

Port Lincoln
Seafood Capital of Australia

City of Port Lincoln

Annual Report 2005-2006



MCS0215

CITY OF PORT LINCOLN

Annual Report 2005-2006

PURSUANT TO THE LOCAL GOVERNMENT ACT 1999

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MAYORS MESSAGE

The last financial year has seen Council continuing to deliver it's 5 year Strategic Plan.

The most obvious example is the recently completed and opened Ravendale Community Sports Centre. This fine example of co-operation between Tasmans Football Club, our Hockey Association and City Council demonstrates the steady progress being made at Ravendale sports complex. We will possess one of the best complexes in Australia. Signs of things to come are the probability of the Agricultural Show Society relocating to the Ravendale Racing Club grounds with benefits to both organisations, and, whilst in the early stages, the possibility exists that our Tennis Association will transfer to the Ravendale Oval site too.

The costs associated with running our rubbish dump continue to concern Council. We receive many complaints from users, particularly commercial, about the charges imposed at the gate. We would like our community to recognise that the costs we impose effectively reflect the requirements of the Environmental Protection Authority. By way of example, after deducting the total income received at the gate the effective cost to Council of rubbish removal and disposal costs our community approximately \$1.1 Million annually. That is approaching 20% of our annual total rate revenue. Capital expenditure consistently runs at about \$500,000 annually. Council hopes to negotiate with the EPA for a more realistic approach to Southern EP's waste problems by the appointment of a senior EPA executive for a more practical, realistic approach to our regional waste disposal and costs.

Council continues to be disappointed that it's new PAR is still not finalised; we recognise the frustrations this is causing many people and are doing our best to expedite completion of the document.

Council will continue it's CBD street upgrading with under-grounding of power lines in Washington Street and Lewis Street nearing completion. This will be followed by road and footpath upgrades next financial year. Hallett Place is scheduled as our next significant site.

Personally, I continue to be most concerned at the difficulty developers have providing required amounts of car parking within the CBD. It is a virtual financial impossibility to provide the required off street parks in Port Lincoln for a new development. There are initiatives we could undertake: we could utilise our public footpaths; by either part of a wide footpath, or the entire footpath width of one side of a given road. Similarly, by better utilising existing marked parks we can significantly increase car park numbers. These options could be funded by developers in lieu of creating off street parks. The current cost of one off street park is approximately \$20,000, whilst the cost of re-line marking existing parking is negligible. By utilising public footpath width the cost per park would be, perhaps \$3,000 each, because there is no land component cost.

During the year Council successfully concluded the sale of the assets of the Kirton Point Caravan Park with Eyria Investments. There is absolutely no doubt our community will gain a far better managed and developed park together with the major expansion of the Lincoln Marine Science Centre and protection of the Parnkalla coastal trail. We wish Eyria Investments every success. Council has established a Trust Fund to hold the \$1,800,000 generated together with other revenues that will flow from the sale of the old netball court land. It is Council's intention to hold these funds in trust for a community project that will deliver benefits across our whole community in due course.

Whilst Council has again held it's rate rise to 5% we need to understand this new financial year is subsidised by some \$580,000 unspent from last year. Ratepayers will note that the administration charge has been increased on each assessment by \$10 to \$270. It is the unanimous view of Council that all ratepayers should share the total increase needed. The fairest way is upon each assessment via the increased fixed charge within the average 5% upon assessed values. However, more valuable land will certainly face more than the average 5% rate rise on land.

Council will be considering a new five year draft strategic plan as a guide for the new Council to be elected this coming November. Councillors are very much aware of the work of its staff to deliver the desires of our community reflected in our strategic plan. We have a small, very hard working team compared with similar Councils. We very much appreciate the results delivered by all our staff. I encourage all electors to remember the efforts of our staff and to give serious thought to the coming elections this November.

Peter W Davis
Mayor

CHIEF EXECUTIVE OFFICERS MESSAGE

The 2005/06 financial year has been an extremely busy one for elected members and staff of the City of Port Lincoln, who are to be congratulated for their contributions.

It has been a year where the Council has concentrated on meeting priorities set in our Strategic Plan "Towards 2005 and beyond" and undertaking strategic decisions for future benefits to our community. Benefits such as the decision to negotiate a new lease for the Kirton Point Caravan Park inclusive of a 15-year improvement plan for the park, the extinguishing of Council's liability to replace all infrastructure within the Park and the annexing of land to enable the expansion of the Marine Science Centre.

The continuation of the upgrade of the central business district has seen Washington and Lewis Streets power lines placed underground with footpaths and pavements areas to be reconstructed inclusive of street tree plantings. The upgrade of our Central Business District will encourage further private investment by businesses, complimenting our streetscapes and providing their customers with modern shopping facilities and shopping experiences.

Council intends, as funds are available to upgrade the entire Central Business District.

Council continues to operate in a 'Debt Free' status while continuing to fund major capital projects such as, Ravendale Sporting Complex and Function Centre, Axel Stenross Boat ramp, relocation of the Show Society to Ravendale Racecourse with a new pavilion and show jumping arena and additional waste disposal cell constructions.

Our 'Debt Free' status gives the City Council financial flexibility and allows future activities not to be restrained by debt repayments.

The City continues to experience extensive change across many sectors and development approvals continue to set records. The continuing investment in new commercial and residential developments is a sign of confidence in the future of our City.

2005/06 has been a successful year, in the knowledge that improvement is a process of continual change.

Geoff P Dodd
Chief Executive Officer.

MEMBERS OF COUNCIL

Mayor	Peter Woodley Davis
Councillors	Councillor Michael Bascombe
	Councillor Malcolm Catt
	Councillor Mark Goold
	Councillor Susanne Macrae (resigned June 2006)
	Councillor Jim Papazoglov
	Councillor Jillian Parker (Deputy Mayor)
	Councillor Allan Reynolds
	Councillor Robert Richardson
	Councillor Eric Russell

MEETING ATTENDANCE

	DAP (inc Special Meetings)	General Purposes (Inc Special Meetings)	Council (incl Special Council)
Total Meetings 2005-2006	14	10	13
Mayor Peter Davis	12	9	12
Michael Bascombe	12	9	10
Malcolm Catt	13	10	12
Mark Goold	10	4	6
Susanne Macrae	6	6	5
Jim Papazoglov	13	9	13
Jill Parker	13	8	11
Allan Reynolds	12	9	11
Robert Richardson	12	8	12
Eric Russell	14	9	11

Full Council meetings were held once a month on the third Monday, endorsing decisions made in the General Purpose Meeting (2nd Monday in month) amongst other items for consideration. The DAP panel met on the 1st Monday of the month.

In June 2006, Council voted to discontinue the General Purpose Meetings, and hold two Council Meetings per month, on the first and third Monday, with the DAP meeting to be held on the third Monday of the month.

