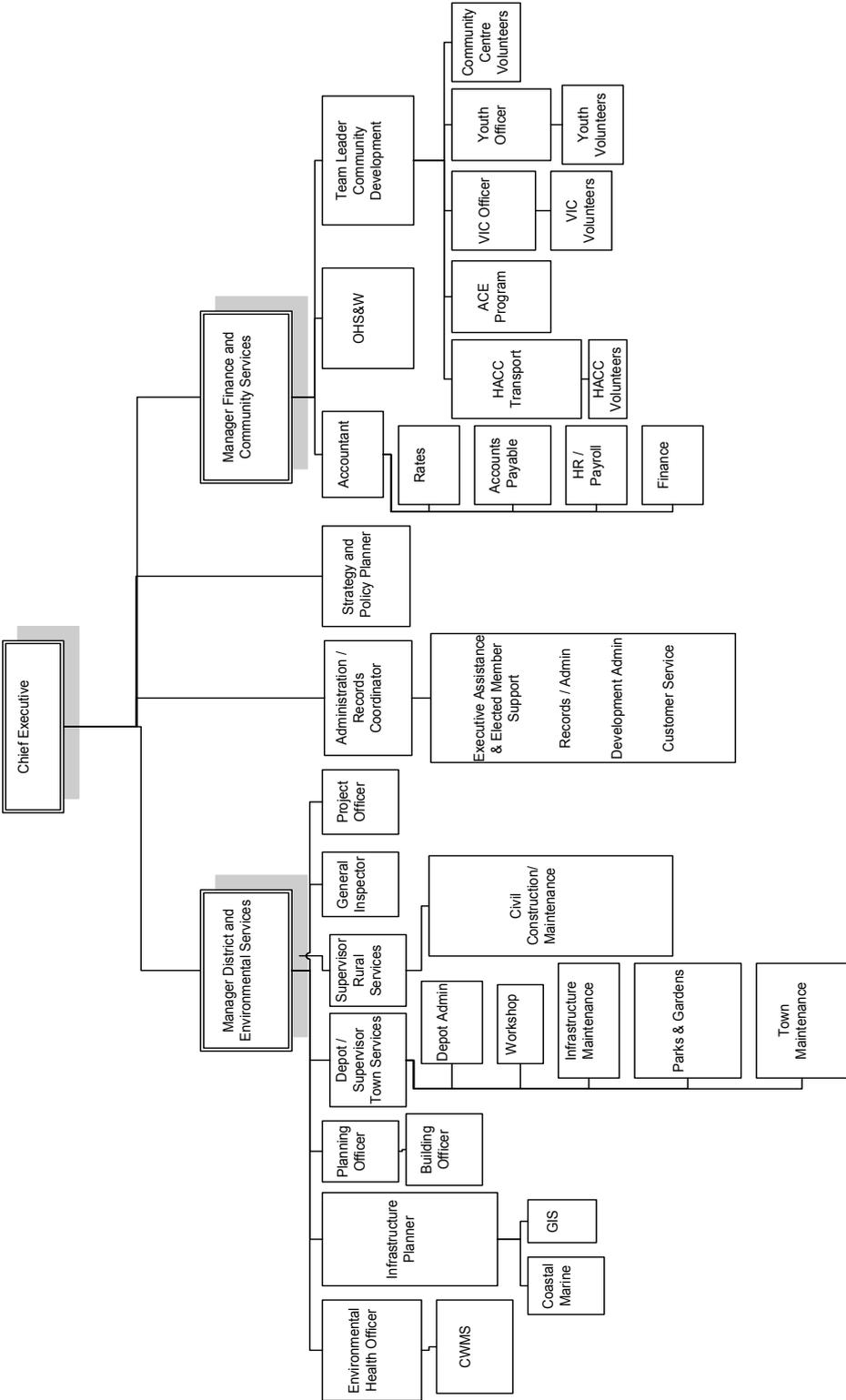
Council received 12 complaints about hard rubbish and illegal dumping.

Five cautions were issued to illegal overnight campers.

Expiation notices not detailed above included: two for abandoned motor vehicles; three for breaching council by-laws; and 18 for motor vehicles.

Administration

Organisational structure



Senior management

The executive management team comprises the Chief Executive and two senior managers.

The Chief Executive is employed on a performance-based contract negotiated with council; it includes private use of a vehicle.

The two senior managers are employed on performance-based contracts, with salary paid within the Senior Officers Band of the SA Municipal Salaried Officers award. Their packages also include private use of a vehicle.

Council's publicly available register of salaries and allowances contains full details.

