

NORTHERN AREAS COUNCIL

2001 / 2002 Annual Report

**Northern Areas Council
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COUNCIL PROFILE

The Northern Areas Council is a Local Government authority situated within the heartland of the northern agricultural area of South Australia.

It is an area that has enjoyed prosperous times based on the traditional cereal and grazing pursuits of the farming community complimented by forestry operations. This has resulted in the establishment of a number of close knit communities with the largest town being Jamestown located 205 kilometres north of Adelaide. Jamestown is a regional rural centre providing an extensive range of services to the wider region. Jamestown is serviced by an all weather unsealed airstrip.

Laura, Gladstone, Spalding and Georgetown are the other major towns located within the Council area, and a number of other smaller townships of Yacka, Gulnare, Caltowie and Tarcowie have strong community ties within their respective localities. Strong links with the farming communities of Hornsdale, Bundaleer, Narridy, Stone Hut, Andrews, Washpool, Belalie East, Belalie North and Mannanarie are also prevalent.

The Northern Areas Council has common boundaries, with the Clare and Gilbert Valleys Council and the Wakefield Regional Council to the south, the Port Pirie Regional Council to the west, the Orroroo & Carrieton Council, the District Council of Peterborough and Mount Remarkable Council to the north, along with the Regional Council of Goyder to the east.

The Northern Areas Council has a population of 5045 residents with the majority of the population based in the respective townships.

Total Number of Electors	4316
Total Area	3070km ²
Sealed Road Length	103kms
Formed/Unformed Road Length	2097kms
* Total Road Length	2200kms
Number of Assessments	4176
Number of Rateable Assessments	3635
Rate Revenue	\$1,883,192
Capital Value (including exempt)	\$604, 357, 440
Total Operating Income	\$5,463,941
Total Operating Expenditure (including depreciation \$2,982,425)	\$6,261,352
Major Industries	Cereal Grazing Forestry

Office Hours

Principal Office
94 Ayr Street
Monday to Friday
Telephone
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Jamestown SA 5491
9am – 5pm
8664 1139
8664 1085
ceo@nacouncil.sa.gov.au

Branch Offices:

14 Fifth Street
Monday to Friday
(Closed for Lunch)
Telephone:
Fax:

Gladstone SA 5473
9am – 5pm
8662 2018
8662 2394

Main Street
Tuesdays and Thursdays only
(Closed for Lunch)
Telephone
Fax

Spalding SA 5454
9am – 5pm
8845 2017
8845 2017

Auditor

Dean Newbery and Partners
PO Box 755
NORTH ADELAIDE SA 5006

Bank

National Australia Bank
Ayr Street
JAMESTOWN SA 5491

Solicitors

Lynch & Meyer
GPO Box 467
ADELAIDE SA 5001

Voumard Bell
PO Box 171
JAMESTOWN SA 5491

CHAIRMAN'S REPORT

The 2001/2002 year has been an extremely busy, but successful year for Elected Members and staff of the Northern Areas Council.

There has been an ongoing effort from Works Staff to major infrastructure projects, namely:

- Caltowie to Stone Hut Road construction and sealing program – funded on a 2/3 State Government, 1/3 Local Government basis. Total cost of the project over the four-year program will exceed \$1.7 million. This project will provide for improved east-west access through the north west of the Council and links with other major roadways being the Main North Road and Barrier Highway (via Jamestown to Whyte Yarcowie)
- Jamestown to Booleroo Centre Road – continuing works on this road, which is fully funded by the State Government Rural Arterial Roads Program will see a vital road corridor sealed.
- Jamestown Flood Mitigation project – The Jacka Creek drain which is equal funded by Commonwealth, State and Local Governments and is an ongoing upgrade of waterways that have not coped with minimal flooding in the past. This will lead to long-term flood protection for Jamestown.

Council during the year also undertook an assessment through Mace Engineering Services of three roads put forward for priority assessment against the Regional Roads of Significance Funding Program (formally Special Local Roads Program). The three roads investigated were:

- Spalding to Booborowie Road (part Northern Areas Council, part Regional Council of Goyder)
- Gladstone to Huddleston to Crystal Brook Road (Northern Areas Council/Port Pirie Regional Council)
- Laura to Appila to Orroroo Road (Northern Areas Council/D/C Mount Remarkable and D/C Orroroo & Carrieton)

The assessment results found that the Laura to Appila to Orroroo Road met more clearly, the objectives of the Regional Roads of Significance Program and that this road would stand a greater chance of regional priorities against 15 other Councils making up the Central Local Government Region.

I am pleased to advise that it did receive the Regions number one priority, and while this must be resubmitted and “won” each year, the fact that the Region clearly recognised the importance of the northeast road network was encouraging.

Council whilst pursuing major infrastructure improvements does so from the viewpoint of “competing” for taxation revenue back to our Council. This benefits electors and residents in the longer term and allows us greater flexibility in purchasing/upgrading plant and machinery as well as generating revenue to assist with other community projects. This also allows us a longer-term capacity to build district roads that will withstand the wear and tear

imposed by heavy transport. The district road network remains a major priority of the Council's Works Program.

Our efforts in the future, through our Strategic Planning process will be to justify our infrastructure capital development of important assets including roads and community services, as well as making a strong lobby for new "maintenance" funding from the Financial Assistance Grants, and to fix the imbalance of funds from the Commonwealth to South Australian Councils.

There is no doubt that the pursuit of government funding from State and Commonwealth levels is changing, particularly as issues at the international level impact on the nation's "wallet". This is against a backdrop of increased demands on local government as a result of cost shifting from the two spheres of government.

This brings me to once again, in an annual report, thank all of the many volunteers who add to the quality of life that is available to residents of the Council. One major change noted at Council is the increasing participation of people in the 25-40 year age group back into Committee's in a range of clubs and organisations across the Council area. Hopefully even more of our people in this age group, will join in and make an even stronger community commitment.

Finally, I wish to thank my fellow Elected Members and their partners for the efforts throughout the year in attending formal Council meetings and business as well as their extensive representation on Community Committees. To our Senior Management Team and all administration and field staff I thank you for your ongoing commitment to the delivery of important, yet often unrecognised services and programs to our community.

Cr Jeff Burgess
Chairman

CHIEF EXECUTIVE OFFICER'S REPORT

The 2001/2002 financial year has presented many and varied challenges to Council along with the Works, Environmental Services, Finance and Administration, and Community Projects Development Departments.

With the election of a new State Government, there appears to be many reviews of previous programs and emerging community issues that staff are being required to report on.

Council has seen it as extremely important to participate at the regional level and has encouraged its Chairman to continue involvement as Chairman of the Central Local Government Region and as a member of the State Executive of (the) Local Government Association of South Australia, as well as a developmental role with the formation of the South Australian Regional Organisation of Councils (SAROC). This representation has also benefited Council greatly, with local issues of concern to our Council being able to be pursued more often at regional and State level.

The staff have been guided throughout the year by the Strategic Plan developed in 1999 and this has resulted in many key objectives and actions being achieved over that time. The Plan is currently up for review and a range of community consultations will be held in the latter part of 2002.

A major concern for Council and indeed local government as a whole, is the increasing nature of "cost shifting" onto Local Government. Whilst this jargon may not mean much to electors, it is having a major impact upon our ability to fund our annual asset maintenance and community service programs.

In the main, this appears to be due to increasing costs of compliance legislation from State Government levied upon local government. Instead of having staff time available to pursue economic development, environmental projects and projects targeted at youth and age – there is now a legal requirement that Council spend increasing amounts of time on such things as road closures and advertisements for community events, introduction of new food handling requirements, community lands management plans and registers, immunisation programs for families and a range of other "minor changes" in dealing with legislation and codes of practice etc.

As all community groups and individuals would realise, there is the impact of ever increasing insurance compliance requirements that Council staff are required to handle, with respect to community events and other day-to-day activities that all of our volunteer groups are involved in.

Council recently estimated that in the last three years over \$200,000 (per annum) has had to be reallocated in staff time towards Government legislation compliance or insurers' best practice standards.

Overall the year has been a productive one for Council, from major projects in roadworks, new tourism partnerships affecting the Southern Flinders Ranges, potential community

transport options for our area and ongoing community projects development. On top of this Council staff have worked professionally in meeting all of the “administrative” tasks faced by a local government authority.

