

Northern Areas Council

Annual Report 2010/2011



INDEX

Description	Page Number
The Year in Brief - From the Chairman and Acting CEO	4
Council Profile	5
Strategic Profile	6
- Council Logo	
- Contact Details and Office Hours	
- Elected Members	
- Council Meetings	
- Council Attendance	
- Elected Member Training and Development	
- Allowances	
Council Committees	10
- Finance Committee	
- Works Committee	
Council appointed Delegates to Organisations and Committees	11
Elector Representation	14
Current Representation of Council	14
Organisational Structure	15
Council Staff	17
- Administration	
- Environmental	
- Engineering	
Training Undertaken by Council Staff	18
Annual Business Plan and Budget 2010/11 Summary	19
Strategic Profile	25
Engineering	35
Fire Prevention	36
Environmental Services	37
- Development and Planning	
- Dog and Cat Management	
- Environmental Health	
- Swimming Pools	
- Building Fire Safety Committee	
- Immunizations	
- Heritage Act	
- Cemeteries	
- Development Plan Amendment Township Review	
- Council Development Assessment Panel	
Community Development	41
- Community Projects Budget	
- AGL Community Fund	
Northern Areas Council Youth Advisory Committee	43
Public Consultation	44
- Internal Review of Council Decisions	
- Complaints and Compliments Procedure	
- Tender Policy and Procedure	
- Procurement Policy	
- Community Lands	
- Application of Competition Principles-National Competition Policy	

Description	Page Number
<ul style="list-style-type: none"> - Confidentiality - Documents available to the public - Other information requests – Freedom Of Information - Distribution of Information - Amendment of Council Records 	
Subsidiaries	48
Good Governance Assessment – Regulatory Services Tool	48
Managing for the Future in Central Region – Financial Sustainability of 15 Local Government Authorities (CLGR)	
Documents Available to the Public	
<ul style="list-style-type: none"> - Other Information requests - Independence of Auditor 	50
Occupational Health, Safety and Welfare Committee	51
Local Government Association Mutual Liability Scheme – Risk Management Review 2010/2011	52
Section 41 Committees of Council	55
Registers	56
<ul style="list-style-type: none"> - Codes - Statutory Policies - Local Government (Elections) Act 1999 	
Policy Documents	
General Council Policies	
Occupational Health, Safety and Welfare Policies and Procedures	59
Human Resources Policies	60
Annual Financial Statements 2010/2011	

THE YEAR IN BRIEF

2010/2011 saw a changing of the guard for Northern Areas Council, with a new Chairman appointed and CEO resignation by the year's end. Although these have been significant changes in Council's leadership, as we now reflect on the past 12 months it is pleasing to see how much has been achieved.

Local Government elections in November 2010 resulted in significant change for the Northern Areas Elected Member line up. At the November Council meeting, six new elected members were sworn in and a new Chairman appointed.

Following the election, a Civic Reception was held to recognize the contributions of the outgoing Elected Members; Malcolm Catford; Don McPherson; Geoff Scott; Frederick (Twink) Spark; Dennis Wheatley; and Allan Woolford. Together, these Councillors contributed a collective 97 years of advocacy, direction and passion to lead the Northern Areas Council on behalf of their communities. Again, we say thank you for your service.

Managing Council's assets continued to be a key priority to direct works operations. Council's works efforts were directed onto road resheeting and reseal, footpath and kerbing construction and maintenance as well as construction of the CWMS Water reuse project at Laura.

Other major projects during the year focused on developing our communities to support a vibrant regional lifestyle. After extensive planning last year, construction commenced on the \$2.6Million Southern Flinders Regional Sports Stadium at Gladstone. The construction schedule for this project will span two financial years. The \$110,000 Laura to Stone Hut section of the Southern Flinders Rail Trail was completed connecting two communities on a linear link and offering increased tourism opportunities for both towns.

Town revitalisation planning continued to be recognised as a key tool to unite a community on appropriate and sustainable development. Council facilitated consultation and planning of the Laura Urban Design Framework; delivering Council and the community a strategic documents to direct future development in Laura. As a result of planning in previous years, town revitalisation capital works programs commenced at Fisher Street Georgetown \$199,000; Stage 2 works on the Belalie Creek entered the final phase at Jamestown \$272,500; and Gladstone Street redevelopment was completed and officially opened at Gladstone \$525,000.

Council undertook considerable consultation during the year to commence its review of the 2007-2010 Strategic Management Plan. Through this process, Council provided opportunity for the Northern Areas community to contribute to the review of Council's performance, convey their expectations of Council services and capture the vision for their community.

Together with the review conducted by staff and Councilor, we are confident that this consultation phase has provided us with understanding and insight that can be filtered into key priorities for Council going forward.

Northern Areas Council now enters the next Financial Year well positioned to capitalise on the leadership changes that have occurred this year. With change comes the opportunity for a fresh vision and new directions that can guide Council to achieve its objectives and community expectations.

We now go forward with expectation of what the new year can deliver.

Ben Browne
Chairman

Roger Crowley
Acting CEO

COUNCIL PROFILE

Northern Areas Council (formed in May 1997 with the amalgamation of the District Council of Jamestown, Rocky River District Council and the District Council of Spalding), is a Local Government authority situated within the heartland of the northern agricultural area of South Australia, approximately 200 kilometres north of Adelaide. The Council area supports a population of approximately 5050 residents.

The Council area is divided into 4 Wards. Jamestown - 4 Elected Members, Rocky River - 3 Elected Members, Yackamoorundie - 1 Elected Member, Spalding - 1 Elected Member. The Council covers an area of 3070km², and has a total of 2197km in road length of which 133km are sealed.

The Council district is substantially within the traditional lands of the Nadjuri Aboriginal people.

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 and in more recent years, tourism and viticulture. Recent windfarm development has made a strong contribution to the economy and has brought new families into the district.

Jamestown is the main service centre for the district with additional services offered at Gladstone, Laura and Spalding, which also serve the small communities of Caltowie, Georgetown, Gulnare, Narridy, Stone Hut, Tarcowie and Yacka.

Council's close network of towns offers a range of opportunities for employment, health, education, recreation and shopping with Jamestown being serviced by a sealed airstrip, regularly utilised by the Royal Flying Doctor Service.

Council together with the community, have built and maintained vital infrastructure such as town halls and recreation facilities to support the activities of local communities.

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 district provides a link for visitors commuting to or from the popular Flinders Ranges and can cater for drive through tourists with excellent caravan parks in Gladstone, Laura and Jamestown and RV friendly facilities, and well maintained parks and recreation facilities in a number of towns. A number of other accommodation options are available throughout the area including hotels and bed and breakfast options.

Council's district is also adjacent to the major east-west road link from Sydney to Perth and includes a section of the Indian Pacific rail line.

The Council area hosts a number of significant events, including the Bundaleer Festival, Jamestown Fly-In and Air Spectacular, Laura Folk Fair, Jamestown Show and Jamestown Races as well as a number of local community events. These events are run by a significant number of volunteers, and supported by Council. Cycle infrastructure has increased in recent times offering resident and visitors the opportunity to use recreational and mountain biking trails.

STRATEGIC PROFILE

It is a requirement under the Local Government Act 1999 (S122) that Council's Strategic Plan be reviewed every three years. The last review was conducted by Council staff "in house" in 2006/2007 to produce the 2007/2010 Strategic Plan.

Council's Strategic Plan establishes the framework for underpinning all of its activities. The Strategic Plan is also a reflection of the community's expectation of Council and the direction they want Council to pursue.








The Plan takes into account development opportunities within our region and in adjoining regions.

The current Strategic Plan being reviewed includes the following information:

Our Vision - The Northern Areas Council will be a key rural region recognized as innovative in delivering cost effective services to its communities.

Our Mission - To provide quality cost effective services in meeting current and future needs of the community

Core Values

-  Customer service
-  Positive management
-  Continuous improvement
-  Teamwork
-  Energizing leadership
-  High staff satisfaction
-  Innovation

Key Area and Objectives

Assets - To develop best practice management of roads, buildings, plant and equipment to maximize returns to ratepayers and to support economic growth

Economic Development - To facilitate growth through economic development and investment attraction

Community Services - To facilitate the building of community capacity, leading to improved quality of life expectations for residents, thereby underpinning and sustaining economic development and investment attraction opportunities.

Environment - To facilitate sustainable management of the natural and built environment, to support biodiversity and growth.

Governance and Accountability - To implement best practice administration procedures and encourage community involvement in key decision making activities

Networking - To work with key stakeholders, to maximize opportunities for the region.

In early 2010, a review of the 2007/2010 commenced with an initial assessment of the objectives, strategies and actions outlined in the current document. In the review process, contributions were sought from Department Managers and Elected Members, prior to consultation with the community. The community were then provided with two options to provide feedback on the Strategic Plan: online or hard copy.

Responses from consultation and workshops were collated. Strategies, actions and targets/measures for five core categories were identified: Governance and Leadership; Infrastructure & Assets; Environment; Community and; Prosperity.

Copies of the draft Strategic Plan 2010-2020 were provided to Members at their May 2011 Council Meeting. A workshop was held on 21st June 2011, for Elected Members to workshop the draft 2010-2020 Strategic Plan.

It is expected that the 2010-2020 Strategic Plan will be adopted by Council by November 2011.

COUNCIL LOGO

The Council logo represents the rolling green hills which are a feature of the Council area, the golden crops that are grown throughout the three merged councils and the blue sky,

The logo in total shows a landscape image which is a feature and a typical sight of all three merged Councils. The three slashes in the image also combine to show a ploughed paddock. The three slashes represent the three merged Councils. The colours are chosen to resemble that landscape image particularly the fold and brown to show cropping and soil.

CONTACT DETAILS AND OFFICE HOURS

Principal Office:

94 Ayr Street, JAMESTOWN SA 5491

Monday to Friday 9am – 5pm

Telephone 8664 1139

Fax 8664 1085

Email: ceo@nacouncil.sa.gov.au

Webpage: www.nacouncil.sa.gov.au

Branch Offices:

14 Fifth Street

GLADSTONE SA 5473

Monday to Friday

9am-5pm

(Closed for Lunch)

Telephone: 8662 2018

Fax: 8662 2394

Main Street

SPALDING SA 5454

Tuesdays 10am-2.30pm

Thursdays 9am-5pm

(Closed for Lunch)

Telephone: 8845 2017

Fax: 8845 2017

Depots:

Gladstone Works Depot

8662 2303

Jamestown Works Depot

8664 0372

Auditor:

Dean Newbery and Partners

PO Box 755

NORTH ADELAIDE SA 5006

Bank:

National Australia Bank

Ayr Street

JAMESTOWN SA 5491

Solicitors:

Norman Waterhouse Lawyers

GPO Box 639

ADELAIDE SA 5001

Voumard Solicitors

PO Box 171

JAMESTOWN SA 5491

ELECTED MEMBERS

Northern Areas Council comprises four wards:

- Jamestown
- Rocky River
- Yackamoorundie
- Spalding

The Northern Areas Council community is represented by nine members, one of who is elected by the Council as its Chairman.

The *Local Government (Elections) Act 1999* requires that elections be held at intervals of four years, with elections being held in November 2010. At the November Council Elections, 6 of the 9 Elected Members were newly elected to Council.

Retiring or not re-elected Council Members were:

Cr. Malcolm Catford - Cr. Don McPherson - Cr. Geoff Scott - Cr. Twink Sparks - Cr. Denis Wheatley - Cr. Alan Woolford

Council Members (elected in November 2010)

Cr. Ben Browne (Chairman)	Spalding Ward
Cr. Denis Clark (Deputy Chairman)	Jamestown Ward
Cr. Merv Robinson	Jamestown Ward
Cr. Leon Pollard	Jamestown Ward
Cr. Glan Moore	Jamestown Ward
Cr. Roger Lang	Yackamoorundie Ward
Cr. Tim Zander	Rocky River Ward
Cr. John Barberien	Rocky River Ward
Cr. Geoff Lange	Rocky River Ward

Council Meetings

Council's Ordinary Meeting's are held on the third Tuesday of each month at 5.00pm in the Council Chamber, 94 Ayr Street, Jamestown.

Council Meetings are open to the public and Council encourages Electors to attend.

Members of the public can write to Council on any relevant issue or topic. To be included in the Agenda for any Council Meeting, items need to be submitted at least 10 days prior to the respective Council Meeting to ensure inclusion on the Agenda for distribution to Elected Members prior to the meeting.

Agendas and Minutes of all meetings are available for inspection at the Council's Administration Offices located at Jamestown, Gladstone and Spalding. These documents are also included on Council's website at www.nacouncil.sa.gov.au.

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

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

Meeting Attendance

4 Ordinary Council meetings and 3 Special Meetings were held between July 2010 and the Council Elections in November 2010. Council member attendances at these meetings were as follows:







Name	No. Attended (Ordinary)	No. Attended (Special)
Allan Woolford (Chairman)	4	3
Malcolm Catford (Deputy Chairman)	3	3
Denis Clark	4	3
Roger Lang	4	2
Don McPherson	4	2
Merv Robinson	4	3
Geoff Scott	3	2
Twink Sparks	4	2
Dennis Wheatley	2	2

8 Ordinary Council meetings and 4 Special Meetings were held between November 2010 and 30th June 2011. Council member attendances at these meetings were as follows:

Name	No. Attended (Ordinary)	No. Attended (Special)
Cr. Ben Browne (Chairman)	8	3
Cr. Denis Clark (Deputy Chairman)	8	4
Cr. Merv Robinson	8	4
Cr. Leon Pollard	8	4
Cr. Glan Moore	8	4
Cr. Roger Lang	8	4
Cr. Tim Zander	7	2
Cr. John Barberien	8	4
Cr. Geoff Lange	7	4

Elected Member Training and Development

In accordance with Council's Training and Development Policy, Elected Members were provided the opportunity to undertake training and development opportunities (both externally and in house) during 2010/2011.

