



City of Port Lincoln

Annual Report 2002/2003

CITY OF PORT LINCOLN
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PURSUANT TO THE LOCAL GOVERNMENT ACT 1999

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Table of Contents

Mayors Message	4
Chief Executive Officers Message	7
Members of Council	8
Meeting Attendance	9
Sectional Reports	10
Administration and Finance	10
Operations	10
Human Resources	11
Development and Inspectorial	12
Planning and Development	12
Environmental Health	12
Animal Management & General Inspectorial	13
Library	13
Community Services	14
Coast and Clean Seas	14
Active Communities Project	14
Family Links Project	15
Audited Financial Statements	15
Registers	15
Rating Policy	16
Policies of Council	16
Members Allowances	21
Council Senior Executive Officers	22
Councils Representational Quota	22
Elector Representation Review	22
Strategic Plan "Towards 2005 and Beyond"	22
Financial Management Plan 2002/2003	23
Competitive Tendering and Cost Effective Services	27
Decision Making Structure of Council	28
Equal Employment Opportunity and Human Resource Management	29
Management Plans for Community Land	30
Rate Rebate Applications for Retirement Villages	30
National Competition Policy	31
By-Laws	31
Freedom of Information Statement	31
Appendix A – Financial Statements for the year ended 30 June 2003	37
Appendix B – Rating Policy	38

Mayors Message

The last twelve months have seen tangible evidence of Council's improved financial position with the successful completion of Stage One of Tasman Terrace and by the end of this current financial year, the streetscape will be completed to the Port Lincoln Yacht Club. The cost to date has been one million dollars. Council believes the money well invested and places on record its appreciation of its work force and contractors who delivered Stage One on time and near budget.

Another example of our improved finances has been the commencement of the major redevelopment of the Ravendale Oval complex. Some 10 years ago the first of three sporting consultants, Phillip Gray and Associates recommended Council concentrate its organised sporting investment at Ravendale Oval. This was impossible to deliver until Council freed itself of residual debt last year.

Today, our community can see the beginnings of one of the best complexes in South Australia. Council has committed some \$2.5 to \$3 million over the next five or so years. The joint project between Tasman Football Club, the Hockey Association and Council to deliver a superb joint use club and two storey public facility will be the first piece of new infrastructure. This project alone will cost some \$2.5 million separate from Council's commitments. Council appreciates the support offered by different clubs, in particular our Netball Association that will, in due course, have 12 brand new courts. The world class hockey pitch is another example of what will eventuate due to clubs working with Council.

Our community owes the Puglisi family a large debt of gratitude for their most generous gift that effectively delivered the youth skate park on Tennyson Terrace. One has only to drive past the area to see the fun the three bowls give our youth. Whilst the planning and development saga was stressful to all concerned, the end result substantiates the need expressed by our youth, and Council feels, the amenities of affected residents have been protected.

Whilst there are international pressures that are now affecting the returns of our fishing industry, the City has continued its rapid development and expansion. The pressures upon Council to deliver a more practical City Centre as our region grows can be seen in the ongoing saga revolving about Centenary Oval. Despite its critics, Council does not have a predetermined agenda relative to the future of Centenary Oval, but it must address the issues facing our community. Council does appreciate the concept plans produced by Leasecorp which have given us all serious food for thought.

Of the four issues confronting Council...Sport, education, heavy transport and expanded C.B.D.... your Council controls only sport. It has taken constructive action as indicated above. The three other issues are controlled by State Government to varying degrees. Council is placing increasing pressure upon the concerned Departments and Ministers, but does recognize the complexities confronting us all in arriving at a satisfactory community solution.

Council is mindful of the historical, sporting and social attachment that Centenary Oval holds for many people within our region. However, due to the geography of our harbour, it is not easy to expand our community facilities without major disruption to long established facilities. We all love the beautiful coastal views from our hills, but we need to remember there is only a narrow coastal plain that must carry the infrastructure of our modern, expanding community. If Council can achieve nothing more than resolution of these four issues over the coming 12 months, that will be a major step forward.

Council has commenced a review of its Development Plan. It is a laborious process, particularly when there is a necessity to significantly change activities within a given zone and to gain the support of authorities based in Adelaide who effectively control outcomes. A good example was the recent rejection of the Proper Bay Marina Major Project on the basis that, due to an amendment to the Native Vegetation Act, no more large scale clearing is permitted within the State. Apart from stopping the Lukin Major Project that is currently required, the decision similarly precludes the sensible, well planned expansion of Pt. Lincoln towards Murray Point with a possible higher education precinct. Adelaide does not consider the 69,100 acre Lincoln National Park consisting solely of native bushland, some 15 minutes drive away, or one mile south across the Proper, as a relevant planning/ Native Vegetation consideration. Nor has it considered the comparable area of SA Water reserve alongside the National Park.

With our rapidly escalating property values, particularly within the Marina, coastal, and hills face properties, there is no doubt that rates being paid by individual owners will be causing increasing concern despite the overall 5% rate cap imposed by Council upon total rate revenue. Ratepayers having difficulty understanding the raising of rates should contact Councillors, senior staff or myself. We will do our best to explain the reasons. People need to realize that Council does not possess any other form of revenue raising other than rates. But, it faces increasing demands to deliver more community services together with increasing demands from State and Federal Governments.

Perusal of Council's financial statements reveals it to be in an increasingly strong position with sound reserve provisions. However, it is important for people to recognize that our Council is receiving approximately 10% ANNUAL REDUCTIONS in its F.A.G.'s grant from the State Grants Commission. Your Council has consistently complained to the Grants Commission about our unfair treatment to no avail. By way of example, our Spencer Gulf City sisters receive grants measured in millions whilst ours is approximately \$900,000 and falling by about \$75,000 annually. Council places on record that it is most dissatisfied with its unfair treatment. The current formula effectively penalizes our wealthy who must pay greater rate rises, and the underprivileged; because Council cannot deliver their needed services. Our City has been treated unfairly in terms of sharing Commonwealth Government income taxation revenue for some years past now.

Despite the good general rains we have received this winter, there is sound reason to believe that water supplies will continue to be a major limitation for Eyre Peninsula. I urge all people who can do so to install [or increase the capacity of] a rainwater catchment system. The simple installation of a 20,000 litre tank and electric pump will cost approximately \$2,500. Whilst expensive per kilolitre, it will give homeowners a sense of security and reliability, together with far superior water quality, long after the original cost is forgotten. Please store water.

Your Council will continue debt free and deliver needed road, footpath and similar infrastructure to the best of its ability. It appreciates its workforce, both within the Admin Centre and the staff and contractors who work outside. Should you have any queries please contact myself, your desired Councillor or our senior staff.

PETER W DAVIS
MAYOR

Chief Executive Officers Message

The 2002/2003 financial year was one in which much of the foundation planning work for the major infrastructure and community projects that are now beginning to be implemented in Port Lincoln.

Following extensive planning and consultative processes Stage One of our own Foreshore Redevelopment was completed and Stage Two will be undertaken in 2003/2004.

Another redevelopment project, which will provide first class joint use sporting facility at Ravendale was also commenced, with the commencement of the installation of the artificial hockey field. Further major sporting commitments to the overall project were finalised with Port Lincoln Netball Association committed to a total relocation, and the building of the Ravendale Sports Centre. Ravendale will increasingly be recognised as the major sporting arena for the City as further segments of the overall complex are completed.

The City Development Plan was also committed to a total overhaul. The Development Plan has not previously had a total review, and with the significant activity across many sectors of the City the Council has committed to ensuring that this plan is responsive to achieving further growth within a structured approach.

High quality works and landscaping have continued in 2003/2003 with a noticeable improvement of the quality of our roadways and public open space. The fringe road upgrading and sealing program was also continued as planned.

IAN BURFITT
CHIEF EXECUTIVE OFFICER

Members of Council

Mayor

Peter Woodley Davis

Councillors

Councillor Michael Bascombe

Councillor Malcolm Catt

Councillor Mark Goold

Councillor Henry Kop

Councillor Susanne Macrae

Councillor Jim Papazoglov

Councillor Jillian Parker (Deputy Mayor)

Councillor Allan Reynolds

Councillor Robert Richardson

Councillor Eric Russell

Executive Officers

Chief Executive Officer

Ian Burfitt DIP LGA, DIP MAR, FIMM, AIPMM

Director Operations Services

Peter Southam

Director Corporate and Community Services

Geoffrey Philip Dodd ASSOC DIP ACCT, JP

Meeting Attendance

	<u>DAP</u>	<u>GP</u>	<u>Ordinary</u>	<u>Special</u>
<i>Total No of Meetings Held</i>	<i>10</i>	<i>10</i>	<i>11</i>	<i>3</i>
Mayor Peter Davis	4	5	7	3
Michael Bascombe	8	10	11	3
Malcolm Catt	7	9	9	3
Mark Goold	9	7	9	-
Henry Kop	1	1	1	1
Susanne Macrae	1	-	1	1
Jim Papazoglov	1	1	1	1
Jill Parker	9	10	11	3
Allan Reynolds	10	9	9	3
Robert Richardson	10	10	11	2
Eric Russell	9	8	10	3
Geoff Cibich	6	9	7	2
Margaret Tilsner	6	7	9	
Christine Heath	-	8	10	

**DAP - Development Assessment Panel*

**GP - General Purposes Committee*

**Ordinary - Ordinary Council*

**Special - Special Council*

Sectional Reports

Administration and Finance

AUTHOR : ELIZABETH WHITE

With strong and committed leadership, Council continues to plan well for its future financial health and has performed well financially once again this financial year.