SECTIONAL REPORTS

CORPORATE SERVICES

Author : Katrina Allen

The Administration area is responsible for the corporate and governance functions of Council. Services include:

- The efficient collection of Council's rate revenue
- Financial Management through the accurate recording and control of council's expenditure and revenue
- Preparation and review of Budgets and Financial Reports and Statements
- Maintenance of Councils Website and IT requirements
- Management of Council's records through compliance with legislative requirements and Freedom of Information processes
- Maintenance of Council's Asset register
- Administrative support for Council Committees
- Payroll and Human Resource functions

Major achievements for the year included the successful implementation of an electronic document creation and record filing system in line with State Records GDS20. We also connected the Library to the Council IT Servers via a fibre optic link, enabling the records management functions to be seamless between both areas of Council.

Staff have embraced multi skilling with internal on-the-job training in most administration functions. This has assisted in covering staff leave and also enables staff to have a 'change of scenery'.

Plans for forthcoming years, are to complete the update of Councils' IT hardware and maintain desktops to minimum standards across the organisation. The installation of the Library's new Management System, will see the Library completely 'online' to Council IT server room.

With the Administration area being the community's first contact with Council, it is imperative that the staff have excellent communication skills and are customer focused, engaging the principles of the City of Port Lincolns' Customer Service Standards:

- *Treat everybody as a customer including my work colleagues, with Fairness and Equality*
- *Identify, acknowledge and understand my customers' needs*
- *Be attentive and responsive to others*
- *Provide service in a professional, timely and courteous manner*
- *Provide consistent customer service and information*
- *Encourage feedback from others and be committed to continuous self Improvement*
- *Succeed through teamwork by listening, learning & contributing*

Active Communities Project

Author : Mark Fisher

The City of Port Lincoln on behalf of the Office has again hosted the second year of the three-year Eyre Peninsula Active Communities Project for Recreation and Sport and five District Councils. The project aims to achieve the outcomes of the be active initiative which involves seven government departments increasing physical activity outcomes for South Australians.

Four departments, Sport & Recreation, Education, Health and Local Government have been the focus in Port Lincoln.

Sport & Recreation

Delivered the Volunteer Module at the SANFL Administration workshop held at Mallee Park FC. Executive Officer for the Port Lincoln Community Sport & Recreation Advisory Committee (monthly meetings plus maintenance of database and mail outs to various sports).

Developed a sport and recreation website.

Delivered a strategic plan workshop for the Port Lincoln Basketball Association.

Attended Future Directions meetings for the Port Lincoln Hockey and Soccer Associations.

Education

Co-organised SportFest in conjunction with students from Port Lincoln High School. This was a youth recreation and sport conference for high school students.

Involvement with the National and State award winning Port Lincoln High School Umpires' academy.

Coordinated a launch for PE Week at the town square.

Health

In partnership with Regional Health funded a youth drug intervention stream into SportFest.

Local Government

Assisting the Port Lincoln Tennis Association on establishing a new facility.

Assisted the Port Lincoln Show Society relocate to the Ravendale Racecourse.

Assisting the Lower Eyre Peninsula establish a new facility at the Ravendale Sports Complex.

Assisting the Port Lincoln Table Tennis Association with building extensions.

OPERATIONS

Author : Geoffrey R Dodd

The 2005/2006 financial year saw the continuation of Council's commitment to major capital works projects in Port Lincoln highlighted by the completion of the Ravendale Sporting Complex. Works at Ravendale in 2005/2006 included the installation of lighting for the two football ovals, construction and sealing of car parking around the ovals and associated landscaping works, improved facilities for little athletics and the installation of an electronic scoreboard. This in conjunction with the completion of the community complex now makes Ravendale a premier sporting area.

Council continued with the development of a third cell at the Resource Recovery Centre, Hassell Road with construction of second half of the cell, which is now in full operation. A weighbridge was also installed at the site to enable a greater tracking of waste received at the site. Waste management has become one of Council's major expense items with the increased environmental requirements for the opening and closing of cells and ongoing management.

Under grounding of the power lines in Washington Street was completed and extended into Lewis Street. This will be followed by street scaping and traffic management works in both Washington and Lewis Streets as part of Council's continuing enhancement programme for the CBD.

Council's public conveniences received further enhancements with the toilet block at Wellington Square being demolished and replaced with a unisex convenience.

As part of Council's continuing commitment to upgrade the road network, Bel-air Drive (formally Depot Lane) was widened and resurfaced to accommodate the new industrial area. Road sealing projects were also completed on Blue Fin Road, Hartley Drive, Shaen Street, Brougham Place, Robertson Road, Kurara Road and Upper Flaxman Street. Work was also undertaken on the Le-Brun Street/Verran Terrace intersection in partnership with the State Government to improve this known black spot. The works involved widening of Le-Brun Street to cater for the B-Double turning movements from Verran Terrace into Le-Brun Street.

Council's footpath construction program continued with a new concrete path constructed adjacent Duncan Avenue. Landscaping and verge improvements were also undertaken adjacent Monterey Drive to enhance the access into the marina area. The boardwalk adjacent the town jetty was also constructed thus completing this stage of the Foreshore-Upgrading Project.

DEVELOPMENT AND INSPECTORIAL

Planning & Development

Author : Bob Milic

The construction industry in Port Lincoln has seen the residential market slow down while the commercial/industrial market increase.

The number of development applications processed are similar to that of the 2004/2005 financial year but there has been an increase in dollar value.

Below is a comparison of the past three years for residential and commercial/industrial development.

Year	2003/2004	2004/2005	2005/2006
No of Applications	406	388	390
Residential Value	\$27.9m	\$25.4m	\$23.02m
Com/Ind Value	\$7.8m	\$13.0m	\$19.48m
Total	\$35.7m	\$38.4m	\$42.5m

The City of Port Lincoln has been frustrated with the delays that seem to have occurred with the General Plan Amendment Report. However, we are confident the document will be available for public consultation shortly.

As with any organisation, the City of Port Lincoln has made some minor changes to it's Inspectorial Department, where it is hoped we can provide a quick, faster and a more professional processing of all planning and building applications.

We welcome you to come in and discuss your important matter with our staff.

Animal Management & General Inspectorial

Author : Jeff Carr

Council continues to provide the residents of Port Lincoln with a professional and essential service in relation to control of dogs as per the Dog and Cat Management Act, the control of Parking Regulations and Australian Road Rules and the observance of Council Policies, By Laws and other Statutory controls.

During the 2005-2006 year there were 2,433 dogs registered generating an income of \$55,900.00. Expiations issued totalled 196 for various offences against the Act bringing in \$15,165. We have continued our vigilance in relation to unregistered dogs and dogs wandering at large. Barking dogs continue to be an issue and therefore Council has purchased citronella collars and have made these available to the public.

