

HOUSE OF ASSEMBLY
LAID ON THE TABLE
3rd Session, 51st Parliament

DISTRICT COUNCIL OF LOWER EYRE PENINSULA

Annual Report 2007 / 08



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1. A MESSAGE FROM THE MAYOR

Rod Pearson has been appointed as Chief Executive Officer of your Council. A Management Consultant was employed by council and an Australia wide search was conducted for suitable candidates. A short list was drawn up with subsequent interviews conducted. Rod met all the required management and experience criteria in a competitive environment.

On behalf of Council I would like to thank Peter Aird for his contribution to this Council during his twelve years of service as Chief Executive Officer.

Peter Aird has been appointed Manager Airports which is a new position with responsibility of three airports within the council area. However, of prime importance is the further development of the Port Lincoln Airport. Councillors and staff have been involved in planning and discussions with Consultants on the new terminal, land acquisitions and other infrastructure upgrades.

The new boat ramp at Coffin Bay has been opened and is a substantial improvement on the old ramp. The oyster industry contributes to the maintenance of the ramps by way of a levy.

Building and sub division approvals point to economic development and growth in population within the council boundaries. In particular the Point Boston development continues with infrastructure being developed and land sales.

Council has made provision for extensions to the main office by purchasing an adjacent property. The new building will overcome compliance issues in relation to health / safety issues in the existing building.

Mention should be made of the efforts by Diana Laube, who provided a consultancy service to Council in regards to the planning of Council's Strategic Plan.

The strategic plan is continuing to be monitored by Council to meet the needs of the rate payers and the management of risk, as are the operational plans by management monitoring progress against budget. The environmental and associated issues are dealt with by way of Council and staff to ensure that legislation and compliance are adhered to.

In conclusion, I sincerely thank our senior staff and all of our employees for their efforts and dedication over the past year. I also thank Councillors for their time and efforts in the decision making process of Council, for the benefit of the rate payers.

Mayor Maxwell J Hill

2. ACTING CHIEF EXECUTIVE OFFICER'S REPORT

The decision by Peter Aird to relinquish the position of Chief Executive Officer at the end of April came as a surprise to most Councillors and staff after he had completed some twelve years in this position.

Fortunately for Council, Peter has taken up the newly created position of Airport Manager for the Port Lincoln Airport where his experience and knowledge will be invaluable to Council in its management of this vital infrastructure link in the Eyre Peninsula network. I take this opportunity to record the appreciation of Council to Peter for his efforts over twelve years in leading the Council in this diverse role (and many more years as the Works Manager).

As Deputy Chief Executive Officer I was appointed Acting CEO at the start of May 2008 following Peter's departure from the position and have subsequently been contracted to fill the position for a five year term.

The 2007/08 year also saw the retirement from Local Government of Council's Works Manager Ian Fitzsimons in December. Ian is a former elected member of Council and his return as an employee was enjoyed by his fellow workers. In retirement Ian spoke of the significant \$6.0m sealing of the Bratten Way as his major achievement. I thank Ian and wish him well in his new ventures.

Council has been fortunate to appoint Damian Windsor to the Work's Manager's position, and complementing his engineering skills, Damian brings a welcome new direction and professionalism in management to our organisation.

Council commenced the task of reviewing its Strategic Plan during the year with an expected conclusion to this project being October 2008. Diana Laube has been contracted to lead the process which has been the subject of spirited discussion amongst the Strategic Plan Working Group.

In line with the Local Government Act 1999, Council is required to support its Strategic Plan with a ten year Long Term Financial Plan and an Infrastructure and Asset Management Plan. Council adopted its first Long Term Financial Plan in March based on the existing Strategic Plan. This plan will be updated prior to the 2008/09 budget to reflect the new Strategic Plan adopted by Council in October 2008.

The Infrastructure and Asset Management Plan is due for completion by November 2008, and in support of the Long Term Financial plan, will provide Council with sound tools for basing planning for future capital projects, replacement of existing infrastructure and decisions on service levels to be provided to the public.

2. ACTING CHIEF EXECUTIVE OFFICER'S REPORT cont'd:

Development is continuing at an almost unimaginable pace, particularly in the Lincoln fringe area. This is clearly a bonus for the region, but has created significant work loads in planning and development, an area managed for Council by Leith Blacker. The demand for Rural Living in the Boston Township area has outstripped supply meaning that Council has undertaken to conduct a Development Plan Amendment (DPA) to consider an expansion of the Rural Living Zone. Along with DPA's being undertaken at North Shields, Cummins, the Deferred Urban area at Coffin Bay and the State Government Better Planning Development amendments the Development Manager, along with senior staff and the Council has significant planning decisions and responsibility in the near future.

The progress of Point Boston is being monitored by Council staff, as this development of over 600 allotments is the most significant undertaken in the Council's history. While all created allotments will be held under a Community Title, Council has responsibility to ensure that all Land Division Consent Conditions are complied with in line with approval issued by the Development Assessment Panel which acts independently from Council.

Significant focus has centred on the infrastructure requirements for the mining industry, in particular for the operations of Centrex and their plans to export Iron Ore from Port Lincoln. The future decision on a new mining export port south of Port Neill, upgrading of rail from Ungarra to the new port and further upgrading of the narrow gauge railway on Eyre Peninsula to cope with the demand of mining are vital issues yet to be resolved. The decision on the future of the railway as against the use of State and Local Government roads to transport the produce will impact enormously on Local Government on a regional basis.

Mining offers a new wave of prosperity for Eyre Peninsula, and its development in a safe manner for road users and with positive impact on local towns is a priority.

Climate change and recent droughts are taking a heavy toll on our agricultural sector. While the southern areas of our Council district have had reasonable seasons, the northern areas are in need of wet winters.

From a Council perspective, the consequences of climate change include rising sea levels, unpredictable weather events and the requirement for a careful review of coastal planning strategies. Local Government has signed a sector agreement with the State Government to instigate climate change strategies, including the development of regional strategies to plan for the future.