Throughout the course of the year, improvements and some upgrades have been made to Council's computer network. Council's financial package has also been upgraded to a more user friendly system which allows for improved reporting and ease of operation. Further upgrades will continue next year.

Council's website is currently under construction and after a somewhat shaky start, is now back on track to be completed some time early in the new year.

Management and staff continue to strive towards excellence in Customer Service and plans are underway to train all staff in Customer Service and to develop a "Best Practice" model.

Operations

AUTHOR : PETER SOUTHAM

Following the City's Strategic Plan, Council has commenced the Foreshore Redevelopment Project and completed Stage I with the total reconstruction of the Tasman Terrace roadway, parking area and footpaths between Lewis Street and Adelaide Place. This stage also included the construction of a new toilet block located near the Town Jetty.

Extensive tree planting and further beautification of the Central Business District area has also been undertaken within the redevelopment project.

As part of Council's commitment to improve the road network in the fringe area, the final two sections of Flinders Highway Access Road were sealed together with widening and kerbing along Proper Bay Road between Windsor Avenue and Blue Fin Road.

Council has also continued with its footpath construction program which is included in the City's Strategic Plan. Concrete and brick paved footpaths were constructed in Mortlock Terrace, Blackman Place, Napoleon Street and LeBrun Street.

Council allocates funds each year for the resurfacing of the sealed road network and utilises the cold overlay method which is a bituminous slurry mixture spread through a screed box to provide a thickness approximately seven millimetres. This method, whilst a little more

costly provides a much smoother wearing surface and fills the minor depressions in the roadway.

After several years of planning, Council has finally received approval from the Environment Protection Authority for a new Landfill Environment Management Plan. As part of the plan, Council has commenced excavation for the development of a new landfill cell at the Hassell Road site.

Whilst Council remains the license holder for the landfill site and responsible for development of infrastructure and environmental monitoring the day to day operations of waste collection, recycling and landfill management have been contracted to Collex Spencer Gulf Waste.

Human Resources

AUTHOR : KATRINA ALLEN

EMPLOYEE RELATIONS - As at 30 June 2003 the breakdown of Council employees was as follows – Forty Three employees covered by:

- *The Municipal Officers Award* 20 Administration & 7 Library
- *The Local Government Employees Award* 16 Outside staff

During the financial year, Single Bargaining Units for both employee groups, renegotiated Enterprise Bargaining Agreements. These agreements have been certified by the Australian Industrial Relations Commission, and remain in force until 30 June 2006.

OCCUPATIONAL HEALTH AND SAFETY - Council and employees have continued to maintain high standards of OHS in the workplace. Council has an active OHS Committee, comprising of Management and elected Employee Representatives to ensure the OHS profile is continuously improved throughout the organisation. Employees were given the opportunity to have First Aid Training, of which 23% of staff participated.

The seminars and Fitness Assessments provided by the LGAWCS were well attended.

EMPLOYEE DEVELOPMENT - A number of existing Administration employees have enrolled in “on the job traineeships” in Governance and Administration, through Business SA. Council receive payment incentives from the Government, to support employees in obtaining these Certificate qualifications, enhancing their career opportunities and improving their knowledge and work performance.

Employees are encouraged and supported financially by Council to undertake external studies.

Development and Inspectorial

Planning and Building

AUTHOR : STEVEN CHADWICK

The City of Port Lincoln has once again witnessed significant construction growth in all sectors of the industry. Land Division applications have tripled over the preceding year with the introduction and release of 300+ residential allotments. Current discussions with developers will witness a further estimated 350 residential allotments being released early into the new financial year.

A general plan amendment review (PAR) was initiated to introduce objectives and principles of development, into the City Development Plan, that will steer development within the city for the next decade. The primary objective of the PAR is to allow Council to direct development and expansion into areas that allow cost effective provision of services and provide positive and sensible direction for the provision of Residential, Commercial and Industrial expansion.

During the 2002 / 2003 financial year Council approved 389 development applications with a total value of \$38,842,766.55. This includes \$20.5 Million of residential development and \$18.3 Million of commercial, industrial and health care development.

This equates to a reduction in approved development applications of 35, however the size and value of development has increased by \$3 Million over the preceding twelve months. A reduction is evidenced in the number and value of residential developments over the preceding twelve months noted at \$1.6 Million with a significant increase noted in the value of commercial, industrial and health care developments of \$8 Million over the same period.

Environmental Health

AUTHOR : KIM PEARSON

Council provided presentations to Community Groups and schools on health related issues such as food borne illnesses, headlice and immunisation. During the year Council actively promoted Safe Food Handling Skills to all food businesses and community groups. The availability of free Meningococcal C vaccinations to 15-19 year olds was at the forefront of the City Council's health and education promotions with extra immunisation clinics undertaken by the Health Officer.

Disease control included a free immunisation service to high school children through the School Immunisation Program. Vaccine delivery and supervision was overseen by the SA Immunisation Coordination Unit. The City Council utilised the services of nurses at the local clinic to vaccinate children at each high school. Absentees were followed up by referral to their local doctor. Vaccinations within the year included Hepatitis B, Tetanus and Diphtheria and Meningococcal C.

Additionally the City Council assisted with school education, giving presentations to parent groups and children regarding head lice with further advice provided upon request.

The City Council has found there are a number of small pockets in Rustlers Gully, Kirton Point and St Andrews Terrace which still have septic systems. A database of current systems in use has been maintained and correspondence has been forwarded to owners who haven't had septic systems desludged on a regular basis, to try and discourage the public from discharging septic water into backyards and streets.

Council increased the number of food premise inspection in line with new food legislation. Every premise is classified into a high, moderate or low risk business. Those deemed high risk are inspected every three months and this decreases as the number of inspections and complaints received were followed up.

Animal Management & General Inspectorial

AUTHOR : DAVID BOTHE

Council continues to provide a necessary service to the community in Animal Management and the General Inspectorial area. During the 2002/2003 year there were 2,520 dogs registered, 302 dogs were impounded and of these 180 were returned to their owners.

The CBD Parking Plan has been developed and was presented to the Chamber of Commerce and Tourism where it gained support, Council then ratified the plan and it is now being implemented, all signs and changes should be in by Christmas 2003. I believe these changes will meet the needs of our community.

Library

AUTHOR : VICKI JAMES

The Port Lincoln Library has continued its role of providing information for pleasure, research, school projects, study and assignment work and all the opportunities that the internet provides. The library has a range of over 56,234 items, with 4,334 being added this financial year. There were 9,020 active patrons who borrowed 189,825 items.

The Library has had a number of groups visit including; school groups, Friends of the State Library, and the Public Library Board. Staff from the State Library and the Port Lincoln Library held an information stall at the Port Lincoln Show for the first time this year promoting the services offered. The library supported the Nestle Write Around Australia Competition for year five and six Primary School children with the zone winner being presented with their prize at a ceremony in Adelaide.

The staff have been working on a 'new look' for the library with the way material is presented to make it easier to find, starting in the children's section with series boxes and readers. This work will continue next year. Library volunteers have been busy providing a home delivery service and also working in the library. The library staff look forward to serving the community and expanding the items available.

Community Services

COAST & CLEAN SEAS - Improving Water Quality through Sustainable Reuse

AUTHOR : JANET ROBERTSON

The capital works for the Coast and Clean Seas project were completed in November 2002. This included the pipe network from SA Water's Billy Lights Point Waste Water Treatment Plant (WWTP) towards Port Lincoln Tuna Processors (PLTP), storage tanks at Ravendale Ovals and the Racecourse and an Ultraviolet Treatment plant to produce Class 'A' reclaimed water. The irrigation system was used over the summer period with the Port Lincoln Racecourse signing a long term user agreement. Management Irrigation Plans were approved by the EPA for several irrigation sites (including the above) and a 10 year Supply Agreement for effluent for the irrigation scheme was signed between SA Water and the Port Lincoln City Council.

Funding for the expansion of the reuse scheme, which would enable irrigation of most school ovals, Council ovals, parks and gardens, is currently being sourced. The new artificial hockey turf at Ravendale Oval will also be watered with the Class 'A' reclaimed water and other reusers along the main pipeline are being sourced. PLTP has completed its new WWTP which will discharge treated waste water into the reuse pipe network. Funding through the Natural Resource Management Group, for 2003/2004 financial year, has been secured for a half time position for the Coast and Clean Seas project officer which will enable water reuse issues on the Lower Eyre Peninsula region to be assessed.

ACTIVE COMMUNITIES PROJECT - Sport & Recreation Program

AUTHOR : MARK FISHER

The Active Communities Project in Port Lincoln is currently in its fourth year as a partnership program between the City of Port Lincoln and the Office for Recreation and Sport.

Major achievements of the financial year include the staging of the second Growing for Gold project (encouraging children to join sporting clubs) and the establishment of SportLinc (an after school hour sports centre). Two major workshops involving Risk Management for Clubs and Play By The Rules (harassment free environments) were staged. Negotiations are currently taking place with the Port Lincoln High School, Football, Netball, Hockey and Play By The Rules with a view to establish an Umpire's Academy in Port Lincoln.