We have endeavoured to investigate all complaints from the public regarding not only dogs and cats, but also parking violations and in particular disabled car parks. Land issues are also of utmost importance with both unsightly allotments and those overgrown in the lead up to the Fire Danger season being one of our priorities.

Littering, including the removal of abandoned vehicles, has also been an area inspectorial staff have been monitoring throughout the city. We have also liaised with local businesses in relation to the business use of footpaths, assessed applications and followed up usage.

The immediate future sees the general inspectorial duties concentrating on unregistered dogs, the review of the Port Lincoln Animal Management Plan to be adopted by 1st July 2007, a review of parking within the Port Lincoln CBD and the inspection of allotments in respect to the upcoming fire season.

Environmental Health

Author : Rai Pasetto

A small range of public and environmental health topics has been placed on the council's website for internet users. It is expected that this material will be expanded and periodically reviewed for relevance and accuracy. Topics included so far are: information regarding immunisation, Ross River virus, food business notification, food recalls and on-site sewage management systems.

While the majority of Port Lincoln is sewered, a small number of OSMS applications continue to be processed. A total of 13 applications were received in this fiscal year.

No mosquito surveillance has been undertaken due to limited resources. It is anticipated that the trapping and identification of mosquitoes will help plan better eradication programs, and perhaps identify if any are carrying Ross River virus.

Regular monitoring of the City's only public pool is undertaken. The Port Lincoln Leisure Centre now has a faecal contamination policy in place.

Regular inspections of the City's hair, beauty and tattoo salons is also undertaken, to ensure hygiene standards are maintained, and to evaluate staff knowledge and disseminate relevant information. The staff are encouraged to report cases of head lice to the EHO.

With regards to the school-based immunisation program, in 2005, year 8 & 9 students were offered vaccinations (Hep B/DTP and Hep B vaccines respect.). In 2006, year 8 students were offered Hep B/DTP/Varicella vaccines.

Hotels, Motels and Bed & Breakfast facilities are inspected periodically. In particular, bedding and linen is checked for bed bug infestation, together with the general level of cleanliness in the premises. Information on bed bug infestation is being distributed to these establishments.

Regular inspections of food premises are carried out to monitor compliance of businesses with the Food Act and regulations, and the ANZ Food Standards Code. Spot checks are also conducted to assist with compliance on issues such as cleanliness. This has been found to be a useful tool. In the last fiscal year 73 different premises were visited. A total of 90 inspections were carried out.

Noise complaints are received periodically. Some sound level monitoring is undertaken by the EHO or other inspectorial staff. No officers have delegated authority under the Environmental Protection Act. Noise nuisances can only be dealt with through the Public and Environmental Health Act, or the Local Government and Dog and Cat Management Acts, if the complaint is due to noisy animals.

Odour complaints are also regularly taken, including those associated with fish processing and fibreglass industries arise from time to time. Management of these problems has so far been limited to the issue of cautions, mediation and distribution of educational material.

COMMUNITY SERVICES

Library

Author : Michael Barker

The Port Lincoln Library has contributed to the economic and cultural fabric of our community. The library services citizens of all ages and socio economic groups through a mix of general and specialized services. As we consider the future of our region, we must consider the role of the library in that future. Port Lincoln Library is a resource for reaching the next generation and already has a strong share of key demographics with approximately half of the City's 14,500 residents as library cardholders. Such community benefits include literacy and learning, quality of life issues, career information, recreational learning and activities for children. There are many challenges that our region will face in the coming decades. While the library will not be immune to these challenges, it may hold the key to overcoming them.

Library Management System Update

Tenders for a new Library Management System were received, evaluated and on the 28 June 2006, Infovision - Amlib was announced as the successful tender. Planning of the installation has begun with a projected date to "Go Live" being the 1st November 2006.

Amlib is a comprehensive library management system that is suitable for large, medium and small libraries. Its flexible design enables Amlib to be installed in a range of Library organisations, ranging from public libraries, through to academic, joint use, corporate, law and special libraries. Amlib's NetOpacs module provides an ideal gateway to all library resources where patrons can search, place reservations and renew their loans across the intranet or internet using their favourite web browser. AmlibNet has additional benefits of being able to operate in different language sets simultaneously, together with the ability to extensively customise each screen with your own text, colours, logos, and help messages. Amlib has the benefit of integration to other IT systems.

Statistics

In the 2005/06 financial year there were 7814 patrons registered, being made up of 6067 adults and 1747 children. The library had a total of 107,039 visitors through the door. When comparing this to the libraries opening hours, (2275 hrs per yr), there are on average 2,058 visits to the library per week or 47 visits per hour. Approximately 70 items were issued each hour the library was open coming to a total of 160,738 items for the year or around 69 tones of books issued. The library holds 37,688 items with an average value of \$24.00 per item. This makes the collection value approximately \$904,512.00, and at any one time there is approximately 10,000 items in the community.

Reorganisation of the collection

The library staff have taken the first steps to make the library's collection clearer and more intuitive to use by the patrons. This has started with designing clear and consistent spine labels for all items, recovering items that require it, and evaluating the bibliographic record on the Library Management System. Items are also being evaluated as to their place in the collection. Much of the bibliographic (item record) updating is being focused on in preparation for the new library management system. As there are 37,688 items in the library it represents a considerable task but one that will have great benefit.

Times and Local History Reading Rooms

The Times and Local History reading rooms are being utilized on a daily basis with requests for information coming from local and interstate users. The information housed in these rooms is becoming more valuable and of increasing interest to the wider community.

AUDITED FINANCIAL STATEMENTS

See Appendix A

MANDATORY REGISTERS, CODES & POLICIES

REGISTERS

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

Chapter 5, Part 4, Section 68	Register of Interest – Members Register of Interest – Officers
Chapter 5, Part 4, Section 79	Register of Members Allowances and Benefits
Chapter 7, Part 2, Section 105	Officers Register of Remuneration
Chapter 7, Part 4, Section 116	Officers Register of Interests
Chapter 11, Part 1, Section 207	Community Land – Plan 1 and Plan 2
Chapter 11, Part 1, Section 231	Public Roads
Chapter 12, Part 1, Section 252	By Laws

CODES

As required under the Local Government Act 1999 Code of Conduct or Practice documents are available to the public:-

Chapter 5, Part 4, Section 63	Policy 9.63.3 Code of Conduct – Council Members
Chapter 6, Part 5, Section 92	Policy 18.63.1 Code of Practice
Chapter 7, Part 4, Section 110	Policy 18.63.2 Code of Conduct – Staff

Copies of these policies are attached as Appendix B.

POLICIES OF COUNCIL

As per the Local Government Act 1999 the following policies are required to be listed in this Annual Report.