Mr Adrian Skull took on leadership of council's administration on September 28, 2012, taking over from interim chief executive Trevor Starr.

The role of Manager, Corporate and Community Services was renamed Manager, Finance and Community Services and Mr Mark Heinrich was appointed to the role on November 26, 2012. Mr John Tillack continued to serve council as Manager, District & Environmental Services and Deputy Chief Executive.

The senior management team and other relevant officers have delegated authority to make operational decisions to administer council policies. Council officers also formulate policy options and recommendations for council determination.

Staff

Council employs 45 permanent staff, although as several work part-time, this amounts to 43.4 full time equivalence (FTE). It also employs 17 staff on a casual basis, in roles where demand is seasonal, such as in the library and caravan park and in backfilling for key staff absences and on specific projects. An example of this is at the Jetty Caravan Park, where five casual employees account for 1.9 FTE.

Employees of council are paid in accordance with a registered enterprise agreement. They are recruited, developed and trained in accordance with this enterprise agreement and in accordance with equal opportunity and human resource management principles.

The enterprise agreement and the register of salaries and allowances is available for inspection at the council office, or may be downloaded from the website.

The chart on page 22 represents council's organisational structure at June 30, 2013. During the year the Manager, Operations resigned to take up another local government role. After a review, the position was abolished and the duties were devolved to other positions.

Community land & council facilities

The concept of Community Land was introduced by the Local Government Act 1999, where it was intended that local government land held for the benefit of the community should remain in the ownership or care, control and management of the council for that purpose.

A central plank of the community land regime is to ensure that a council may only deal with that land after formal public consultation with the community for whose benefit the land is held.

The Act also recognised that some local government land was held by councils for operational purposes, or had been acquired for strategic or economic development purposes. An opportunity to exclude such land from classification as Community Land was provided in the Act and in 2002 Council undertook the exclusion process for a number of its operational sites.

In March 2013 council held community consultation about a proposed revision to the Community Land Management Plan for the land occupied by the Jetty Caravan Park, Normanville.

The revision would enable an initial five-year lease of the area for use as a caravan park, to enable council an opportunity to resolve land ownership and tenure and to review the long-term future of the park. The Caravan Parks Committee considered public submissions in June 2013 and council will further consider the matter during 2013-14, with a view to amending its register of community land.

The register of community land can be viewed at the council offices. It contains 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
Surf Life Saving Club
Jetty Caravan Park
Rapid Bay Camping Ground

Part 4 – Not Otherwise Classified

Operational
Country Fire Services
Land with no restrictions

Council facilities

Following is a list of council-owned and run facilities and their locations. Many include halls and meeting rooms that community groups, individuals and businesses may hire.

Council Office & Chambers

1 Charles Street
PO Box 9
Yankalilla SA 5203
P: 8558 0200 F: 8558 2022
E: council@yankalilla.sa.gov.au

Youth & Community Centre

(the Centre)
181 Main South Road
Yankalilla SA 5203
P: 8558 0200 F: 8558 3577

Visitor Information Centre

163 Main South Road
Yankalilla SA 5203
P: 8558 0240
E: tourism@yankalilla.net.au

Works Depot

Kemmiss Hill Road
Yankalilla SA 5203
P: 8558 0200
F: 8558 3835

Normanville Beach Café & Surf Life Saving Club

Beach Reserve, Jetty Road
Normanville SA 5204

Yankalilla Waste Depot

Yankalilla to Victor Road
Yankalilla, SA 5203

Yankalilla/Normanville Wastewater Treatment Plant

Lot 801 Hay Flat Road
Normanville SA 5204

Myponga Beach Wastewater Treatment Plant

Sec 240+ Myponga Beach Road
Myponga SA 5202

Wirrina Wastewater Treatment Plant

Paradise Drive
Wirrina Cove SA 5204

Jetty Caravan Park

Jetty Road, Normanville SA 5204
PO Box 867, Normanville SA 5204
P: 8558 2038
F: 8558 3573
E: info@jettycaravanparknormanville.com.au
www.jettycaravanparknormanville.com.au

Rapid Bay Campground

Rapid Bay Road
Rapid Bay SA 5204
P: 8598 3003

Rapid Bay oval

Essington Lewis Drive, Rapid Bay

Second Valley Hall

Finniss Vale Drive, Second Valley

Council partners with Yankalilla Area School and the state government to provide library services.

Community Library

Yankalilla Area School
Main South Road
Yankalilla SA 5203
P: 8558 2043

E: yas@yankas.sa.edu.au

Community-owned facilities

Various community groups throughout the Yankalilla District own and operate sporting and community facilities that serve local populations.