The development of the SA Water Long Term Plan has been monitored by the Eyre Peninsula Water Security Reference Group including representatives of Council. The most significant outcome of the plan is the recognition of the need to supplement the region's water supply, with the building of a desalination plant in 2013/14 identified as a likely solution. Those involved in the development of the plan have recognised the need for Eyre Peninsula to not be reliant on the River Murray for future supplies.

Tourism continues to be an important industry on Eyre Peninsula and the District Council of Lower Eyre Peninsula plays a key role in this industry through its ownership and management of the Port Lincoln Airport. Council has recognised its responsibility in this area and has adopted an Airport Business Plan setting out fundamental principals of its operation of the airport. The appointment of an Airport Manager is recognition of the issues facing the Council in airport management, including the development and maintenance of required infrastructure.

Expansion of air services is also on the agenda for Council, including the requirements any decisions will place on infrastructure and the terminal building. With this in mind Council are working with a consultant to develop design plans and costing for a future terminal building but acknowledge that a decision to proceed with the project will need to be supported by a business case supporting such an action.

A two year partnership agreement has been entered into with Regional Express aimed at continuing the growth of the Port Lincoln / Adelaide route. While Council has foregone a percentage of its passenger levy to achieve the partnership, it has recognised the benefit of a relatively low cost, reliable air service to the Eyre Peninsula region.

Waste Management is an ongoing issue for Local Government on Eyre Peninsula and the District Council of Lower Eyre Peninsula has entered into a Memorandum of Understanding with the District Council of Tumby Bay and the City of Port Lincoln to establish a regional waste management site.

Finally I recognise the contribution of elected members and staff over the 2007/08 year and look forward to the Council involvement in ensuring that Lower Eyre Peninsula increases its reputation as a region of choice.

R W PEARSON
ACTING CHIEF EXECUTIVE OFFICER

3. COUNCIL HISTORY AND PROFILE

The District Council of Lower Eyre Peninsula has its origins entrenched in the area of Port Lincoln and Districts.

The District Council of Port Lincoln was proclaimed on 1 January 1880, and its area comprised only the Hundred of Lincoln.

Following the passing of the District Council's Act No. 419 of 1887 the area of the District Council of Port Lincoln was extended on 5 January 1888 to include the remainder of the County of Flinders and all the surrounding islands, making a total area of 4,771 square kilometres.

On 3 July 1890 the Hundreds of Kiana, Mitchell and Shannon were added to the Council area - another 1,372 square kilometres.

The Hundreds of Yaranyacka, Koppio and Stokes were severed from the District Council of Port Lincoln and together with other areas formed the District Council of Tumby Bay - promulgated on 21 June 1906

On 18 August 1921, an area of 2,153 hectares was severed from the District Council of Port Lincoln to become the Corporate Town of Port Lincoln, with the remainder of the area becoming known as the District Council of Lincoln.

On 21 March 1935, approximately 1,214 hectares was severed from the Corporation of Port Lincoln and re-annexed to the District Council of Lincoln.

On 1 July 1981, an area of 1,970 hectares was severed from the District Council of Lincoln and annexed to the Corporation of the City of Port Lincoln.

On 1 July 1982, an area of 1,634 hectares was severed from the District Council of Lincoln and annexed to the District Council of Tumby Bay.

The Council area was divided into five wards until 1938, when on 7 April, the area was further divided to create six wards, with one Councillor for each ward. This remained until 20 February 1947, when the number of Councillors for Mortlock Ward was increased to two, effective from the first Saturday in July. On 19 November 1987, a proclamation was gazetted re-dividing the area into four wards, whilst maintaining the number of Councillors at seven. These changes took effect on 1 January 1989.

On 21 January 1988, by proclamation in the government Gazette, the name of the Council was changed to the District Council of Lower Eyre Peninsula.

3. COUNCIL HISTORY AND PROFILE - cont'd:

On 7 April 1994, a proclamation appeared in the Government Gazette to abolish the ward boundaries and the seven Councillor membership was retained.

The Council today encompasses an area of 4,763 square kilometres with 684 km of coastline. The resident population is 4,577 and the Council is responsible for maintaining a road network of 1,361 km of which 119 km is sealed. Council owns and operates the Port Lincoln Airport, which plays a vital role in the transport system serving Eyre Peninsula. The airport caters for some 150,000 passenger movements and 12,000 aircraft movements annually. Council owns and operates sixteen aged / handicapped independent living units in Cummins. Council also owns the Coffin Bay Caravan Park and the operation of this facility is leased to independent managers.

The District Council of Lower Eyre Peninsula is largely a rural community, interspaced with small country and coastal towns. The extensive east and west coasts of Council's boundaries provide magnificent fishing and surfing beaches, complimented by breathtaking views of rugged cliffs, idyllic picnic-spots and the beauty of the colour-changing Marble Ranges. The major industries of agriculture, aquaculture, fishing and tourism are recognised as being of primary significance in the State's economy.

The Head Office of Council is in Cummins and the original office in Port Lincoln has been retained as a Branch Office. Works Depots and staff are located in Cummins and at the Port Lincoln Airport. Council has a work force of thirty employees and contracts out a number of specialised functions and major projects.

Facilities provided by other organisations in the area include a medical clinic and hospital with hostel accommodation at Cummins, the Cummins Area School providing for students from reception to year 12, Rural Primary Schools at Lake Wangary, Karkoo and Poonindie and a wide range of sporting facilities throughout the district.

As at 30 June 2008 the Council comprised of M J (Max) Hill (Mayor), J K (Julie) Low (Deputy Mayor), G S (Gaile) Bobrige, P J (Phillip) Porter, L P (Leon) Murray, P B (Paul) Pedler and N H (Neville) Trezise.



4.