The Redevelopment of Ravendale continued to take a high priority and focus throughout the year with negotiations occurring with Hockey, Netball, Softball, Soccer, Cricket, Football, Baseball and Little Athletics. The Minister of Recreation and Sport Michael Wright turned the first sod of this development in September last year.

The project has recently been expanded to a full time role covering the Eyre Peninsula. The Port Lincoln project has been seen as a model to duplicate with another five full time Field Officers now covering most of rural and regional South Australia.

The Port Lincoln Sport and Recreation Advisory Committee continued to meet monthly with the aim of sharing successes, problems and assisting with the overall aims of the Active Communities Project.

FAMILY LINKS PROJECT

AUTHOR : OLGA ALEXANDRA

The main areas of Family Links work in Port Lincoln have focussed on social capital through sustainability i.e. building up the community to work on its issues, problems, needs and gaps including setting up infrastructure to survive Family Links i.e. setting up structures that will continue without Family Links.

For example: Networking – Interagency Meetings, Port Lincoln Community Alliance (working in partnership); Family Empowerment – OSHC and Vacation Care Programs, Kirton Point Primary School Breakfast Club & Nutrition Program, Super Mums, Women Growing Stronger, Port Lincoln Energy Steering Committee; Volunteering – Eyre Volunteer Network and Social Capital – Sponsorship by Community House.

Programs to commence in the future include: Children’s Forum (Reverberations), Parenting Courses & Sessions, Grant information disseminated to agencies and organisations and Playgroups.

Networking, family empowerment, volunteering and promotion of children’s services will continue with the assistance of Family Links.

Audited Financial Statements

See Appendix A.

Registers

Registers required to be kept under the *Local Government Act 1999* and available to the public are listed below:-

- Register of Interest – Members
- Register of Interest – Officers
- Register of Allowances and Benefits

The Code of Conduct or Practice as required under the *Local Government Act 1999* and is available to the public:-

- Policy C92 adopted on 16th July 2001 with the next review due on 1st July 2004 ‘Code of Practice for Access to Council Meetings, Council Committees and Council Documents’.

- Policy S30 adopted on 27th November 2000 with the next review due on 1st July 2004 ‘Code of Conduct – Council Members and Staff’.

Rating Policy

The current Rating Policy (R10) is due for review on the 1st July 2004. See Appendix B.

Policies of Council

The following is a list of all current policies adopted by the City of Port Lincoln:-

Advertising, Printing and Stationery

- A10 Banners – Community Promotion
- C40 Use of City Crest
- F05 Flying of Flags
- S20 Signage Tourism & Symbol

Awards

- A20 Awards Register
- C30 Citizen/Young Citizen of the Year

Building and Development

- D15 Development Act Inspections
- D20 Development Fees - Concessions/Charitable Organisations

By-Laws

- B01 Permits and Penalties
- B02 Moveable Signs
- B03 Roads
- B04 Local Government Land
- B05 Dogs

Caravan Parks

- C10 Kirton Point Relocation
Living In Caravans – Refer to S10, Sheds & Caravans

Cemetery

- C20 Tenure/Lease

Council Chambers

- C80 Hire of Council Chambers

Councillors and Council Meetings

- C50 Committee Structure
- C85 Council Decisions Internal Review
- C90 Council Meeting Agendas – Availability to Media

- C92 Code of Practice
- C92 Confidential Documents
- C96 Officers Reports
- C98 Deputations – Hearing and Consideration
- C100 Petitions – Hearing and Consideration
- C120 Councillors Attendance of Seminars
- C120 Councillors Code of Conduct – Refer to S30, Staff Code of Conduct
- C122 Councillors Travelling Expenses

Debts

- D01 Debt Collection Road and Rate Charges

Delegations

- D03 Community Titles Act
- D04 Development Act/Development Regulations
- D05 Dog and Cat Management Act
- D06 Food Act
- D07 Freedom of Information
- D08 Housing Improvement Act
- D09 Land and Business (Sale and Conveyancing) Act
- D10 Local Government Act
- D11 Public and Environment Health Act
- D12 Public and Environment Health act (Waste Control) Regulations
- D13 Supported Residential Facilities Act

Donations

- C70 Community Funding Assistance Program

Fire Protection

- B10 Within Council Boundaries

Footpaths

- F12 Construction/Council Contribution
- F14 Commercial Use for display etc
- F16 Laying Electrical Cable

Foreshore

- F20 Guidelines for Use

Housing

- H10 Resident Funded Schemes – Kirton Court Aged Units

Insurance

- I05 Public Liability

Internal Control Procedures

- I10 Accounts for Payment
- Bank Accounts
- Banking of Monies Received

Debtors
Depreciation
Disbursements
Employee Contributions
Fixed Assets
Furniture and Equipment
Goods and Services Provided by Council
Loan Register
Long Service Leave Reserve
Loose Tools
Minor Plant
Monies Received
Officers Cash Advance
Petty Cash
Plant Machinery
Purchasing
Receipt of Goods
Recovery of Overhead Charges
Salaries and Wages
Stores and Materials
Tenders

Libraries

L15 Guidelines for use of Library IT Suite & Internet Access
L20 Code of Conduct Library Use
L25 Visitors Library Use
L30 Unattended Children

Memorials

M05 Fishers Memorial

Occupational Health, Safety and Welfare

O10 Accident Investigation/Reporting
O12 Accident/Near Miss Reports Database
O14 AIDS
O16 Asbestos
O18 Consultation Procedure
O20 Consultative Committee – Constitution/Rules
O22 Contracting – OHS
O24 Design and Purchasing – OHS Guidelines
O26 Drug and Alcohol Policy and Procedures
O28 Electrical Cables and Equipment – Working On or Near
O30 Electrical Safety
O32 Emergency Procedure Manual
O34 Excavation
O36 Eyre Protection
O38 Fire Wardens
O40 First Aid in the Workplace
O42 Hazardous Substances Audit

- O44 Hazardous/Dangerous Substances Policy and Procedures
- O46 Health & Safety Program
- O48 Inclement Weather and Skin Cancer Prevention
- O50 Injuries and Accidents which must be Reported
- O52 Injury Management – Procedures
- O54 Inspection/Hazard Control System
- O56 Isolation Procedure – Lock Out and Tag System
- O58 Jewellery – Wearing Of
- O60 Manual Handling
- O62 Needles/Sharps Injuries – Procedures
- O64 No Smoking
- O65 Occupational Health Safety and Welfare and Injury Management
- O66 Policy Statement
- O68 Road Works Signage – Audit Procedure
- O70 Workstation Ergonomics – Adjustment Policy and Guidelines

Order Making

- O08 Order Making Policy

Organisational Structure

- O90 Organisational Structure

Other

- F10 Food Van Licenses
- G05 Galah Culling

Ovals

Refer to R20 Reserves – Hire Charges and Guidelines

Planning

- P10 Planning Fees

Policies

- P20 Policy Amendments and Deletions

Private Works

- P30 Requests to Council

Public Consultation

- P40 Public Consultation

Purchasing

- C75 Contracts/Tendering/Purchasing
- N05 National Competition Policy

Rates

- R5 Concession Scheme
- R7 Fixed Charges Refund
- R10 Application of Rate Policy

Business Impact Statement
Concessions – Other
Concessions – Pensioner
Concessions – State Senior Card Ratepayers (Self Funded Retiree)
Contact Details for Further Information
Differential General Rates
Disclaimer
Discounts for Early Payment
Fixed Charge
Land Value Method Used
Late Payment
Payment
Basis for Raising Rates
Adoption of Rating Policy
Rebates
Remission and Postponement
Council's Powers of Revenue Raising
Sale of Land for Non Payment of Rates
Strategic Approach
Adoption of Valuations
Water Catchment Levy

Reserves

R20 Hire Charges and Guidelines
R22 Tennis Association Advertising Space
R25 Playground Equipment

Sheds and Caravans

S10 Living in Sheds and Caravans

Skatepark

Refer to R25 Reserves – Playground Equipment

Staff

C25 Chauffeur Cars - Conditions of Approval
E05 Enterprise Bargaining Agreement
S30 Code of Conduct
S32 Emails
S34 Emergency Call Out
S38 Equal Employment Opportunity
S40 Equity
S42 Leisure Centre Membership
S44 Long Service Leave
S46 Mobile Phone
S48 Motor Vehicles – Private Use
S50 Officers Travel
S52 Recruitment & Selection
S54 Removal Expenses
S56 Retirement Gifts

S58	Salary Sacrifice – Remote Area Rental
S60	Telephone Costs
S62	Training and Development
S64	Vacancies – Reporting to Council

Stormwater Drains

S70	Maintenance
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Thefts or Vandalism

T10	Thefts or Vandalism
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Trees

T20	Tree Management
T30	Making Port Lincoln Green – Tree Supply

Visitor Information Centre

V05	Visitor Information Centre
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Walking Trails

W05	Investigator Trail
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Waste

G10	Garbage Collection – Number of Bins
G14	Garbage Collection – Concessional Fees
W15	Waste Minimisation

Members Allowances

The Elected Members and the Mayor of the City of Port Lincoln are paid an allowance determined by Council resolution under Section 76 of the *Local Government Act 1999*.