I wish to convey my thanks to the Chairman and Councilors of our Council who continue to provide solid leadership and direction for staff and in the wider community. This is being achieved against a backdrop of increasing demands for services from local government away from purely infrastructure development and maintenance.

To all staff from operational to management, I am grateful for their ongoing positive attitude in meeting these increasing demands.

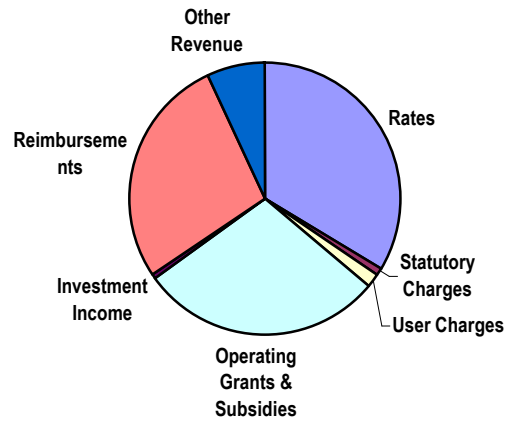
Paul McInerney
Chief Executive Officer

FINANCE OFFICER'S REPORT

The Annual Financial Statements for the Northern Areas Council were adopted by Council on 17 December 2002.

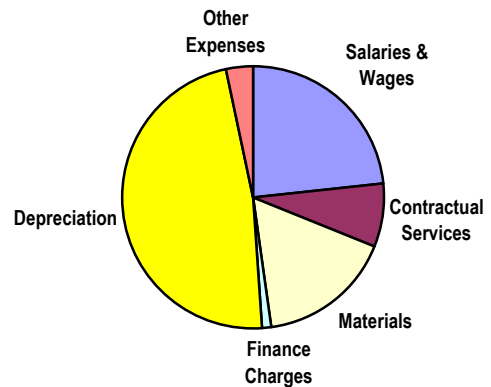
SOURCES OF FUNDS 2001-02

The overall result of the Council in 2001-02 was sound, with a final operating deficit of \$119,854, which was less than expected, and includes depreciation expenses of almost \$3,000,000. The timing of receipts and payments makes annual comparisons difficult. In 2001-02 allocations for Roads-to-Recovery and various Transport SA funding was received in advance for work to be performed in 2002-03.



The Council is at all times attempting to minimise its expenditure, while maintaining the expected levels of service throughout the Council area. Unfortunately insurance and utility costs have increased at a greater rate than rates revenue increases, and this dead-weight cost decreases the funds available for provision of better services. The Council employs a Community Projects Development Manager to seek grant funds for both the Council and other associated community groups.

USES OF FUNDS 2001-02



Community Projects – Grant Funding

The following grants were approved or received by Council in 2001-02, either direct to the Council or on behalf of community groups:

Jamestown RSL	Honour Board
Caltowie Hotel	Facility upgrade
Northern Areas Council	Youth Advisory Committee
Jamestown A & HS	Computer grant
Jamestown Racing Club	External sponsorship
Jamestown Lawn Tennis	Computer grant
Southern Flinders Alternative Farming Grow (Laura branch)	Water conservation
Northern Areas Council	Vehicle
Northern Areas Council	National Youth Week
Jamestown Table Tennis Club	Youth Foundation
	Facility upgrade

Gladstone Bowling Club	Hot water service
Gladstone CD & TA	Display boards
Northern Areas Council	Events calendar
Northern Areas Council	Information brochure
Jamestown Community School	Bush tucker project
ACCC	Regional Partnership
Grow (Laura branch)	2 x desk top computers
Georgetown Community Dev	New flag poles

The total additional grant funding approved or received in 2001-02 was \$182,745.

Outstanding Loans

Fixed rate loan commitments were reduced from \$1,093,185 to \$811,149. The loan commitment primarily consists of capital equipment. The bulk of the loans have a maturity range of 1 to 5 years, at an average interest rate of 6.63%. A short term floating facility for \$300,000 was drawn down in June 2002, as a funding measure prior to the receipt of the first rates installment in September 2002. The facility would be repaid shortly thereafter. The loan repayments for the year 2001-2002 represent 17.48% of rates revenue.

Plant and Machinery

As at 30th June 2002, the total book value of plant and machinery was \$2,550,000.

Reserves

The Council held the following amounts in reserve as at 30 June 2002:

General Property	90,000
Rocky River Community Bus	32,502
Jamestown STEDS	125,834
Laura STEDS	25,244
Bundaleer Channel	1,616
Hydrotherapy Pool	140,540
Long Service Leave	237,269
TOTAL	653,005

Peter Ward

Manager – Finance and Administration

ENGINEERING SERVICES REPORT

Another year has passed again with the Works Department heavily involved in major earthwork programs involving construction of major roads and major flood mitigation works.

Jamestown/Appila Road

This major road construction has been a \$2M project, involving construction and sealing of some 5km this year. A further 3.5km will see the completion of the 16.4km project. This construction has been carried out by Council on behalf of Transport SA.

Stone Hut / Caltowie Road

The continuing realigning, major culvert upgrade, and tar sealing has seen the completion of some 12km. Another year will see the finalization of this 17.7km major road link. This project, estimated at \$2.3M, has been jointly funded by Council and the State Government through the Special Local Roads Program.

Flood Mitigation

We have also seen the continuation of a 1.6 km section of the Jacka Creek project, involving major earthworks and stone drop structures. Further works on this section will involve additional stone structures and landscaping features.

This project is jointly funded by Council, State Government (through the Catchment Management Subsidy Scheme) and the Federal Government (through the Regional Flood Mitigation Program).

Additional works will be undertaken north of the Jamestown township to feed into the Jacka Creek channel. Works on this project, titled “*Northtown Catchments 1 & 2*”, will commence during the next financial year.

Council has again been very fortunate in being able to secure additional funding for the continuing implementation of the Jamestown Flood Mitigation Program which provides very important asset protection for the township, affording both private housing and business the confidence to expand and develop. Council has also secured funds to conduct a flood study for the township of Gladstone, which will be undertaken in the coming year.

Council Services

The Northern Areas Council covers some 12 townships of varying sizes, with a road network of 2200 km.

The major component of council’s budget is taken up by the Engineering Department, comprising parks and gardens, roads (both sealed and unsealed), footpaths and waste management.

There is always considerable in-kind support by Council staff and equipment for projects all over the Council area including park lands, school parking areas, sporting events, shows and many other special events.

Council has been very active in the area of general ratepayer service items and ongoing projects including:

- ★ Brick paving of town streets
- ★ Playground equipment upgrade
- ★ Kerb and gutter works and town main street upgrades
- ★ Resealing of town streets
- ★ Reticulation and garden areas

It is very important that the small projects are programmed and implemented to allow for smaller communities to upgrade their facilities and assisting larger projects to be planned.

The new requirement for accountability in all areas has put a large strain on the workforce particularly in relation to training and skills upgrading. The positive result coming from this is that as staff are better trained and multi-skilled benefits will be seen throughout the district.

Engineering staff are involved in the collection of road data, both physical and with traffic classifiers. This is needed for the technical information to be compiled to meet requirements for both State and Federal funding guidelines. It also enables council staff to evaluate and plan for the ever changing road needs and establish a working road program over the Council network. This particularly relates to new heavy vehicle regulations which will require further studies and changes to enable these vehicles to utilise the road network.

The engineering staff are continually upgrading the asset management requirements. This is a very involved program, incorporating collection of information on all town and rural roads, as well as general Council infrastructure. When completed and formally adopted by Council it will allow for better management of resources and projects, and enable more objective decisions to be made.

The demands of the engineering services are forever expanding and as Council is committed to ratepayer service, it has brought about a rationalization of Council's plant and truck operations. This coupled with the outsourcing of select Council activities, and working with the various contracting companies, is developing a pattern to allow for the best utilization of staff and equipment. The major projects (both road and drainage), coupled with local projects, have enabled staff with their new equipment and additional training opportunities, to further develop their overall skills.

I am pleased to say the engineering staff have endeavoured to achieve the best results and for that I extend my gratitude. With the adoption of the new forward plans, introduction of new plant and equipment, and with the dedication of the field staff in these difficult times (brought about by dry conditions and major work levels) Council's ratepayers will share the benefits when these major projects are completed.