Map of Council Boundary



Main Office:

32 Railway Terrace,
Cummins SA 5631

Ph: 8676 2106
Fax: 8676 2375
8.30 am – 5.00 pm

PO Box 41
Cummins SA 5631

Branch Office:

38 Washington Street,
Port Lincoln SA 5606

Ph: 8682 1622
Fax: 8683 0232
10.00 am – 1.00pm / 2.00pm – 4.00pm

Council Meetings:

9.00 am - Third Friday of every month

Email: mail@dclep.sa.gov.au

Web: www.lowereyrepeninsula.sa.gov.au

5. GOVERNANCE

- **ELECTED MEMBERS**

- **Photo and Council History**



Mayor M J Hill
Elected: 2003
Mayor 2006 – Current



Deputy Mayor J K Low
Elected: 1995
Chairman Finance: 2000 - 02
Chairman Works: 2002 – Current



Cr G S Bobrige
Elected: 2000
Chairman Finance: 2002 - 2006



Cr P B Pedler
Elected: 2003
Chairman Finance: 2007 – Current



Cr N H Trezise
Elected: 2006



Cr L P Murray
Elected: 2003



Cr P J Porter
Elected 2006

- **Allowance Paid to Elected Members**

The following annual allowances were paid to members for the year ending 30 June 2008:

Mayor: \$15,000

Deputy Mayor and or Presiding Member of one or more Standing Committees:
\$6,540

All other Members: \$6,000.

A mileage allowance is paid for travel to Council and other approved meetings.

5. GOVERNANCE

cont'd:

- **ELECTED MEMBERS**

- **Training & Development Activities for Members**

Some members attended workshops organised by the Local Government Association of SA and the Eyre Peninsula Local Government Association.

Cr G Bobrige attended the *Council Members Residential Program* and received a Certificate in the "Council Members Governance Program – modules one and two".

- **REPRESENTATION REVIEW**

As at the last closing date under the Local Government (Elections) Act 1999 the number of electors for the area was 4318 with 7 Councillors constituting the Council, resulting in a "representation quota" of 616.

The District Council of Lower Eyre Peninsula is classified as Rural Agricultural Medium (RAM) and the average "representation quota" for the eleven South Australian Councils in this classification is 395.

Councillor Representation Quota Comparisons

Information provided by the Local Government Association of SA.

Council	Electors	Members	Representation Quota
Barunga West	2956	10	295
Ceduna	2521	9	280
Goyder	4057	7	579
Kangaroo Island	5035	10	503
Kingston	2739	11	249
Lower Eyre Peninsula	4318	7	616
Mt Remarkable	3186	7	455
Peterborough	1754	9	194
Southern Mallee	1961	9	217
Tumby Bay	2616	9	290
Yankalilla	6030	9	670

Provisions of the Local Government Act 1999 require Council to comprehensively review the composition of the Council at least once in every eight years. Accordingly Council is required to complete the next representation review by October 2009. This review will include assessment of the number of Councillors elected, the use or otherwise of wards to segregate areas, the name of the Council and the manner in which the Principal Member of Council is elected.

5. GOVERNANCE

cont'd:

• REPRESENTATION REVIEW

cont'd:

Section 12 of the Local Government Act 1999 provides for interested persons to make written submissions to any initial elector representation review conducted by Council. It also provides for interested persons to make written submissions on the elector representation final report prepared by Council following a review. In both cases people making a submission are also entitled to appear before Council (either in person or by representation) to be heard on their submission.

• DECISION MAKING STRUCTURE OF COUNCIL

The decision making body of Council is the full Council whose standard meeting date is on the third Friday of every month, with other meetings called as required. In addition to this Council has established a number of Committees to assist with the decision making process. The Committees generally meet at least once per month, or on an as needs basis. These Committees are as set out below with the membership as at 30 June 2008.

• COUNCIL COMMITTEES AND DELEGATIONS

○ Council Committees

Works Committee.

Membership: All members of Council.

Finance Committee.

Membership: All members of Council.

Cummins Homes Committee.

Membership: Maureen Maloney, Doreen Loller, Yvonne Darling, Edna Dahlitz and Ludi Mihaljevic as representatives of the Community and M J Hill and P B Pedler (Chairman) as representatives of Council.

Audit Committee.

Membership: Mayor M Hill, Cr P Pedler and Mr D Watson.

Staff Committee.

Membership: Councillors M J Hill., J K Low and N H Trezise.

Development Assessment Panel

In addition to these Committees Council has also established a Development Assessment Panel. The panel operates independently to Council and is responsible for the assessment of development applications against the provisions of Council's Development Plan. Membership of the panel at 30 June 2008 was M L Roberts (Chairman), Cr J K Low, Cr P J Porter, Cr N H Trezise, J Isle, A Chappell and S Johnston.

○ Allowances Paid to Council Committee Members

Community representatives appointed to the Development Assessment Panel were paid sitting fees as follows:

Presiding Member: \$150.00 per meeting attended.

Other Members: \$100.00 per meeting attended.

A mileage allowance is paid for travel to Development Assessment Panel meetings.

5. GOVERNANCE

cont'd:

- **COUNCIL COMMITTEES AND DELEGATIONS**

cont'd:

- **Delegations**

Council employs a number of staff to undertake the day to day running of the organisation and to facilitate the provision of services to the community. Council have delegated authority to members of staff to make decisions on various administrative and operational matters. These delegations are listed in the Policy Manual and are reviewed periodically by the Council.

- **CONFIDENTIALITY PROVISIONS**

The number and type of meetings held during 2007 / 08 where the public were excluded are as follows:

- 12 Council Meetings – public excluded on 5 occasions
- 24 Committee Meetings (Finance / Works) – public excluded on 1 occasion
- 1 Special Council Meeting – public excluded on no occasions

As at the 30th June 2008 6 matters have been kept confidential and a decision to keep those minutes confidential will be reviewed by June 2009.

- **SERVICE DELIVERY**

This Council uses a variety of options to ensure the cost-effective delivery of services. These include:

- Waste collection and disposal of collected waste is subject to competitive tendering.
- Operation of waste disposal sites is undertaken by a combination of contractors and a small component of Council's workforce.
- Council's public convenience cleaning is subject to competitive tendering with the exception of two public convenience blocks, which are being cleaned under contract by local community groups at current commercial contract rates.
- The majority of Council's gardening and footpath maintenance is subject to competitive tendering with Council's workforce and equipment providing additional resources to meet peak demands such as during the spring mowing season.
- All bitumen work, including maintenance and new work, is subject to competitive tendering.