The allowances paid to Elected Members and the Mayor to perform their functions and duties are reviewed annually.

The allowance paid quarterly in advance to an elected member for the period ending 30th June 2001 was \$1250.

The allowance paid to the Deputy Mayor in addition to the Members Allowance for the period ending 30th June 2001 was \$1,625 paid quarterly in advance.

The allowance paid to the Mayor for the period ending 30th June 2001 was \$3,750 quarterly in advance.

Council Senior Executive Officers

The Senior Executive Officers of Council consist of the Chief Executive Officer, the Director of Corporate and Community Services and the Director of Operations. The Chief Executive Officer and Director of Corporate and Community Services both have five year employment contracts. The employment packages of these officers include salary, legislated superannuation benefits and both the Chief Executive Officer and Director of Operations are also provided with use of a designated Council vehicle. Details are recorded within Council's Register of Salaries.

Council's Representational Quota

Elector Representation Review

It was Gazetted on the 13th June 2002 that the City of Port Lincoln, in accordance with the requirements of Section 12(4) of the Local Government Act 1999 has reviewed its composition and elector representation arrangements.

Pursuant to Section 12(13)(a) of the said Act, the Electoral Commissioner has certified that the review undertaken by Council satisfies the requirements of Section 12 and may therefore now be put into effect as from the day of the first general election held after the expiration of five months from the publication of this notice.

The representation arrangements are as follows:-

- One Mayor
- 10 Councillors (at large representation)

No wards apply to the Council area.

Strategic Plan "Towards 2005 and beyond"

Council adopted a new strategic management plan in July 2002. In planning for the future of the City of Port Lincoln Council has identified strategies and action plans that will direct Council's operations. The plan includes annual financial budgets for the five year period and creates a renewed emphasis on the provision and maintenance of infrastructure.

This is the first fully costed strategic plan that has been created by the City Council. The first year of the five year strategic plan was incorporated into the Financial Management Plan for 2002/2003.

Some major achievements from the first year of the five year Strategic Plan were

▪ Redevelopment of the foreshore Stage 1	\$1,020,000
▪ Ravendale Sports Complex Stage 1	\$270,000
▪ Skatepark	\$256,000
▪ Effluent water re-use scheme	\$872,000
▪ Central Business District car parking	\$45,000
▪ Footpath and road construction program	\$513,000

Council has budgeted to spend in excess of twenty two million dollars over the five year period of the Strategic Plan on identified capital works.

Financial Management Plan 2002/2003

OBJECTIVES OF THE 2003/2004 FINANCIAL YEAR BUDGET FOR THE CITY OF PORT LINCOLN.

- To adopt a balanced Budget
- To implement a significant Capital Works program
- To maintain restraint on recurrent expenditure.
- To fund all expenditure from operational revenue without loan borrowings.
- To implement year two of Council's five year Strategic Plan.
- To meet Council's Policy of fully funding Staff leave liabilities.

ACTIVITIES ASSOCIATED WITH IMPLEMENTING COUNCIL OBJECTIVES

Allocation to Reserves

Long Service Leave Reserve

- An expectation of \$50,000 being paid to Staff for long Service Leave this financial year.
- The Long Service Leave fund balance as at 30th June 2003 is deemed sufficient to meet future leave liabilities inclusive of accrued annual leave for all current staff.

RECURRENT EXPENDITURE

The 2003/2004 Budget endeavours to maintain or reduce the level of recurrent expenditure associated with the entire operations of Council. There is a necessity to hold or reduce recurrent expenditure levels to allow sufficient Capital expenditure without incurring borrowings.

Council recognises that maintaining services at sustainable levels is preferable to incurring debt through unsustainable growth in service provision.

Council is creating a position of fiscal strength to meet the increasing financial demands of expanding services and infrastructure requirements of a vibrant local economy. By maintaining tight control over recurrent costs a balance can be maintained between nominal rate increases and the demands for capital expenditure.

S U M M A R Y

Summary of recurrent expenditure and revenues inclusive of grant funds and rate revenue received, plant hire and labour overheads.

	Revenue	Expenditure
Rates	\$5,585,765	
Other	\$3,139,057	
Expenditure		\$6,878,750
Less Depreciation		\$1,726,750
Total	\$8,724,822	\$5,152,000

Capital Works Program

In line with identified Strategic Plan priorities, Council is continuing its emphasis on a Capital Works program for the ongoing improvement to the City's infrastructure without undertaking loan borrowings.

All Capital Works to be undertaken this financial year are funded from operational revenue, inclusive of rate revenue and grant funds.

Information Technology

Administration Computer System	\$50,000
Administration Software Modules	\$28,000
Plan Printer	\$10,000
Website development	\$10,000
Miscellaneous	\$22,000
Total	\$120,000

Library

Local Purchases	\$12,000
Printer	\$2,167
Enveloper	\$9,950
Shelving	\$10,000
Signage	\$3,000
Chairs	\$6,000
Misc.	\$2,883
Total	\$46,000

Parks and Gardens

Flinders Park Carpark & Concrete Edging	\$30,141
Eyre Park & Double Corner Irrigation	\$30,961
Wellington Square playground equipment	\$5,783
Mundy's Mooring playground equipment	\$8,965
Billy Lights Point Toilet Upgrade	\$9,186
Billy Lights Point Irrigation	\$7,600
Bishop Street Irrigation	\$9,000
Advanced Trees Ravendale	\$31,864
Mortlock Terrace Tree Replacement	\$1,500
Total	\$135,000

Plant Replacements

John Deere Mower and Flail Deck	\$30,000
Total	\$30,000

Road Construction

Proper Bay / Pine Freezers to Rail Line	\$71,250
Lindsay Avenue	\$75,000
Valley View	\$78,000
Averis Road / Hanchant	\$19,000
Nootina Road / Grantala	\$27,450
Nootina Road / Western Approach	\$30,000
Donnington Road	\$18,000
Rustlers Gully Road entrance kerbing	\$10,000
Robertson Road	\$66,000
Normandy Place Kerbing	\$17,300
Total	\$412,000

Footpath Construction

St Andrews Terrace Verran / Stevenson	\$41,911
St Andrews Terrace Stevenson / School	\$18,800
St Andrews Drive Marina / South Point	\$60,100
Coronation Place Anne / Stamford	\$41,199
Stamford Terrace Coronation Plc / Marina	\$28,990
Total	\$191,000

Ravendale Development

Hockey Field Synthetic Pitch	\$560,000
Sports Club Contribution	\$400,000
Oval Realignment	\$40,000
Total	\$1,000,000

Other Major Capital Items

Sanitation & Garbage Cell Construction	\$300,000
Tasman Terrace Redevelopment Stage 2	\$700,000
Off Street Parking Napoleon Street	\$20,000
Road Reseals (as per program)	\$250,000
LeBrun Street Stormwater Valves	\$6,500
Axel Stenross Boatramp Stage 1	\$803,960

Total Capital Works 2002/2003 **\$4,014,460**

Loan Borrowings

The proceeds from the sale of the Leisure Centre and budgeted loan repayments were utilised to repay all loan principle outstanding in 2001/2002 financial year. As at 30th June 2003 there is no loan liability to the City of Port Lincoln.

Financial

Council Staff are required to employ methods of analysing costs and revenues associated with all operations of Council. The Financial system utilised by Council Staff documents adopted budgets and actual operational costs as they occur and are presented to Council in a monthly and quarterly reporting format. All project costs are available to relevant staff as required.

As required under the Local Government Act 1999 Accounting Regulations, comparison reports between actual and budget performance of all Council operations are presented to Council for the quarters ending September, December and March of each financial year. Adjustments to the budget projections are made within the quarterly reports to give an accurate estimation of the financial status of Council as at the forthcoming June 30th.

Council contracts the services of a qualified Auditing Company to oversee the procedures employed by Council Staff and the financial presentation of data to Council and the Public. Public perception and opinion are sought on major projects undertaken by Council.

Elected Member representation and Public Consultation Policy are utilised and considered in the decision making process of utilising Council finances.

Summary

The budget process utilised by Council endeavours to present accurate financial reports and forecasts of the financial status of Council throughout the year that are made available to all Elected Members, Staff, Ratepayers and interested parties.

Council welcomes enquiries from all interested parties on any items pertaining to the Budget process and Budget contents. Enquiries can be directed to Elected Members or to Council's Senior Staff.

Competitive Tendering and Cost Effective Services

Council continues to strive to give value for money in service delivery to the ratepayers of the City of Port Lincoln through the adoption and utilization of Purchasing and Procurement Policies.

In compliance with Section 49 of the *Local Government Act 1999*, Council has adopted policies encompassing the following.

- The contracting out of services
- Competitive tendering and the use of other measures to ensure that services are delivered cost-effectively
- The use of local goods and services
- The disposal of land or other assets.

Examples of competitive tendering undertaken have been the tendering and contracting out of the following services.

- Recycling kerbside collection
- City bus service
- Audit services
- Road surfacing
- Footpath and foreshore maintenance
- Public Toilet maintenance
- Electrical
- Plumbing
- Building Maintenance
- Tree trimming and removal
- Environmental monitoring of waste disposal system
- Weedspraying
- Paving
- Street Sweeping
- Material Carting

Further to the purchase of goods and services at the most cost effective price, Council also utilises local suppliers when price competitive as outlined in Section 13 of the City of Port Lincoln policy number C75 Contracts, Tendering and Purchasing.