-  Code of Conduct
-  Caretaker Policy
-  Newly Elected Council Induction
-  LGA Post Election Council Members Training – Financial Management, Governance, Meetings and Legal Responsibilities
-  Introduction to CDAP
-  Council Members – Conduct Issues and Complaint Handling

Elected Members' Allowances

Allowances paid to Elected Members, up to the November 2010 Council Elections:

Chairman's Allowance	\$16,000
Deputy Chairman's Allowance	\$ 4,375
Councillor's Allowance	\$ 3,500

Following the November 2010 Council Elections, a Member of a Council is entitled to the allowance determined by the Remuneration Tribunal in relation to the Member's office and indexed in accordance with the Local Government Act 1999.

On 25 August 2010, the Remuneration Tribunal released its first Council Members' Allowances Determination (**the Determination**).

The Determination, which will take effect following the first ordinary meeting of Council held after the conclusion of the November 2010 local government elections, determines that all Councils will be classified into one of five groups, and allowances set in accordance with the relevant group.

Allowances for Councillors have been set as follows:

Group	Allowance (\$ per annum)
Group 1	16,800
Group 2	14,000
Group 3	11,300
Group 4	8,000
Group 5	5,000

Principal Members' Allowances are set at four times that of a Councillor of that Council, and Deputy Mayors/ Deputy Chairpersons and presiding members of standing committees have an allowance set at one and a quarter (1.25) times that of a Councillor of that Council.

The Northern Areas Council is in Group 4. The Annual allowances for the Northern Areas Council Members are:

Councillor	\$8,000 per annum
Deputy Chairperson	\$10,000 per annum
Chairperson	\$32,000 per annum

An allowance may be paid in instalments up to 3 months in advance or 3 months in arrears of each month in respect of which an instalment is payable.

Allowances – Committee Members

All members of the Audit Committee were reimbursed for travel to and from committee meetings.


COUNCIL COMMITTEES

Finance Committee

At its meeting on 23rd November 2010, Council resolved that a Finance Committee be established.

At its meeting held on 15th February 2011, Council adopted Terms of Reference for the Finance Committee. The Terms of Reference state, the term of appointment for membership of the Committee be until November 2011 when they will be reviewed in line with other delegate appointments.

Membership of the Committee consists of the following four Council members;

 Cr Browne, Cr Zander, Cr Barberien, Cr Pollard

The inaugural meeting of Council's Finance Committee was held on 7th April, 2011. Finance Committee also met on 12th April, 2011 and 5th May 2011.

Works Committee

At its meeting held on 23rd November 2010, Council resolved that a Works Committee be established.

At its meeting held on 15 February 2011, Council adopted Terms of Reference for the Committee. The Terms of Reference state, the term of appointment for membership of the Committee be until November 2011, when they will be reviewed in line with other delegate appointments.

Membership of the Committee consists of at least one Council Member from each Ward with a total of six Members.

Membership of the Committee consists of the following six members;

 Cr. Browne, Cr. Lang, Cr. Barberien, Cr. Moore, Cr. Robinson, Cr. Lange

The inaugural meeting of Council's Works Committee was held on 29th March 2011. The Works Committee met on 7 June 2011..

COUNCIL APPOINTED DELEGATES TO ORGANISATIONS AND COMMITTEES

ORGANISATION	APPOINTED DELEGATE
<u>Local Government Association Bodies</u>	
Local Government Association – AGM Delegate	- Chairman - Deputy Chairman
Local Government Finance Authority of SA – AGM Delegate	- Chairman - Deputy Chairman
<u>Regionally Appointed Delegates</u>	
Mid North Health Advisory Council	- Cr. Clark
Northern Passenger Transport Network	- Cr. Lange - Manager Community Development
<u>Section 43 Regional Subsidiaries</u>	
Flinders Mobile Library	- Cr. Lange - Judith Gill
Central Local Government Region	- Chairman - Deputy Chairman
<u>Section 101A Development Act 1993</u>	
Strategic Planning and Development Policy Committee (established June 2011)	- Cr. Clark - Cr. Lang - Cr. Barberien - Cr. Moore - Cr. Lange - Cr. Zander - Cr. Pollard
<u>Section 41 Committees of the Northern Areas Council</u>	

ORGANISATION	APPOINTED DELEGATE
Northern Areas Council Finance Committee (established March 2011)	- Cr. Browne - Cr. Zander - Cr. Barberien - Cr. Pollard
Northern Areas Council Works Committee (established March 2011)	- Cr. Browne - Cr. Lang - Cr. Barberien - Cr. Moore - Cr. Robinson - Cr. Lange
CEO Performance Management Panel (established January 2011)	- Cr. Browne - Cr. Lang - Cr. Lange - Rob Wallace (IR Consultant, Independent Facilitator)
Gladstone Swimming Pool Management Committee	- Cr. Zander
Ewart Oval Management Committee (Gladstone)	- Cr. Zander
Gladstone Hall Management Committee	- Cr. Zander
Gladstone Swimming Pool Management Committee	- Cr. Zander
Gulnare Memorial Institute	- Cr. Lang
Jamestown Development Association	- Cr. Robinson - Cr. Pollard - Cr. Clark (Proxy) - Cr. Moore (Proxy)
Jamestown Health and Ambulance Centre Management Committee	- Cr. Moore - Cr. Pollard
Jamestown Regional Hydrotherapy Pool Committee	- Cr. Moore
Jamestown Swimming Pool Management Committee	- Cr. Robinson
Laura Civic Centre Management Committee	- Cr. Barberien
Mid North be active Field Officer Management Committee	- Manager Community Development
Northern Areas Community Road Safety Committee	- Cr. Barberien - Cr. Lange (appointed proxy delegate in March 2011)
	- Risk Management Officer
Northern Areas Council Audit Committee	- Chairman - Cr. Pollard - Lavonne Lea
Southern Flinders Regional Tourism Authority	- Cr. Lange - Cr. Browne (amended June 2011) - Manager Community Development.
Spalding Community Management Committee	- Spalding Ward Councillor
Spalding Swimming Pool Management Committee	- Spalding Ward Councillor

ORGANISATION	APPOINTED DELEGATE
Stone Hut Soldiers Memorial Hall Committee	- Cr. Barberien
Victoria Park Trust (Jamestown)	- Cr. Moore
Yacka Community Development Board	- Cr. Browne - Cr. Lang (Proxy)
Yacka Hall Committee	- Leanne Kunoth
<u>CFS</u>	
Bundaleer CFS Group	- Cr Lange
Hallett CFS Group	- Cr. Robinson
<u>Community Based Organisations</u>	
AGL Hallett Wind Farm Community Fund Panel	- Cr. Lang - Manager of Community Development
Gladstone Community Development & Tourism Association Inc	- Cr. Zander
Georgetown Community Development Association Inc	- Yackamoorundie Ward Councillor
Jamestown Community Library	- Cr. Pollard - Cr. Moore - Vivian Hector - Chief Executive Officer
Rocky River District Health and Care Service Bus Committee	Cr. Lange Keith Hope (proxy)

ELECTOR REPRESENTATION

Section 12 (4) of the Local Government Act 1999 requires Council to undertake a review of all aspects of its composition and the division (or potential division) of the Council into wards at least once in every eight (8) years.

Pursuant to Section 12 (13) (a) of the Local Government Act 1999, the Northern Areas Council last completed a representation review in 2009, which ensured fair and equitable representation of all electors prior to the 2010 Local Government elections.

The revised representation arrangements were as follows:

- Council will continue to have wards. There will be four wards.
- The total number of electors will be nine, as listed below:
 1. Jamestown Ward: 4 Elected Members
 2. Spalding Ward: 1 Elected Member
 3. Rocky River Ward: 3 Elected Members
 4. Yackamoорundie Ward: 1 Elected Member
- The existing Ward names of Jamestown, Spalding and Rocky River will continue to be used;
- The Georgetown Ward was renamed Yackamoорundie Ward;
- A Chairperson will be elected from within the nine Elected Members elected by the voters.

CURRENT REPRESENTATION OF COUNCIL

According to the House of Assembly Roll and the Supplementary Voters Roll, as maintained by Council, there were 4345 persons eligible to vote in Local Government elections in the Northern Areas Council (as at 28.02.11).

Electors 4345 – No of Wards 4 – Quota per Member - 482

	Electors =			4345	No of Wards =	4	Quota per Member =	482
	No of Elected Members	H/A Roll	CEO Roll	No of Actual Electors	Calculated Electors per Member		% Variation From Quota	
Jamestown	4	1544	399	1943	485		0.62%	
Spalding	1	357	125	482	482		0.00%	
Rocky River	3	1137	273	1410	470		-2.49%	
Yackamoорundie	1	331	179	510	510		5.81%	
Totals	9	3369	976	4345				

Comparison to Councils of a similar size:

The Northern Areas Council ward quota of 490 is comparable to Councils in South Australia of a similar size.

Name	Number Of Electors	Number of Elected Members	Representation Quota
Goyder	3014	7	430
Tatiara	4552	10	455
Kangaroo Island	3237	10	323
Wakefield	4616	12	494
Mt Remarkable	3,186	7	384

ORGANISATIONAL STRUCTURE

Senior Officer's of Council are the Chief Executive Officer, Manager Engineering Services, Manager Environmental Services, Manager of Finance and Manager, Community Development. All other staff receive their remuneration in accordance with Local Government Employee's Award, Municipal Officer's Award and Enterprise Bargaining Agreement covering works staff

Chief Executive Officer

Annual Salary \$ 129,450

Fully maintained vehicle (with restricted private use) is included in the employment package

Manager, Engineering Services

Annual Salary \$97,459

Council provides a fully maintained motor vehicle for all work related activities. Limited private use of the motor vehicle is at the discretion of the Chief Executive Officer.

Manager, Environmental Services

Annual Salary \$90,542

Council provides a fully maintained motor vehicle for all work related activities. Full private use is available for travel within a 1000km radius of the Council area. CEO approval required for travel in excess of 1000km.

Manager of Finance

Annual Salary \$90,542

Council provides a fully maintained motor vehicle for all work related activities. Private use is available for travel within a 250km radius of Jamestown. Additional travel at the discretion of the CEO.

COUNCIL STAFF

Chief Executive Officer – Keith Hope

(resignation effective 20th May 2011, Roger Crowley appointed Acting CEO)

Appointed Chief Executive Officer, Northern Areas Council - February 2007

Overall responsibility in ensuring:

- The objectives of the Council's Strategic Plan are achieved;
- The policies of the Council are properly put into effect;
- The general management objectives and principles of personnel management as prescribed in the Local Government Act are put into effect;
- Management plans and budgets as determined by the Council are implemented;
- Other management, financial plans and controls are developed and implemented as required;
- The management of all areas of activity is of a high standard, and that operations are efficient and effective;
- Adequate planning is in place to ensure that the Council's immediate and long term objectives are achieved;
- Statutory requirements associated with the Council's activities are adhered to;
- Adequate resources are available to carry out all programs required by the Council;
- The Occupational Health, Safety and Welfare of all employees is ensured in his role as the Responsible Officer, under the Occupational, Health Safety and Welfare Act;

Manager of Finance and Administration – David Rattley

Appointed - June 2008

Responsible For:

- Preparation of budget
- Preparation of annual financial statements

- GST monitoring in departments and returns as required.
- Prepare Fringe Benefits Tax Returns and other returns eg ABS, BAS, FBT etc
- Financial management, including financial planning
- Financial reporting
- All accounting functions
- The rating system
- Internal control
- Payroll management

Manager of Engineering Services – Greg Barrowcliff

Appointed - November 2010

Responsible For:

- Effective and efficient operation of the outside work force engaged in capital and maintenance works;
- Promotion the interests of the Council in the community;
- Oversee the allocation of plant and labour resources;
- Control the procurement of materials within an approved budget;
- Preparation of cost estimates for major works schemes when directed;
- Participation in the training and development of employees;
- Ensure the effective implementation of the Council's Works Programme;

Manager of Environmental Services – Alan Thomson

Appointed July 1997

Responsible For:

- Statutory requirements under the Building Rules
- Building and general facilities maintenance
- Statutory requirements in respect to environmental and community health and associated regulations
- Septic tank and effluent disposal schemes
- Curator of Cemeteries
- Development Plans
- Compliance with Development applications and approvals
- Immunizations
- Dog Control
- Inspectorial Services
- Heritage requirements
- Management of by-laws and permits
- Management of general inspection
- Activities associated with the Development Act and Plan

Manager of Corporate Governance – Roger Crowley

Appointed May 1997

Responsible for:

- Governance
- Council Minutes
- Public liability, vehicle and general insurance claims
- Maintain register of plant
- Freedom of Information
- Internal rehabilitation co-ordinator
- OH&S Co-ordinator and responsible for Council's OHS&W Program
- Prepare, maintain and monitor Leases, Licenses, Permits and contracts
- Risk Management
- Co-ordinate Equal Employment Opportunity Program

- Assistance to Section 41 Committees
- Maintain, monitor, implement and review Information Technology systems/procedures of Council and liaise with external parties.
- Acting CEO

Manager of Community Projects Development – Rebecca Jeisman

Appointed September 2009

Responsible For:

- Assisting community groups with the preparation of high quality funding submissions;
- Providing executive support to communities in the implementation of projects;
- Assistance to town development associations in strategic planning;
- Managing Council initiated (or Council supported) economic, community, cultural, youth and/or tourism related activities as required;
- Assistance with the drafting of complex or special correspondence and reports;
- Assistance with the preparation of Council Meeting Agendas and Recording of Council Meeting Minutes as required;
- Regular positive media coverage of Council and/or district projects and activities;
- Development of relationships with local and state media outlets;
- Exploration and implementation of opportunities and strategies to promote Council and its communities within Northern Areas Council and the region;

STAFFING - ADMINISTRATION

Administration staff currently comprise a mixture of fulltime, part-time, casual and contract staff. Staff cover Council's main administration centre at Jamestown along with satellite offices at Gladstone and Spalding.