5. GOVERNANCE

cont'd:

• SERVICE DELIVERY

cont'd:

- The construction of open surface roads is a significant part of Council's ongoing service delivery program. The method of delivering this service is a combination of Council staff and equipment used on hourly hire rates, with contractors paid at unit rates. This has been found to be the most cost-effective method to undertake this type of work over many years. The contract component relies on production rates to generate contractor payments and the Council staff component ensures standards and quality requirements are met without excessive supervision costs.
- The construction of sealed roads is also undertaken using a combination of contract components and Council staff and equipment charged at hourly hire rates. Works Department staff continues to monitor the unit costs of such work against other Councils and contractors to ensure cost-effective outcomes.
- All major projects of a specialised nature, such as the crushing of road base material or specialist project planning, are subject to a competitive tendering process.
- Council's work teams are given an opportunity to tender for all services which are subject to a competitive tendering process.
- Council's Policy regarding purchasing procedures includes: *Preference for local suppliers is encouraged where the quality and price are competitive.*



6. STAFF

• SENIOR EXECUTIVE OFFICERS

Council employs five senior executive officers. As at 30 June 2008 Council were in the process of replacing its Chief Executive Officer with Mr Rodney Pearson, filling the vacancy as Acting Chief Executive Officer.

Details of the senior executive positions and the officers currently holding the positions and a summary of benefits provided to the officers for year ending 30 June 2008 is as follows:-

- Chief Executive Officer: Vacant (Rodney Pearson Acting CEO)
 - Salary
 - Private use of motor vehicle
 - Work clothing subsidy
 - Mobile phone
- Deputy Chief Executive Officer: Rodney Pearson
 - Salary – includes performance related bonus (subject to Council appraisal)
 - Private use of motor vehicle
 - Mobile Phone
- Works Manager: Damian Windsor
 - Salary – includes performance related bonus (subject to Council appraisal)
 - private use of motor vehicle
 - mobile phone
- Airport Manager: Peter Aird
 - Salary
 - Private use of motor vehicle
 - Mobile phone
- Development Manager: Leith Blacker
 - Salary – includes performance related bonus (subject to Council appraisal)
 - Private use of motor vehicle
 - Mobile Phone

- **ORGANISATIONAL STRUCTURE**

- **Staff List**

Administration

Vacant	Chief Executive Officer
Rod Pearson	Acting Chief Executive Officer
Glenda Pickford	Secretary
Leanne Vigar	Finance Officer
Margaret Wandner	Rates Officer
Bryce Breed	Administration Officer
Alicia Richter	Administration Officer – maternity leave
Karla Telfer	Administration Officer (Part Time)
Julie Elliott	Administration Officer (Part Time)
Carolyn Miller	Administration Officer (Part Time)
Sacheen Hopewell	Administration Officer (Part Time)
Pam Laing	Administration Officer - Lincoln Office
Dianne Modra	Economic & Community Development Officer

Development and Environmental Services

Leith Blacker	Development Manager
David Hall	General Inspector

Works Department

Damian Windsor	Works Manager
Gary Jutzen	Technical Officer

- **Cummins Gang:**

Vacant	Supervisor
Peter Wandner	Ganger
Trevor Arnold	Plant Operator
Andrew Edwards	Plant Operator
Paul Mickan	Plant Operator
Terry Sampson	Plant Operator
Chris Jones	Plant Operator