Waste Management

A major looming issue for Council is waste management. With the ever-changing legislation on environmental issues, this will lead to centralizing of rubbish tips and greater involvement in recycling. Both these issues need to be embraced, however the costs due to low population levels, and freight issues may be significant. Council has sought grant funding for four waste oil transfer stations to be installed at major tip sites.

Town Infrastructure

The town streets (both reseals and construction) are under review with footpaths being seen as a major issue. These issues involve studies into the needs for traffic calming techniques to make streets for living, sharing and utilizing roads and parklands. Council needs to be mindful of building streets rather than roads and incorporating quiet driving surfaces and safe and user friendly environments for both vehicles and pedestrians.

Rural Road Network

There will be a concentrated effort next year to establish new rubble pits, and revisiting old sites and utilizing Council's mobile crushing plant to enable the best quality material to be carted. Larger trucks allow for longer leads. Water sources will also be a high priority.

Northern Areas Council has over the last five years been extremely fortunate with understanding and visionary Councillors, backed by a supportive Chief Executive Officer and administration staff.

A special thanks must also go to the Engineering Services Technical Assistant, Kellie Talbot, for her enthusiasm and involvement in technical data collection and mapping, which will be invaluable for a forward moving Council. It goes without saying that without the Supervisors and field staff, the wheels just don't turn.

Frank Roberts

Manager of Technical Services

COMMUNITY PROJECTS DEVELOPMENT MANAGER

Council passed a resolution late in 2000 to offer the incumbent Community Projects Development Manager (Mr Keith Hope) an extension on his (initial one-year) contract up to the 30th June 2002. This move was in recognition of the number of community groups making use of his services and the potential to maximize grant funding for the district.

It was reported in last year's Annual Report that Community Projects Development had succeeded in attracting 58 grants valued at \$464,000 to this district. That figure is now up to 80 successful grants valued at \$732,000.

In addition to working with respective community groups Community Projects Development has worked on major projects looking at significant issues affecting the region. These include tourism, employment, farm diversification, building community capacity and youth.

During this financial year Council has been able to support neighboring Councils through the preparation of a number of funding submissions for them.

The Community Projects Development Manager has continued representing Council on a number of committees and attended numerous regional meetings and undertook a number of speaking engagements. Through this active participation Council has also been able to develop successful working relationships with a range of key government agencies including: Barossa Riverland Mid-North Area Consultative Committee, the Office of Regional Solutions, Department of Veterans Affairs, the Port Pirie & Mid-North Regional Development Boards, SA Tourism Commission, Country Arts, Premier's Department, Office for Recreation & Sport, Transport SA and *Food for the Future*.

The Community Projects Development Manager has also supervised the training of a trainee.

Funding submissions:

During the twelve months to 30th June 2002 Community Projects Development prepared:

23	Submissions which were approved	being 46%	valued at	\$267,385	being 33%
17	Submissions still pending	being 34%	valued at	\$187,130	being 24%
10	Submissions not approved	being 20%	valued at	\$332,625	being 43%

50 Submissions in total \$777,140

Given that many projects span consecutive financial years (from the time the submission is written to when approval is given) it is worth noting that since commencement Community Projects Development has achieved the following:

80	Submissions which were approved	being 62%	valued at	\$732,510	being 46%
17	Submissions still pending	being 13%	valued at	\$187,130	being 12%
32	Submissions not approved	being 25%	valued at	\$671,660	being 42%

129 Submissions in total**\$1,591,300**

Funding during 2001/2002 was secured for 23 projects covering the communities of Caltowie, Georgetown, Gladstone, Jamestown and Laura. Included in that figure were a number of grants for projects having application across the (Council) district and of benefit to the region. The projects covered activities or interests including, business support, conservation and environment, health, heritage, property maintenance, sport, event sponsorship, tourism, and youth. Approved funding came from a variety of sources including:

State Government

Rec & Sport Community Facilities Program	3	\$102,700
Admin & Information Services	2	\$500
Working Towns	2	\$17,150
Premier's Community Fund	2	\$2,640
SA Water	1	\$3,000
Rec & Sport Active Club	1	\$1,000
Community Benefit	2	\$35,060
Parenting SA	1	\$430
Office for Youth	2	\$10,300
TOTAL	16	\$172,780

Federal Government

Regional Assistance Program (RAP)	1	\$28,000
Veterans Affairs	2	\$3,255
Historic Hotels	1	\$30,000
TOTAL	4	\$61,255

Other sources

Event sponsorship	1	\$850
FRRR	1	\$27,500
ACCC	1	\$5,000
TOTAL	3	\$33,350

Keith Hope
Community Projects Development Manager

ENVIRONMENTAL SERVICES REPORT

Development Applications

New development applications lodged during the 2001/2002 financial year were categorized as follows:

<u>Zone</u>	<u>Number</u>	<u>Description</u>
Residential	33	Complying Applications
Residential	43	Consent Use
Commercial	1	Requiring Public Notification
Commercial	11	Consent Use
Rural	25	Complying Applications
Rural	-	Non Complying Applications
Rural	19	Consent Use
TOTAL	132	

Additions or alterations lodged:

Residential	22	Complying Applications
Residential	20	Consent Use
Industrial	2	Consent Use
Commercial	4	Consent Use
Commercial	2	Complying Applications
Rural	3	Consent Use
Rural	1	Complying Applications
TOTAL	54	

70% of development application decisions were made by Council Staff (and/or under the Development Assessment Panel) under delegated authority.

Council's Development Assessment Panel, comprises all elected members, and meets on a monthly basis, prior to the regular month's meetings of the Council. (ie: the third Tuesday of each month).

Dog Registrations

Number of dogs registered for 2001/2002:

	<u>Full Registration</u>	<u>Concession</u>
Guide Dogs	1	Nil
Registration Transfers	25	
Entire dogs	160	160
Desexed Dogs	349	196
Working Dogs	495	

	<u>Full Registration</u>	<u>Concession</u>
Business Registrations	1	
Greyhounds	21	
Total number of dogs		
Registered	1052	356
Total number of dogs registered		1408
Number of noise complaints		28
Number of dogs impounded		22
Number of wandering dog complaints		27
Number of dog attacks		10
Number of Dog Management Officers employed		2

Immunization Program

Council has, in association with the Gladstone Community Health Centre, continued to provide for a comprehensive and fully accredited immunization service to the residents of the Council area. These are held monthly at Laura, Gladstone and Jamestown. Appointments can be made by contacting the Gladstone Community Health Service directly on 8662 2158.

Swimming Pools

Funding is provided by Council to assist with general operation, supervision, building/maintenance repairs and improvements at the three swimming pool sites:

- Jamestown
- Gladstone
- Spalding

All Pools are run by Section 41 Committees of Council, and maintained to a high standard.

Council acknowledges the support and many hours of volunteer time at the three Pools and recognizes the importance of these facilities in their respective communities.

Waste Management

The Council operates a number of landfill sites throughout the Council area. These landfill sites are operated under the guidelines of the Environment Protection Authority (EPA).

Alan Thomson

Manager of Environmental Services

ELECTED MEMBERS

The Northern Areas Council covers 4 Wards with 9 Elected Members. (Jamestown Ward – 4 members, Rocky River Ward – 3 members, Georgetown Ward – 1 member and Spalding Ward – 1 member). A Chairman was chosen from the 9 members. The last Council election was held in May 2000, conducted by postal voting. The next Council election will be held in May 2003.