Michael Lambert, Risk Management Officer, Bernadette Semler, Executive Assistant, Tanya McKerlie, Office Manager/Payroll, Rosalie Jones, Records Management Officer, Karen Burford, Administration Support, Tanya Francis, Administration Support), Fiona Porter, Creditors, Anna Bottrall, Administration Support), Bernadette McCarthy (Rates), Meagan Catford, (Administration Support), Jill Bertram, Administration Support-Contract.

STAFFING – ENVIRONMENTAL

Gabby Swearse, Planning Officer, Margie Simpson, Administration Support, Jill Bertram, Administration support (contract), Garry Harris, Dog Control Officer, Heather Morgan, Dog Control Officer.

STAFFING – ENGINEERING

David Cowin, Manager Technical Services, Anthony Kenning, Manager of Operations
 Paula Duncan-Tiver, Administration Support, Rob Lock, Mechanic, George Miles, Mechanic, Braeden Hagger, Apprentice Mechanic, Joseph Fahey, Team Leader/Multi Plant, Christopher Galpin, Truck Driver/Multi Plant Operator, Anthony Cock, Truck Driver/Multi Plant Operator, Antony Thompson, Truck Driver/Multi Plant Operator, John Penn, Multi Plant Operator, Malcolm Coe, Grader and Multi Plant Operator, Gavin Cleggett, Grader/Multi Plant Operator, Graham Cowin, Team Leader/Grader/Multi Plant Operator, Darren Klingner, Multi Plant Operator, Richard Cadzow, Grader/Multi Plant Operator, Dave Hillam, Patrol/Multi Plan Operator, Rodney Cock, Multi Plant Operator, Brian Ackland, Weedspray/Plant Operator, Greg Caulfield, Light Plant Operator (Casual), Garry Bartlett, Plant Operator, Alan Flower, Multi Plant Operator (Casual), David Tobin, Gardener/Light Plant Operator, Darren Partridge, Gardener/Light Plant Operator, Alex Kirkman, Gardener/Light Plant Operator, Les Haynes, Multi Plant Operator/Maintenance Team Leader, Trevor Ward, Multi Plant

Operator/General Maintenance, Ivan Rogers, Gardener/Multi Minor Plant Operator, Brian Rowe, Multi Plant Operator, James Cooper, Casual, John Hall, Compactor Operator.

Additional casual staff are utilised for mowing some township parks and gardens, maintaining and cleaning toilets, swimming pool operators and pool supervision, waste management at dumps and emptying of bins, as required throughout the year.

Gary Bice, Maintenance – Yacka (Casual), David Goodridge, Maintenance – Spalding (Casual) Nola Reynolds, Cleaner – Gladstone (Casual), Darren Jebb, Hydrotherapy Pool Operator, Jamestown (Casual), Noreen Kenning, Cleaner/Maintenance – Jamestown (Casual), Jo-Anne Chapman, Cleaner – Jamestown (Casual), Delma Noonan, Maintenance Worker – Georgetown (Casual), Rodney Dawson, Cleaner – Yacka (Casual), Diane Dunn, Hall Cleaner – Spalding (Casual), Heather Morgan, Dog Control – Jamestown, Garry Harris, Dog Control – Gladstone.

TRAINING UNDERTAKEN BY COUNCIL STAFF

Preparing and updating Long Term Financial Plans	Preparing and updating asset Management Plans
Whistleblowers Protection Act – Responsible Officers	Whistleblowers Act – Fraud and Corruption reporting
OHS&W Internal Auditor Training	
Eye safety training and vision tests	Bullying discrimination and sexual harassment
Drugs and Alcohol in the Workplace	Management Team OH&S Planning Session
Fire Prevention Officers Seminar	Risk Management Regional Forum
Shop Steward Training	

ANNUAL BUSINESS PLAN & BUDGET 2010/11 SUMMARY

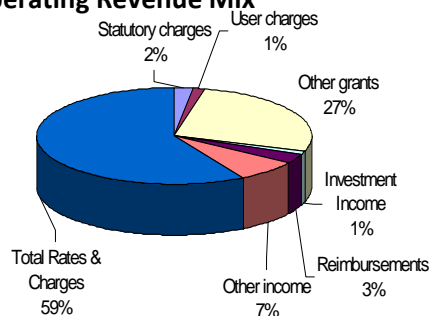
Northern Areas Council is responsible for maintaining the community's \$55.6 million worth of assets which includes local roads and footpaths, stormwater drainage, land and buildings. In addition, Council provides services for the benefit of its residents such as waste management, street lighting, libraries and parks and gardens.

There are also certain services that Councils are required to provide under various Acts of Parliament such as planning and development and dog management. The reality is that these services cost money and Council's rates are the main source of funds to maintain these services and facilities.

Northern Areas Council produces a Strategic Plan and 10 Year Forward Financial Estimates that outline the long term priorities and objectives, including infrastructure needs for the community, and the costs to deliver them. This provides the framework for determining the level of rates, debt and service provision for the community.

In 2010/11 the Northern Areas Council needs to raise \$10.3m of revenue (excluding Loans). Of this, \$6.8m is operating revenue which includes \$3.13m in net general rates. Good fiscal management has enabled Council to limit the general rate increase to 5.0% for the average ratepayer.

2010/11 Operating Revenue Mix



So, for around \$2 per day, the average ratepayer will receive the benefits of the following services which are proposed to be set down as part of the 2010/11 budget:

Economic Development

Jamestown Industrial Park \$300,000

Transport

Kerbing & footpath program \$150,000.

Roads to Recovery projects \$295,800.

Sealed roads \$525,000

Unsealed roads \$1,400,000.

Stormwater & flood mitigation works at Laura, Gladstone, Spalding & Georgetown \$1,521,000 (approx. half grant funded)

Sport & Recreation

Southern Flinders Stadium \$2,375,000 (majority grant funded)

Swimming Pool Lighting \$30,000

Community Amenities

New toilets in Ayr St, Jamestown \$95,000

Complete Jamestown water re-use \$350,000.

Laura water re-use \$872,000 (\$206,000 in grants) Main St Upgrades in Jamestown, Laura & Georgetown totalling \$526,000 (partly funded via places for people and recovery grants)

Landfill projects \$100,000.

Administration

New Council Residence \$250,000

Computing & Office Equip. Upgrades \$31,000

Other

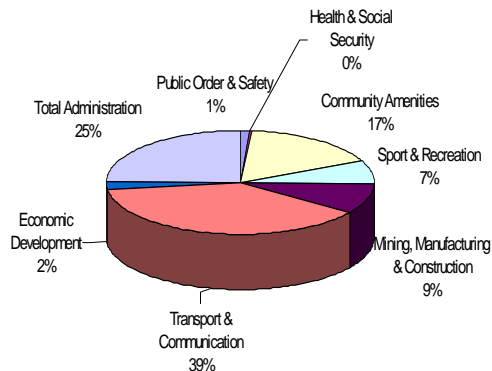
Plant replacement program - Net Loans of \$859,300

Solar expansion \$50,000

Council's 2010/11 operating budget totals \$6.5m and includes some of the following major services.

- \$460,000 will be spent on domestic waste collection, street cleaning and landfill operations;
- \$725,000 on infrastructure maintenance; and
- \$290,000 on maintaining parks and gardens across the Council.

2010/11 Operating Expense Mix



For every \$100 paid in rates and charges, as a guide only, the breakdown in Council expenses is as follows (there is no reflection made for grant funded or income generating activities).

- *Parks, Gardens & Recreation \$5.35*
- *Municipal Governance \$1.08*
- *Customer Service \$3.90*
- *Halls & Library Services \$1.87*
- *Public Health & Safety \$1.43*
- *Administration & Insurance \$14.35*
- *Planning, Development & Compliance \$4.27*
- *Community & Economic Development \$5.45*
- *Engineering, Depot & Plant Services \$27.29*
- *Roads and related activities \$21.98*
- *Other Community Amenities \$2.23*
- *Waste Management \$5.47*
- *Debt Servicing \$5.34*

This plan, which outlines Council's long term priorities and objectives, including infrastructure needs for the community and the cost to deliver them, provides the framework for determining the level of rates, debt and service provision for the community.

Once this framework is adopted, the parameters for the budget and the level of rates required to balance the budget is determined. The amount of rates payable by a ratepayer is determined by multiplying their property value by the rate in the dollar.

If you believe that your property has been wrongly classified as to its land use, then an objection may be made (to the Council) within 60 days of being notified of the land use classification. It is important to note that the lodgement of an objection does not change the due date for payment of rates.

General Rates

All land within a council area, except for land specifically exempt (e.g. crown land, council occupied land and other land prescribed in the Local Government Act 1999 – refer Section 168 of the Local Government Act 1999), is rateable. The Local Government Act provides for a Council to raise revenue for the broad purposes of the Council through a general rate, which applies to all rateable properties.

It is proposed to raise \$3,137,623 net general rate revenue in a total revenue budget of \$6,807,923. Council proposes to set a general rate of 0.2040 cents in the dollar for rural assessments and 0.2440 cents in the dollar for urban assessments to raise the necessary revenue.

Differential General Rates

Council proposes to impose differential general rates based on:

- whether the land is rural or urban,
- a general rate of 0.2040 cents in the dollar for rural assessments and 0.2440 cents in the dollar for urban assessments.
- generating \$2,054,563 being raised from rural rates and \$1,184,552 being raised from urban rates

Fixed Charge

Council will impose a fixed charge on rateable properties of \$230, calculated as approximately 50% of the previous two year average actual administration & governance costs. 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(s) and occupied by the same occupier(s). Council believes that a fixed charge provides an equitable base for the rating system.

If two or more pieces of rateable land within the area of the Council constitute a single farm enterprise, only one fixed charge may be imposed against the whole of the land. The Single Farm Enterprise provision allows for eligible farmers to achieve more equitable distribution of the fixed charge (which reflects the changing nature of farm holdings in the area). Approval is subject to a written application and such evidence as Council may reasonably require.

Annual Service Charges

Council provides a CWMS, to all properties in Jamestown. Council will recover the full cost of operating, maintaining and improving this service for this financial year (includes setting aside funds for the future replacement of the assets employed in providing the service) through the imposition of an annual service charge of \$285.00 per occupied property unit and \$246.00 per unoccupied unit.

Council provides a CWMS, to all properties in Laura. Council will recover the full cost of servicing the construction loan, operating, maintaining and improving this service for this financial year through the imposition of an annual service charge of \$304.00 per occupied property unit and \$268.00 per unoccupied unit.

Council provides a CWMS, to all properties in the Moyletown area of Jamestown. Council will recover the full cost of servicing the construction loan, operating, maintaining and improving this service for this financial year through the imposition of a service charge of \$304.00 per occupied property unit and \$244.00 per unoccupied unit.

Council provides a CWMS, to all properties in Gladstone. Council will recover the full cost of servicing the construction loan, operating, maintaining and improving this service for this financial year through the imposition of a service charge of \$346.00 per occupied property unit and \$300.00 per unoccupied unit.

Council will levy a service charge for garbage collection where Council currently has a garbage pickup. This annual service charge will be calculated at 100% of anticipated costs of roadside

garbage collection and disposal for all areas having a pickup including rural areas. The Garbage Annual Service Charge proposed for 2010/11 year is \$110.00 per unit (bin).

Property valuations do not determine the rates income to Council.

Valuations are only used to determine how much each ratepayer contributes to the total rates required.

Property capital value assessment comes from a Government valuation adopted by the Council. If you have an objection, query or appeal in relation to this property valuation please contact the Valuer-General within 60 days of receiving your annual instalment rates notice. Objections should be forwarded to:

State Valuation Office
GPO Box 1354
ADELAIDE SA 5001
Phone: 1300 653 345

If your objection is upheld, the Valuer-General will advise Council and your rates notice will be amended.

In total, Council budgeted \$101,000 to support rate relief options across the Council. This money will reduce rates levied for eligible pensioners and community organisations who provide subsidised support services to meet community expectations in areas such as aged care, sport and recreation and education.

Eligible pensioners may be entitled to a concession on rates, if not currently receiving one. Application forms, which include information on the concessions, are available from the Council at the Jamestown, Gladstone and Spalding offices. They are also available from SA Water (Ph. 1300 650 950) which administers the concession scheme on behalf of the State Government. An eligible pensioner must hold a Centrelink or Veterans Pension Card or State Concession Card. The applicant must also be responsible for the payment of rates on the property for which they are claiming a concession. Applications are administered by the State Government, through SA Water. Payment of rates must not be withheld pending assessment of an application by the State Government as penalties apply to unpaid rates. A refund will be paid if Council is advised that a concession applies and the rates have already been paid.

Self-funded retirees who currently hold a State Seniors Card 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 applicants have not received a concession on their rates notice, or would like further information, please contact the Revenue SA Call Centre on 1300 366 150.

The Department for Families and Communities may assist eligible persons receiving State and Commonwealth allowances with the payment of Council rates for their principal place of residence (remissions are not available on vacant land or rental premises). Please contact the nearest Families SA District Centre for details or phone the Concessions Hotline on 1800 307 758.

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.

For a typical residential property, it will be 76c on general rates and 57c on the separate refuse charge.

Rate Capping

Council has previously capped any increase in rates paid for all properties from the 2005-06 financial year to the 2008-09 financial year at 10%. This will be replaced by a rate cap upon application of 50% for the 2010/11 financial year. Rate capping does not apply to properties where the current ratepayer was not a ratepayer for that property prior to 1st July 2009 or where a building/development approval has been granted since 1st July 2009 valued at \$20,000 or more. Applications for the rebate must be received by 31 August 2010. The removal of the 10% rate cap does not mean Council will receive further rates above 5% but will instead result in a fairer redistribution of the rates burden in line with property capital values.