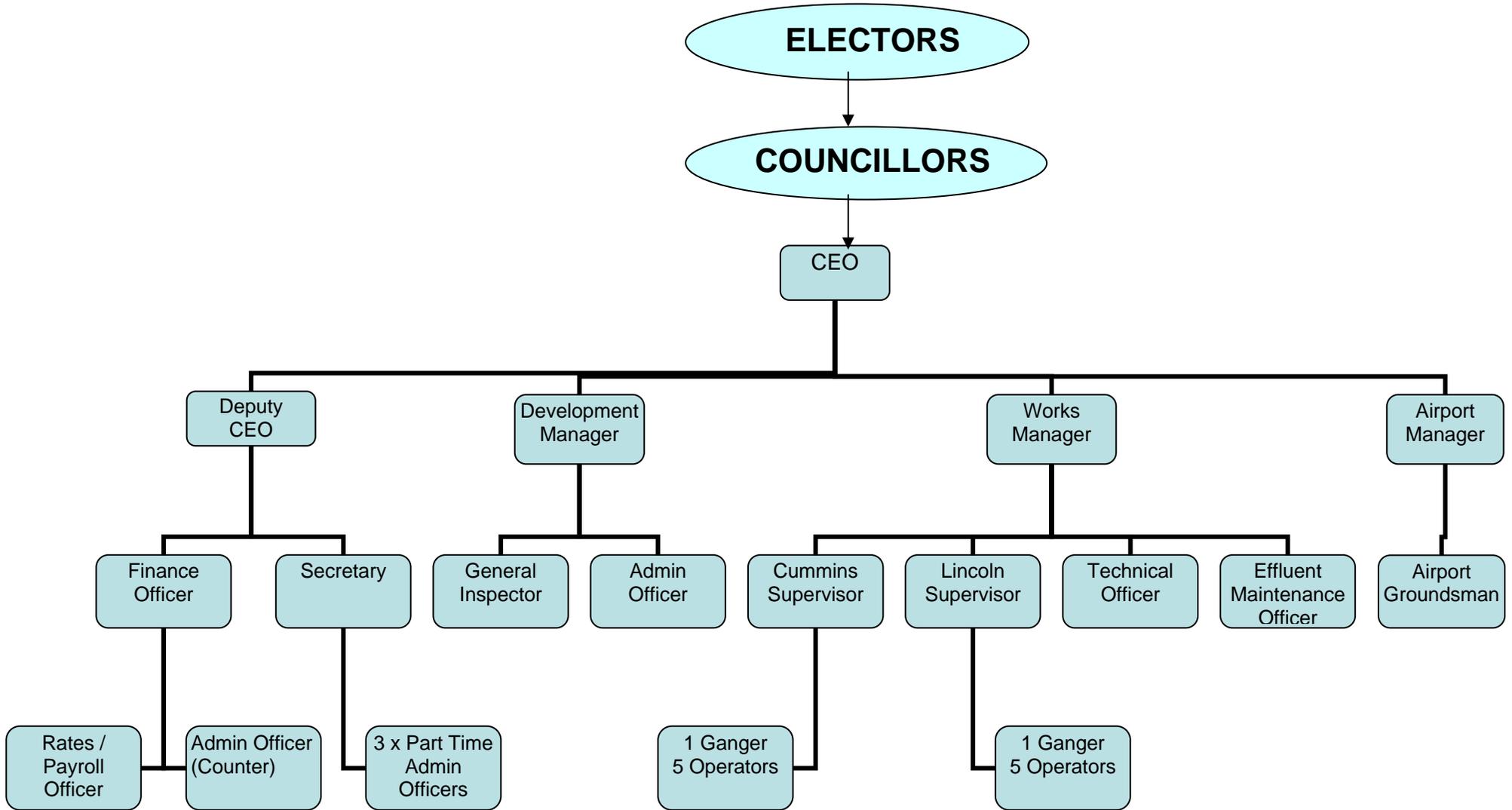
- **Lincoln Gang:**

Bob Aird	Supervisor
Ian Bennie	Ganger
Dale Fergusson	Plant Operator
Mark Paxon	Plant Operator
David Harrold	Plant Operator
Greg Smith	Effluent Maintenance Officer
Trevor Bateman	Plant Operator

Port Lincoln Airport:

Peter Aird	Airport Manager
Dion Clarke	Airport Groundsman

o ORGANISATIONAL CHART



- **HUMAN RESOURCE MANAGEMENT**

The District Council of Lower Eyre Peninsula believes it has a social responsibility towards all Members of its community and is required to create an employment environment which reflects the values and needs of the community.

Accordingly, the District Council of Lower Eyre Peninsula is firmly committed to the principle of equal employment opportunity for all Staff.

Council's policies reflect commitment to create a work place that is free of discrimination and in which all people are permitted equal access and opportunity to progress to the full extent of their ability.

Council have an Equal Employment Opportunity Consultative Committee, comprising of:-

- 2 representatives from the Works Department

- 1 representative from the Administration Department

- 2 representatives from Management

 - (1 being the Chief Executive Officer who is also the EEO Officer)*

- 1 Councillor.



7. FREEDOM OF INFORMATION

o Freedom of Information Statement

1. General Information

The Freedom of Information Act 1991 provides legislation and guidelines for access and provision of information to the public. If Council refuses access to a document a certificate must be issued stating the reason for the document being treated as a restricted document.

Most information and files held by the District Council of Lower Eyre Peninsula are available for public viewing. There are some exceptions such as personal and personnel records and matters which are subject to litigation, however, information is generally readily available for viewing at no charge or at a minimal reproduction charge.

Most information is readily available without recourse to the Freedom of Information Act and members of the public are invited to discuss access to Council documents not available for inspection, free of charge or for purchase with the Chief Executive Officer.

All requests for information under Section 13 of the Freedom of Information Act 1991 for access to documents should be accompanied by the relevant application fee and directed in writing to: -

The Chief Executive Officer
District Council of Lower Eyre Peninsula
PO Box 41
Cummins SA 5631

Additional search fees may apply to requests where substantial staff time is involved to access the requested documentation.

2. Requests Received for Information under the Freedom of Information Act 1991

For the year ended 30 June 2008 the District Council of Lower Eyre Peninsula received no requests under the provisions of the Freedom of Information Act to provide information.

3. Request by Public for Amendment to Council Records

The Chief Executive Officer will consider requests for amendment of Council records concerning personal affairs of a member of the public. Where appropriate a request for amendment of a Council record, as set out in Section 31 of the Freedom of Information Act 1991, as amended, will be required to be made. In such instances applications are required to be addressed to: -

The Chief Executive Officer
PO Box 41
Cummins SA 5631

4. Council Policy Documents

Council's policy documents are available for inspection or purchase at the principal office of Council, Railway Terrace, Cummins SA 5631, between the hours of 9.00 am and 5.00 pm, Monday to Friday, excluding Public Holidays. A copy of the index to Council's Policy Manual has been included in this report as "**Appendix B**". This sets out the full list of Council's policy documents as at 30 June 2008.

5. Council Regulation – Acts and Plans

Council is regulated under several Acts and / or is required to provide information under other Acts. A listing of key Acts and Plans that Council either operates under or takes guidance from includes: -

Local Government Act 1999
Freedom of Information Act 1991
Building Code of Australia
Public and Environmental Health Act 1987
Food Act 2001
Environmental Protection Act 1993
Dog and Cat Management Act 1995
Development Act 1993
Fire and Emergency Services Act 2005
Lower Eyre Peninsula Development Plan 2007
District Council of Lower Eyre Peninsula Strategic Plan
District Council of Lower Eyre Peninsula Annual Business Plan
South Australian Strategic Plan



8. DOCUMENTS AVAILABLE TO THE PUBLIC

• COUNCIL POLICIES

Council's Policy Documents are available for inspection or purchase at the principal office of Council, Railway Terrace, Cummins, SA 5631, between the hours of 9.00 am and 5:00 pm, Monday to Friday, excluding Public Holidays.

A copy of the index to Council's Policy Manual has been included in this report as **Appendix "B"**. This sets out the full list of Council's policy documents as at 30 June 2008.

• REGISTERS

The following are the registers required to be kept under the Local Government Act 1999:

- Members Register of Interests
- Members Register of Allowances and Benefits
- Officers Register of Salaries and Benefits
- Officers Register of Interests
- Community Land
- Public Roads
- By Laws

The following are registers required to be kept under the Local Government (Elections) Act 1999:

- Campaign Donation Returns prepared by candidates

Council is compliant with these requirements.