Chairman	Cr JW (Jeff) Burgess	Telephone: 86626236 Fax: 86626112 Mobile: 0408 824 756
Deputy Chairman	Cr MJ (Malcolm) Catford	Telephone: 86635006 Fax: 86635006 Mobile: 0407 611 640
Georgetown Ward	Cr JW (Jeff) Burgess	
Rocky River Ward	Cr Allan Woolford	Telephone: 86684007 Fax: 86622635
	Cr DF (Don) McPherson	Telephone: 86622007 Fax: 86622635
	Cr DJ (June) Chapman (died in a vehicle accident on November 11 th , 2001)	
	Cr WJ (Jim) Walden (Elected February 2002)	Telephone: 86624228 Fax: 86624228 Mobile: 0407 616385
Jamestown Ward	Cr MJ (Malcolm) Catford	
	Cr FC (Twink) Sparks	Telephone: 86653213 Fax: 86653266
	Cr DV (Denis) Clark	Telephone: 86654025 Fax: 86654025 Mobile: 0408 148 725
	Cr MJ (Merv) Robinson	Telephone: 86641838 Fax: 86641838 Mobile 0417 863 450
Spalding Ward	Cr LW (Lyndon) Longmire	Telephone: 88452159 Fax: 88452159

Allowances Paid to Members

The following allowances were paid quarterly in arrears, to the Chairman, Deputy Chairman and elected Members for the 2001/2002 financial year:

Chairman	\$8000 per annum
Deputy Chairman	\$2750 per annum
Elected Members	\$2000 per annum

Reimbursement for Expenses

Travelling Expenses

Members will be reimbursed for travelling expenses incurred in travelling to or from a Council or Committee meeting. The rate of reimbursement is set at a rate per kilometre of 35 cents under Section 82 KW(1)(a) of the Income Tax Assessment Act 1936.

Child Care

Members will be reimbursed expenses for the care of a child of a Member or a dependant of a Member requiring full time care, actually and necessarily incurred as a consequent of attending a Council or Committee meeting. A Member is not entitled to reimbursement if care is provided by a relative who normally resides with the Member.

Provision of Facsimile Machine

Council has made available to Members, facsimile machines to ensure that they are fully updated by staff on matters as they arise.

Members Expenses

Council can reimburse expenses incurred as a consequence of the Member's attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles or duties of a Member of a Council. Requests for reimbursement will be considered by Council on their merit.

Elector Representation

Following the May 2000 Council elections there were 3536 electors represented by 9 Elected Members. The representation quota was 393, comparable with the neighboring Councils.

The provisions of Section 12 of the Local Government Act 1999, as amended, requires Council to undertake a review of its size, composition and ward structure, at least once every six (6) years, so as to ensure the fair and adequate representation of the electors of the area.

The Current Representation of Council

According to the House of Assembly Roll and the Supplementary Voters Roll, as maintained by Council, there were 4316 persons eligible to vote in Local Government elections in the Northern Areas Council (as at the close of the Rolls on 28th February 2002). The following table presents the elector ratio for each of the existing wards, then compares each with the ward quota for the Council area –

WARD	Crs	Electors	Elector Ratio	% Variance
<i>Jamestown</i>	4	1873	1916	-2.30%
<i>Spalding</i>	1	441	479	-7.93%
<i>Rocky River</i>	3	1446	1437	0.63%
<i>Georgetown</i>	1	556	479	16.08%
Total	9	4316		

As can be seen by the above table, Georgetown Ward is significantly above the required 10 percent quota with 77 electors too many if the current ward boundaries remain. The remaining 3 Wards of Jamestown, Rocky River and Spalding were within the 10% variance allowed by legislation.

Comparison to Councils of a similar size

The Northern Areas Council ward quota of 479 is comparable to Councils in South Australia of a similar size. These are listed below for information.

Elector Ratio – Various Rural Councils

Council	Councillors	Electors	Ratio
Coorong District Council	12	5241	436
Regional Council of Goyder	13	4040	310
Kangaroo Island Council	9	4668	518
DC of Lower Eyre Peninsula	7	3968	566
DC Tatiara	10	5550	555

The Northern Areas Council formally commenced its Periodical Review with the publication of notices in the *Flinders News* and *The Northern Argus* newspapers on the 26th June 2002, the *South Australian Government Gazette* on the 27th June 2002 and “*The Advertiser Newspaper*” on 26th June 2002. The closing date for submissions being Friday 12th July 2002.

Upon expiration of this public consultation period, any person who has made a submission to Council will be afforded the opportunity to appear personally, or by representation, before Council, or a committee thereof, to be heard with respect to his or her submission. Following the hearing, Council will make its final decisions in relation to the review, and convey these decisions (in the form of a report) to the Electoral Commissioner for consideration and assessment.

Council participation in organisations

Chairman Jeff Burgess was appointed as a member of the Local Government Association State Executive in 1999, a position he still holds.

Chairman Burgess is Vice Chairman of the South Australian Local Government Association Research and Development Scheme and the inaugural Chairman of the South Australian Region of Councils.

He is the current Chairman of the Central Local Government Region, and has held the position of Vice President during the period 1997-1999.

A number of Elected Members hold positions on a number of Development Boards, and Community Development Associations.

Senior Executive Officers

The Senior Management Team consist of the Chief Executive Officer and three Department Managers.

Chief Executive Officer	Paul McInerney
Manager of Technical Services	Frank Roberts
Manager of Finance and Administration	Peter Ward
Manager of Environmental Services	Alan Thomson

Salary packages for these Managers include the provision of a motor vehicle, and a mobile telephone. These facilities are also available to the Community Projects Development Manager.

Council Meetings

Council meets for its ordinary monthly meeting on the third Tuesday of each month at the Jamestown Council Chambers, 94 Ayr Street, Jamestown with meetings commencing at 5pm. These meetings are open to the public and Council encourages electors to attend.

Agendas and Minutes of all meetings are available for inspection at the Council's administration offices at Jamestown, Gladstone and Spalding.

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

Written Requests

Members of the public can write to Council on any relevant issue or topic. Items to be included in the Agenda for any Council Meeting need to be submitted at least one week prior to the respective Council meeting to ensure inclusion in the Agenda for distribution to Elected Members prior to the meeting.

Elected Members

Members of the public are encouraged to contact any elected member of the Council to discuss any relevant matters.

Deputations

With the permission of the Chairman of Council, any member of the public can address Council personally, or as a representative of any group or Committee, to discuss relevant issues.

Presentations to Council

With advance notification and arrangement with the Chairman of Council, any member can personally address the Council on an issue relevant to Council.

Petitions

Written petitions covering issues within the Council's jurisdiction can be addressed to the Council.

Confidential Minutes

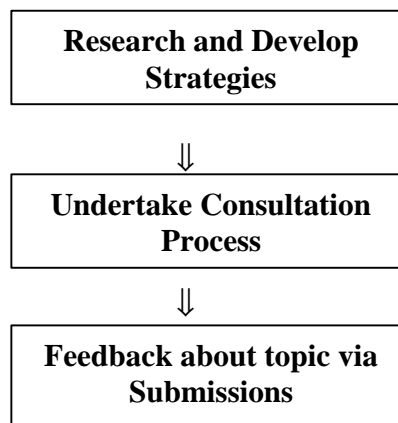
Council excluded the public from their meetings on three occasions during 2001/2002. Details of matters considered under confidentiality, covered the following topics:

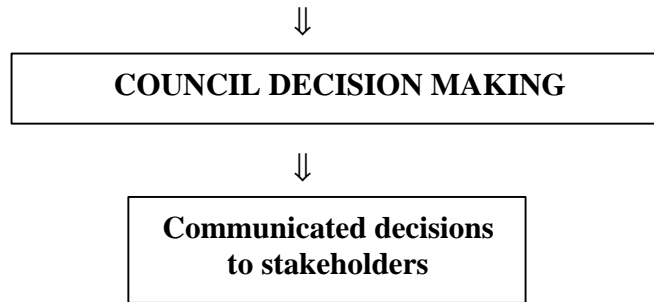
- lease arrangements for Council property
- staff employment
- purchase of land
- negotiations relating to senior staff terms of employment

Public Consultation

In accordance with Section 50 of the Local Government Act, a "Public Consultation Policy" was adopted by Council in June 2000, following public consultation of its Draft Policy. Written submissions commenting on the Draft Policy were invited within 28 days of a notice appearing in the "*The Advertiser*" on 18th May 2000 and in the *Flinders News*. Submissions received were considered and taken into account when the Policy was prepared.