BUY LOCAL POLICY & PREFERENCE TO RATEPAYERS

All purchases are to be made from the supplier offering the lowest price for an acceptable quality, having regard to all purchasing policies adopted by Council. Where price and quality offered by two or more suppliers are equal, preference is to be given to any supplier within the region.

Decision Making Structure of Council

Under the system of Local Government established by the *Local Government Act 1999*, Council is established to provide for the government and management of its area at the local level and in particular:-

- Act as a representative, informed and responsible decision-maker in the interests of its community

To enact the various roles and functions required of it, Council has adopted various objectives. Some of which are detailed as follows:-

- Provide open, responsive and accountable government;
- Are responsive to the needs, interests and aspirations of individuals and groups within its community;
- Seek to facilitate sustainable development and the protection of the environment and to ensure a proper balance within its community between economic, social, environmental and cultural considerations;
- To manage its operations and affairs in a manner that emphasises the importance of service to the community;
- To seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs are available to all members of the community.

To reach these objectives, Council endeavours to hold all formal meetings in an open forum, with meeting agendas available to the public and advertised at least three clear days prior to the meetings being held.

All decisions taken by sub committees and working groups are required to be ratified by full Council following the circulation of minutes of all open meetings to the Public.

Council will hold all meetings in public except in special circumstances where the public may be excluded from attendance at so much of a meeting as is necessary to receive, discuss or consider in confidence any information or matter listed in subsection (3) of Section 90 of the *Local Government Act 1999*.

The number and type of meetings held by the elected members and the meetings where the public was excluded from part or all of that meeting are as follows.

C O U N C I L

11 Ordinary Meetings and 3 Special Council Meetings
(5 from which the public were excluded)

G E N E R A L P U R P O S E S

10 Meetings
(1 from which the public were excluded)

Equal Employment Opportunity and Human Resource Management

Council utilises its adopted policies of Equal Employment Opportunity and Staff Training in all instances of new staff appointments, promotions and training opportunities.

The Council of the City of Port Lincoln is wholly committed to the principles of Equal Employment Opportunity.

In all policies and practices of the Council, there shall be no discrimination relating to sex, marital status, parenthood, race, colour, national origin, physical or mental impairment, religious or political affiliation.

Selection of individuals for employment, promotion or advancement training and staff development will be on the basis of personal merit in fair and open competition according to the skills, qualifications, knowledge and efficiency relevant to the position involved.

Council will utilise and develop the full potential of the Council's human resources and promote employee morale and motivation by establishing staff confidence in personnel practices and employment opportunities.

This policy on Equal Employment Opportunity reflects the Council's desire to enjoy a workplace free of discrimination where each person has the opportunity to progress to the extent of their ability.

Council endorses the following aims and principles when applying its training policy.

AIM OF TRAINING AND DEVELOPMENT

Training and development aims at developing highly skilled, knowledgeable and committed employees and elected members which will result in benefits to the Council, its community and the individuals themselves.

This Policy is a statement of Council's intent regarding the attainment of this goal and aims to establish a working environment in which training is actively promoted, employees encouraged and opportunities for recognition and development provided.

To provide skills and knowledge to entry level employees.

PRINCIPLES

Training is an investment in the skill development of employees and elected members, which should be directed at achieving the corporate objectives of the Council.

Training should be relevant to the services provided by the Council, meaningful to the participants and directed at improving performance on the job.

All employees and elected members should have access to appropriate training and development opportunities required to perform present and future jobs more competently and to ensure career development opportunities.

Council should be flexible in determining training programs and policies and will consult with employees and elected members on their individual training requirements.

Evaluation of training programs and activities will ensure the best use of resources and consistency standards.

Training must recognise and comply with legislative requirements, in particular, the Training Guarantee, Occupational Health, Safety, Welfare and Equal Employment Opportunity legislation.

Employee and elected members current and future training and development needs will be identified through an organisational and skills/training needs analysis and the development of individual training and development programs derived through a process of employee/manager consultation.

Training and development should form a key part of a strategic human resources plan which responds to present and future organisational needs.

Whereas, the responsibility for training and development rests with managers and individual employees, the Human Resources Department will fill a strategic role and will be the link for implementing, monitoring and evaluating training and development.

Council will allocate a proportion of its salaries and wages budget to training and development. Activities that are structured, evaluated, meet organisational, departmental or individual requirements and contribute to productivity will be funded from this allocation.

Management Plans for Community Land

Council recognises the requirement and need for management plans of its Community and Operational land. To date no management plans for Community land have been formulated for the approval of the Minister. It is envisaged that Management Plans for Community Land will be developed and presented to the community prior to the 2004/2005 Financial Year.

Rate Rebate Applications for Retirement Villages

Section 23(4) of the *Local Government (Implementation) Act 1999* sets out a requirement to provide specific information in relation to the receipt and treatment of rate rebate applications received from retirement villages.

For the financial year ending 30th June 2001 Council received one application under Section 166(1)(h) of the *Local Government Act 1999* for a rebate of rates levied.

Nil rate rebates were granted for the 2001/2002 financial period.

National Competition Policy

Under the requirements of the National Competition Policy and the requirement to report on its application to Council Business, it is reported that for the 2002/2003 financial year there were no significant business activities created, undertaken or ceased.

There were no complaints received by Council in its application of competitive neutrality in its business dealings.

By-Laws

During the 2002/2003 financial year, the City Council passed five by-laws which were Gazetted on the 1st May 2003.

- By-Law No.1 - Permits and Penalties
- By-Law No.2 - Moveable Signs
- By-Law No.3 - Roads
- By-Law No.4 - Local Government Land
- By-Law No.5 - Dogs

Freedom of Information Statement

Under Section 9 (1a) of the *Freedom of information Act 1991 Publication of information concerning agencies* Council is required to publish in it's Annual report an Information Statement pertaining to arrangements and functions Council has in place for the public to access information and documents to enable them to participate in Council's decision making processes and policy formation.

1. Structure and Functions of the Council

1.1 Council

The Council consisting of ten Councillors and the Mayor, is the decision making body on all policy matters. Ordinary meetings of the Council are held on the third Monday of every month at 7.30 p.m. (except public holidays when meetings are held on the following Tuesday)

All meetings are open to the public. A community question time is held at the beginning of each meeting when members of the public have the opportunity to ask a question to Members or Officers of the Council.

1.2 Standing Committees

Council has appointed the following Standing Committees to streamline Council business. The names of the Committees, meeting days and times are listed in the following schedule:

General Purposes Committee (second Monday) at 7.30pm
Development Assessment Panel (first Monday) at 7.30pm

These Committees make recommendations to Council, however the Development Assessment Panel has authority of decision-making and decisions are reported to the next available Council meeting.

All meetings are open to the public.

1.3 Agendas and Minutes

Agendas of all Council and Standing Committees are placed on public display no less than three days prior to those meetings. Minutes are placed on display within five days of the meeting being held.

1.4 Boards and Advisory Committees and Project Management Teams

Council has established a number of Boards and Advisory bodies, which comprise Elected Members, Staff, Government Officers and members of the public. These organisations act in a range of statutory, delegated and advisory roles and all report to Council on a regular basis. The current organisations are:

- Occupational Health and Safety Committee
- Marina Maintenance Advisory Committee
- International Relations and Friendship Committee
- Skateboard Working Party
- Disability Access Advisory Committee
- Bushfire Prevention Plan Committee
- Sport and Recreation Committee
- Tacoma Discovery Centre Working Party
- Library Management Committee

The minutes of these meetings are included in the Agenda for the meetings of Council.

All reports, which form the basis of recommendations to Council, are also available to the public.

1.5 Delegations

The Chief Executive Officer and other officers have the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Policy Manual and are reviewed annually by Council.

In keeping with the legislative requirement:

- To determine policies to be applied by the Council in exercising its discretionary powers;
- To determine the type, range and scope of projects to be undertaken by the Council; and
- To develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council, the Council makes decisions, which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the resources, which are to be made available to undertake such works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

2. Services for the Community

The Council makes decisions on policy issues relating to services that are provided for members of the public. These services currently include:

Strategic Planning
Cycle Tracks
Community Governance
Street Tree Planting
Statutory Planning
Public Seating
Development Assessment
On Street Parking
Community Asset Management
Off Street Parking
Accommodation for the Disabled
Youth Program Support
Cemeteries
Public Conveniences
Garbage Collection
Waste Disposal
Waste Minimisation Program
Kerbside Collection of Recyclables
Waste Recycling Program
Litter Bins
Street Sweeping
Public Lighting
Development Control
Foreshore Protection
Civic Hall/Arts Centre
Public Library
Local History Collection
Parks and Gardens
Ovals and Sports Fields
Playgrounds
Boat Ramps
Foreshore Swimming Enclosure
Beach Cleaning
Parnkalla Walking Trail
Lower Eyre Peninsula Walking Trail
Economic Development
Caravan Park
Tourism Development
Tourist Information
Bus Shelters
War Memorials
Monuments and Plaques
Roads and Footpaths
Drainage Works
Traffic Control Devices

Dog and Cat Management
City Bus Service
Fire Protection
Transport Subsidy Scheme for
Immunisation Program
The Aged/Disabled
Environmental Health
Septic Tank Inspection
Community Development Program
Accommodation for the Aged

3. Public Participation

3.1 Council Meetings

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

- (1) Deputations - With the permission of the Committee Chairman or the Mayor, a member of the public can address a Committee or the Council personally or on behalf of a group of residents.
- (2) Presentations to Council - With prior notification and arrangement with the Mayor, a member of the public can address the Council on any issue relevant to Council.
- (3) Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.
- (4) Written Requests - A member of the public can write to the Council on any Council policy, activity or service.
- (5) Elected Members - Members of the public can contact their Elected Members of Council to discuss any issue relevant to Council.
- (6) Community Question Time - Members of the public can ask a question directly to the Council at the beginning of each monthly Council Meeting.