• CODES OF CONDUCT AND CODES OF PRACTICE

The following are the Codes of Conduct required to be kept under the Local Government Act 1999:

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

Council is compliant with these requirements.

9. OTHER INFORMATION

- **AUDITOR INDEPENDENCE**

John D Ewen of John D Ewen & Associates has been appointed Council's Auditor for a 5 year period. During the 2007/08 financial year the remuneration paid to the Auditor was \$8,800.00. There were no amounts paid for non audit fees.

- **NATIONAL COMPETITION POLICY**

Council has not conducted any category one or two "Significant Business Activities" or submitted any "In House Tenders" for Council activities during the 2007 / 08 year.

Council received no competitive neutrality complaints during the year.

Council had no by-laws in operation during the 2007 / 08 year.

- **COMMUNITY LAND**

- **Progress on Preparing Management Plans for Community Land**

Council has reviewed the classification of all land and following the required public consultation procedure 38 parcels of land have been excluded from the Community Land classification. These exclusions leave a further 120 parcels of land still classified as Community Land. Community Land Management Plans have yet to be finalised.

10. STRATEGIC PLAN

The District Council of Lower Eyre Peninsula Strategic Plan 2007/2011 was adopted by Council in October 2006 and was designed to outline the objectives of the Council for the following five years.

The 2007/08 year was the first financial year following the adoption of the Strategic Plan and the following is a summary of the performance of the Council in implementing the plan during the year.

Objective 1 Provide and Maintain Appropriate Infrastructure and Services

1.1 Improve, in an effective and efficient way, the standard of the unsealed road network throughout the Council area:

- Rubble road re-sheeting works carried out with expenditure of \$380,900 as against the strategic plan amount of \$295,000

Projection for 2008/09 \$317,000 to be spent on rubble road re-sheeting

1.2 Continue the program of sealing township roads according to strategic priorities:

- Long Beach Road, Coffin Bay sealed at a cost of \$166,000 as against strategic plan estimate of \$220,000

Projection for 2008/09 \$217,000 to be spent sealing

- Bruce Terrace, Cummins (near RSL),
- Railway Triangle, Cummins
- Eighth Street, Wangary
- Haigh Drive, Tiatukia

1.3 Continue to seek opportunities to fund rural roads of regional significance:

- \$4,500 spent on completion of Bratten Way project

1.4 Upgrade infrastructure to meet current and future needs:

- \$368,100 spent on Gun Club Road realignment, with the Point Boston Developer contributing \$293,000
- \$237,200 spent on acquisition of adjoining building and replacement of air conditioning system in current Cummins office building. Council's strategic plan provision for the total building upgrade is \$800,000
- Council spent \$42,500 on street lighting expenditure, however no upgrading to network was undertaken
- Council spent \$48,500 on footpath maintenance. It was intended to increase the effort in this area by \$10,000 over the previous years allocation, however this amount was not expended due to the dry season.

10. STRATEGIC PLAN

cont'd:

Projection for 2008/09 Airport Terminal Upgrade
Continued increased effort to provide and upgrade
Street Lighting
Continued increased effort in footpath maintenance

1.5 Plan for Infrastructure needs in the future to ensure efficiencies of operation:

- The following projects are planned over the five year period of the plan and were not commenced during the 2007/08 year
 - Assist in formulating Lower Eyre Peninsula Boat Ramp strategy
 - Use Asset Management Plan to assess all future infrastructure needs – (Plan due to be completed by end of November 2008)
 - Assess future needs for sealing roads and determine maintenance requirements as identified in Asset Management Plan – (Plan due to be completed by end of November 2008)
 - Develop a plan for transport network in Cummins
 - Develop a plan to prioritise footpath construction throughout the district
- Assess requirements and plan for future Council offices in Port Lincoln
- Monitor demand at the Airport and closely liaise with other agencies re changing needs
 - Council liaising with SATC, ERDB and airline operators in regards to future needs of the airport

Projection for 2008/09 \$10,000 provided to assess requirements and plan for
Lincoln Office
Continue with five year projects as above

Objective 2 Assist the community to be vibrant, prosperous and sustainable

2.1 Maximise tourism opportunities in our community:

- Lobby Tourism EP to develop tourism map to promote Southern EP
 - Tourism EP approached to coordinate the project

Objective 2 Assist the community to be vibrant, prosperous and sustainable
cont'd:

- The following projects are planned over the five year period of the plan:
 - Collaborate with other stakeholders in the production of the Southern EP Tourism map
 - Explore new markets of high yield tourism in the Airport planning process, as a partner of other agencies and tourism stakeholders
 - Council liaising with SATC, ERDB and airline operators in regards to future needs of the airport
 - Monitor the effectiveness of the Visitor Information Centre funding in terms of the outcomes for our area
 - Council considered reports received from the VIC

Projection for 2008/09 Continue with five year projects as above

2.2 Maintain and Improve Council's tourism assets

- Strategic sites for motor home sullage points identified in Coffin Bay, North Shields and Cummins and construction commenced

Projection for 2008/09 Nil

Objective 3 Improve the quality of life for residents

3.1 Encourage participation of youth in our community:

- Support Youth Advisory Committee development and mentoring projects
 - Funding provided to YAC to develop youth booklet
- Promote dialogue with youth to determine their priorities in all Council areas, using Youth Development Officer
 - Project deferred in 2007/08 year
- **Projection for 2008/09 \$2,000 provision to promote dialogue with youth to determine their priorities in all Council areas, using Youth Development Officer**

3.2 Assist the well – being of our residents:

- \$50,000 to assist private developers by providing road infrastructure in future residential land divisions in Cummins
 - Offer not taken up by developers.
- Continue to assist individual sporting clubs and community groups with capital projects, on a merit basis
 - Funding provided to Cummins Tennis Club, Marble Range Sporting Club and Karkoo Hall Inc
- The following projects are planned over the five year period of the plan and were not commenced during the 2007/08 year
 - Consider future management, ownership and redevelopment options for Cummins Homes
 - Consider joint use of walking / cycling facilities
- Continue the works identified under the Coffin Bay Town Centre project:
 - Plans continue to be refined and funding applications were submitted
- Reduce the growing litter problem in Coffin Bay by increased resource allocation:
 - Council undertook increased effort in 2007/08 with specific contract being considered to manage works in the future