These facilities are supported by council through the rate rebate; annual grant and small community grant programs funded by council each year.

These facilities include:

- Myponga Memorial Hall
- Myponga Sporting Club
- Yankalilla Memorial Sports Grounds
- Yankalilla Senior Citizens Hall
- Inman Valley Hall
- Cape Jervis Community Club

Communication & consultation

Eleven issues of the newsletter *In the Loop* were produced to keep residents informed of council news during 2012-13. They were published on the website and inserted within the free monthly publication *Yankalilla Regional News*.

Council held public meetings throughout the year and invited feedback on issues that legally required a formal public consultation process; it also met its legal obligation to publicise such consultation via newspapers, the website and *In the Loop*.

Public consultation also took place on other issues council determined were important to the community, in accordance with its public consultation policy.

These included: the annual business plan; community land management plan; stormwater management plan; installation of art poles in Normanville; fraud and corruption prevention policy; whistleblower protection policy; code of practice for access to council, committee meetings and documents; and complaints policy.

Regular Meet the Council evenings were initiated to enable specific groups in the community to interact with councillors and senior staff and discuss the intersection of their interests with council policy and planning.

The first function targeted the district's sporting clubs and associations; the second was aimed at business and tourism operators; and a third gathered rural residents and primary producers. More evenings have been planned for 2013-14.

Public documents

Councils are required to have the following documents available for public inspection. Many documents will be found on council's website but all are available for inspection at the council office. Hard copies may be purchased at the fee prescribed in council's Fees and Charges Register.

Reviews of council constitution, wards and boundaries

Representation options papers and reports on reviews of council composition or ward structure

Reports to the minister provided to the council by the Boundary Adjustment Facilitation Panel

Summary of issues surrounding a proposal to be submitted to a poll

Registers and returns

Registers as listed below under 'Mandatory Registers' other than the Register of Interests

Campaign donations returns

Codes

Codes of conduct or codes of practice

Meeting papers

Notice and agenda for meetings of the council, council committees and electors

Minutes of meetings

Documents and reports to the council or a council committee that can be supplied to members of the public

Recommendations adopted by resolution of the council

Policy and administrative documents

Record of delegations
Contracts and tenders policies
Policy for the reimbursement of members' expenses
Strategic Management Plans
Annual Business Plan
Annual budget
Audited financial statements
Annual report
Extracts from the council's assessment record
Lists of fees and charges
Public consultation policies
Management plans for community land
Policy on the making of orders
Procedures for the review of council decisions and any associated report
The most recent information statement of the council under the *Freedom of Information Act 1991*.
Any policy document of the council within the meaning of the *Freedom of Information Act 1991*.

By-laws

By-laws made by the council.

Mandatory registers, codes and policies

Below is a list of registers, codes and policies which councils are required to have under legislation.

Local Government Act 1999

Registers

Members Register of Interest
Members Register of Allowances and Benefits
Officers Register of Salaries
Officers Register of Interests
Fees and Charges
Community Land Management Plans
Community Land
Public Roads
By Laws

Codes

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

Statutory Policies

Contracts and Tenders Policies
Public Consultation Policies
Reimbursement of Council Member Expenses Policy
Provision of Facilities and Support for Council Members Policy
Council Member Training and Development Policy
Internal Control Policies
Road Naming Policy
Policy on Order Making
Internal Review of Council Decisions Policy

Local Government (Elections) Act 1999

Campaign Donation Returns prepared by candidates.

Freedom of information

Council provides information to residents and ratepayers in a spirit of openness and accountability, which means there is seldom need to refer to the provisions of the Freedom of Information (FOI) Act.

Where information is requested under the FOI Act a request form must be completed and forwarded, with the required application fee (unless an exemption is granted). FOI request forms are available from the website or from the office.

Council responds to FOI applications as soon as possible, within the statutory 30 days of receipt of a request and application fee or proof of exemption.

Council produces a detailed FOI statement annually, which is made available on the website and in the office.

In accordance with Section 38(1) of the FOI Act 1999, a person who is aggrieved by a determination made by the council is entitled to an internal review of the determination.

There were two FOI requests received during 2012-13

The first request was made in relation to the status and sealing of a portion of Bower Road, Yankalilla. All documents associated with the closure, sealing, temporary closure and expenditure of funds were released.

The second request was made in relation to the establishment and operation of a limestone borrow-pit south of the Cape Jervis township. All 33 documents associated with council decisions to establish and operate the borrow-pit and subsequent monitoring of operations were released.