Chapter 4, Part 5, Section 50	Policy 2.63.1 Public Consultation
Chapter 4, Part 4, Section 49	Policy 7.63.1 Contracts and Tenders

Chapter 10, Part 1, Section 171	Policy 7.63.2 Rating
Chapter 8, Part 3, Section 125	Policy 7.63.5 Internal Control
Chapter 12, Part 2, Section 259	Policy 5.63.1 Order Making

Copies of these policies are attached as Appendix C.

A list of all current policies adopted by the City of Port Lincoln is attached as Appendix D.

FREEDOM OF INFORMATION STATEMENT

Under **Local Government Act 1999** Part 2, Section 9 and 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.

Policy 13.63.1 Privacy adopted by the City of Port Lincoln is attached as Appendix E

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 and are paid quarterly in advance.

The allowance paid to an elected member for the period ending 30th June 2006 was \$6,000.

The allowance paid to the Deputy Mayor for the period ending 30th June 2006 was \$8,000.

The allowance paid to the Mayor for the period ending 30th June 2006 was \$19,000.

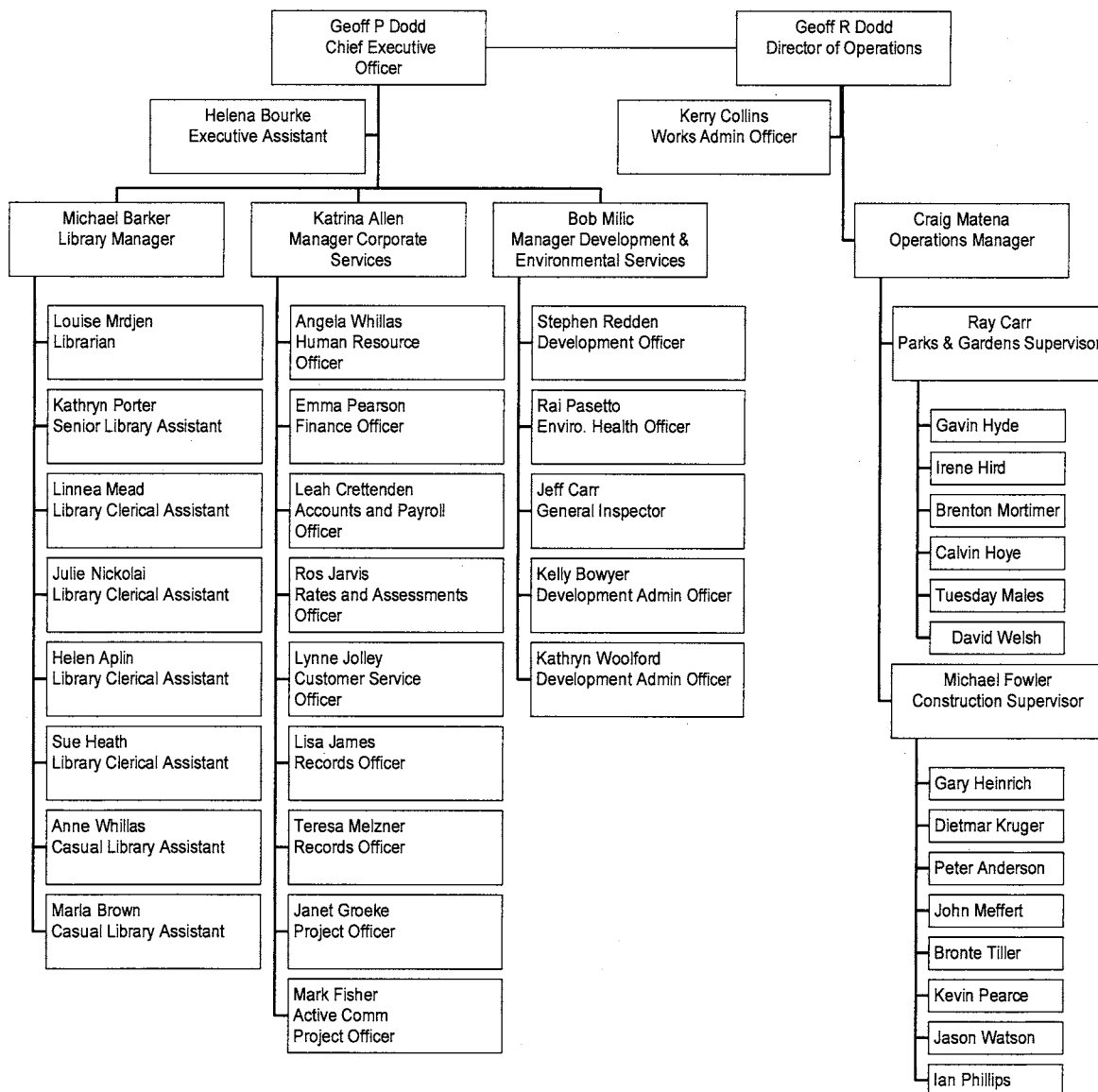
COUNCIL SENIOR EXECUTIVE OFFICERS

Chief Executive Officer Geoffrey Philip Dodd Assoc Dip Acct, JP
 Director of Operations Geoffrey Robert Dodd BEng

The Senior Executive Officers of Council consist of the Chief Executive Officer, and the Director of Operations. The Chief Executive Officer, appointed in June 2005 on a five year performance based employment contract, the Director of Operations is into the third year of a three year contract. 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 Organisational Chart (as at 30th June 2006)

City Of Port Lincoln Organisation Chart



REPORT ON USE OF SECTIONS 90(2) AND 91(7)

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 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.

COUNCIL

- 13 Ordinary Meetings (3 from which the public were excluded)

GENERAL PURPOSES

- 10 Meetings and 1 Special General Purposes Committee Meeting

No Minutes of Council were ordered to be held as confidential under Section 91(7) of the **Local Government Act 1999**.

FREEDOM OF INFORMATION APPLICATION REQUESTS

Requests for information 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 as above 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 number of days of Council receiving the properly completed Freedom of Information Request Form, together with the application and search fees.

No applications for information under the Freedom of Information Act were received by the City of Port Lincoln during the 2005-2006 financial year.

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.

COUNCIL 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.

The average representational quota for Councils of a similar size to Port Lincoln are as follows:

	No. of Electors	Total Members	Representation Quota
Port Lincoln	10547	11	958
Port Augusta	9780	10	978
Port Pirie	12725	13	978
Copper Coast	12740	11	1158
Murray Bridge	14012	10	1401
Whyalla	14883	11	1353

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 2005-2006 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.

STRATEGIC PLAN “TOWARDS 2005 AND BEYOND”

Council's Strategic Management Plan was adopted 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 was the first fully costed strategic plan that has been created by the City Council. The fourth year of the five year strategic plan was incorporated into the Financial Management Plan for 2005-2006.