Projection for 2008/09

Continue with five year projects as above
Continue to fund community groups and sporting clubs
Continue works on Coffin Bay Town Centre

3.3 Reduce some of the health risks for residents:

- Increase public toilet cleaning standards by increasing frequency and quality of cleaning
 - Public Convenience cleaning contracts renewed to provide for increased frequency of cleaning
- Identify and address areas of need re appropriate disability access to Council facilities
 - Funding not spent in 2007/08 year
- Begin to replace unstable gravel surface in parts of the Oyster walk
 - Increased expenditure on the Oyster walk to reflect this objective

10. STRATEGIC PLAN

cont'd:

3.3 Reduce some of the health risks for residents:

- The following projects are planned over the five year period of the plan and were not commenced during the 2007/08 year
 - Implement Rural Property Addressing to assist in emergencies
 - Produce maps for emergency services personnel showing property addresses
 - Advise residents of their address numbers
 - Use disability week to raise awareness of standards required for public access to private businesses

Projection for 2008/09 Continue with five year projects as above
Continue with increased frequency of public convenience cleaning
\$5,000 provision to commence addressing disability access to Council facilities

Objective 4 Strive for good governance incorporating open communication, sound planning and responsible financial management

4.1 Plan for future service needs in our community:

- Promote cadetships to assist Council in succession planning
- No progress in 2007/08

4.2 Improve methods of communicating with rate payers:

- The following projects are planned over the five year period of the plan and were not commenced during the 2007/08 year
 - Upgrade Council web site
 - Promotion of DCLEP in focus page with links to the web site
- The following objectives are identified in the plan and were maintained or developed during the 2007/08 year
 - Maintain face to face customer service in Port Lincoln
 - Further develop the community consultation phase as a component of the annual budget process

Projection for 2008/09 Continue with five year projects as above

4.3 Minimise the financial and physical risks faced by Council:

- Long Term Financial Plan developed
- Infrastructure and Asset Management Plans commenced

The following objectives are identified and are to be pursued or continued over the course of the five year plan

- Maximise opportunities for collaboration with other Councils
- Maintain a framework to meet OHS& W legislation as important aspects of employee safety
- Identify, assess and mitigate physical and financial risks, in conjunction with LGA Mutual Liability Scheme

Projection for 2008/09 Continue with objectives to be pursued or continued over the five year plan

4.4 Develop Planning Policy Documents:

- No new projects identified for commencement in 2007/08. However, continuation of the following Development Plan Amendments is to continue
 - Coffin Bay Deferred Urban and Industrial
 - Cummins Residential & Town Centre
 - North Shields Settlement Zone

Projection for 2008/09 Completion of Coffin Bay Deferred Urban DPA

4.5 Develop plans for the future of specific sites:

- The following plans are identified to be developed over the five year period of the plan and have not been commenced to end of 2007/08 year
 - Plan for future of the Pines Area
 - Options for the future of the Big Swamp Hall
 - Management plan for foreshore, Coffin Bay

Projection for 2008/09 Continue with plans to be developed over the five year period as identified above

Objective 5 Be responsible in the use and management of our heritage, natural resources and pristine environment

5.1 Plan and implement upgraded waste management options:

- The following are identified for consideration over the five year term of the plan and have not been commenced to the end of the 2007/08 year
 - Assess the need for transfer stations other than at Coffin Bay and Cummins
 - Examine options for recycling

Projection for 2008/09 Develop sub regional landfill facility in conjunction with neighbouring Councils
Develop Transfer Station in Coffin Bay

5.2 Upgrade management of effluent waste and consider options for reuse:

- The following objectives are identified for consideration over the five year period of the plan and were not commenced during the 2007/08 year
 - Develop strategies for any upgrades to current and new schemes required including Mt Dutton Bay, Louth Bay, Poonindie, Little Douglas, Gledstones Terrace and Tulka Stage 2
- Develop a plan for the re-use of Coffin Bay Waste Water:
 - Council has been successful in attaining a State Government grant to assist with the reuse of water on the Coffin Bay Golf Course
- Undertake an extensive review of scheme audits, current management practises and schedule for charging residents connected to CWMS in order to meet State Government Funding Expectations:
 - Council decided to equalise the CWMS levies in the 2010/11 year and amalgamate the reserve funds into a single reserve at this time

Projection for 2008/09 Continue with projects identified for consideration over the five year period of the plan

5.3 Protect the natural and built environment by better stormwater management

No projects identified in 2007/08 plan

Projection for 2008/09 No projects identified in 2008/09 year

5.4 Protect the coastal environments in areas of high tourism and residential use:

- The following objective is identified for consideration over the five year period of the plan and was not commenced during the 2007/08 year
 - Development of a Management plan for camping sites in coastal areas

Projection for 2008/09 Continue with five year project as above

5.5 Manage other environmental risks in the Council area:

- Develop a road side vegetation management plan
- not developed due to the cost of adhering to the requirements of the Native Vegetation Council
- The following objectives are identified for consideration over the five year period of the plan and were continued during the 2007/08 year
 - Support the bushfire prevention committee to establish new strategies for specific works
 - Carry out works as identified in the Bushfire prevention Plan
 - Work co-operatively on projects where Council infrastructure is involved
- The following objective is identified for consideration over the five year period of the plan and was not commenced during the 2007/08 year
 - Encourage NRM to undertake a strategic drainage study to identify priority works re salinity, including an assessment of Council's infrastructure requiring upgrading

Projection for 2008/09 Continue with five year projects as above

11. ANNUAL BUSINESS PLAN

The Annual Business Plan for the 2007/08 year was developed in the shadow of a significant Australia Wide drought in 2006, with the economy of the Eyre Peninsula region feeling the effects of this event.