3.2 Community Consultation

The City of Port Lincoln consults with local residents on particular issues that affect their neighbourhood. Below are some examples:

- (1) Meetings of Electors - All residents and electors are eligible to attend meetings to decide leasing arrangements for Council reserves by local community groups, or meetings called by the Council on any matter of community concern.
- (2) Residents are notified of some Development Applications requiring the approval of Council. The Development Act exempts a number of applications from public notification. When an application is publicly notified, residents have the opportunity both to write to Council expressing their view of the application and to subsequently personally address the Council before a decision is made.
- (3) Reserve Development - Local residents may be consulted on the types of facilities and equipment during the design of some reserves.
- (4) Residents are notified of proposed policy amendments to the Development Plan and development proposals of Council wide significance and are invited to comment on such proposals.

4. Access to Council Documents

4.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office, Level One, Civic Centre, free of charge. Members of the public may purchase copies of these documents at the cost of \$1.00 per page.

Document

- Council Agenda
- Council Minutes
- Standing Committee Agendas
- Standing Committee Minutes
- Council Management Manual

The Council Management Manual includes:

- Guidelines for Council Meeting Effectiveness
- Council Management Plan
- Delegation of Council Authority
- Council Policy Manual
- Council Staff Manual
- Council By Laws
- Council Vision Statement
- The Budget Report
- The Adopted Budget Estimates
- The Budget and Business Plan
- Annual Financial Statements
- City of Port Lincoln Development Plan
- City of Port Lincoln Strategic Plan
- Development Application Register
- Register of Elected Members Allowances and Benefits
- Register of Employee's Salaries, Wages and Benefits
- Assessment Book
- Register of Public Streets and Roads
- Register of Fees and Charges levied by Council
- Any Report adopted by the Council

4.2 Other Information Requests

Requests for other information not included in Clause 4.1 above will be considered in accordance with the Freedom of Information Act provisions.

Under this legislation, an application fee and a search fee must be forwarded with the completed request form unless the applicant is granted an exemption.

Should the applicant require copies of any documents inspected pursuant to a Freedom of Information request, the charge set out in Clause 4.1 will apply.

Freedom of Information Request Forms should be addressed to:

City of Port Lincoln
PO Box 1787
PORT LINCOLN SA 5606

Forms are available at the Council Offices.

Applications will be responded to as soon as possible within the statutory 45 days of Council receiving the properly completed Freedom of Information Request Form, together with the application and search fees.

5. Amendment to 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. 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 enquire in the first instance to the Chief Executive Officer. It may be necessary to complete a Freedom of Information Request Form as indicated above outlining the records that he/she wishes to inspect.

CITY OF PORT LINCOLN

OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 2003

	Note	2003 \$	2002 \$
OPERATING REVENUE			
Rates			
Rates General		5,479,018	5,133,627
Rates Other			
Statutory Charges		241,438	264,163
User Charges		481,438	491,513
Operating Grants and Subsidies		1,562,477	2,283,127
Investment Income		80,924	94,290
Reimbursements		317,613	336,587
Gain on Disposal of Non-Current Assets		294,957	
Other		253,337	327,209
TOTAL OPERATING REVENUE		<u>8,711,202</u>	<u>8,930,516</u>
OPERATING EXPENSES			
Employee Costs		2,281,676	2,275,542
Contractual Services		1,340,763	1,452,162
Materials		989,626	1,128,207
Finance Charges		-	157,458
Depreciation	3	1,589,076	1,769,126
Loss on Disposal of Non-Current Assets		135,264	2,359,931
Other	5	709,937	861,759
TOTAL OPERATING EXPENSES		<u>7,046,342</u>	<u>10,004,185</u>
Operating Surplus/(Deficit) before Capital Revenues		1,664,860	(1,073,669)
Capital Grants & Subsidies			-
Operating Surplus/(Deficit) after Capital Revenues		1,664,860	(1,073,669)
NET SURPLUS/(DEFICIT) RESULTING FROM OPERATIONS		<u>1,664,860</u>	<u>(1,073,669)</u>

CITY OF PORT LINCOLN

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	7	2,235,287	1,594,916
Receivables	8	247,369	223,436
Other Current Assets	11	168,646	188,360
Inventories	9	124,880	32,480
TOTAL CURRENT ASSETS		<u>2,776,182</u>	<u>2,039,192</u>
CURRENT LIABILITIES			
Bank Overdraft	12	-	110,659
Creditors	13	668,974	403,132
Provisions	13	174,892	211,638
Loans	14	-	-
Lease Liability	14	32,387	32,387
TOTAL CURRENT LIABILITIES		<u>876,253</u>	<u>757,816</u>
NET CURRENT ASSETS		<u>1,899,929</u>	<u>1,281,376</u>
NON-CURRENT ASSETS			
Land	15	12,926,500	13,149,500
Buildings	15	10,532,675	10,923,750
Infrastructure	16,17	40,515,296	38,259,399
Equipment	18	1,042,347	1,588,897
Furniture and Fittings	19	615,169	620,764
Other		87,500	87,500
Library Books	19	340,020	386,503
TOTAL NON-CURRENT ASSETS		<u>66,059,507</u>	<u>65,016,313</u>
NON-CURRENT LIABILITIES			
Provisions	21	169,510	202,424
Loans			
Deferred Housing Liability	22	390,825	266,825
Lease Liability	22	168,470	187,669
TOTAL NON-CURRENT LIABILITIES		<u>728,805</u>	<u>656,918</u>
NET ASSETS		<u>67,230,631</u>	<u>65,640,771</u>
EQUITY			
Accumulated Surplus		17,686,094	16,850,841
Reserves		49,544,537	48,789,930
TOTAL EQUITY		<u>67,230,631</u>	<u>65,640,771</u>

CITY OF PORT LINCOLN

STATEMENT OF CHANGES IN EQUITY AS AT 30 JUNE 2003

	Note	2,003	2002 \$
ACCUMULATED SURPLUS			
Balance at beginning of period		16,850,841	18,035,021
Change in financial position resulting from operations		1,664,860	(1,073,669)
Transfers from Reserves		832,232	23,489
Transfers to Reserves		(1,661,839)	(134,000)
Balance at end of period		<u>17,686,094</u>	<u>16,850,841</u>
ASSET REVALUATION RESERVE			
Balance at beginning of period		47,957,698	26,590,985
-Revaluation increment		(75,000)	21,366,713
Balance at end of period		<u>47,882,698</u>	<u>47,957,698</u>
COMMITTED FUNDS RESERVES			
Reserves at beginning of Year		832,232	721,721
Transfers to Reserve		1,661,839	134,000
Transfers from Reserve		(832,232)	(23,489)
Reserves at end of Year			
Balance at end of period		<u>1,661,839</u>	<u>832,232</u>
BALANCE AT END OF REPORTING PERIOD		<u>67,230,631</u>	<u>65,640,771</u>

CITY OF PORT LINCOLN**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
CASH FLOWS FROM OPERATING ACTIVITIES			Inflows (Outflows)
Operating Receipts		8,274,965	8,543,434
Interest Received		80,924	94,290
GST Collected		154,477	107,562
GST Remitted by ATO		377,411	310,323
Total Operating Receipts		8,887,777	9,055,609
Operating Payments		(5,125,820)	(5,383,976)
Interest on Loans			(157,458)
GST Paid		(568,151)	(420,672)
Total Operating Payments		(5,693,971)	(5,962,106)
NET CASH PROVIDED BY OPERATING ACTIVITIES		3,193,806	3,093,503
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts			
Loans Received		104,801	266,825
Loans from Community Groups			
Payments			
Principal on Loans			(2,312,139)
NET CASH USED IN FINANCING ACTIVITIES		104,801	(2,045,314)
CASH FLOWS FROM OTHER ACTIVITIES			
Receipts			
Capital Grants, Subsidies/Contributions			
Sale of Assets		761,001	1,498,719
Payments			
Purchase of Buildings		(139,350)	(142,042)
Purchase of Infrastructure		(3,058,549)	(1,276,139)
Purchase of Equipment		(20,396)	(115,966)
Purchase of Furniture and Fittings		(78,790)	(76,092)
Purchase of Library Books		(11,492)	(12,796)
NET CASH USED IN OTHER ACTIVITIES		(2,547,576)	(124,316)
NET INCREASE(DECREASE) IN CASH HELD		751,031	923,873
CASH AT BEGINNING OF REPORTING PERIOD		1,484,257	560,384
CASH AT END OF REPORTING PERIOD		2,235,288	1,484,257

CITYOFPORTLINCOLN

Notes to the Financial Statements for the year ended 30 June 2003

1. Significant Accounting Policies

(a) Basis of accounting

These Financial Statements are prepared according to Australian Accounting Standards.