Incentive for Early Payment

Council is offering incentives for the early payment of rates. A discount of 4% will apply if rates are paid in full by 1st September 2010.

Payment of rates

The payment of rates will be by four equal or approximately equal instalments, with the instalments falling due on the following dates:

- First instalment – 1st September 2010
- Second instalment – 1st December 2010
- Third instalment – 1st March 2011
- Fourth instalment – 1st June 2011

If the payment due date is not a business day, the rates are due on the next business day following the non-business day on which the payment falls due.

Rates may be paid:

- By post
- BPAY
- By Direct Deposit into Council's Bank Account:
 - 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
 - 11 Main Street, Spalding during the hours of 10:00am & 2:30pm Tuesdays & 9:00am to 1:00pm and 1:30pm to 5:00pm on Thursdays.
- Via Australia Post - In person at any Post Office, By Phone on 13 18 16 using Visa or Mastercard or go to postbillpay.com.au

Any ratepayer who may, or is likely to experience difficulty with meeting the standard payment arrangements is invited to contact the Rates Officer, to discuss alternative payment arrangements. Council treats such inquiries confidentially.

The Local Government Act provides that a Council may sell any property where the rates have been in arrears for three years or more. Council is required to notify the owner of the land of its intention to sell the land, provide the owner with details of the outstanding amounts, and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month.

Natural Resources Management Levy

As part of the Northern & Yorke Natural Resources Management Region, Council proposes to set a Separate Rate for the Northern & Yorke NRM Board Levy of 0.0133 cents in the \$ to recover the \$161,332 set by the Board as this district's contribution.

Queries relating to the NRM Levy are directed to:

Northern & Yorke NRM Board
PO Box 175, Crystal Brook SA 5523
Phone: 1300 558 026
Email: board@nynrm.sa.gov.au

This levy is shown as a separate item on all rate notices.

Annual Business Plan and Budget

A full copy of the Annual Business Plan is available for inspection at no charge at the principal office 94 Ayr Street Jamestown SA 5491 or can be downloaded from Council's website at www.nacouncil.sa.gov.au

STRATEGIC PROFILE

It is a requirement under the Local Government Act 1999 (S122) that Council's Strategic Plan be reviewed every three years. The last review was conducted by Council staff "in house" in 2006/2007 to produce the 2007/2010 Strategic Plan.








Council's Strategic Plan establishes the framework for underpinning all of its activities. The Strategic Plan is also a reflection of the community's expectation of Council and the direction they want Council to pursue.

The Plan takes into account development opportunities within our region and in adjoining regions.

Our Vision - The Northern Areas Council will be a key rural region recognized as innovative in delivering cost effective services to its communities.

Our Mission - To provide quality cost effective services in meeting current and future needs of the community

Core Values

-  Customer service
-  Positive management
-  Continuous improvement
-  Teamwork
-  Energizing leadership
-  High staff satisfaction
-  Innovation

The Strategic Plan has been developed taking into account Council's Annual Business Plan, its Long Term Financial Plan and its Development Plan and will be reflected in the formulation of Council's Asset Management Plan. It is not intended to duplicate those documents, but to state that both Council's Annual Business Plan and Long Term Financial Plan reflect the initiatives contained in this document and have been developed being mindful of the levels of services, resources and infrastructure that will be needed to achieve the objectives.

In developing this Plan, Council has given consideration to its responsibilities under the following legislation: Community Titles Act 1996, Development Act 1993, Dog and Cat Management Act 1995, Environment Protection Act 1993, Expiation of Offences Act 1996, Fences Act 1975, Fire and Emergency Services Act 2005, Food Act 2001, Freedom of Information Act 1991, Housing Improvement Act 1940, Land and Business (Sale and Conveyancing) Act 1994, Liquor Licensing Act 1997, Local Government Act 1934, Local Government Act 1999, Natural Resources Management Act 2004, Occupational Health Safety and Welfare Act 1986, Public and Environmental Health Act 1987, Road Traffic Act 1961, Roads (Opening and Closing) Act 1991, Supported Residential Facilities Act 1992.

Objectives

ASSETS	To develop best practice management of roads, buildings, plant and equipment to maximise returns to ratepayers and to support economic growth;
---------------	--

Strategy 1:1 - Develop and implement a maintenance management and asset replacement program for Council's key physical assets.

Key Outcomes:

- Council continues to prioritise road construction and maintenance works, and during the year completed 38.4km of road resheeting.
- Upgrading of plant, and replacement of small plant items is programmed annually, which ensures the high standard of plant items is maintained, thereby reducing ineffective plant hours due to machinery breakdown/faults. Plant purchased in the past 12 months includes a Volvo Compactor and a Caterpillar Excavator.
- In the 2009/10 budget, Council approved a budget line of \$1M to fund the development and implementation of a CWMS Waste Water Treatment Plant to service the Jamestown Community. The project to be financed by way of loan funding with repayments being drawn from CWMS (formerly STEDS) income generated from Jamestown ratepayers. Superintendency of all constructions works was undertaken by Wallbridge and Gilbert. This project has continued through the 2010/2011 year, and is expected to be completed by October 2011.
- Council's Works Committee reviewed the 2010/2011 plant replacement program in March 2011.
- During 2010/2011 Tonkin Consulting undertook an engineering inspection of Councils 21 owned bridges.

Strategy 1.2 - *Maximise external funding opportunities for replacement/enhancement of existing assets and the development of new infrastructure.*

Key Outcomes:

- Gladstone Places for People "Main Street" Project. The project involved a revamp of the Main Street of Gladstone and surrounds. This was made available by grant funding from Regional Partnerships, Places for People, Department of Trade and Economic Development and "in kind" funding from Council totalling approximately \$550,000. This project was completed and opened in September 2010.
- Jamestown Places for People Project. Council submitted a "Places for People" application in 2000 with Council receiving funds to develop areas around the Belalie Creek and Ayr Street precincts. During June 2009 a decision was made to award construction of a new pedestrian footbridge across Belalie Creek, Jamestown. The new pedestrian bridge is expected to be in place by October 2011.
- Assistance with funding for maintenance of Stone Hut Hall, Spalding Town Hall, Jamestown Town Hall;
- Financial assistance to Swimming Pools at Gladstone, Spalding and Jamestown;
- Swimming Pool lighting upgrade at Jamestown Swimming Pool
- Liaison with AGL on windfarm community grants;

Strategy1:3 - *Pursue alternative options for maintaining and upgrading infrastructure, including plant & equipment, across Council's area.*

Strategy 1.4 - *Increase effectiveness of plant and equipment through appropriate training and adoption of best practice OH&S measures.*

Key Outcomes:

- Annual LGA Risk Management Review undertaken;
- Council continues to provide a comprehensive Occupational, Health Safety and Welfare Program;
- Training Needs Analysis completed for all staff.
- Regular toolbox/staff meetings to inform staff on new policies and undertaken consultation on existing policies
- Regular training of staff

Strategy 1:5 -*Improve the delivery of services from public sector utilities in townships and communities.*

Key Outcomes:

- Negotiation is continually undertaken with ETSA on street lighting upgrades in Council townships, including those with new subdivision/housing developments.

ECONOMIC	To facilitate growth through economic development and investment attraction;
-----------------	--

Strategy 2.1 - *Actively pursue opportunities with State and Federal Government agencies and industry bodies in relation to business and economic development and new investment opportunities.*

Council's Economic Development Program covers issues relevant to investment attraction, business support and business growth.

The role of Regional Development Australia, and agencies supporting business development are vital to Council in providing expertise and services.

Support to local businesses is facilitated through services offered by key State and Federal agencies.

Council also recognises the importance of tourism to the region, which continues to support the Southern Flinders Tourism Authority.

Key Outcomes:

- Mannanarie Road, Jamestown – Industrial Estate – sale of blocks
- Mannanarie Road, Jamestown – Industrial Estate – extension of subdivision
- Continue to strengthen links with Regional Development Australia to support existing businesses and encourage new investment within the district.
- Sale of allotments at former Primary School land in Jamestown
- Development Plan Amendment – Council appointed consultancy firm Nolan Rumsby Planners to undertake an analysis of the Council's current Development Plan zoning, the future growth options for the urban areas, the adequacy of existing zoning and boundaries, land capability, opportunity for "fringe" development surrounding the towns, and infrastructure capacity in order to determine a clear local strategic framework on which to base the DPA amendments.

Strategy 2:2 - *Pursue economic development through incorporating relevant provisions of Council's Development Plan*

- Development Plan Review
- Better Development Plan implementation

Strategy 2.3 - *Promote the development of tourism in the region*

Implementation during 2010/2011 included:

- Economic Development Policy implementation within the Council area to support local business initiatives
- Southern Flinders Tourism – Council is benefiting from its collaborative approach with Regional Development Australia and District Council of Mount Remarkable and Port Pirie

Regional Council with the implementation of a \$1M tourism infrastructure program and the initiation of Stage 2 of this project;

Strategy 2.4 - *Facilitate the expansion of business by assisting new investors to meet statutory and regulatory requirements*

Key Outcomes:

- Council has assisted a number of existing businesses with upgrades/expansions through advice on regulatory requirements and/or development applications including:
- Ongoing windfarm developments;
- Support to manufacturing company in Georgetown

Strategy 2:5 - *Investigate and initiate proposals for the integration of IT (information technology) that will have a positive impact on industry, business, education and employment development and support training programs for local business operators.*

Key Outcomes:

Strategy 2.6 - *Support initiatives to maintain district and regional population stability including activities to attract professional and trade skills to the district.*

<p>COMMUNITY To facilitate the building of community capacity leading to improved quality of life expectations for residents thereby underpinning and sustaining economic development and investment attraction opportunities..</p>
--

Strategy 3:1 - *Pursue initiatives to support local community groups to build community capacity.*

- Assistance to community groups to access funding for projects to upgrade and maintain facilities;
- Regional and local community infrastructure program – 10 projects throughout the Council area were implemented with \$100,000 funding allocated to Council through the Federal Government's Regional and Local Community Infrastructure Program (RLCIP)
- Council has also had involvement in community passenger transport services and also sponsors the NAC YAC Youth Advisory Committee, raising and addressing issues for young people in the community.
- Replacement of floodlighting at the Jamestown Swimming Pool, with the Gladstone and Spalding swimming pools floodlighting to be included in the 2010/2011 budget.

Key Outcomes:

- Council has continued to support the Community Projects Development Manager position.
- Allocation of funding for NAC YAC;
- Review of status of Section 41 Committees;

Strategy 3:2 - *Support local (town) community development associations.*

Strategy 3:3 - *Promote and support the effective use of volunteers and their organisations to maintain and improve upon the quality of community services.*

Key Outcomes:

- Council continues to support the work of local volunteers by assisting them to access State and Federal grant funding for respective projects and by providing in-kind assistance where appropriate and practicable. Some of those projects include:
 - Laura Skate Park development
 - AGL Hallett Windfarm Community Grants
 - Georgetown Bowls Club – re-roof of building
 - Caltowie Public Toilet
 - Cannon Restoration - Spalding
 - Volunteer Resource Centre in Laura
 - Light towers at Gladstone Oval
- Council has continued to support and work with Community Development Boards and Progress Associations.
- Promotion and recognition of Australia Day “Citizen of the Year”, “Young Citizen of the Year”, and “Community Event of the Year” with all townships in the Council area. Awards were presented at Tresylva Park, Gladstone on Australia Day 2011.

Strategy 3.4 - *Ensure development and deliver of essential health related services.*

Key Outcomes:

- Council continues to support immunisation clinics at Jamestown & Gladstone with an emphasis on pre-schools and secondary schools.
- Continuing support to the Jamestown Community Bus and Rocky River Community Bus
- Administration and maintenance support to the Jamestown Medical Centre facility
- Administration and maintenance support to the Jamestown Hydrotherapy Pool and Gym
- Inspection of food premises
- Distribution of Food Act information to business and community groups hosting events
- Participant in the Healthy Communities Initiative joint Council project with District Council of Mount Remarkable, Port Pirie Regional Council, District Council of Orroroo/Carrieton, District Council of Peterborough.

Strategy 3:5 - *Improve the provision of transport services available to the community.*

Key Outcomes:

- Council has representation on the Northern Community Passenger Transport Network Committee.
- Support to Jamestown Community Bus and Rocky River Community Bus

Strategy 3:6 - *Ensure that Sport and Recreation facilities are developed in line with community expectation.*

Key Outcomes:

- Council takes a leadership role in seeking to upgrade regional sporting infrastructure.
- Council’s Community Projects Development Manager continues to assist local sporting clubs to develop funding applications to upgrade club facilities.
- Ongoing project management of Southern Flinders Regional Sports Stadium project at Gladstone.
- Official opening of the relining on the Gladstone Swimming Pool by Geoff Brock MP, Member for Frome on 14th November, 2010.
- Northern Areas Tennis Development Project – Resurfacing of courts at Laura, Bundaleer and Washpool Tennis Clubs

Strategy 3:7 - Encourage the development of art and culture through supporting particular projects and ensure the provision of appropriate infrastructure.

Key Outcomes:

- Council has continued to provide support to the Bundaleer Festival Weekend.

Strategy 3.8 - Continue to support Community Youth initiatives

Key Outcomes:

- Ongoing support to the NAC Youth Advisory Committee and their activities throughout the Council area.

Strategy 3.9 - Continue to support the provision of library services.

Key Outcomes

- Ongoing support of the Flinders Mobile Library service
- Ongoing support of the Jamestown Community Library

Strategy 3.10 - Support initiatives to address housing needs

- Liaison with Housing SA on sale of Bombala Units in Gladstone

Strategy 3.11 Facilitate the development of flexible childcare services.

ENVIRONMENT To facilitate sustainable management of the natural and built environment to support biodiversity and growth;
--

Strategy 4:1 - Support joint initiatives with the community that lead to improvement to the environment.