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

- Resource Recovery Centre
 - Cell 3B \$668,000
 - Weigh bridge \$61,000
- Foreshore Redevelopment (Stage 3) \$216,000
- Library – Public IT suite upgrade \$53,000
- Axel Stenross Boat Ramp \$189,000
- Ravendale Sporting Complex including lighting & scoreboard \$1,042,000
- Continuous of the Roads and Footpath programs \$470,000

FINANCIAL MANAGEMENT PLAN 2005-2006

OBJECTIVES OF THE 2005-2006 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 three of Council's five year Strategic Plan.
- To meet Council's Policy of fully funding Staff leave liabilities.
- To maintain a cap on Rate increases of 5% on previous year.

ACTIVITIES ASSOCIATED WITH IMPLEMENTING COUNCIL OBJECTIVES

Allocation to Reserves

Long Service Leave Reserve

The Long Service Leave fund balance as at 30th June 2006 is deemed sufficient to meet future leave liabilities inclusive of accrued annual leave for all current staff.

Work in Progress 2005-2006

It is estimated that work in progress as at the 30th June 2006 to be carried forward into the 2005-2006 financial year and be funded from cash reserves will include the following significant items:

Makybe Diva Monument	\$45,000
Drainage Shaen/Smith Streets	\$313,000
Water Re-use Scheme	\$220,000

BUDGET 2006-2007 - RECURRENT EXPENDITURE

The 2006-2007 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 capital 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.

SUMMARY 2006-2007 BUDGET

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

	Revenue	Expenditure
Rates	6,500,000	
Other	2,885,619	
Expenditure		6,426,393
Less Depreciation		2,092,000
Total	\$9,385,619	\$8,518,393

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 and dedicated reserve funds, inclusive of rate revenue and grant funds.

Information Technology

Computer Hardware	\$30,000
Library Management System & hardware	\$100,000
Total	\$130,000

Library Collection

Local Purchases	\$15,000
-----------------	-----------------

Parks and Gardens

Rustlers Gully Playground	\$15,000
Wellington Square BBQ facilities	\$10,000
Highview & Dickens & Other	\$39,000
Total	\$64,000

Plant Replacements

3 x Utes	\$60,000
Painters Traytop	\$31,500
Loader	\$126,000
Low Loader	\$12,000
Mower Catcher & Bucket	\$8,000
Minor Plant	\$8,500
Total	\$246,000

Road Construction

Hage Ave	15,000
Smith Street	\$82,000
Kent Place	\$75,783
Bickers Ave	\$5,000
Total	\$177,783

Footpath Construction

Follett	\$60,000
Hindmarsh/Adelphi	\$120,000
Foreshore Walkway	\$250,000
Safe Routes to School Project	\$30,000
Various	\$18,000
Total	\$478,000

Ravendale Development

Baseball Lights	\$100,000
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Baseball Club rooms and Diamond	\$150,000
Ravendale Netball – hotmix surrounds	\$15,000
Total	\$265,000

Other Major Capital Items

Fire Fighting Infrastructure	\$15,000
Public Conveniences	\$5,000
Resource Recovery Centre	
Cell 4	\$250,000
Gas Extraction	\$180,000
Liquid Waste Plant	\$80,000
PLEC Scheme – Washington, Hallett and Lewis Streets	\$515,000
Stormwater Drainage	\$729,000
Coast & Clean Seas	\$580,000
Skate Park – Street Skating	\$20,000
Axel Stenross Boat Ramp Pontoon extension	\$60,000
Makybe Diva Monument	\$121,933
London Street Bridge Upgrade	\$80,000
Carpark Upgrades	\$40,000
Information Bay – Lincoln Hwy Entrance	\$20,000
Day St/Mitton Ave Purchase	\$80,000
Road Reseals	\$250,000
Street Lighting	\$17,080
Depot security improvements	\$4,000
Total Capital Works 2006-2007	\$4,422,796

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 presented to Council and made quarterly 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. All associated documents 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.

LOAN BORROWINGS

As at 30th June 2006 the City of Port Lincoln has a liability of \$722,505 with the LGFA. This is a fully funded Community Loan to the Ravensdale Community Sports Centre Inc., payable over 15 years, with the first instalment due December 2006 and June and December thereafter.

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 surplus to maintaining efficient operations.

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 construction, surfacing and resurfacing
- Footpath and foreshore maintenance
- Public Toilet maintenance
- Electrical
- Plumbing
- Building Maintenance
- Tree trimming and removal
- Environmental monitoring of waste disposal system
- 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 the City of Port Lincoln policy number 7.63.1 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;
- To be 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 in hardcopy and also on Council's website www.portlincoln.sa.gov.au 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 MEMBER TRAINING & DEVELOPMENT

Elected Members attended a number of seminars and workshops throughout the year.

STRUCTURE AND FUNCTIONS OF THE COUNCIL

Council

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

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

Standing Committees

During the reporting period Council had 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 made 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.

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. Minutes and Agendas are also posted on Councils website www.portlincoln.sa.gov.au.

Boards and Advisory Committees and Project Management Teams

Council 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:

- Code of Conduct Policy Review Committee
- Corporate Logo Committee
- Development Assessment Panel
- Disability Access Advisory Committee
- General Purposes Committee
- International Relations & Friendship Committee
- Kirton Point Caravan Park Committee
- Marina Maintenance Advisory Committee
- Ordinary Council
- Port Lincoln Bushfire Prevention Plan Committee
- Port Lincoln Tourism 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.

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.

EQUAL EMPLOYMENT OPPORTUNITY AND HUMAN RESOURCE MANAGEMENT

The City of Port Lincoln is wholly committed to the principles of Equal Employment Opportunity and puts these into practice in all instances of new staff appointments, promotions and training opportunities.

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 Equal Employment Opportunity practice 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.

AIM OF TRAINING AND DEVELOPMENT

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

Council's Training and development policy 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.

It is Council's intent in the attainment of this goal to;

- establish a working environment in which employees are encouraged to undertake training
- training is actively promoted
- opportunities for recognition, development and advancement are provided
- skills and knowledge are provided 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 as part of Council's appraisal scheme.

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 Resource Officer 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. Management plans for Community land have been implemented.

Community Land Management Plan 1	Recreation, Sports Grounds and Community Facilities
	Includes sporting grounds, clubrooms, halls, caravan park reserve, museums
Community Land Management Plan 2	Parks, Gardens & Reserves
	Including playgrounds

Enquiries on leasing or applying for a special event permit for use of Council sporting facilities or reserves should be directed to the Council administration office on 8682 3033.