Governance

Confidentiality

Council must be open and accountable in its operations and decision-making, but there are circumstances in which confidentiality is required, as outlined in Sections 90 and 91 of the Local Government Act 1999.

A summary of these issues dealt with by Council in 2012-13 as well as those that remained in confidence during the year, appears below:

Meeting date	Meeting type	Subject	LG Act	Period	Reviewed	Released
16/07/12	Chief Executive Performance & Remuneration Review Committee	Recruitment Process proposed by AME	90(2) & (3)(b)(d), 91 (7)&(9)	12 months	20/06/13	Automatically released
19/07/12	Council	Minutes of Chief Executive Performance & Remuneration Review Committee	90(2) & (3)(b)(d), 91 (7)&(9)	12 months	18/07/13	Automatically released
16/08/12	Council	Normanville Beach Café - Legal Advice	90(2) & (3)(d), 91 (7)&(9)	12 months	15/08/13	Automatically released
20/08/12	Chief Executive Performance & Remuneration Review Committee	AME Recruitment Update	90(2) & (3)(b)(d), 91 (7)&(9)	12 months	15/08/13	Automatically released
20/09/12	Council	Code of Conduct Report	90(2) & (3)(a), 91 (7)&(9)			
18/10/12	Council	Recovery of Rates	90(2) & (3)(i), 91 (7)&(9)	12 months	19/09/13	
15/11/12	Council	Recovery of Rates	90(2) & (3)(i), 91 (7)&(9)	12 months	17/01/13	17/01/13
21/11/12	Council	Recovery of Rates	90(2) & (3)(i), 91 (7)&(9)	12 months	17/01/13	17/01/13
24/10/12	Council	Recovery of Rates	90(2) & (3)(i), 91 (7)&(9)	12 months	17/10/13	Automatically released
24/01/13	Council - Special	Recovery of Rates	90(2) & (3)(i), 91 (7)&(9)	Until BDO Submission considered by Council		Automatically released
21/02/13	Audit Committee	Appointment of External Auditor 2012/13-2016/17	90(2) & (3)(d), 91 (7)&(9)	3 months		Automatically released
4/04/13	Audit Committee	Appointment of External Auditor 2012/13-2016/17	90(2) & (3)(d), 91 (7)&(9)	12 months	24/01/2014	
2/05/13	Council	Appointment of External Auditor 2012/13-2016/17	90(2) & (3), 91 (7)&(9)	12 months	20/02/2014	
16/05/13	Caravan Park Committee	Management Agreement for the Jetty Caravan Park Normanville	90(2) & (3)(b), 91 (7)&(9)	12 months or when contract signed		
6/06/13	Caravan Park Committee	Jetty Caravan Park Managers Recruitment	90(2) & (3)(b)			
20/06/13	Strategic Policy & Planning Committee	Section 30 Review - Yankalilla Development	90(3), 91(7) & (9)	6 months	17/10/13	Automatically

		Plan				
27/06/13	Caravan Park Committee	Recruitment of Jetty Caravan Park Managers	90(2) & (3)(b), 91 (7)&(9)	2 weeks		Automatically
19/09/13	Council	Water and Wastewater Assets	90(2) & (3)(a), 91 (7)&(9)	6 months	19/12/13	
17/10/13	Council	Water & Wastewater Assets	90(2) & (3)(a)			

Internal review of decisions

Complaints may arise as a result of dissatisfaction with a decision of council, or the way a policy, procedure, service or fee have been applied. Council and staff will endeavour to resolve complaints as they arise without having to resort to a formal procedure.

If a complaint cannot be resolved, the complainant may choose to request a formal review of the decision.

Any concerns or complaints should initially be addressed in writing to the council office.

In 2012-13 council received three complaints. Two were against councillors and one was against a member of staff and other council decisions, that alleged breaches of the relevant codes of conduct.

Council received a complaint at the end of 2011-12 about the process and lack of public consultation associated with its decision to seek expressions of interest for operators to take a long-term lease to manage the Jetty Caravan Park, Normanville. While the complainant did not specifically ask for an internal review, a review was undertaken early in 2012-13 by the acting Chief Executive, Trevor Starr, under Section 270 of the Local Government Act. The outcomes of this review were forwarded to the complainant, together with a letter of apology and council resolved to take action to regularise the existing use of the land that makes up the park. The administration was instructed to (in future) undertake 'due diligence' or 'prudential reports' on projects where substantial council assets, revenues or costs are involved.