Key Outcomes:

- Council has continued implementing its Roadside Vegetation Management Strategy and work with allied agencies to control noxious weeds along roadsides and in public places.
- Council staff completed the winter/spring spraying program for weed control. Spot spraying for weeds on Council footpaths, roadways, reserves is ongoing.
- Liaison with community on endangered site for Spiny Daisy, *Agrostis Limitanea*
- Partnership with Northern and Yorke Natural Resource Management Board
- Installation of solar power systems on Council owned (community used) buildings, making a lasting impact on reducing Council's future net power costs, and being recognised as a community climate change leader.

Strategy 4:2 - In conjunction with peak community groups identify significant items of local heritage to be protected.

Key Outcomes:

- Council has continued to work with the Department of Environment and Resources, Local and State Heritage Section to identify local heritage to be recognised.

Strategy 4:3 - Develop a Waste Management Strategy incorporating sustainable recycling initiatives with neighbouring Councils.

Key Outcomes:

- Northern Waste Management disbanded, with Council now owning and operating its weekly wheelie bin collection service to resident in townships and selected rural areas, with a recycling service to be implemented in the next financial year,
- Council continues to support the drumMuster scheme involving the central collection of used farm chemical containers, and support programs to reduce the effects of (indiscriminate) waste oil disposal.
- Greenwaste Collection undertaken annually
- Cardboard/newspaper recycling service provided to the community

Strategy 4:4 - Participate actively in the management of the region's water resources

Key Outcomes:

- Audit of existing Community Wastewater Management System (CWMS) assets.
- Development of a flood mitigation program for Laura, incorporating appropriate water harvesting opportunities. A study for Laura was completed by Wallbridge and Gilbert, with a recommendation phasing the proposed works over a three year timeframe.
- Development of a flood mitigation program for the Spalding township, with detailed design work being undertaken by GHD. Project to be funded with Federal, State and Council funds.
- Council is coordinating efforts to re-use effluent waste from Gladstone Community Wastewater Management System (CWMS formerly STEDS) to water the town's ovals.
- Ongoing investigation of a solution to algae issues in Belalie Creek, Jamestown

GOVERNANCE AND ACCOUNTABILITY	To implement best practice administration procedures and encourage community involvement in key decision making activities.
--------------------------------------	---

Strategy 5:1 - Ensure the implementation of appropriate management and operational requirements of Council in consultation with staff

Strategy 5:2 - Develop human resource management policies and practices that encourage teamwork and improve communication

- Development of the following Human Resources Policies
- Recruitment & Selection Policy
- Recruitment, Selection & Induction Procedure
- Performance Appraisal Policy
- Performance Appraisal Procedure
- Performance Appraisal for CEO & Senior Officers form
- Performance Appraisal for Administrative Officers form
- Performance Appraisal for Field Employees form
- Conduct, Counselling and Discipline Policy
- Conduct, Counselling and Discipline Procedure
- Conduct, Counselling & Discipline Termination Checklist
- Equal Employment Policy
- Equal Employment Procedure
- Training and Development Policy
- Training and Development Procedure

Key Outcomes:

- Council continues to consult with Works staff on their Enterprise Bargaining Agreements.
- Staff Performance Development reviews
- Development of Human Resources policies in conjunction with staff

Strategy 5.3 *Minimise Council's exposure to risk and liability through the creation and implementation of appropriate policies, procedures and actions.*

- Continual improvement in safe work practices and development of a rehabilitation and claims management program caring for injured staff to assist them to return to their duties.
- Council has continued to encourage managers and staff to develop a culture of safety practices and prevention to lead to a better safety environment for the public in Council facilities such as parks, gardens, halls and sport and recreation grounds.
- Council has continued to hold regular OH&S meetings with Admin and Works staff Managers.
- Regular and ongoing review of policies and procedures

Strategy 5.4 - *Develop an Annual Business Plan, Long Term Financial Plan and Asset Management Plan.*

Key Outcomes:

- Council has developed a 20 year Financial and Management Plan and is developing an Asset Management Plan which will be incorporated into the Budgeting and Long Term Planning process

Strategy 5.5 - *Provide the necessary resources to implement the strategic plan within realistic timeframes*

Strategy 5.6 *Develop a formal communication plan and policy*

Key Outcomes:

- Council published quarterly newsletters in 2010/2011.
- Ongoing updating of information on Council's web page
- Regular articles and press releases in locally distributed newspapers ie Northern Argus, Flinders News, Mid North Broadcaster, Jamestown Journal, Gladstone Gazette, Spalding Scribe, Laura Cares.

Strategy 5.7 - *Monitor Councils community and customer relationship.*

- Data collected and collated on customer visits to Jamestown, Laura and Spalding offices.
- Community survey by mail and electronically
- Community meetings on a range of issues

Strategy 5.8- *Support the role of Councillors*

Key Outcomes:

- Support to Elected Members with access to relevant training

Strategy 5.9 - Develop and support Council's Independent Audit Committee.

NETWORKING To work with key stakeholders to maximise opportunities for the Region.

Strategy 6.1 - Raise the profile of the Northern Areas Council with key stakeholders including government agencies

Strategy 6.2 - Be proactive in raising local and regional issues with State & Federal Ministers, MPs and senior government officials to ensure an equitable flow of program funding or better representation for this district and region.

Key Outcomes:

- Council has continued with its policy of responding to State and Federal issues impacting upon the district and region.
- Representation on a number of Regional and State Committees by Elected Members;
- Annual visit by Department of Transport, Energy and Infrastructure

Strategy 6.3 - Encourage and facilitate visits to this district by State & Federal Ministers, MPs and senior government officials.

- Council continues to seek opportunities to lobby State & Federal Ministers, MPs and officials on issues of importance to the district and region.

It is a requirement that within 12 months of Council elections, a review of Council's Strategic documentation is undertaken.

In early 2010, a review of the 2007/2010 commenced with an initial assessment of the objectives, strategies and actions outlined in the current document. In the review process, contributions were sought from Department Managers and Elected Members, prior to consultation with the community. The community were provided with two options to provide feedback on the Strategic Plan: online or hard copy.

Responses from consultation and workshops were collated. Strategies, actions and targets/measures for five core categories were identified: Governance and Leadership; Infrastructure & Assets; Environment; Community and; Prosperity.

Copies of the draft Strategic Plan 2010-2020 were provided to Members at their May 2011 Council Meeting. A workshop was held on 21st June 2011, for Elected Members to workshop the draft 2010-2020 Strategic Plan.

It is expected that the 2010-2020 Strategic Plan will be adopted by Council by November 2011.

ENGINEERING

Northern Areas Council covers an area of 3070km² and maintains 2197km of roadways, mainly open surface and unsealed. 133 km of Council's road network is sealed. This Council area covers a number of townships, the largest being Jamestown, and other major towns are Laura, Gladstone, Spalding and Georgetown, and a number of smaller townships including Yacka, Gulnare, Caltowie, Narridy and Tarcowie.

Rural road maintenance has occupied the majority of plant and labour allocations through resheeting, patrol grading, maintenance reseals and some private work that has been undertaken.

During 2010/2011, Council resheeted 38.4km of its road network, on all or part of the following roads;

Miltowie Rd, Old Terowie Rd, Claremont Rd, Meaney Rd, Mt Lock Drive, Ferguson Rd, Georgetown Caltowie Rd, Growdens Rd, Wudlanowie Rd, Gum Hill Rd, Bullyacre Rd, Baynes Rd, Rucioch Rd/Quarry Rd, Pirie Beetaloo Rd, Laura Beetaloo Rd.

Town re-sealing was undertaken in Bute Street, Jamestown, Pitt Street, Georgetown, Garden Street, Laura, Doon Terrace, Jamestown, O'Halloran Street, Laura, High Street, Gladstone, Jamestown-Whyte Yarcowie Road, Alexandra Street, Jamestown, South Terrace, Laura, Port Street, Gladstone, View Street, Gulnare, Fife Street, Gulnare, Garden Street, Laura, and Doon Terrace, Jamestown.

Major projects Council's engineering staff have worked on during the year included the Gladstone Main Street upgrade, water re-use schemes at Jamestown and Laura and the Jamestown Places for People project, unfinished in this reporting year and site works at the Southern Flinders Regional Sports Stadium development at Gladstone.

During the year, works staff completed construction of a 7.6km trail from Stone Hut to Laura following along the disused rail corridor. The Rail Trail compliments existing mountain biking trails in the region, offering a scenic, low-lying route between Laura and Stone Hut. Equal funding was received through the Federal Government's Regional & Local Community Infrastructure Program; the Southern Flinders Regional Tourism Authority as well as Council contributing a third of the total project cost of \$86, 941.

Council maintains 1 airstrip located at Jamestown, and 3 Community Waste Water Management Systems, located at Jamestown, Laura and Gladstone.

In line with Council's plant replacement program a new Isuzu Compactor and Caterpillar Excavator were purchased, along with a number of smaller plant items.

Over past years, Council has been reviewing its waste management operations. With increasing requirements from the Environmental Protection Authority, the year commenced with the reduction of Council landfill sites to one in the Council area. This meant that landfill sites at Laura, Gulnare, Georgetown, Yacka and Tarcowie closed, with Gladstone the only remaining landfill site and Jamestown and Spalding becoming transfer stations only.

Council continues to operate a weekly kerbside waste collection service to all households within townships and on request to rural properties.

To minimize the volume of waste to be disposed of at the landfill site, Council will look to develop a kerbside recycle collection, in the coming 12-18 months.

FIRE PREVENTION

The Northern Areas Council encourages all residents and its ratepayers to undertake necessary fire prevention measures on their properties.

An advertising campaign was run through local newspapers circulating in the district along with information provided in Council Newsletters and Council Offices.

Inspection of township properties was undertaken during October 2010.

127 Section 105F notices, and one Expiation Notice under The Fire and Emergency Services Act were issued in 2010/2011 financial year. All work was completed before any further action needed to be taken.

ENVIRONMENTAL SERVICES

Council provides a range of services, many being prescribed by various Acts and Regulations.

-  Building Code of Australia
-  Local Government Cemeteries Act
-  Development Act
-  Dog and Cat Management Act
-  Environment Protection Act
-  Food Act
-  Heritage Act

Development and Planning

A total of 155 development applications were approved in the 2010/2011 year, with a total value of \$15.580M. This was in comparison to the 210 applications approved in 2009/2010 valued at \$10.5M and 211 approved in 2008/2009 valued at \$630M.

The increase in value in the 2008/2009 year was due to windfarm development in the Council area.

Dwellings	18
Additions/Renovations	10
Sheds/Garages/Carports	63
Verandah/Pergolas	18
Windfarm	nil
Land Division	5
Stadium	nil
Swimming Pool	6
Telecommunication/Wind Monitoring Masts	7
Solar panel installations	4
Transport Depot	1
Workshops	2
Extensions to Medical Centre	1
Miscellaneous	20
Total Number of applications	155
Total Value of Development Applications	\$15,580,225

Dog and Cat Management

The number of dogs registered for the 2010/2011 financial year was slightly less than the previous 12 months.

Council has continued to encourage and promote responsible dog ownership, through education and awareness processes, and held a free microchipping day during the year.

The majority of dog complaints are dealt with in a minimum timeframe, and most commonly, are dogs found wandering that are quickly re-united with their owners, usually due to ease of identification. Being able to locate dog owners quickly saves time and distress to owners and their pets, and reduces the cost to Council.

Feral cats continue to be a problem and Council's cat traps are continually being requested.

Regular checks are undertaken by Council's Dog Inspector for un-registered dogs on premises.






Number of dogs registered	1299
Dog registration fees collected	\$22,445.35

Reported dog attacks	8
Barking dog complaints	6
Expiation notices issued	14
Number of dogs impounded	25
Number of notices for wandering dogs/unregistered	13
Number of notices for dog harassments	1

Environmental Health

Council's Environmental Health Officer, Alan Thomson conducted 20 inspections on food premises throughout the Council area in 2010/2011.

Businesses which have been inspected for the period include:

-  Food Outlets
-  Hotels
-  Caravan Parks
-  Sporting facilities
-  Council facilities

No orders have been issued in this period with most premises continuing to upgrade and maintain good overall standards.

Council is aware of health education within the community and has provided Food Information Kits to food businesses and community groups, and advice to organisations running events within the Council area.

Swimming Pools

There are 3 Council owned, volunteer run Swimming Pools in the Council area located at Jamestown, Gladstone and Spalding.

A range of school, VACSWIM courses are run at these pool during the summer season along with competitive swimming carnivals and trainings.

Council supports these pools by way of assistance with supervisor's wages and some material and maintenance costs.

A major lighting upgrade was undertaken at the Jamestown Swimming Pool this year, with plans to upgrade the Spalding and Gladstone Pools in the next financial year.

Building Fire Safety Committee

Pursuant to Section 71 of the Development Act, 1993, the Northern Areas Council Building Fire Safety Committee carried out inspections and provided guidance for many licensed premises.

Immunizations

Council supports a local immunization campaign in the Council area, contracting this service to the Rocky River Health Service.

Heritage Act

The "Heritage of the Upper North" report issued by the Department of Environment and Heritage lists places, buildings etc in the Northern Areas Council that are entered in the State Heritage Register and are places of local heritage value.

A Heritage Survey undertaken by Flightpath Architects was carried out in February 2011.

Cemeteries

There are a number of Cemeteries located within the Council area at the following townships: Jamestown, Spalding, Laura, Georgetown, Gulnare, Gladstone, Caltowie, Tarcowie, Narridy and Yacka.

Council's Manager, Environmental Services is the Curator of Cemeteries, with the exception of the Yacka Cemetery who have their own Curator, Basil Boulton, and are run by the Yacka Cemetery Trust.