CITY OF PORT LINCOLN BUSINESS PREMISES

Council Administration Office	Level 1, Civic Centre 60 Tasman Tce Port Lincoln Ph 8682 3033
Council Library (joint use with TAFE)	2 London Street Port Lincoln Ph 8688 3622
Council Depot	1 Bel-air Drive (formerly Depot Lane) Port Lincoln Ph 8682 2068

RATE REBATES

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 2006, no applications were received under Section 166 (1)(h) of the *Local Government Act 1999* for a rebate of rates levied, and therefore Nil rate rebates were granted.

OTHER APPLICATIONS

Under *Local Government Act 1999 Sections 161, 165 and 166* a total of 35 rate rebates were applied for and granted, totalling over \$23k.

Under *Local Government Act 1999 Section 152* rebates for contiguous land were applied for and granted totalling nearly \$48,000.

BY-LAWS

The City of Port Lincoln Council has passed five by-laws which were gazetted on the 1st May 2003. The certified copies are held in a register (15.13.1.1) as per the **Local Government Act 1999** Chapter 12, Part 1, Section 252.

- 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

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:

- Accommodation for the Aged
- Accommodation for the Disabled
- Advertising Signs Licensing
- Beach Cleaning
- Boat Ramps
- Bus Stops, Shelters and Seats
- By-law Administration
- Caravan Park
- Cemeteries
- Citizenship Ceremonies
- City Bus & School Bus Services
- Civic Hall/Arts Centre
- Civic Receptions
- Community Asset Management
- Community Development Program
- Community Governance
- Community House Support
- Cycle Tracks
- Development Applications
- Development Assessment
- Development Control
- Dog and Cat Management
- Drainage Works and Flood Control
- Economic Development
- Election of Council Members
- Environmental Health
- Fire Protection
- Foreshore Protection
- Foreshore Swimming enclosure
- Garbage Collection
- Health and Food Inspection
- Immunisation Program
- Kerbside Collection of Recyclables
- Litter Bins
- Local History Collection
- Lower Eyre Peninsula Walking Trail
- Monuments and Plaques
- Off Street Parking
- On Street Parking
- Ovals and Sports Fields
- Parking Control
- Parks and Gardens
- Parnkalla Walking Trail
- Playgrounds and Equipment
- Policy Planning
- Public Conveniences
- Public Library (jointly with TAFE)
- Public Relations and Communications
- Public Seating
- Recreational Facilities Construction
- Roads and Footpaths
- Septic Tank Inspection
- Settlers Cottage Museum
- Sister City Relationship
- Statutory Planning
- Strategic Planning
- Street Lighting
- Street Signage
- Street Sweeping
- Street Tree Planting
- The Aged/Disabled
- Tourism Development
- Tourist Information
- Traffic Control Devices
- Traffic Management
- Transport Subsidy Scheme for Services SA
- Tree Management
- Vertebrate Pest Control
- War Memorials
- Waste Disposal
- Waste Minimisation Program
- Waste Recycling Program
- Weed Control
- Youth Council
- Youth Program Support

PUBLIC PARTICIPATION

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.

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.

ACCESS TO COUNCIL DOCUMENTS

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 a minimal cost.

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

The Council Management Manual includes:

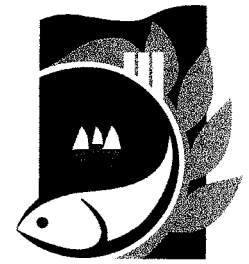
- Adopted Budget Estimates
- Annual Financial Statements
- Assessment Book
- Budget and Business Plan
- Budget Report
- Council By-Laws
- Council Policy Manual
- Council Staff Manual
- Council Vision Statement
- Delegation of Council Authority
- Development Application Register
- Development Plan
- Guidelines for Council Meeting Effectiveness
- Rates Policy
- Register of Elected Members Allowances and Benefits
- Register of Employees Salaries, Wages and Benefits
- Register of Public Streets and Roads
- Reports Adopted by Council
- Register of Fees and Charges levied by Council

(Appendix F)

Appendix A

City of Port Lincoln

Financial Statements for year ended 30 June 2006



Port Lincoln
Seafood Capital of Australia

CITY OF PORT LINCOLN

Financial Statements

for the year ended

30th June 2006



MCS0211

FINANCIAL STATEMENTS

2005-2006

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INCOME STATEMENT
As at 30th June 2006

	Notes	Actual 2005/2006		Actual 2004/2005	
		\$	\$	\$	\$
OPERATING REVENUE					
Rates	3				
Rates General		6,190,732		5,887,825	
Rates Other		261,993		251,448	
Statutory Charges	3	261,733		239,131	
User Charges	3	594,288		624,446	
Operating Grants and Subsidies	3	1,635,821		1,411,384	
Investment Income	3	172,311		193,991	
Reimbursements	3	357,447		389,744	
Gain on Disposal of Non-Current Assets	5	974,193		19,352	
Other	3	899,481		115,568	
TOTAL OPERATING REVENUE			11,347,999		9,132,888
OPERATING EXPENSES					
Employee Costs	4	2,019,913		1,807,584	
Contractual Services	4	2,069,548		1,759,664	
Materials	4	874,659		843,906	
Finance Charges	4	22,505		-	
Depreciation, Amortis & Impairment	4	2,243,347		2,145,131	
Loss on Disposal of Non-Current Assets		-		895	
Other	4	2,661,276		1,777,661	
TOTAL OPERATING EXPENSES			9,891,248		8,334,841
Operating Surplus/(Deficit) before Capital Revenues			1,456,751		798,047
Capital Revenues					
Capital Grants, Subs & Monetary Cont	3		254,399		1,239,029
Physical Resources rec'd free of charge	3		474,460		-
Operating Surplus/(Deficit) after Capital Revenues			2,185,610		2,037,076
NET SURPLUS/(DEFICIT) RESULTING FROM OPERATIONS			2,185,610		2,037,076