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





Internal Review of Council Decisions

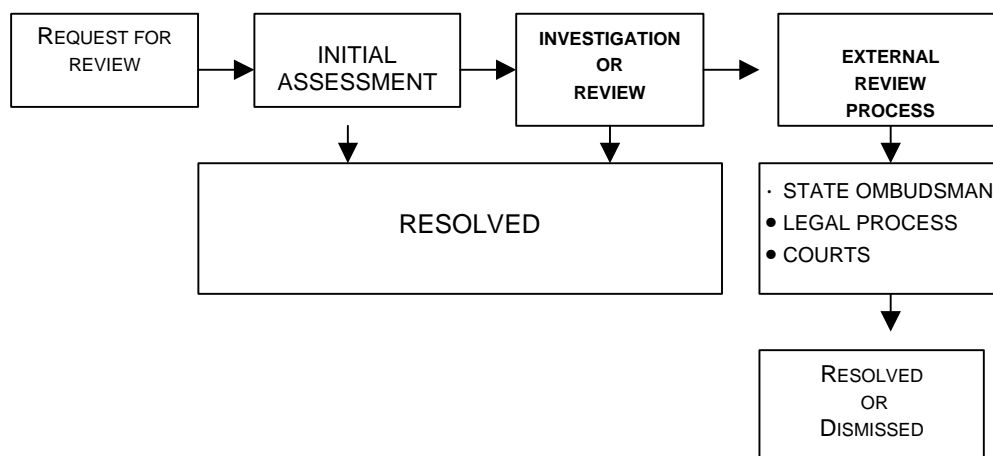
The Northern Areas Council is committed to transparent decision making processes and to providing access to a fair and objective procedure of the internal review of decisions.

The Northern Areas Council Internal Review of Council Decisions Procedure, has been adopted in accordance with Section 270 of the Local Government Act. The Procedure is one aspect of Council's customer focussed approach to service delivery. It provides a further opportunity to review the way Council provides services to the community and to identify areas for improvement.

Formal request for the review of Council decisions providing the full details about the review request are to be made in writing to:

Chief Executive Officer
Northern Areas Council
PO Box 120
JAMESTOWN SA 5491

A request for review of a Council decision will be formally acknowledged within five days of receipt, including advice to applicants about the expected timeframe for dealing with the matter. In most cases applications for review will be considered within 21 days, although in some circumstances it may take longer. However in all cases applicants will be kept informed about the progress of the review and advised in writing of the outcome of the review procedure and process. The following diagram demonstrates the review processes available to the applicant for the review of Council decisions.



Competitive Tendering Arrangements

Council's Tender Policy requires that competitive tenders must be called if:

- the expected value for any one item of plant or machinery is over \$440,000 (including GST).
- the expected value for any other one item of goods or services is over \$55,000 (including GST).

Documents Available to the Public

The following documentation is available for public inspection at the Jamestown Administration Centre. Members of the public are able to purchase copies of the documents on request.

Notice of Council Meeting
 Council Agenda
 Council Minutes
 Policy Manual
 Audited Annual Financial Statements
 Budget Statement
 Assessment Book
 Register of Employees' Salaries

Notice of Committee Meeting
 Committee Agenda
 Committee Minutes
 Strategic Plan
 Annual Report
 List of Fees and Charges
 Development Plan
 Register of Elected Members
 Allowances and Benefits

Other Information Requests

Requests for other information not included above are considered in accordance with the Freedom of Information Act. A nominal application fee for Freedom of Information requests is charged by Council.

Copies of any documents inspected pursuant to a Freedom of Information request, may incur a small fee.

Any Freedom of Information request should be address to:

Freedom of Information Officer
Northern Areas Council
94 Ayr Street
JAMESTOWN SA 5491

Freedom of Information requests will be responded to within the statutory 30 days. During 2001/2002 there were no requests.

Strategic Management Plans

Council adopted its initial Strategic Plan in October 1999 following extensive public consultation throughout the community including questionnaires to residents and public meetings in all towns and farming districts.

A review of the Strategic Plan is scheduled to commence late 2002 early 2003, once again involving important public consultation with the community, which will enable any necessary changes in goals and objectives to be made. The review is scheduled to be completed mid 2003.

Community Lands

Council has commenced work towards establishing a register of all lands to determine through public consultation those lands that should be excluded from the definition of community land.

Upon completion of the register, formal work will then commence on management plans for community land.

Equal Employment Program

The Northern Areas Council is committed to equal opportunity for all employees and accepts its responsibility for making sure that everyone works in an environment free of discrimination.

As an equal employment employer, the Council believes that all employees or potential employees should be treated fairly and equitably when it comes to jobs and benefits in the workplace.

All employees and potential employees are recruited on merit, on the basis of ability, skills and knowledge and not on factors such as race, sex, sexuality, marital status, pregnancy and physical or intellectual impairment.

All equal employment issues or grievances are treated in the strictest of confidence.

Distribution of Information

Council distributes a regular newsletter to all householders within the Council area. Council also has a comprehensive mailing list of people who have requested a copy of the newsletter, but live outside the householder distribution network. The newsletter is an

update of Council activities, forthcoming events, changes to services (ie dump times, etc) and provides a vital link between Council and communities.

In addition to the Council newsletter, Council utilises local regional newspapers circulating in the area, with regular press releases, notices required under legislation and general information to the wider community. These newspapers are the: *Northern Argus* (based at Clare) and the *Flinders News* (based at Port Pirie).

Work is currently underway to establish a website for Council, which will further enhance Council's ability to provide information on its services to the community.

It is expected that this website, will also have links to towns and community organisations within the Council area. The website is expected to be established early in 2003.

Occupational Health, Safety and Welfare Committee

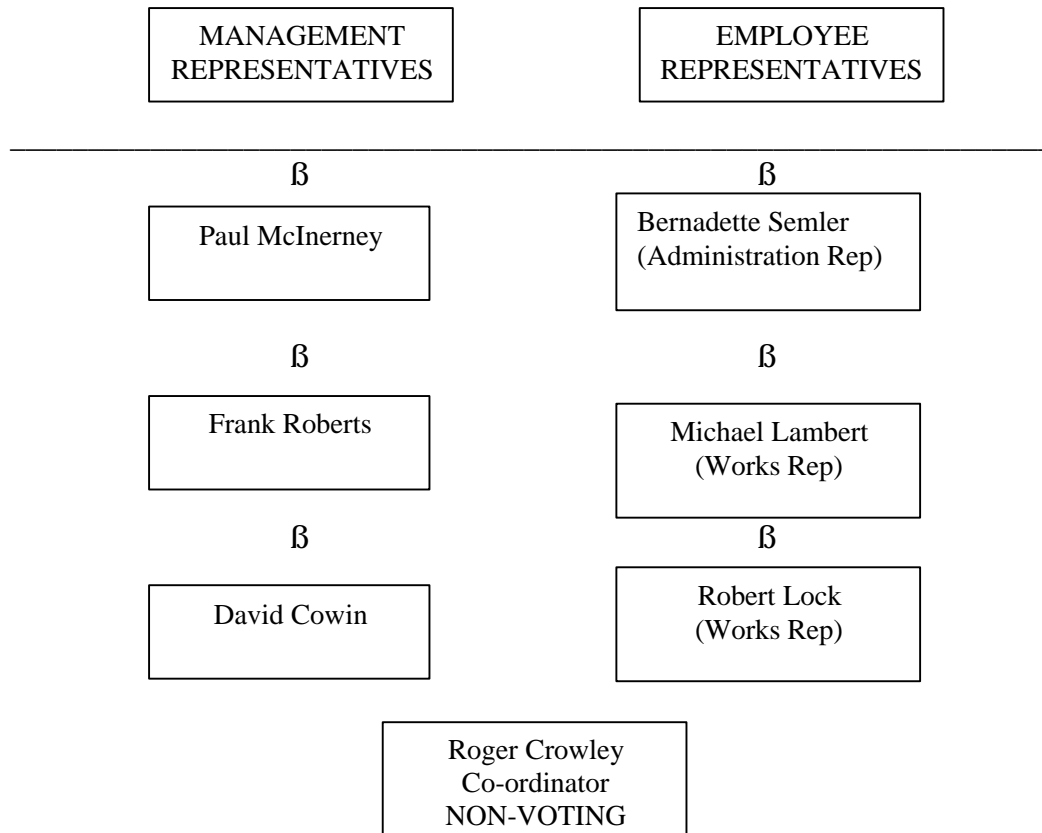
Council's Occupational Health, Welfare and Safety Committee meet quarterly, with the Committee made up of an equal number of Management and Employees.

The Chief Executive Officer is ultimately accountable and responsible for the implementation and monitoring of Occupational Health, Safety and Welfare, although responsibilities arising out of implementation are delegated to the most appropriate senior officer within the Council.