Council staff have responsibility for leases, burials, plaques for columbarium's and placement of ashes, along with maintenance of cemetery grounds. Genealogy enquiries are dealt with at all 3 Council's Offices, with assistance from local historical groups.

Development Plan Amendment Township Review

Council endorsed the Northern Areas Council Township Development Review draft report allowing community consultation to commence for a 6 week consultation period.

The Department of Planning and Local Government (DPLG) reviewed the Statement of Intent (SOI) and has commended Council for its preliminary detailed strategic work in the form of the Spatial Outcomes Report.

Council Development Assessment Panel

The Council Development Assessment Panel (CDAP) is an independent body that has powers delegated to it relating to planning assessment.

The role of CDAP is to consider any applications referred to it by the Planning Officer. The Planning Officer deals with the majority of the Development Applications under delegated authority.

Membership

Council's Development Assessment Panel consisted of the following Members from July 2010 until November 2010;

Presiding Member: Narelle Schmidt

Independent Members: Tracey Cunningham, Ian Trengove

Elected members: Cr. Alan Woolford and Cr. Malcolm Catford

During this period 3 Development Assessment Panel meetings were held.

Name	No of Meetings Attended
Narelle Schmidt	3
Tracey Cunningham	2
Ian Trengove	2
Cr Alan Woolford	3
Cr Malcolm Catford	3

Following the November 2010 Elections the Council's Development Assessment Panel comprised;

Presiding Member: Narelle Schmidt

Independent Members: Tracey Cunningham, Ian Trengove

Elected Members: Cr. Ben Browne and Cr. Merv Robinson

In February 2011, the membership of the Council's Development Assessment Panel was expanded, to include a further 2 independent members.

The Council's Development Assessment Panel now consists of:

Presiding Member: Narelle Schmidt

Independent Members: Tracey Cunningham, Ian Trengove, Jo-Anne Daly and Jill Wilsdon

Elected Members: Cr. Ben Browne and Cr. Merv Robinson

2 Development Assessment Panel meetings have been held since the November 2010 Council elections.

Name	No Of Meetings Attended
Narelle Schmidt	2
Tracey Cunningham	2
Ian Trengove	2
Jill Wilsdon	2
Jo-Anne Daly	1
Cr. Ben Browne	2
Cr. Merv Robinson	2

Sitting Fees

Presiding Member - \$150 per meeting

Independent Members and Council Members - \$100 per meeting

Travel Allowance

75 cents per kilometre

COMMUNITY DEVELOPMENT

Council's Community Projects Development Manager, was successful in securing the following grant funds from external sources, during the 2010/2011 financial year.

1	RLCIP Funding allocation Northern Areas Council	Sustainable Solar and Water Initiatives	\$30,000
2	Primary Health Infrastructure Grant Northern Areas Council	Jamestown Medical Centre Extension	\$300,000
3	Community Benefit SA Caltowie Hall & Progress Association	Caltowie Public Toilet	\$10,000
4	Region 4 CFS Caltowie Hall & Progress Association	Caltowie Public Toilet	\$6,000
5	Volunteer Support Fund Belalie Arts Society	Office Equipment/Furniture	\$500
6	Local History Grant Belalie Arts Society	Louden Brae Signage	\$1,000
7	Active Club Program Georgetown Bowling Club	Re-roof club house	\$6,090
8	Saluting their service Spalding Community Management Committee	Lighting on memorial	\$860
9	Saluting their service Spalding Community Management Committee	Cannon restoration	\$990
10	National Youth Week Northern Areas Council Youth Advisory Committee	Carnival at Gladstone	\$2,000
11	Community Recreation & Sport Facilities Program Southern Flinders Football Club	Light Towers	\$50,000
12	Premiers Community Initiatives Fund Northern Areas Council Youth Advisory Committee	Female Teens Wellbeing Workshop	\$1,170
13	Crime Prevention and Community Safety Grants, Southern Flinders Health	Establish a Drop in Centre Gladstone	\$10,000
14	Healthy Communities Initiative Joint Council project (DCMR, PPRC, DCOC, DCP and NAC)	Southern Flinders LIFE (over 3 years)	\$700,000
15	FRRR, Small Rural Community Grants Laura Memorial Civic Centre	Replace crockery	\$2,500
16	Storm Water Management Authority Northern Areas Council	Laura Stormwater Management Plan	\$23,098
17	Obesity Prevention and Lifestyle (OPAL) Program Joint Council project (DCMR, DCP and NAC)	OPAL Implementation (over 5 years)	\$1,250,000
Total			\$2,394,208

COMMUNITY PROJECTS BUDGET

Council allocated \$50,000 to a budget line in the 2010/2011 budget. These funds were set aside to assist community groups within Council's area realize projects and events through a small financial contribution. Typically projects/events that receive this funding will assist the greater community, and may not fit the guidelines of other sources of funding, or have exhausted other funding options.

1	Laura Visitor Information Centre – AV equipment and 7minute Laura production	\$1,000
2	Laura Court House & Archives restoration grant	\$5,000
3	Yacka CDB purchase lawn mower	\$2,711
4	Spalding Memorial Bowling Club disabled toilet contribution	\$2,983
5	Laura Folk Fair	\$900
6	Georgetown Memorial Bowling Club	\$2,500
7	Caltowie Toilet Project	\$4,000
8	Southern Flinders Discovery Centre	\$6,000
9	Jamestown swimming pool	\$5,668
10	RDAYMN Broadband Proposal	\$2,000

Total allocated to community during 2010/2011 **\$32,762**

AGL COMMUNITY FUND

On 6th November 2010 the successful applicants of the 2010 AGL Hallett Wind Farm Community Fund were presented with their cheques.

The successful applicants were:

1	Belalie Mannanarie Cricket Club	Purchase of portable shelters and chairs	\$795
2	Caltowie Harmony Chorus	Purchase of chorus risers	\$855
3	Sing Australia Jamestown	Portable PA system with microphone	\$1399
4	Spalding Memorial Bowling Club	Disabled toilet project (part)	\$1645
5	Soroptomists International Jamestown	Co-ordination of speaker	\$1700
6	Jamestown Swimming Pool	Solar pool heater replacement project	\$2000
7	St James Catholic School	Equipment for community kitchen	\$2000
8	Apex Club of Jamestown	Event sponsorship	\$2011
9	Washpool Tennis Club	Purchase of plastic chairs	\$2450
10	Jamestown AH&F Society	Event sponsorship	\$3000
11	Jamestown Twilight Netball	Installation of playground at Vic Park	\$3500
12	Jamestown Community School – Welfare and Chaplaincy Group	Event sponsorship	\$3500
Total allocated in 2010/2011			\$24,855

NORTHERN AREAS COUNCIL YOUTH ADVISORY COMMITTEE (NACYAC)

In the past 3 years NACYAC have been working hard to raise awareness of the committee within the communities of the Northern Areas Council.

The Committee have been focused on providing representation to all of the council region's youth. This provides the Northern Areas Council region youth a voice in the decision making, relative to them in the community.

NACYAC'S ACHIEVEMENTS / EVENTS FOR 2010 – 2011

The NACYAC Track

This event is held annually at the Jamestown Show. NACYAC hold an event that mirrors the Yellow Brick Road held at the Royal Adelaide Show. This event receives a lot of support and donations from the community which help make it so successful. The committee prepares 200 bags and 10 different stops around the show, the participant works their way around the show collecting prizes. In October 2010 the Committee sold approx 170 bags which was a great success. This event takes a lot of hard work and effort by the Committee and shows the dedication that members have.

Jamestown Christmas Pageant

NACYAC were involved in the Jamestown Christmas Pageant held in December 2010. NACYAC provided games and races for the youth that attended. NACYAC Committee members entered a float in the pageant as a team building, fun exercise as well as promotion and increase awareness of NACYAC within the community.

Beading workshop – fundraiser for Queensland Flood Appeal.

The Committee made the decision that they wanted to fundraise for the Queensland flood appeal. NACYAC held a beading workshop and raised \$170 for the appeal.

Gladstone Main Street Opening

The Committee was approached to contribute to the Gladstone Main Street Opening. NACYAC ran races and games for approximately 30 youth that attended the event.

National Youth Week

National Youth Week is the biggest youth celebration for our community. For the 2011 celebration we held a carnival at Tresylva Park in Gladstone. The carnival had laser skirmish / a DJ and BBQ for the youth in the district to enjoy. NACYAC also had an information board at the event that had health handouts and pamphlets that were available for youth to take home. The carnival was very successful and enjoyable for everyone that attended. The Gladstone community was very supportive of the event with the Gladstone Community Development & Tourism Association cooking the BBQ.

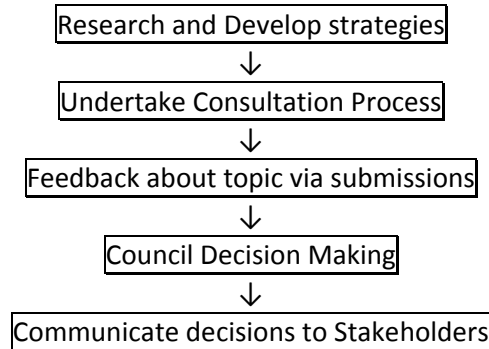
NACYAC have got a busy year planned for the 2011/12 year. Along with all the events and activities planned for the upcoming year NACYAC have produced new logos and 'catch phrase' and are planning a relaunch of these in the future months. NACYAC will continue working with the Rural Health Team and Southern Flinders Health Team to strengthen and maintain these partnerships and to provide more knowledge and information to the committee and our events.

PUBLIC CONSULTATION

The Council consults with local residents on particular issues that affect their neighbourhood.

Northern Areas Council has adopted a Public Consultation Policy in accordance with Section 50 of the Local Government Act 1999. This policy is available for inspection at the Council Offices and on Councils website.

The steps taken in implementing the Consultation and Decision Making processes are outlined below:



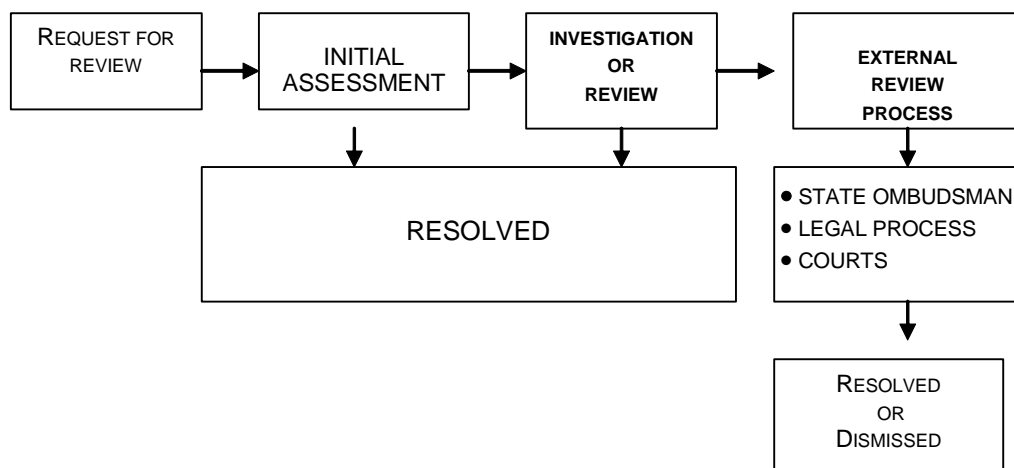
INTERNAL REVIEW OF COUNCIL DECISIONS

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.

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

The Northern Areas Council Internal Review of Council Decisions Procedure, has been adopted in accordance with Section 270 of the Local Government Act. A copy is available on Councils website.

The following diagram demonstrates the review processes available to the applicant for the review of Council decisions.



Copies of the Procedure are available from Council Offices at Jamestown, Gladstone and Spalding for no charge.

COMPLAINTS AND COMPLIMENTS PROCEDURE

Council adopted a Complaints and Compliments Procedure in March 2010.

This procedure deals with any person who has an issue or concern about the services, decisions or actions of Northern Areas Council, they are welcome to contact Council about it. Northern Areas Council has a complaint management system in place to ensure all complaints are dealt with fairly and efficiently.

This procedure was reviewed in November 2010, with no change. A copy of the procedure is available on Council's website.

TENDER POLICY AND PROCEDURE

Council's Tender Policy and Procedure has established basic principles that allow industry to have an equal opportunity to compete and participate. They aim to protect the interest of all parties and to ensure propriety and public accountability in arranging contracts within local government. Council's Tender Policy and Procedure was reviewed in December 2010 (without change).

Tenders are called if:

- (1) the expected value for any one item of plant or machinery is over \$440,000 (including GST).
- (2) the expected value for any other one item of a goods or service is over \$110,000 (including GST).

The execution of projects by contract, or the supply of goods or services, are initiated by one of four basic tendering procedures. These being:

- Open Tenders. All interested parties are invited through open public advertisement to tender on a common basis. Tenderers are required to prove they have the necessary competence, resources, quality, occupational health and safety management and financial capacity to undertake the work.
- Selected Tenders. A limited number of organisations are directly invited to tender because of their proven experience or recognised ability to undertake particular work.
- Negotiated Tenders. A firm tender is arrived at by negotiation with a single prospective organisation. The negotiations must be carried out in good faith.
- Pre-registered tenders. Expressions of interest are invited for a project. Applicants are evaluated with a small number meeting the required criteria then being invited to tender.

A copy of Council's Tender Policy is available on the Council website.

PROCUREMENT POLICY

Council's Procurement Policy was reviewed in 2010.

The purpose of the Policy is to establish a framework of broad principles to ensure that the procurement of goods and services by Council are:

- Timely
- Competitive and cost effective
- Of quality and fit for intended purpose
- Support the efficient delivery of Council services

The Policy provides Elected Members, Council Staff, potential suppliers and buyers and the community with a framework detailing how procurement activities will be undertaken by Council in a consistent, fair and transparent manner.