The plan was formulated bearing in mind a balance between the desire to contain rate rises as a consequence of the drought and the achievement of the objectives of the Council strategic plan.

The Local Government Financial Sustainability inquiry of Local government in South Australia has adopted the use of seven key financial indicators by the industry to monitor performance.

The key index is the Operating Surplus which was \$452,000 for the year being a decrease from the surplus recorded in the previous financial year. The surplus was lower than the surplus of \$1,301,000 projected in the budget for the year.

The major contributing factors to this were Reimbursement (Developer Contributions towards Road Construction) being \$417,000 less than budgeted, Operating employee costs being \$162,000 more than budgeted and Materials, Contractors and Other Expenses being \$277,000 more than budgeted.

The actual operating surplus recorded represented an Operating Surplus Ratio of 13%, in line with LGA recommendations for the industry.

Council has financial assets in excess of financial liabilities at 30 June with net interest revenue exceeding finance costs.

The Local Government Act stipulates that Council is required to develop a Long Term Financial Plan and an Infrastructure and Asset Management Plan during the 2008 calendar year. The Financial Plan was adopted in March 2008 with subsequent annual review due prior to the adoption of the next budget.

The Asset Management Plan is currently under development and will be used to evaluate spending requirements on replacement of existing assets to ensure that adequate provision is made for these works.

Council's revenue amounted to \$6.6 million with General Rate Revenue contributing \$3.6 million or 42 percent. Other significant income came from User Charges (1.15 million) which principally results from the Port Lincoln Airport operations, and Operating Grants and Subsidies (1.02 million).

Reserves funds continue to be maintained for the Port Lincoln Airport, Cummins Homes and Coffin Bay Caravan Park to ensure that funds generated from these activities are available for future replacement of assets and upgrades as required.

Capital Works projects for the year included the completion of the Coffin Bay Boat Ramp which cost \$630,000 and was built over two financial years.

Road sealing projects were undertaken including the following: -

- Tiatukia - Haigh Drive \$ 62,000
- Coffin Bay - Limestone Lane \$ 62,000
 - Long Beach Road \$197,000
 - Esplanade \$102,000
- Gun Club Road \$368,000
- Richardson Road Extension \$ 96,000

Both the Gun Club Road and Haigh Drive projects were not completed and have been carried over to 2008/09.

Rural road re-sheeting costs amounted to \$480,000 and included significant works on Airport Lane, Settlers road, Proud Gully Road, Lawrie Road, Clarkes Lane and Hyde Road.

The Coffin Bay Town Centre project has seen further refinement of the plans but no capital works to date. Council are seeking funding solutions to see the on ground works commenced.

The budgeted new Sleaford Bay Public Convenience and rebuild of the Fishery Bay Public Convenience have been delayed pending approval of a suitable structure by the Department of Health. This issue has now been overcome and the projects will proceed in 2008/09.

Council have acquired the adjoining building to the Cummins office and options are being considered to upgrade the Cummins Office to provide for required office space and storage areas.

Budgeted funding assistance was provided to community groups in the Marble Range Community & Sports Club Inc \$16,000, and the Cummins Tennis Club \$18,000, while approved assistance in 2007/08 to the Karkoo Hall Inc will be paid in the 2008/09 year.

Routine services provided including walking trail maintenance, footpath maintenance and construction, waste management, library contributions, cemetery management, street lighting, foreshore maintenance, reserves maintenance and regulatory planning and development activities along with animal management proceeded generally in accordance with the Annual Business Plan.

12. SOUTHERN EYRE PENINSULA SUBSIDIARY

Council continues to participate in the Southern Eyre Peninsula Subsidiary as a Regional Subsidiary in conjunction with the District Council of Tumby Bay. The subsidiary provides the mechanism by which the two Councils jointly own one bulldozer and low loader for shared use. This innovative resource sharing venture has enabled both Councils to have the use of specialised equipment, while at the same time ensuring optimum usage of the equipment. The result of this partnership continues to provide savings in the ownership costs of a high capital cost machine.

A copy of the Annual Report and audited financial statements for the Southern Eyre Peninsula Subsidiary for 2007 / 08 has been included in this report as **Appendix "C"**.

13. EYRE PENINSULA LOCAL GOVERNMENT ASSOCIATION

Council also continues to participate in the Eyre Peninsula Local Government Association in conjunction with other Eyre Peninsula Councils. This Association is constituted as a Regional Subsidiary pursuant to Section 43 of the Local Government Act.

A copy of the Eyre Peninsula Local Government Association Annual Report and audited financial statements for 2007 / 08 have been included in this report as **Appendix "D"**.

APPENDIX 'A'

COUNCIL FINANCIAL STATEMENTS

APPENDIX 'B'

POLICY DOCUMENTS

APPENDIX 'C'

SOUTHERN EYRE PENINSULA SUBSIDIARY

ANNUAL REPORT AND FINANCIAL STATEMENTS

Southern Eyre Peninsula Subsidiary

2007/08 Annual Report

SUBSIDIARY MEETINGS

Each Council is represented by two delegates on the Subsidiary Management Committee.

The Delegates are as follows:

- Chairman – Cr M Mason (District Council of Tumby Bay)
- Cr P Pedler (District Council of Lower Eyre Peninsula)
- Cr L Murray (District Council of Lower Eyre Peninsula)
- Cr R Lawrie (District Council of Tumby Bay)
- Secretary – Mr E Roberts
- Accountant – Mr R Pearson

There were 5 meetings held during the year and the public are welcome to attend. The public were not excluded from any meeting during the year.

The Rules, Agendas and Minutes of the Subsidiary are available for public inspection.

PLANT:

The Subsidiary owns a Caterpillar D7H dozer and low loader. The dozer operated 1218 hours during the year.

The Caterpillar D7H dozer has been traded in on a new Caterpillar D7R dozer with delivery expected to be in December 2008.

APPENDIX 'D'

EYRE PENINSULA LOCAL GOVERNMENT ASSOCIATION

ANNUAL REPORT AND FINANCIAL STATEMENTS