BALANCE SHEET
As at 30th June 2006

	Notes	Actual 2005/2006		Actual 2004/2005	
		\$	\$	\$	\$
CURRENT ASSETS					
Cash and Cash Equivalents	6, 11	4,253,326		1,860,320	
Trade and other Receivables	6	626,689		744,484	
Other	6	27,061		72,336	
Inventories	6	20,000		29,600	
TOTAL CURRENT ASSETS			<u>4,927,076</u>		<u>2,706,740</u>
CURRENT LIABILITIES					
Trade and Other Payables	9, 23	967,085		931,304	
Short Term Provisions	9, 23	171,665		105,809	
Short Term Borrowings	9	31,397		-	
Housing Liability	9	20,750		26,625	
TOTAL CURRENT LIABILITIES			<u>1,190,897</u>		<u>1,063,738</u>
NET CURRENT ASSETS			<u>3,736,179</u>		<u>1,643,002</u>
NON-CURRENT ASSETS					
Property, Plant & Equipment					
Land	8	12,789,316		12,950,003	
Buildings	8	9,922,359		10,878,868	
Infrastructure	8	45,853,149		44,572,886	
Equipment	8	844,293		956,684	
Furniture and Fittings	8	617,044		555,284	
Library Books	8	210,741		229,817	
Financial Assets					
Ravendale Community Loan	7	722,505		-	
TOTAL NON-CURRENT ASSETS			<u>70,959,407</u>		<u>70,143,542</u>
NON-CURRENT LIABILITIES					
Long Term Leave Provisions	10	107,744		75,420	
Long Term Borrowings	10	691,108		-	
Deferred Housing Liability	10	656,250		656,250	
TOTAL NON-CURRENT LIABILITIES			<u>1,455,102</u>		<u>731,670</u>
NET ASSETS			<u>73,240,483</u>		<u>71,054,873</u>
EQUITY					
Accumulated Surplus		22,285,679		22,294,705	
Reserves		50,954,804		48,760,168	
TOTAL EQUITY			<u>73,240,483</u>		<u>71,054,873</u>

STATEMENT OF CHANGES IN EQUITY
As at 30th June 2006

	Notes	2005/2006		2004/2005	
		\$	\$	\$	\$
ACCUMULATED SURPLUS					
Balance at end of previous report period		22,294,705		19,273,469	
Net Result for Year		2,185,610		2,037,076	
Transfers from Other Reserves	11	988,004		1,399,664	
Transfers to Other Reserves	11	(3,182,639)		(415,504)	
Balance at end of period		<u>22,285,679</u>		<u>22,294,705</u>	
ASSET REVALUATION RESERVE					
Balance at end of previous report period		47,882,698		47,882,698	
Transfers to Reserve					
-Revaluation increment					
Transfers from Reserve					
Balance at end of period		<u>47,882,698</u>		<u>47,882,698</u>	
COMMITTED FUNDS RESERVES					
Plant Replacement					
Reserves at end of previous report period	11	452,341		655,907	
Transfers from Accumulated Surplus		37,601		352,734	
Transfers to Accumulated Surplus		(241,834)		(556,300)	
Balance at end of period		<u>248,108</u>		<u>452,341</u>	
Open Space Contributions					
Reserves at end of previous report period	11	165,307		151,190	
Transfers from Accumulated Surplus		8,919		14,117	
Transfers to Accumulated Surplus		-		-	
Balance at end of period		<u>174,226</u>		<u>165,307</u>	
Coast & Clean Seas Stage 2					
Reserves at end of previous report period	11	211,454		201,041	
Transfers from Accumulated Surplus		11,410		10,413	
Transfers to Accumulated Surplus		-		-	
Balance at end of period		<u>222,864</u>		<u>211,454</u>	
Building Maint Reserve					
Reserves at end of previous report period	11	5,001		-	
Transfers from Accumulated Surplus		270		5,001	
Transfers to Accumulated Surplus		-		-	
Balance at end of period		<u>5,271</u>		<u>5,001</u>	

STATEMENT OF CHANGES IN EQUITY
As at 30th June 2006

		2005/2006		2004/2005	
	Notes	\$	\$	\$	\$
Axel Stenross Boat Ramp					
	11				
Reserves at end of previous report period		1,189		804,164	
Transfers from Accumulated Surplus		64		30,963	
Transfers to Accumulated Surplus		-		(833,938)	
Balance at end of period		<u>1,253</u>		<u>1,189</u>	
Ravendale Comm Sport Centre					
	11				
Reserves at end of previous report period		-		-	
Transfers from Accumulated Surplus		710,309		-	
Transfers to Accumulated Surplus		(710,162)		-	
Balance at end of period		<u>147</u>		<u>-</u>	
Drainage Shaen/Smith St Project					
	11				
Reserves at end of previous report period		-		-	
Transfers from Accumulated Surplus		362,748		-	
Transfers to Accumulated Surplus		(14,000)		-	
Balance at end of period		<u>348,748</u>		<u>-</u>	
Makybe Diva Monument Fund					
	11				
Reserves at end of previous report period		-		-	
Transfers from Accumulated Surplus		68,680		-	
Transfers to Accumulated Surplus		(19,442)		-	
Balance at end of period		<u>49,238</u>		<u>-</u>	
Roads 2 Recovery Supplement Grant					
	11				
Reserves at end of previous report period		-		-	
Transfers from Accumulated Surplus		148,967		-	
Transfers to Accumulated Surplus		-		-	
Balance at end of period		<u>148,967</u>		<u>-</u>	
Community Infrastructure Reserve					
	11				
Reserves at end of previous report period		-		-	
Transfers from Accumulated Surplus		1,804,131		-	
Transfers to Accumulated Surplus		-		-	
Balance at end of period		<u>1,804,131</u>		<u>-</u>	
Other Reserves					
	11				
Reserves at end of previous report period		42,178		49,329	
Transfers from Accumulated Surplus		29,541		2,275	
Transfers to Accumulated Surplus		(2,565)		(9,426)	
Balance at end of period		<u>69,153</u>		<u>42,178</u>	
Balance at end of period			<u>3,072,106</u>		<u>877,470</u>
TOTAL EQUITY			<u>73,240,483</u>		<u>71,054,872</u>

CASH FLOW STATEMENT
As at 30th June 2006

	Notes	2005/2006	2004/2005
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Receipts		9,800,179	8,405,081
Interest Received	3	172,311	193,991
GST Collected	1.11	408,850	140,554
GST Remitted	1.11	310,245	683,333
Total Operating Receipts		10,691,585	9,422,959
Operating Payments		(7,406,210)	(5,786,765)
GST Paid	1.11	(719,095)	(823,887)
Total Operating Payments		(8,125,305)	(6,610,653)
NET CASH PROVIDED BY OPERATING ACTIVITIES	13	<u>2,566,280</u>	<u>2,812,306</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts		-	-
Payments			
Lease Repayment		-	(13,495)
Housing Liability Repayment	9	(5,875)	(5,875)
Principal Repayments		-	-
NET CASH PROVIDED BY FINANCING ACTIVITIES		<u>(5,875)</u>	<u>(19,370)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts			
Capital Grants & Subsidies		254,399	1,239,029
Physical Res rec free of charge		474,460	-
Loans Received		722,505	-
Contributions			
Sale of Equipment	5	51,464	93,129
Sale of Other	5	2,500,469	-
Payments			
Loan to Community Group		(722,505)	-
Purchase of Land		-	-
Purchase of Buildings		(795,503)	(34,562)
Purchase of Infrastructure		(2,325,439)	(4,440,062)
Purchase of Equipment		(156,578)	(431,493)
Purchase of Furniture and Fittings		(155,275)	(57,453)
Purchase of Library Books		(15,396)	(13,493)
NET CASH PROVIDED BY INVESTING ACTIVITIES		<u>(167,399)</u>	<u>(3,644,905)</u>
NET INCREASE(DECREASE) IN CASH HELD		2,393,006	(851,969)
CASH AT BEGINNING OF REPORTING PERIOD	6	1,860,320	2,712,289
CASH AT END OF REPORTING PERIOD	6	<u>4,253,326</u>	<u>1,860,320</u>

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

1. BASIS OF PREPARATION

1.1. Compliance with Australian Equivalents to International Financial Reporting Standards

These general purpose Financial Statements are prepared according to Australian equivalents to International Financial Reporting Standards (AIFRS) as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations (UIGs) and the requirements of the Local Government Act 1999.