COMMUNITY LANDS

Council has compiled a register of all lands determined through public consultation that are not excluded from the definition of community land.

Pursuant to Section 197 (3) of the Local Government Act 1999, Council at its meeting on 14th December 2004, adopted Management Plans for all Council Community Lands.

APPLICATION OF COMPETITION PRINCIPLES–NATIONAL COMPETITION POLICY

In accordance with the Revised Clause 7 Statement on the Application of Competition Principles to Local Government under the Competitive Principles Agreement (September 2002), Council is required to review its business activities in order to determine whether Council is involved in any “significant business activities”, that should be subject to the Government Business Enterprises (Competition) Act 1996.

Private Works

Council undertaken private works during the year, on an ad hoc basis, dependant on workload.

Income from private works in 2010/2011 was \$94,410 and expenditure \$81,980. This was not considered to be a significant activity under the Competition Principles.

There were no activities conducted by Council in Category 1 (ie business activities with an annual revenue in excess of \$2 million, or employing assets in excess of \$20million).

During the reporting period, Council did not receive any complaints regarding the application of competitive neutrality.

CONFIDENTIALITY

During 2010/2011, Council excluded the public from their meetings on 13 occasions.

Matters considered under confidentiality were: Jamestown Pedestrian Bridge and Southern Flinders Ranges Stadium tenders, commercial in confidence, cost of roadworks, CEO Performance Appraisal and enforcement notice.

Council considered in each instance, the need to maintain confidentiality.

Number of occasions that information originally declared confidential has subsequently been made publicly available;

- 11

Number of occasions that information declared has still not subsequently been made publicly available:

- 1

DOCUMENTS AVAILABLE TO THE PUBLIC

The following documents are available for public inspection at the Council Office, 9 am to 5 pm Monday to Friday at 94 Ayr Street, Jamestown from the reception staff. Members of the public may purchase copies of these documents and the current charges (GST inclusive) are shown below.

Document	Available	Fee
Council Meeting Minutes	Subscription – posted locally	\$50 per annum
Council Agenda	Subscription – full copies postage and handling	\$100 per annum
Council Agenda	Subscription – Agenda full copies at the standard copy rate per page	25 cents per page

Council charges 25 cents per page for the following documents:

• Council Agenda
• Council Minutes
• Annual Financial Statements
• Assessment Book Entry
• CEO's Roll
• Delegation of Legislation Register
• Development Application Register
• Development Applications by Consent
• Information Statement for Freedom of Information
• Register of Elected Members Allowances and Benefits
• Register of Employees' Salaries, Wages and Benefits
• Register of Fees and Charges Levied by Council
• Register of Public Streets and Roads
• Statutory Appointments
• Strategic Plan
• Supplementary Development Plans previously on Exhibition
• The Budget Statement

Policy Documents

• General Policy Manual
• Code of Conduct for Council Members
• Code Of Practice for Access to Council Meetings and Council Documents
• Internal Review of Council Decisions Procedure
• Order Making Policy
• Public Consultation Policy
• Tender Policy & Procedure
• Code of Conduct to be observed by employees
• Purchase of Goods and Services Policy
• Privacy Policy
• Sale and Disposal of Land or Other Assets Policy

OTHER INFORMATION REQUESTS – FREEDOM OF INFORMATION

Requests for other information not included in the above listed documents are considered in accordance with Section 9 of the Freedom of Information Act, 1991. The Freedom of Information Act 1991 provides legislation and guidelines for access and provision of information to the public. Requests under the FOI Act 1991 for access to documents in the possession of Council should be accompanied by the relevant application fee and directed in writing to:

Freedom of Information Officer
 Northern Areas Council
 PO Box 120
 Jamestown SA 5491

Forms are available at the Council Office. Applications will be responded to as soon as possible within the statutory 30 days of Council receiving the properly completed Freedom of Information Request Form, together with the application and search fees.

There were NO Freedom of Information requests in 2010/2011.

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), *Jamestown Journal*, *Gladstone Gazette*, *Mid North Broadcaster*, *Spalding Scribe*, *Laura Cares*. Council also uses local radio networks to broadcast information to residents.

Council has established a website which further enhances Council's ability to provide information on its services to the community. This website has links to towns and community organisations within the Council area. The website is also updated with Council Meeting Minutes and Agendas, Employment vacancies etc. The website address is www.nacouncil.sa.gov.au.

AMENDMENT OF COUNCIL RECORDS

A Member of the public may gain access to Council documents to make amendments concerning their personal affairs by making a request under the Local Government Act 1999. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date. To gain access to these Council records, a member of the public must complete a Freedom of Information Request Form as indicated above outlining the records, that person wishes to inspect.

SUBSIDIARIES

The Central Local Government Region was incorporated under provisions of the Local Government Act 1999. A regional subsidiary of its member Councils: Barossa, Barunda West, Clare & Gilbert Valleys, Copper Coast, Flinders Ranges, Light, Mallala, Mount Remarkable, Northern Areas, Orroroo/Carrieton, Peterborough, Port Pirie, Wakefield and Yorke Peninsula. A copy of the 2010/2011 Annual Report is attached.

GOOD GOVERNANCE ASSESSMENT – REGULATORY SERVICES TOOL

The LGA developed a Good Governance Assessment: Regulatory Services Tool to assist Councils to assess their governance performance and to identify related priorities and actions for improvement.

Northern Areas Council took part in a trial program which was conducted by Trevor and Sandie Starr in October 2010. The purpose of this independent validation was to:

- Provide the Council with an independent perspective on its regulatory services' governance performance and make recommendation for its improvement;
- Provide the LGA with a copy of the independent validator's report in order for it to reflect on Councils' regulatory services governance practices; and
- Generate information and data that will inform regulatory services governance performance improvement, resourcing, decision making and reporting within the Local Government sector.

The program was funded through the Local Government Research and Development Scheme.

MANAGING FOR THE FUTURE IN CENTRAL REGION – FINANCIAL SUSTAINABILITY OF 15 LOCAL GOVERNMENT AUTHORITIES (CLGR)

Northern Areas Council as one of 15 Councils forming the Central Local Government Region were a part of the assessment of the 15 Council's on their financial sustainability.

This report was undertaken by Starr Solutions in December 2010, and the assessors were able to establish a baseline for each Council using a financial sustainability assessment tool. Each Council was provided with individual results and a Continuous Improvement Plan.

DOCUMENTS AVAILABLE TO THE PUBLIC

The following documents are available for public inspection at the Council Office, 9 am to 5 pm Monday to Friday at 94 Ayr Street, Jamestown. Members of the public may purchase copies of these documents for a minimal charge.

• Council Agenda
• Annual Financial Statements
• Assessment Book Entry
• CEO's Roll
• Delegation of Legislation Register
• Development Application Register
• Development Applications by Consent
• Information Statement for Freedom of Information
• Register of Elected Members Allowances and Benefits
• Register of Employees' Salaries, Wages and Benefits
• Register of Fees and Charges Levied by Council
• Register of Public Streets and Roads
• Statutory Appointments
• Strategic Plan
• Supplementary Development Plans previously on Exhibition
• The Budget Statement

Policy Documents

• General Policy Manual
• Code of Conduct for Council Members
• Code Of Practice for Access to Council Meetings and Council Documents
• Internal Review of Council Decisions Procedure
• Order Making Policy
• Public Consultation Policy
• Tender Policy & Procedure
• Code of Conduct to be observed by employees
• Purchase of Goods and Services Policy
• Privacy Policy
• Sale and Disposal of Land or Other Assets Policy

OTHER INFORMATION REQUESTS

Requests for other information not included in the above listed documents will be considered in accordance with Section 9 of the Freedom of Information Act, 1991. Under this legislation, an application fee must be forwarded with the completed request form, unless the applicant is granted an exemption.

Freedom of Information Request Forms should be addressed to:

Freedom of Information Officer
Northern Areas Council
PO Box 120
Jamestown SA 5491

Forms are available at the Council Office. Applications will be responded to as soon as possible within the statutory 30 days of Council receiving the properly completed Freedom of Information Request Form, together with the application and search fees.

There were NO Freedom of Information requests in 2010/2011.

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), *Jamestown Journal*, *Gladstone Gazette*, *Mid North Broadcaster*, *Spalding Scribe*, *Laura Cares*. Council also uses local radio networks to broadcast information to residents.

Council's website further enhances Council's ability to provide information on its services to the community. This website has links to towns and community organisations within the Council area. The website is also updated with Council Meeting Minutes and Agendas, Employment vacancies etc and is used as part of the consultation process on a range of issues. The website address is www.nacouncil.sa.gov.au.

AMENDMENT OF COUNCIL RECORDS

A Member of the public may gain access to Council documents to make amendments concerning their personal affairs by making a request under the Local Government Act 1999. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

To gain access to these Council records, a member of the public must complete a Freedom of Information Request Form as indicated above outlining the records, that person wishes to inspect.

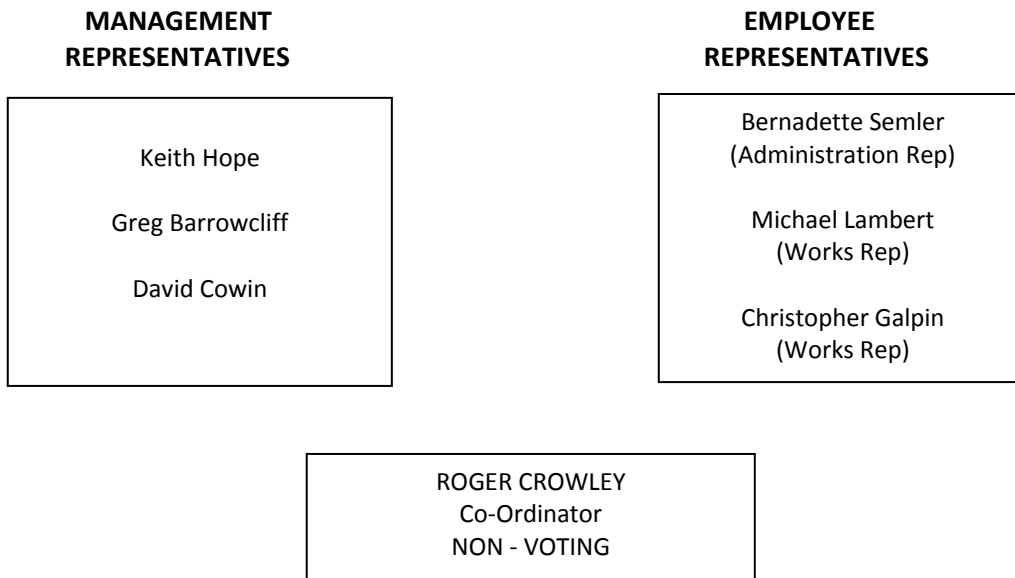
INDEPENDENCE OF AUDITOR

Council's Auditor's Dean Newbery and partners were paid a total remuneration of \$6070 to undertaken Council's audit. There were no non audit fees paid.

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.

Committee comprises as follows:



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.

Council recognises the important contribution both Health and Safety Representatives and the OH&S Committee can make to the Northern Areas Council's OH&S Programme. Therefore consistent with legislation, the following practices apply:

- Health and Safety Representatives will be invited to participate in regular inspections and workplaces;
- Health and Safety Representatives will be notified of any accidents which occur within their work group and will be invited to participate in the ensuing investigation;
- Representatives and the Committee will be consulted on any proposed changes to the workplace, plant and substances which may affect employee health or safety;
- Representatives and the Committee will be consulted on the planning and programming of action necessary for health and safety;
- Representatives and the Committee will be consulted on any other matters affecting health and safety at the workplace.

Under the OH&S Injury Management Policy, 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 disability while at work and demonstrates a system approach to planning and implementing Occupational Health and Safety;
- Effective Injury Management in accordance with the Workers Rehabilitation and Compensation Act, 1986, and regulations, to assist work injured employees return to work and achieve the best practicable levels of physical and mental recovery;
- Equitable claims management in accordance with the Workers Rehabilitation and

Compensation Act, 1986, (and associated Regulations), for all employees who suffer a disability in the course of their employment;

- Effective processes and procedures for consultation in OHS&W and Injury Management.

Under the OH&S responsibilities, employees are required:

- To take reasonable care of their own safety and that of others at work;
- To use safety devices and protective equipment correctly and in accordance with health and safety procedures;
- To obey all instructions from their supervisors issued to protect their own personal health and safety and that of others and not to perform any procedure or task unless they have received appropriate training and instruction;
- To take such action as is within their competence and responsibility to report or make such recommendation to a higher level as they deem necessary to avoid, eliminate or minimise hazards of which they are aware in regard to working conditions or methods;
- To report any accident or injury which arises in the course of their work;
- To keep work areas in a safe condition;
- To ensure they are not, by the consumption of alcohol or a drug, in such a state to endanger their own safety or that of others;
- To not interfere with, remove or displace safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure;
- To elect Occupational, Health, Safety and Welfare Representatives;
- To support and use appropriate consultative structures.

LOCAL GOVERNMENT ASSOCIATION MUTUAL LIABILITY SCHEME – RISK MANAGEMENT REVIEW 2010/2011

The Risk Management Review process is an important annual appraisal of LGAMLS Council Members and forms a Risk Management component to the Performance Bonus System for the (2010/2011) contribution period. The Review gives Council the opportunity to be rewarded back (as a “discount”) a certain percentage of the Gross Contribution via the Bonus System.

Information relating to the Performance Bonus System will be included in the Results Report back to the Council.

The establishment of the LGAMLS in 1989 provided Local Government in South Australia with an effective and efficient means of managing public liability and professional indemnity (civil liability) claims. The LGAMLS has secured viable civil liability cover for all South Australian Councils. Through the LGAMLS, Councils in South Australia have been afforded unlimited civil liability cover, access to experienced civil liability claims management, risk management and legal advice and protection from a sometimes volatile commercial insurance industry.