All employees of the Northern Areas Council will be provided with:

- A workplace environment, systems of work, plant and substances that minimise the risk of injury or illness whilst they are at work;
- Effective injury management in accordance with the Workers Rehabilitation and Compensation Act 1986, and Regulation to assist work injured employees with an early return to work and to achieve the best practicable levels of physical and mental recovery;
- Equitable claims management, in accordance with Workers Rehabilitation and Compensation Act 1986, and Regulations, for all employees who suffer a disability in the course of their employment;
- Effective processes for consultation in OHS&W and injury management matters;

Northern Areas Council Occupational Health, Safety and Welfare Committee



Section 41 Committees of Council

The new Local Government Act 1999 has replaced the former Section 199 Committees of Council with Section 41 Committees of Council. Council's Section 41 Committees are as follows:

- Ewart Oval Committee
- Georgetown Heritage Society
- Gladstone Hall Committee
- Gladstone Swimming Pool Committee
- Gulnare Memorial Hall Committee
- Jamestown Amateur Swimming Club
- Jamestown Swimming Pool Auxillary
- Laura Memorial Civic Centre Committee
- Laura Sporting Reserve Committee
- Spalding Community Management Committee
- Spalding Swimming Centre Committee
- Victoria Park Trust
- Yacka Community Development Board
- Yacka Hall Committee

Parliamentary Reporting – Retirement Villages

Pursuant to the requirements of Section 23 (4) of the Local Government Act 1999, Council did not receive any applications for rebate of rates under Section 166 (Retirement Villages) during 2001/2002.

STAFF MEMBERS
(November 2002)

Administration

Chief Executive Officer	Paul McInerney
Manager of Finance and Administration	Peter Ward
Senior Administration Officer	Roger Crowley
Manager of Environmental Services	Alan Thomson
Planning Officer	Ben Coventry
Community Projects Development Manager	Keith Hope
Executive Assistant	Bernadette Semler

Administration Officers:

Narelle Schmidt
Bernadette McCarthy
Tanya McKerlie (*Maternity Leave*)
Kerry Moore (*12 months Special Leave from 6th May, 2002*)
Sue-Ellen Napper
Gabby Swearse
Cherie Weston
Rebecca Honan (*12 month contract*)
Kelly Harvie (*12 month contract*)
Heather Sommerville (*Casual*)

Field Staff

Manager of Technical Services	Frank Roberts
Construction Manager	David Cowin
Risk Management	Stan Beinke
Works Administration	Kellie Talbot
Mechanic	Robert Lock
Apprentice/Trainee Mechanic	Ben Dawson

Construction/Maintenance/Plant Operators

Neville Harvie	Graham Cowin
Les Haynes	Lindsay Harvie
Malcolm Coe	Christopher Galpin
Anthony Cock	Gavin Cleggett
Joe Fahey	John Chase
Rodney Cock	Anthony Kenning
Garry Bartlett	Wayne Reichstein
Richard Cadzow	Ivan Rogers
John Hall	Ian Fulwood
Darren Klingner	Kingsley Kotz
Stephen Grey	Ken Loader
Dave Hillam	Jack Flower

Occupational Health, Safety and Welfare/Fire Prevention Officer

Michael Lambert

Casual Staff

Jim Peters	Cleaner
David Goodridge	Dump Caretaker
Diane Dunn	Hall Cleaner

Contract Staff

Robert Hart	Planning Consultant
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Special Projects

Paul Slattery	Native Vegetation Project Officer
Glenda Kleinig	Spiny Daisy Project Officer
Peter Gill	Mid North Games

After Hours Emergencies

Frank Roberts	86641891	Mobile	0427 627 189
David Cowin	86632567	Mobile	0427 565 927
Stan Beinke	86640135	Mobile	0427 796 495
Paul McInerney	86641714	Mobile	0408 814 014

Senior Executive Officers

The Senior Management Team consists of the Chief Executive Officer and three Department Managers:

Chief Executive Officer	Paul McInerney
Manager of Technical Services	Frank Roberts
Manager of Finance and Administration	Peter Ward
Manager of Environmental Services	Alan Thomson

Senior Officer

Council has one Senior Officer: the Chief Executive Officer:

Annual Salary	\$65908 (+ additional amount equivalent to 7% over and above the standard annual salary)
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The provision of a motor vehicle for business use and private use within South Australia or within a 1,000 kilometre radius of the Northern Areas Council (without Council approval) with such vehicle to be fully maintained by the Council. Any usage over the 1,000 kilometre radius approved by the Council Chairman.

The above salary package is in lieu of overtime and penalty rates.

Home telephone rental and business calls, mobile telephone calls.

DELEGATES TO COMMITTEES/ASSOCIATIONS

Committee	Delegates
Barossa, Riverland, Mid North Area Consultative Committee Inc	Keith Hope
Belalie Arts Society	Cr Malcolm Catford
Bundaleer CFS Group	Chairman Jeff Burgess
Bundaleer Channels Management Committee	Cr Lyndon Longmire, Geoff Matters
Central Local Government Region Inc	Chairman Jeff Burgess
Clare Ambulance Board	Geoff Scott, Nancy White
Council of the Ageing	Cr Lyndon Longmire
Ewart Oval Management Committee	Cr Don McPherson
Flinders Mobile Library	Cr Jim Walden, Judith Gill
Georgetown Heritage Society	Don Smallacombe
Gladstone Hall Management Committee	Cr Jim Walden
Gladstone High School Council	Cr Jim Walden
Gladstone Swimming Pool Management Committee	Cr Don McPherson
Gulnare Memorial Institute Committee	Chairman Jeff Burgess
Hallett CFS Group	Keith Pluckrose
Jamestown Ambulance Board	Cr Denis Clark
Jamestown Development Authority	Crs Malcolm Catford, Twink Sparks, Denis Clark and Merv Robinson
Jamestown Community School Council	Peter Talbot
Jamestown Hospital Board	Cr Lyndon Longmire
Jamestown Primary Health Care Centre	Crs Malcolm Catford and Twink Sparks
Jamestown School/Community Library	Crs Malcolm Catford, Twink Sparks, Mrs Viv Hector and CEO
Jamestown Swimming Pool Management Comm.	Peter Bray
Laura and District Hospital Board	Cr Jim Walden
Laura Memorial Civic Centre	Glen Zwar
Laura Sporting Reserve Management Committee	Cr Alan Woolford
Local Government Association	Chairman Jeff Burgess, Cr Malcolm Catford
Local Government Finance Authority	Cr Malcolm Catford
Mid North Games	Cr Twink Sparks and CEO
Mid North Regional Development Board	Barry Pope, Trevor Morgan
Mid North Tourist Association	Cr Denis Clark
Northern Animal and Plant Control Board	Crs Alan Woolford, Merv Robinson, Ian Trengove, Trevor Morgan, Trevor Clements
Northern Areas Council Bushfire Prevention Committee	Cr Lyndon Longmire (Chairman Jeff Burgess ex officio)

Committee**Delegates**

Northern Areas Council HACC Advisory Comm	Jan Crawford, Ian Brown (Gladstone Health Centre rep, Jamestown Hospital rep, Heather Grindell, CEO Paul McInerney, Exec. Assistant Bernadette Semler
Northern Information Technology Committee Northern Waste Management Authority	Cr Jim Walden Chairman Jeff Burgess, Cr Twink Sparks
Port Pirie Regional Development Board Rocky River District Health and Care Bus Service Committee	Cr Jim Walden Peter Lines, Cr Don McPherson (proxy)
SA Ambulance Board (Gladstone and District Branch) Spalding and District Development Board Spalding Community Centre Advisory Committee Spalding Swimming Pool Management Committee Stone Hut Soldiers Memorial Hall Committee Victoria Park Trust Yacka Community Development Board Yacka Hall Committee	Cr Don McPherson Geoff Matters Geoff Scott Don Malycha Cr Alan Woolford Cr Twink Sparks Chairman Jeff Burgess Chairman Jeff Burgess

COMMUNITY DEVELOPMENT

Rural Counselling Services

Support for the rural community has continued with two rural counselling services operating in the area ie: the Mid North Rural Counselling Service based at Lochiel and servicing the Spalding Ward and the Flinders Rural Counselling Service based at Melrose servicing the Georgetown, Rocky River and Jamestown Wards.