Except for certain assets shown at a written down current cost valuation, the report uses the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

(b) The local government reporting entity

All material Funds through which the Council controls resources to carry on its functions are in the Financial Statements.

In the process of reporting on the Council as a single unit all transactions and balances between those material Funds (for example, loans and transfers between Funds) have been eliminated.

(c) Acquisitions of Assets

The cost method of accounting is used for the initial recording of all assets. Cost is determined as the fair value of the assets given as consideration plus costs incurred in preparing them for use.

Fair value means the amount for which an asset could be exchanged between a knowledgeable buyer and seller in an arm's length transaction.

(d) Revaluations of Non-current Assets

Land and buildings were revalued to their current cost less accumulated depreciation as at 30 June 1994. The net revaluation increments were added directly to the accumulated surplus.

All non-current assets, with the exception of receivables, land held for resale and investments, were revalued to their current cost less accumulated depreciation at the date of each general revaluation of property within the Council area. The last such revaluation was at 30 June 2002. Revaluation increments were added directly to the asset revaluation reserve.

Current cost with an asset, means the lowest cost at which the gross service potential of that asset could be obtained in the normal course of operations.

Revaluations do not result in the value of non-current assets exceeding the net amount expected to be recovered through the net cash inflows arising from their continued use and subsequent disposal ("recoverable amount").

Where the value of a non-current asset is greater than its recoverable amount, the asset is devalued. The revaluation decrement is recognised as an expense in the operating statement except where it reverses a previous increment. In this situation the revaluation decrement is taken from the asset revaluation reserve.

The expected net cash flows included in determining recoverable amounts of non-current assets are discounted to their present values using a market determined, risk adjusted discount rate.

(e) Depreciation of Non-current Assets

All non-current assets having a limited useful life are depreciated over their lives in a manner that reflects the consumption of the service potential. Land is not a depreciable asset.

Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period.

(f) Non-current Assets constructed by the Council

The cost of non-current assets constructed by the council includes the cost of all materials used in construction, direct labour on the project and a proportion of variable and fixed overhead.

(g) Maintenance and Repairs

Maintenance, repair costs and minor renewals are expensed when incurred.

(h) Employee Entitlements

Employee entitlements are accrued on a pro rata basis for annual leave and long service leave up to the reporting date. Such accruals are assessed having regard to the estimated future cash outflows discounted by an appropriate interest rate and other factors including experience of employee departures and their periods of service.

No accrual for sick leave has been made because it is non-vesting. The best estimate of the sick leave expense for the reporting period is the actual amount paid for the year.

The superannuation expense for the reporting period is the amount of the statutory contribution the council makes to the employees superannuation plan. Details of these arrangements are outlined in Note 24.

(i) Inventory

Inventories are valued at the lower of cost and net realisable value.

(j) Investments

Investments are valued at cost. Interest revenues are recognised as they accrue.

(k) Land held for resale

Land bought for development valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and finance charges. Interest and other holding costs incurred after completion are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(l) Leases

A distinction is made between finance leases where the Council effectively owns the leased non-current assets, and operating leases under which the lessor retains ownership.

Where a non-current asset is acquired by means of a finance lease the asset is recorded at its fair value. A liability is recorded for the same amount. Lease payments are allocated between the principal component and the interest expense. Operating lease payments are charged to the operating statement in the periods in which they are incurred.

(m) Rates, grants, donations and other contributions

Rates, grants, donations and other contributions are recognised as revenues when Council obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates. Control over assets received by way of grant(s) is normally obtained upon their receipt or upon prior

notification that a grant has been secured. The timing of control commencement depends upon the arrangement between the grantor and Council.

Unreceived contributions over which Council has control are recognised as receivables.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 6. That note also discloses the amount of contributions recognised as revenues in a previous reporting period that were obtained for Council's operations in the current period.

(n) Joint Venture

The Council's interest in a joint venture has been recognised in the Financial Statements by including its share of any assets, liabilities, revenues and expenses within the relevant items reported in the statement of financial position and operating statement.

(o) Cash

For the purposes of the statement of cash flows, cash includes all monetary deposits that are readily convertible to cash on hand and which are used, or are available for use, in the cash management function on a day to-day basis, net of outstanding bank overdraft.

(p) Full Cost Attribution

Accounts have been prepared on a Full Cost Attribution basis as per the Local Government (Financial Management) Regulations 1999 Part 3 8 (2)

2.(a) Functions/Activities of the Council

FUNCTIONS ACTIVITIES	TOTAL GRANTS	TOTAL OTHER	REVENUE TOTAL	%	EXPENSES TOTAL	%	OPERATIONS SURPLUS (DEFICIT)
Administration 2002 (Unalloc.)2003	824,391 775,291	5,278,221 5,620,050	6,102,612 6,395,341	68.3 73.5	1,040,484 115,889	10.4 1.7	5,062,128 6,279,452
Public Order & Safety 2002 2003		42,589 52,681	42,589 52,681	.5 .6	66,553 140,715	.7 2.0	(23,964) (88,034)
Health 2002 2003		5,198 14,949	5,198 14,949	.1 .1	56,665 102,176	.6 1.5	(51,467) (87,227)
Social security & Welfare 2002 2003	77,630 106,210	94,740 44,831	172,370 151,041	1.9 1.7	258,659 212,910	2.6 3.0	(86,289) (61,869)
Housing & Community Amenities 2002 2003		563,348 584,268	563,348 585,768	6.3 6.7	1,516,874 1,693,616	15.2 24.0	(953,526) (1,107,848)
Protection Of the Environ 2002 2003		918,141 131,615	918,141 131,615	10.3 1.5	182,512 100,946	1.8 1.5	735,629 30,669
Recreation & Culture 2002 2003	136,401 47,094	207,780 287,377	344,181 334,471	3.9 3.8	1,641,007 1,152,585	16.4 16.4	(1,296,826) (818,114)
Mining & Construction 2002 2003		61,942 45,734	61,942 45,734	.7 .6	80,857 199,685	.8 2.9	(18,915) (153,951)
Transport & Communications 2002 2003	137,823 270,665	388,581 257,904	526,404 528,569	5.9 6.1	1,592,419 1,478,743	15.9 21.0	(1,066,015) (950,174)
Economic Affairs 2002 2003		61,157 65,681	61,157 65,681	.7 .8	312,604 438,914	3.1 6.0	(251,447) (373,233)
Other Purposes NEC 2002 2003		132,574 405,352	132,574 405,352	1.5 4.6	3,255,551 1,060,736	26.2 15.0	(3,122,977) (655,384)
Governance 2002 2003					349,427	5.0	(349,427)
TOTAL 2002 2003	1,176,245 1,200,760	7,754,271 7,510,442	8,930,516 8,711,202	100 100	10,004,185 7,046,342	100.0 100.0	(1,073,689) 1,664,860

Note:

Comparatives may be distorted due to the change in accounting policy incorporating Full Cost Attribution to the accounts

3. Depreciation and Amortisation Expense

Amortisation of plant and equipment under finance leases was \$32,387

Depreciation and amortisation expenses for the year was charged in respect of:

	2003	2002
Plant & Machinery	145,368	162,515
Office Equipment, Furn & Fittings	53,521	61,454
Library	30,864	35,612
Infrastructure	850,040	1,000,045
Buildings	451,308	397,963
Library Books	<u>57,975</u>	<u>111,537</u>
	<u>1,589,076</u>	<u>1,769,126</u>

4. Interest Expense

Interest paid/payable on debentures	0	146,342
Bank Interest - No GST		3
Bank Interest - Including GST	0	

5. Other Expenses

Other expenses reported in the Operating Statement include:

• Finance charges relating to finance leases	32,387	32,387
• Rental expense relating to operating leases		

6. Conditions on Grants

Grants which were recognised as revenues in a previous reporting period and were expended during the current reporting period in the manner specified by the grantor were - Coast & Clean Seas Project

7. Current Assets-Cash

	2003	2002
• Cash at bank and on hand	257,244	513,114
• Investments (Note 10)	<u>1,978,043</u>	<u>1,081,802</u>
	<u>2,235,287</u>	<u>1,594,916</u>

The above amounts are reconciled to cash at the end of the financial year as disclosed in the statement of cash flows as follows:

• Balances as above	2,235,287	1,594,916
• Less: Bank Overdraft (Note 12)		<u>110,659</u>
• Balances per statement of cash flows	<u>2,235,287</u>	<u>1,484,257</u>

8. Current Assets-Receivables

• Rates Receivable	105,207	78,707
• Less: Provision for doubtful debts	<u>(15,000)</u>	<u>(15,000)</u>
	<u>90,207</u>	<u>63,707</u>
• Loans and advances		
• Other debtors	162,762	165,329
• Less: Provision for doubtful debts	<u>(5,600)</u>	<u>(5,600)</u>
•	<u>157,162</u>	<u>159,729</u>
	<u>247,369</u>	<u>223,436</u>

9. Current Assets-Inventory

• Stores and materials	104,880	12,480
• Stores Loose Tools	<u>20,000</u>	<u>20,000</u>
	<u>124,880</u>	<u>32,480</u>