The LGAMLS’ influence on the management of civil liability is reliant to the provision of various products and services to advise Local Government. The management of civil liability in Local Government can only be achieved by the application of risk management within each Council.

Scope

The Risk Management Review covers most areas of Council operations and specifically areas that have a level of civil liability exposure according to LGAMLS experience, or areas that require a formal risk management approach to prevent potential civil liability claims. As the main pieces of legislation that are administered by Local Government, focus is given to compliance with legislation such as the Local Government Act 1999 and the Development Act 1993.

Objectives

The objectives of the Risk Management Review continue to:

- Provide an incentive for Council to embrace risk management through the provision of a risk management component within the Performance Bonus System;
- Understand the level of liability management being practised across the Local Government sector;
- Identify failures in the communication of LGAMLS risk management requirements;
- Identify areas require further risk management application;
- Analyse the risk management benchmarks being achieved and result to be translated across the sector;
- Focus on deficiencies via an Action Plan;

Methodology

The Risk Management Review questions are divided into the following Categories and Sections:

Risk Management

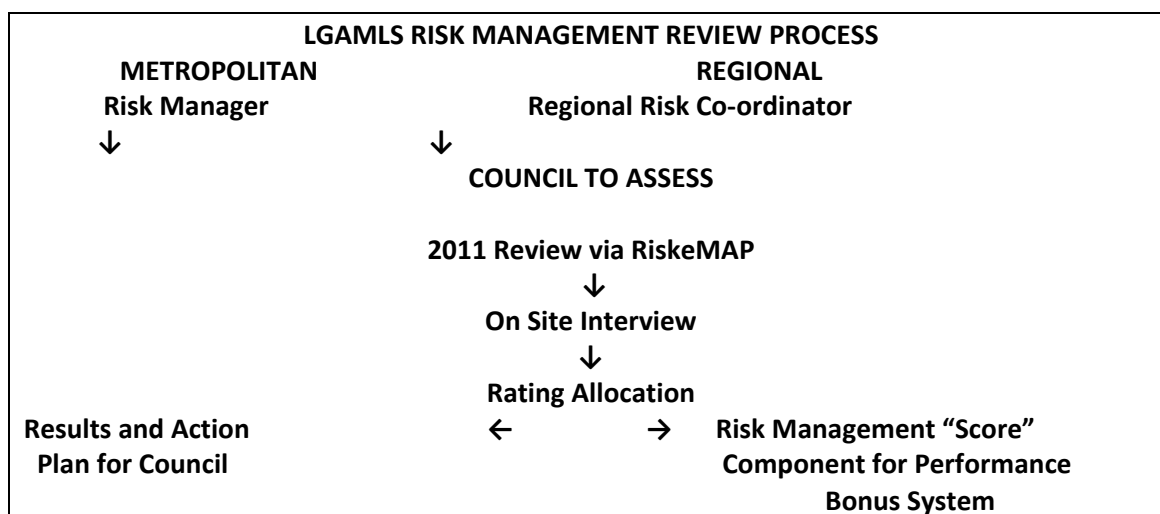
- Risk/Emergency Management and Professional Indemnity
- Committee/Non employment Management and the management of vulnerable groups;
- Contract Management Systems;

Land Management

- Legislative requirements;
- Asset management programmes and systems;
- Land use (Lease/Licence/Permit activities)

Road Management

- Legislative requirements
- Road management programmes and systems



The review was divided into eight categories as follows:

RISK MANAGEMENT REVIEW RESULTS

Section	LG Average	Regional Average	NAC 2009	Regional Average
Risk Management Systems and Framework	75.4%	70.6%	56.9%	NO
Business Continuity and Emergency	70.7%	66%	50%	NO
Managing Committees, Volunteers/Community Programmes and Grants	83.7%	80.1%	67.9%	NO
Contract Management Systems	89.0%	87.7%	91.7%	YES
Land/Assets-General Asset Management	86.7%	84%	60%	NO
Land/Assets-Land Use & Operational Framework	88.5%	86.4%	67.9%	NO
Roads/Systems & Programmes	91.3%	90.3%	81%	NO
Tree Management	74.0%	68.9%	45.7%	NO
AVERAGE OVERALL RESULT	83.5%	80.5%	67.4%	1/8

SECTION 41 COMMITTEES OF COUNCIL

The Local Government Act 199 replaced the former Section 199 Committees of Council with Section 41 Committees of Council.

These Committees play a key role in liaison between Council and the relevant communities or interest groups, and their predominately volunteer member base are a vitally important to Council.

Council's Section 41 Committees are as follows:

Organisation

- Appila Springs Improvement Group
- Ewart Oval Management Committee
- Georgetown Heritage Society
- Gladstone Hall Management Committee
- Gladstone Swimming Pool Management Committee
- Gulnare Memorial Institute Committee
- Jamestown Development Association
- Jamestown Health and Ambulance Centre Management Committee
- Jamestown Regional Hydrotherapy Pool and Gymnasium Management Committee
- Jamestown Swimming Pool Management Committee
- Laura Memorial Civic Centre Management Committee
- Mid North be active Field Officer Management Committee
- Natural Disaster and Risk Mitigation Working Party
- Northern Areas Community Road Safety Committee
- Northern Areas Council Youth Advisory Committee
- Southern Flinders Regional Tourism Authority
- Spalding Community Management Committee
- Spalding Swimming Centre Management Committee
- Stone Hut Development Committee
- Stone Hut Soldiers Memorial Hall Committee
- Victoria Park Trust
- Yacka Community Development Board
- Yacka Hall Committee
- Yacka History Group

These Committees are involved in a number of areas including:

- Halls
- Swimming Pools
- Ovals, Recreation Grounds and Sport
- Historical Groups
- Tourism

REGISTERS

As required under the Local Government Act 1999 and Local Government Elections Act, Council is required to keep the following Registers:

- Members Register of Interests (*Section 68*)
- Members Register of Allowances and Benefits (*Section 79*)
- Officers Register of Salaries (*Section 105*)
- Officers Register of Interests (*116*)
- Fees and Charges (*Section 188*)
- Community Land Management Plans (*Section 196*)
- Community Land (*Section 207*)
- Public Roads (*Section 231*)
- By Laws (*Section 252*) *Please note that Council does not have any by-laws.

CODES

- Members Code of Conduct (*Section 63*)
- Code of Practice for Access to Meetings and Documents (*Section 92*)
- Employees Code of Conduct (*Section 110*)

STATUTORY POLICIES

- Contracts and Tenders Policies (*Section 49*)
- Public Consultation Policy (*Section 50*)
- Reimbursement of Council Member Expenses Policy (*Section 77(1)(b)*)
- **Provision of Facilities and support for Council Members Policy (*Section 78*)**
- Council Member Training and Development Policy (*Section 80A*)
- Internal Control Policies (*Section 125*)
- Road Naming Policy (*Section 219*)
- Policy on Order Making (*Section 259*)
- Internal Review of Council Decisions Policy (*Section 270*)

LOCAL GOVERNMENT (ELECTIONS) ACT 1999

- Campaign Donation Returns (prepared by candidates) (*Part 14*)

FREEDOM OF INFORMATION ACT

- Information Statement (*Section 9*)

Other Registers maintained by Council include:

- Asset Register
- Plant Register
- Playground Inspection Register
- Dog Registration Register
- Development Register
- Register of Leases and Licences
- Register of Contracts/Tenders
- Register of Wheelie Bins
- Loans Register
- Insurance Register
- Asbestos Register

POLICY DOCUMENTS

- General Policy Manual
- Complaints and Compliments procedure
- Confidentiality of Council Reports Policy

- Continuous Improvement Policy
- Control of Elections Signs for Federal, State and Local Government Elections, Referenda and Polls
- Council Member Conduct Complaint Handling Policy
- Electronic Communication Facilities Policy
- Fraud and Corruption Policy
- Grievance Resolution Policy
- Hire of Public Address System Policy
- Investment Policy
- Privacy Policy
- Procurement Policy
- Records Management Policy and Procedure
- Risk Management Policy
- Rocky River District Health & Care Bus Policy
- Safe Environment Policy
- Sale and Disposal of Council Land and other Assets Policy
- Volunteer Policy
- Whistleblower Protection Policy

GENERAL COUNCIL POLICIES

CFS Fire Prevention

- Burning of Freshwater Creek (Spalding Township)
- CFS Callouts and Council Plant
- Fire Prevention – Roadsides

Community

- Australia Day – Participation
- Caravan Park – Gladstone
- Housing Trust Flats (Jamestown/Spalding townships)
- KESAB/Clean Up Australia
- Roadside cultivation
- Roadside Drainage
- Rural Watch
- Temporary Road Closures – Advertising
- Tourism
- Management of Town Development Boards and/or Associations
- Request for reimbursement of travel costs by community groups or Members of the public

Council Buildings

- Annual allocation for the management of Council owned Caravan Parks

Council/Councillors

- Canvassing of Council Members
- Community Development Role
- Committees of Council
- Council Development Assessment Panel – sitting fees and travel expenditure
- Media Statements
- Planning and Strategy Meeting
- Professional Services
- Provision of Facsimile Machine
- Public Relations
- Title
- Training and Development Plan for Council Members

Development/Building/Health

- Access for the Disabled
- Building Inspection Policy
- Construction Industry Training Fund
- Desludging of Septic Tanks
- Secondhand relocatable dwellings
- Subdivisions
- Sub Division Policy
- Subdivisions creating new allotments
- Development application fee waiver for community organisations
- Referral fee for the installation of solar panels and rainwater tanks

Finance

- Closed Roads (Sale of)
- Debt Collection
- Pensioner Concession (payment terms when a concession is removed)
- Purchasing Policy
- Rates
- Rate Fines to be applied
- CWMS service charge for aerobic waste water systems
- Business use of roads – rent
- Appointment of Acting CEO in the absence of the CEO
- Rebate Council rates and lease fees for Clubs
- Annual rental for Development Boards

Miscellaneous

- Equipment (Hiring of)
- Economic Incentive Development Policy
- Requests for public street lights
- Theodolite/distance measuring combination unit
- Control of galahs and itinerant corellas

Staff

- Discretion
- Emergency Callouts
- Employment/Hiring Staff
- Official Functions
- Private Work
- Training Policy- Staff
- Work Experience/Community Service Order Schemes

Traffic/Signage

- Stock Control Signs/Lights
- Traffic Signs/Flashing lights for special events
- “Truck Wheel Dust” Stopping Zones
- Applications for Bed and Breakfast directional signage

Trees/Reserves

- Heritage Agreement – Endangered species (Spalding Ward)
- Silky Oaks (Spalding Township)
- Tree Maintenance
- Tree Planting
- Tree Removal (footpaths)

Waste Management

- Fire Ban Days
- Plastic Chemical Containers
- Wheelie Bin Household Collection
- Wheelie Bin - prohibitive substances
- Extra wheelie bin being placed on a township property
- Garbage Collection outside townships
- Annual Greenwaste Collection
- Rules for use of Councils waste depots by the public and contractors

Works

- Council Plant
- Grading – Construction or maintenance
- Patrol Grading
- Pipes, cables etc under Council roadways (including electric fence wiring)
- Playground
- Property Access
- Underground Power to properties (installation)
- Weed Spraying

OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICIES AND PROCEDURES

- OHS&W Injury Management Policy
- OHS&W Injury Management Procedure
- Design, Purchasing, Hire and Lease Policy
- Pre-Placement Medical Policy
- OHS&W Responsibilities
- Consultation Policy/ procedure Guidelines
- OHSW Committee
- Election of Health & Safety Representatives
- Asbestos Policy/Procedures
- Emergency Procedures Manual
- First Aid Policy
- Smoking in the Workplace Policy
- Induction Procedure
- Inspection/Hazard Control System
- Management of Workplace Substances Policy
- Manual Handling Policy
- Personal Protective Equipment Policy / Procedure
- Inclement Weather Conditions & Skin Cancer policy
- Inclement Weather Cond. & Skin Cancer Procedure
- Training & Development Policy
- VisualDisplay Unit/Keyboard Policy
- Accident Reporting& Investigation Procedure
- Signage at roadworks Audit Procedure
- Confined Space Policy/Procedure
- Excavation& Trenching Policy
- Workplace Bullying Policy
- Isolation Tagging & Lockout Policy/Procedure
- Noise Control Policy
- Job Safety Analysis Procedure

HUMAN RESOURCES POLICIES

Section 107 (1) of the Local Government Act 1999 states “The chief executive officer must ensure that sound principles of human resource management are applied to employment in the administration of the council, and must take reasonable steps to ensure that those principles are known to all employees.”

A review of Council’s Human Resource Policies was commenced in November 2010.

There are also a number of policies / procedures that also impact on employees which are part of Council’s suite of OHS&W Policies / Procedures (e.g. Workplace Bullying).

Policies, Codes and Guidelines adopted by Council that affect Council employees

- Employee Code of Conduct (reviewed 14 Dec 2010)
- Electronic Communication Facilities Policy (reviewed 14 Dec 10)
- Continuous Improvement Policy (reviewed 14 Dec 10)
- Grievance Resolution Policy & Guideline (reviewed 14 Dec 10)
- Fraud and Corruption Prevention Policy (adopted 14 Dec 10)

HR Policies, Procedures and forms approved and adopted by the CEO in December 2010, February 2011 and March 2011

- Recruitment & Selection Policy
- Recruitment, Selection & Induction Procedure
- Performance Appraisal Policy
- Performance Appraisal Procedure
- Performance Appraisal for CEO & Senior Officers form
- Performance Appraisal for Administrative Officers form
- Performance Appraisal for Field Employees form
- Conduct, Counselling and Discipline Policy
- Conduct, Counselling and Discipline Procedure
- Conduct, Counselling & Discipline Termination Checklist
- Equal Employment Opportunity
- Training and Development Policy