Library Services

Funding support continued with the Flinders Mobile Library and the Jamestown Community Library.

Total “active” borrowers (for both services)	3692
“Active” borrowers who reside outside the Council area	1320
Outside active borrowers as a proportion of the total (%)	36%

Public Internet Access Points

Public Internet Access points have been installed at the following premises:

Ticke’s Old Style Lolly Shop, Herbert Street, Laura
Dandy Deli and Takeaway, Gladstone Street, Gladstone
Spalding Roadhouse, Main Street, Spalding

Cultural/Arts and Community Events

Council has provided assistance with the annual Laura Folk Fair, Mid North Games and the inaugural Spalding Rodeo.

These type of events have demonstrated the ability of communities, working in conjunction with Council, to host first class events of a regional and State significance.

These events have proved to be major fundraisers for communities, which assist them with the upgrading of their facilities and townships.

Australia Day Awards

Council recognised its residents and events at its Australia Day Breakfast in January 2002. Mr John Hector of Jamestown was awarded the 2002 Australia Day Citizen of the Year Award. The Community Event of the Year was awarded to the Laura Folk Fair Committee for the successful running of the annual Laura Folk Fair.

The presentation of these awards was held at the Council’s Australia Day Breakfast, held on Saturday 26th January, 2002, on the banks of the Belalie Creek, Jamestown.

Citizenship Ceremonies

Council conducts Citizenship ceremonies on request from residents. A number of these were conducted throughout the year in Jamestown, Gladstone and Spalding.

Further information and assistance on “Citizenship Ceremonies” can be provided at any of Council’s Administration Offices.

Kesab Tidy Towns/Clean Up Australia Day

Council continues to maintain township streets, reserves, roadsides and parklands, to ensure continued improvement of the appearance in townships in the Council's area.

Council is assisted greatly by volunteers in many communities, which ensures that the townships are well presented for residents and visitors alike, not only on KESAB Judging Days or Clean Up Australia Days, but all year round.

Continual upgrading and purchasing of necessary equipment ensures that the slashing and mowing are conducted efficiently and timely.

Council assists township residents with an annual greenwaste collection held in October which assists with the disposal of greenwaste from properties at no cost to residents.

Free dump days are also held prior to Clean Up Australia Day, encouraging residents to clean up their premises.

Service/Community Club efforts

Council acknowledges and appreciates the contributions made by service clubs and community organizations to the ongoing upgrading and works carried out in many townships. These organizations have in some cases been assisted with successful grant funding applications to allow for improvements and upgrading to be commenced.

Some examples of community efforts include:

Laura Community Development and Tourism Association – Commencement of major works with the “Laura Parklands Development” to be staged over the coming 12-18 months. Assistance with purchase of cabins and general upgrade of Laura Caravan Park.

Stone Hut Hall Committee – Continuing upgrade of Soldiers Memorial Hall at Stone Hut.

Gladstone Community Development and Tourism Association Continuing upgrade of Gladstone Caravan Park and Tresylva Park. Commenced planning for the inaugural Gladstone “Farmcog Festival” to be held in October 2002.

Georgetown and Gulnare Community Development Boards – Cropping activities which allow for continued upgrading of community halls, ovals, facilities etc in the respective communities.

Gulnare Hall Committee – continued upgrade of Gulnare Soldiers Memorial Hall.

Spalding Community Management Committee – upgrade and improvement of Centenary Park, Spalding, and upgrading of oval complex and facilities.

Yacka Community Development Board and Hall Committee – Community Archives Centre, public internet point of presence, installation of community Post Office boxes.

Jamestown Apex Club – Parkland development on King Edward Terrace.

Jamestown Lions Club/Northern Highlands Soroptomists – Continual upgrading and improvement of Jamestown Cemetery including the establishment of a “reflection corner”.

Tarcowie Progress Association – Establishment of a native flora walking trail in the Tarcowie Parklands.

Council also acknowledges the continuing efforts of emergency service organizations ie local CFS and SES units, as well as Swimming Pool Committees, Hospitals, Ambulance, Police, Rural Watch, Schools, Youth Groups and Senior Citizen Groups within the Council area. Residents spend many voluntary hours in many organizations throughout the Council area and Council recognizes and appreciates this contribution.

Grant funding from State and Federal Governments assisted with the completion of a number of the above projects.

Regional Development Boards – Mid North and Port Pirie

Council continues to provide funding support to two Development Boards having responsibility within Council’s area. They are (the) Mid North Regional Development Board, based in Clare, covering the Jamestown and Spalding Wards and the Port Pirie Regional Development Board, based in Port Pirie, covering the Rocky River and Georgetown Wards.

The involvement of the two Boards within the Council area has enabled assistance in a number of areas including employment growth and industry and economic development. Board support for many projects is greatly appreciated by Council and the elected members of the area.

Council is keen to work with the respective Development Boards for the betterment and development of its region.

2001/2002 SUMMARY RATING POLICY STATEMENT

Introduction

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

Strategic Focus

In setting its rates for the 2001/2002 financial year the Council has considered its strategic plan, the current economic climate, the specific issues faced by our community, the budget for the 2001/2002 financial year and the impact of rates on the community. For the 2001/2002 financial year the Council has decided to limit the increase in total rate revenue collectable to 4.5%. Council offered a discount of 3% if rates were paid in full by 17th September 2001.

Business Impact Statement

The Council has considered the impact of rates on all businesses in the Council area, including primary production. In considering the impact, Council assessed those elements of the Council's strategic management plans relating to business development; the equity of the distribution of the rate burden between ratepayers; current local, state and national economic conditions; changes in the valuation of business and primary production properties; and specific Council projects for the coming year.

Method Used To Value Land

All land within a council area, except for land specifically exempt (eg crown land, council occupied land), is rateable. The Northern Areas Council has decided to continue to use capital value as the basis for valuing land within the council area. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers.

The Council has adopted the valuations made by the SA Valuer-General as provided to the Council and gazetted on 26 May 2001. If you are dissatisfied with a property valuation then an objection may be made to the Valuer-General in writing, within 60 days of receiving notice of the valuation, explaining the basis for the objection - provided you have not: (a) previously received a notice of this valuation under the Local Government Act 1999, in which case the objection period is 60 days from the receipt of the first notice; or (b) previously had an objection to the valuation considered by the Valuer-General. The address of the Valuer-General is: Office of the Valuer-General, GPO Box 1354, Adelaide 5001, email: objections@saugov.sa.gov.au and the telephone number is 1300 653 345. The Council has no role in this process. It is important to note that the lodgement of an objection does not change the due date for payment of rates.

Fixed Charge

The Council has decided to impose a fixed charge on rateable properties of \$105. The fixed charge is levied against the whole of an allotment (including land under a separate lease or licence) and only one fixed charge is levied against two or more pieces of adjoining land,

whether intercepted by a road or not, if the land is owned by the same owner and occupied by the same occupier, or against those assessments which form part of a Single Farm Enterprise.

Differential General Rates

At its meeting of 17 July 2001 the Council decided to raise \$1,926,625 rate revenue in a total revenue budget of \$4,995,739. Differential general rates will apply to all land classified as being used for primary production on the basis that such land tends to be remote from many of the services provided by council, does not receive a waste management service, does not have footpaths or street lighting and is often served by unsealed, rather than sealed roads. The rate in the dollar for rural properties will be set at 0.2770 cents in the dollar and the rate for urban properties will be 0.5170 cents in the dollar.

Service Charge

The Council provides a Septic Tank Effluent Disposal Scheme to all properties in Jamestown. The full cost of operating, maintaining and improving this service for this financial year is budgeted to be \$42000. This includes setting aside funds for the future replacement of the assets employed in providing the service. The Council will recover this cost through the imposition of a service charge of \$50 per occupied property unit and \$32 per unoccupied unit.

The Council provides a Septic Tank Effluent Disposal Scheme to all properties in Laura. The full cost of servicing the construction loan, operating, maintaining and improving this service for this financial year is budgeted to be \$44000. The Council will recover this cost through the imposition of a service charge of \$146 per occupied property unit and \$142 per unoccupied unit.

The Council provides a Septic Tank Effluent Disposal Scheme to all properties in the Moyletown area of Jamestown. The full cost of servicing the construction loan, operating, maintaining and improving this service for this financial year is budgeted to be \$3000. The Council will recover this cost through the imposition of a service charge of \$147 per occupied property unit and \$32 per unoccupied unit.