10. Current Assets-Investments

• Government and semi-government bonds-at cost		
• Term Deposits		
• Long Service Leave	316,204	158,913
• Community Pier Fund	16,661	15,932
• Pre-paid Burial Scheme	3,036	2,903
• Kirton Court Maintenance	10,527	10,066
• Parnkalla Trail	152	145
• Local Works of Art	67	5836
• Carried F/W WIP	1,050,130	0
• Home Assist	715	684
• Plant Replacement	567,434	168,692
• Library	4,878	4,664
• Clean Seas	0	691,408
• Cultural Centre	1,230	1,176
• Short Term Deposit		
• Skate Park	2,321	1,999
• Youth Council JJJ	4,688	4,483
• Crime Prevention		<u>14,900</u>
• TOTAL	<u>1,978,043</u>	<u>1,081,801</u>

11. Current Assets-Other

2003

2002

• Accrued Interest		
• Accrued Revenues	168,646	188,360

12. Current Liabilities-Bank Overdraft

• Bank Overdraft	0	110,659
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13. Current Liabilities-Creditors and Provisions

• Sundry Creditors & Accruals	668,975	403,132
• Provision for Annual Leave	148,552	179,657
• Provision for Long Service Leave	<u>26,340</u>	<u>31,981</u>
	<u>843,867</u>	<u>614,770</u>

14. Current Liabilities-Loans

• Bank Loans		
• Other Loan		
• Lease liabilities	<u>32,387</u>	<u>32,387</u>
	<u>32,387</u>	<u>32,387</u>

15. Non-current Assets-Land and Buildings

• Land and Buildings - at cost	31,050,850	31,336,500
• Less: Accumulated Depreciation	<u>7,591,675</u>	<u>7,263,250</u>
	<u>23,459,175</u>	<u>24,073,250</u>

16. Storm Water Drainage	2003	2002
Storm water at cost	1,206,438	1,194,087
Less accumulated depn	<u>161,323</u>	<u>145,596</u>
	<u>1,045,115</u>	<u>1,048,491</u>
 17. Other Infrastructure		
Infrastructure at cost	51,873,538	48,827,341
Less accumulated depn	<u>12,403,357</u>	<u>11,616,433</u>
	<u>39,470,181</u>	<u>37,210,908</u>
	<u>40,515,296</u>	<u>38,259,399</u>
 18. Non-current Assets-Plant and Equipment		
Plant and equipment - at cost	1,565,147	2,112,198
• Less: Accumulated depreciation	<u>710,468</u>	<u>743,357</u>
	<u>854,679</u>	<u>1,368,841</u>
 • Plant and equipment under finance lease at cost	338,000	338,000
• Less: Accumulated depreciation	<u>150,332</u>	<u>117,944</u>
•	<u>187,668</u>	<u>220,056</u>
	<u>1,042,347</u>	<u>1,588,897</u>
 19. Non-current Assets-Office Equipment and Furniture and Fittings		
• Office equipment and furniture and fittings - cost	969,536	890,802
• Less: Accumulated depreciation	<u>354,367</u>	<u>270,038</u>
	<u>615,169</u>	<u>620,764</u>
 • Library books at	844,142	832,649
• Less: Accumulated depreciation	<u>504,122</u>	<u>446,146</u>
	<u>340,020</u>	<u>386,503</u>

Valuations were determined by John Morgan Consulting as at June 30 2002

20. Local Government Asset Movement Schedule

	Land	Buildings	Infrastructure	Plant and Equipment	Furniture and Equipment	Other	Total
Balance at Beginning of Year	13,149,500	10,923,750	38,259,399	1,588,897	620,764	474,003	65,016,313
Additions		139,350	3,105,937	20,491	78,790	11,492	3,356,060
Disposals	223,000	79,117		346,673			648,790
Revaluation Increments / Decrements				-75,000			-75,000
Depreciation Expense		451,308	850,040	145,368	84,385	57,975	1,589,076
Balance at the End of the Year	12,926,500	10,532,675	40,515,296	1,042,347	615,169	427,520	66,059,507

21. Non-current Liabilities-Creditors and Provisions

• Provision for Annual Leave	49,517	56,734
• Provision for Long Service Leave	<u>119,993</u>	<u>145,690</u>
	<u>169,510</u>	<u>202,424</u>

22. Non-current Liabilities Loans

• Bank Loans		
• Other Loan- Debentures LGFA		
• Lease liabilities	168,470	187,669
• Deferred Housing	<u>390,825</u>	<u>266,824</u>
	<u>559,295</u>	<u>454,493</u>

23. Reserves

Unexpended specific purpose grants

HACC	0	0
Crime Prevention	0	0
Clean Seas	0	<u>691,408</u>
		<u>691,408</u>

24. Commitments for Expenditure

Capital Commitments

Coast & Clean Seas Project will continue during 2003/2004 with a budgeted expenditure for the financial year of \$27,000

Financial Lease Commitments

At the reporting date, the council had the following obligations under finance leases (the sum of which is recognised as a liability after deduction of future finance charges included in the obligation):

Lease Plan Australia - Garbage Compactor

	2003	2002
Payable within one year	51,437	51,437
Later than 1 year but less than 5	<u>163,107</u>	<u>214,544</u>
	214,544	265,981
Less future finance charges	<u>26,875</u>	<u>45,925</u>
	<u>187,669</u>	<u>220,056</u>

25. Superannuation

The Council contributes for its employees to a defined benefit superannuation Plan established for all local governments in the state. The Council contributes to the Local Super Scheme amounts as determined by the Plan. Assets accumulate in the Plan to fund members' benefits as they accrue. If the assets of the Plan were insufficient to satisfy benefits payable to its beneficiaries, the Council would be required to meet its share of the deficiency. No liability of the Council has been recognised as at the reporting date in respect of superannuation benefits for its employees.

The amount of superannuation contributions paid by the Council during the reporting period was \$179,851 (2002 \$173,044)

26. Reconciliation of Increase in Net Assets Resulting from Operations to Net Cash Inflow from Operating Activities

	2003	2002
Increase in net assets resulting from operations	1,664,860	(1,073,670)
Items not involving operating cash:		
Depreciation	1,589,075	1,769,126
Loss (Gain) on Disposal	<u>(159,693)</u>	<u>2,359,931</u>
	3,094,242	3,054,387
• Provision for doubtful debts		
• Revenues provided by government		
• Government Grants		
• Investing activity		
• Change in operating assets and liabilities		
• Receivables		93,441
• Other Current Assets	(96,619)	31,652
• Creditors	265,843	51,370
• Provision for employee entitlements	<u>(69,660)</u>	<u>(138,349)</u>
Net cash inflow from operating activities	<u>3,193,806</u>	<u>3,093,501</u>

27. Regional Subsidiaries

The City of Port Lincoln is a member of the Eyre Peninsula Local Government Association which has as its objectives the provision of a forum for common action and information on a variety of local government issues. All Councils situated on Eyre Peninsula are members of the EPLGA. The total subscription amount paid to EPLGA in 2002/2003 was \$16,200 (net of GST)

In addition, the City of Port Lincoln is a member of the Spencer Gulf Cities Association which also has a common objective of providing a forum for discussion and action on issues affecting the regional cities of Port Pirie, Port Augusta, Whyalla and Port Lincoln. In the 2002/2003 financial year, \$233 was paid as membership to the association with \$15,932 paid as a share of consultancies commissioned by the association.

The Eyre Regional Development Board is a regional economic development authority charged with the responsibility of facilitating economic growth and activity in the Eyre region. The contribution of this Council to that Board for the 2002/2003 financial year was \$24,643 (net of GST)

28. Financial Instruments

The interest rate risk for all interest bearing financial instruments of the Council at 30th June 2003 are detailed in the following table. Exposures arise predominantly from assets and liabilities at variable interest rates as the Council intends to hold fixed rate assets and liabilities to maturity.

	Average Interest Rate	Variable Interest Rate	Fixed Interest Rate				Total
			Less than 1 Year	1 to 5 Years	More than 5 Years	Non Interest Bearing	
			\$'000	\$'000	\$'000	\$'000	
Financial Assets:							
Cash & Deposits	4.25%	2,235,287					2,235,287
Investments							
Receivables	4.0%	247,369					247,369
Financial Liabilities:							
Overdraft and Borrowings							
Creditors and Accruals	4.0%	668,975					668,975
Lease Liabilities	5.0%	32					32

The Council's financial assets and liabilities are recorded at amounts reflective of their respective net fair values within the financial statements. The net fair value of other monetary financial assets and financial liabilities is based on market price, where a market exists, or by discounting expected future cashflows by the current interest rates for assets and liabilities with similar risk properties.

CHIEF EXECUTIVE OFFICER'S STATEMENT

I,.....the person for the time being occupying the position of chief executive officer of the Corporation of the City of Port Lincoln, do hereby state that the financial statements for the council for the 2002/2003 financial year are to the best of my knowledge presented fairly and in accordance with accounting procedures which have been maintained in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 1999 made under that Act.

.....
(Signed)

.....
(Dated)

ADOPTION STATEMENT.

Laid before the Corporation of the City of Port Lincoln Council and adopted

on.....

.....
(Principal member of the council)