One Code of Conduct complaint in relation to the behaviour of a councillor was the subject of three investigations, which concluded that the elected member had no conflict of interest and had not acted in a discriminatory manner. The non-observance of meeting procedures by staff and councillors was however noted and copies of the meeting procedures are now available at all council and committee meetings.

Another Code of Conduct complaint was made about the role and alleged influence of a councillor within an examination of a section of public road.

An internal investigation was begun in relation to a complaint about staff decisions to dispose of surplus property and then other council decisions.

These investigations were not concluded by the end of 2012-13 and the outcomes will be detailed in the 2013-14 annual report.

Budget and financial reports

Applying competition principles

Council's obligations under the National Competition Policy fall within two principal categories. Firstly, the identification of 'significant business activities' and then the application of competitive neutrality principles to these activities.

Council carries out no commercial business activities with an annual revenue in excess of \$2 million, nor does it employ assets in excess of \$20 million. Council's only significant business activity is the Jetty Caravan Park, Normanville with annual revenue of \$819,378. In addition, council leases out the Normanville Beach Café and Rapid Bay Campgrounds and receives income from those sources.

Council has in place the following policies, codes and practices relevant to competition policy:

Contracts/Tender/Purchasing Policy

Council has no specific policy to purchase goods and services locally, but in practice small items for convenience are purchased locally. Local contractors may also have an advantage in not having to travel as far to the work site.

All council's by-laws have been reviewed to ensure they place no barrier to market entry and do not discriminate between competitors.

Council's Contracts/Tender/Purchasing Policy outlines the procedures to be followed and the criteria for selecting the required purchasing method when staff purchase goods and services on behalf of council.

The policy objectives are to ensure council provides a fair, transparent and accountable process for provision of services and purchasing goods and services, and to achieve the best value for money outcome in an efficient and effective manner.

Options for different methods of providing a service are identified, together with the required purchase methods for five different levels of value. For example, at the lowest level goods and services not exceeding \$10,000 may be selected with a direct quote, whereas at the top-level expenditure over \$100,000 requires a public tender process.

Officers undertake these processes within their level of delegated authority.

The Tenders Committee did not meet during 2012-13. Council will consider amending the terms of reference for the Audit Committee in 2013-14, to include consideration of tenders, and the Tenders Committee will cease operations.

Financial management & performance

A key focus has been on the value of unpaid rates that represent outstanding debts to council and ultimately to the community. Money not paid to council must be borrowed every year to make up the difference for budgeting purposes and this increases the amount of interest paid on loans.

It is apparent that the demographic profile of the community, which is older and with lower income than the state average, contains a proportion of ratepayers who are vulnerable to the tight economic times of recent years and experience a degree of financial hardship. While individual hardship cases are assessed and arrangements to pay negotiated, other instances where ratepayers are not paying rates are being taken through the legal processes to recover the outstanding debts.

Council increased the Rate in the dollar paid by property owners by 4.1 per cent in 2012-13 to help fund the annual budget. This represented a one per cent rise above the national CPI, as of December 2011, and was a much lower increase when compared with nearby councils and most across the state. Local Government CPI was running at 4.4 per cent for the same period. This placed an even greater emphasis on being prudent with council spending.

Income for 2012-13 increased by just over \$1 million from the original estimate, to \$12.179 million, as a result of receiving payments for the 2013-14 annual Commonwealth Grant; increased income from resuming management of the Jetty Caravan Park; a financial contribution to set up a maintenance fund for the Wirrina water and sewer services; and a Special Local Roads grant.

Operational costs were reduced by more than \$600,000 due to savings made in staff costs; reducing the administration fleet; and reductions in spending across the organisation, including the use of contractors and consultants.

Some proposed works were delayed or not completed during the year and about \$400,000 of these have been carried over, to be completed during 2013-14. These include maintenance and a new toilet and entrance ramp at Second Valley Memorial Hall; IT system improvements; and footpath and planting improvements at Yankalilla Oval entrance.

While the above information is a brief indication of some of the more substantial financial results, over the full year 2012-13 council substantially reduced its budget deficit from an estimated \$2.5 million, to \$380,000. Outstanding loans were reduced from \$12 million to \$8.8 million.

Auditors

HLB Mann Judd was appointed as council's independent external auditors for 2012-13. The remuneration for undertaking the audit of council financial statements was \$11,000 plus travel expenses.

Council's audited financial statements are attached as Appendix I.

Appendices

Appendix 1 - Financial statements

Appendix 2 - FRWA Annual Report

Appendix 3 - S&HLGA Annual Report