Pensioner Concessions

If you are an eligible pensioner you may be entitled to a remission on your rates. Application forms (including information on the concessions) are available from the Council Offices. It is important to note that seeking a remission does not change the due date for payment of rates.

State Seniors Card Ratepayer (Self Funded Retiree)

This is a new concession available from 1 July 2001 and is administered by Revenue SA. If you are a self-funded retiree and currently hold a State Seniors Card you may be eligible for a concession toward Council Rates. In the case of couples, both must qualify, or if only one holds a State Seniors Card, the other must not be in paid employment for more than 20 hours per week. If you have not received a concession on your rates notice, or would like further information, please contact the Revenue SA Call Centre on 1300 366 150.

Unemployed Persons Concessions

The Department of Human Services (DHS) may assist with the payment of Council rates for your principal place of residence (remissions are not available on vacant land or rental premises). Please contact your nearest DHS office for details.

Payment of Rates

The Council has decided that the payment of rates will be by four equal or approximately equal installments. A discount of 3% will apply if rates are paid in full by 17th September 2001. The installments fall due on the following dates:

First instalment – 17 September 2001 Second instalment – 17 December 2001
Third instalment – 18 March 2002 Fourth instalment – 17 June 2002

Rates may be paid:

- By post
- BPAY – from 28 August 2001
- In person at the Council offices at:
 - 94 Ayr Street, Jamestown during the hours of 9:00am to 5:00pm Monday to Friday
 - 14 Fifth Street, Gladstone during the hours of 9:00am to 1:00pm and 1:30pm to 5:00pm Monday to Friday
 - Main Street, Spalding during the hours of 9:00am to 1:00pm and 1:30pm to 5:00pm on Tuesdays and Thursdays.

There are no credit card or EFTPOS facilities available at any of the offices.

Late Payment of Rates

The Local Government Act provides that Councils impose an initial fine of 2% on any payment for rates, whether by instalment or otherwise, that is received late. A payment that continues to be late is then charged a prescribed interest rate on the expiration of each month that it continues to be late. For the 2001/2002 financial year this prescribed rate is 0.75% per month.

The Council issues a final notice for payment of rates when rates are overdue i.e. unpaid by the due date. Should rates remain unpaid more than 21 days after the issue of the final notice then the Council refers the debt to a debt collection agency for collection. The debt collection agency charges collection fees that are recoverable from the ratepayer.

When the Council receives a payment in respect of overdue rates the Council applies the money received as follows:

- first – to satisfy any costs awarded in connection with court proceedings;
- second – to satisfy any interest costs;
- third – in payment of any fines imposed;
- fourth – in payment of rates, in chronological order (starting with the oldest account first).

Remission and postponement of rates/rebate of rates/sale of land for non-payment of rates

The Local Government Act permits a Council, on the application of a ratepayer, to partially or wholly remit rates or to postpone rates, on the basis of hardship. Where a ratepayer is suffering hardship in paying rates he/she is invited to contact the Council to discuss the matter. Such inquiries are treated confidentially by the Council. The Local Government Act requires Councils to rebate the rates payable on some land. The Local Government Act provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to notify the owner of the land of its intention to sell the land if payment of the outstanding amount is not received within one month, and provide the owner with details of the outstanding amounts.

Disclaimer

A rate cannot be challenged on the basis of non-compliance with this policy and rates must be paid in accordance with the required payment provisions.

REGISTERS

- Members' Register of Interest
- Members Register of Allowances and Benefits
- Officers Register of Interest
- Officers Register of Remuneration, Salaries and Benefits
- Asset Register
- Roads Register
- Plant Register
- Playground Register (being prepared)
- Dog Registration Register
- Campaign Donation Returns Register (All candidates in election)
- Development Register
- Contracts/Tenders
- Wheelie Bin
- Playground Inspection
- Leases/Licences
- Loans
- Insurance
- Asbestos Register

CODES OF CONDUCT OR PRACTICE

- Code of Conduct for Council Members
- Code of Conduct for Council Employees
- Code of Practice Confidentiality Provisions

COUNCIL POLICIES

CFS Fire Prevention

1. Burning of Freshwater Creek (Spalding District)
2. CFS Callouts and Council Plant
3. Fire Ban Days – Barbeques
4. Fire Ban Days – Closure of Rubbish Dumps
5. Fire Prevention – Roadsides
6. Incinerators (Domestic)
7. Roadside Burning – Snail Control

Community

1. Australia Day – Participation
2. Australia Day Awards
3. Caravan Park – Gladstone
4. Housing Trust Flats (Jamestown/Spalding townships)
5. KESAB/Clean Up Australia
6. Oval – Victoria Park, Jamestown
7. Roadsides –
 - Cultivation and Drainage
 - Cropping, Jamestown Ward (Jamestown Cropping Trust Fund)
8. Road Naming
9. Rural Watch
10. Temporary Road Closures – Advertising Costs
11. Tourism

Council Buildings

1. Rented Buildings
 - a) Repairs
 - b) Security
 - c) Community Centre – Spalding Township

Council/Councillors

1. Canvassing of Council Members
2. Chief Executive Officer – Delegated Authority
3. Code of Conduct – Council Members
4. Community Development Role
5. Complaints to Police
6. Confidentiality Provisions in the Local Government Act – Code of Practice
7. Controlling Authorities
8. Council Members Grievances against employees
9. Electors Question Period
10. Media Statements
11. Meeting Procedure

12. Member/Staff Communication Paths
13. Method of Voting
14. Objects of the Council
15. Planning and Strategy Meeting
16. Professional Services
17. Provision of Facsimile Machine
18. Public Relations
19. Public Consultation Policy
20. Title
21. Training Councillors

Development/Building/Health

1. Access for the Disabled
2. Building Inspection Policy
3. Business Signage
4. Construction Industry Training Fund
5. Desludging of Septic Tanks
6. Dog Complaints – dogs creating a nuisance by excessive barking or howling
7. Secondhand relocatable buildings
8. Subdivisions

Finance

1. Closed Roads (Sale of)
2. Debt Collection
3. Orders (Issuing of)
4. Pensioner Concession (payment terms when a concession is removed)
5. Petty Cash
6. Purchasing Policy
7. Rates
 - a) Payment of Rates
 - b) Rate Fines
 - c) Rate Discount
8. Tender Policy

Miscellaneous

1. Equipment (Hiring of)
2. Itinerant Traders

Staff

1. CFS Callouts and Council Plant (see CFS/Fire Prevention)
2. Discretion
3. Drivers Licence (Loss of)
4. Emergency Callouts

5. Employees working in Hot Weather Conditions
6. Employment/Hiring Staff
7. Grievance and Disciplinary Procedures
8. Leave
 - a) Annual Leave
 - b) Long Service Leave
9. Official Functions
10. OH & S Policies
11. Personal Interest
12. Private Work
13. Protective Clothing
14. Training Policy
15. Work Experience/Community Service Order Schemes

Traffic/Signage

1. Grain Carting Route – Andrews SACBH
2. Heavy Transport/Carting on Council Roads
3. Stock Control Signs/Lights
4. Traffic Signs/Flashing lights for special events

Trees/Reserves

1. Heritage Agreement – Endangered species (Spalding Ward)
2. Silky Oaks (Spalding Township)
3. Tree Maintenance – Roadsides and Footways
4. Tree Planting
5. Tree Planting – Roadsides and Footways (rural areas)
6. Tree Removal (footpaths)

Waste Management

1. Fire Ban Days (Closure of all Council Rubbish Dumps)
2. Plastic Chemical Containers
3. Spalding Rubbish Dump – Restricted Key System
4. Wheelie Bin Household Collection
 - Gladstone/Laura/Georgetown/Gulnare/Yacka township
 - Stone Hut township
 - Jamestown/Caltowie and Spalding townships
5. Wheelie Bin - prohibitive substances

Works

1. Council Plant
2. Emergency callouts (see staff)
3. Patrol Grading
4. Pipes, cables etc under Council roadways (including electric fence)

- wiring)
- 5. Playground
- 6. Property Access
- 7. Underground Power to properties (installation)
- 8. Weed Spraying

Occupational Health, Safety and Welfare Policy