1.2. Compliance with Australian Equivalent International Financial Reporting Standards(AIFRS)

AIFRS include certain specific provisions relating to not-for profit entities that are not included in the International Financial Reporting Standards. In addition, Australian Accounting Standard AAS 27 *Financial Reporting by Local Governments* also applies. Except to the extent that these special provisions require, these financial statements comply with Australian Equivalent International Financial Reporting Standards.

The principle areas of non-compliance relate to the recognition of non-reciprocal revenues, the definition of value in use for the purposes of AASB 116 Impairments and the offsetting of revaluation increments and decrements within classes of assets, and are detailed more particularly below.

1.3. Application of AASB First-time Adoption of AIFRS

These statements are the first City of Port Lincoln financial statements to be prepared in accordance with AIFRS and AASB1 *First-time Adoption of AIFRS* has been applied in their preparation. Previous financial statements have been prepared in accordance with the former Australian Generally Accepted Accounting Principles (GAAP) which differ in certain respects from AIFRS. When preparing these financial statements, Council has amended certain accounting and valuation methods applied in the GAAP financial statements to comply with AIFRS. With the exception of financial instruments, where Council has taken the exemption available under AASB1 to only apply AASB 132 and AASB 139 from 1 July 2005, the comparative figures have been restated to reflect these adjustments.

Reconciliation's and descriptions of the effect of transition from previous GAAP to AIRFS on Council's equity and net income are given in Note 23.

1.4. Historical Cost Convention

Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.5. Critical Accounting Estimates

The preparation of financial statements in conformity with AIFRS requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying Council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of this Note.

1.6. Rounding

All amounts in the financial statements have been rounded up to the nearest dollar.

2. THE LOCAL GOVERNMENT REPORTING ENTITY

City of Port Lincoln is incorporated under the SA Local Government Act 1999 and has its principal place of business at Level 1, Civic Centre, 60 Tasman Tce, Port Lincoln. These financial statements include the consolidated fund and all entities through which Council controls resources to carry on its functions.

3. REVENUE RECOGNITION

Revenue is measured at the fair value of the consideration received or receivable. Revenue is recognised when the Council obtains control over the assets comprising the revenue, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations 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 amounts subject to those undischarged conditions are disclosed in the notes. Also disclosed is the amount of grants, contributions and receivables recognised as revenues in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

4. CASH AND CASH EQUIVALENTS AND OTHER FINANCIAL INSTRUMENTS

Cash and Cash Equivalents include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the **Local Government Act 1999** (as amended). Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

Financial Instruments

4.1. Recognition

Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

4.2. Financial assets at fair value through profit and loss

A financial asset is classified in this category if acquired principally for the purpose of selling in the short-term or if so designated by management. Derivatives are also categorised as held for trading unless they are designated as hedges. Realised and unrealised gains and losses arising from changes in the fair value of these assets are included in the income statement in the period in which they arise.

4.3. Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

4.4. Held-to-maturity investments

These investments have fixed maturities, and it is the Council's intention to hold these investments to maturity. Any held-to-maturity investments held by the Council are stated at amortised cost using the effective interest rate method.

4.5. Available-for-sale financial assets

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

4.6. Liabilities

Liabilities are apportioned between *current* and *non-current* on the basis set out in AASB 101.52 – that is on the basis of whether they are expected to be paid within 12 months. AASB 101.60(d) is to be interpreted as relating to *payables* and *borrowings*, but not *provisions* which are subject to AASB 137 and AASB 119.

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

4.7. *Impairment*

At each reporting date, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the income statement.

5. EMPLOYEE BENEFITS

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within 12 months have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs (super and work-cover).

Employee benefits payable later than 12 months have been measured at the present value of the estimated future cash outflows to be made for those benefits.

6. INVENTORIES

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential.

6.1. *Real Estate Asset Developments*

The City of Port Lincoln does not have any Real Estate Asset Developments to report for 2005-2006 as per AASB 102.

6.2. *Other Real Estate held for resale*

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

7. PROPERTY, PLANT AND EQUIPMENT

7.1. *Transitional Provisions*

Council has decided not to recognise land under roads in accordance with the deferral arrangements available under AASB 1045.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use"

7.2. Initial Recognition

All assets are initially recognised as cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects fees and engineering design fees and all other costs incurred. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. 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 an appropriate proportion of variable and fixed overhead.

7.3. Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds thresholds established by Council for each type of asset as per Council Policy 7.63.5 Internal Control. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life. No capitalisation threshold is applied to the acquisition of land or interests in land.

7.4. Subsequent Recognition

Certain assets are revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset, less where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Further detail of existing valuations, methods and valuers are provided at Note 8. The last such revaluation was at 30 June 2002

7.5. Depreciation of Non-Current Assets

Other than land, all property, plant and equipment assets recognised are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets.

Depreciation is recognised on a straight-line basis. Major depreciation periods for each class of asset are reflected in Council Policy 7.63.5 Internal Control, as summarised below.

Plant, Furniture and Equipment	
Trucks	8.00%
Loaders, rollers, graders, dozers	15.00%
Tractors	10.00 – 15.00%
Mowers, trailers, attachments	10.00%
Motor Vehicles (Cars & Light Commercials)	20.00%
Minor Plant	20.00%
Office Furniture & Equipment	10.00%
Computers/IT Equipment	20.00%
Building and Other Structures	
Buildings	2.50%
Infrastructure	

Main drains	1.50%
Sealed & unsealed roads and streets	2.00%
Footpaths inc Paving and trees	5.00%
Kerbing Guttering	2.00%
Other Assets	
Library Books	15.00%
Other Community Assets	5.00%

8. PAYABLES

8.1. *Goods and Services*

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

8.2. *Payments Received in Advance & Deposits*

Amounts received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are to be recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be. There are no such liabilities reported for 2005-2006.

9. CONSTRUCTION CONTRACTS

Construction works undertaken by Council for third parties are generally on an agency basis where the third party reimburses Council for actual costs incurred, and usually do not extend beyond the reporting period. As there is no profit component, such works are treated as 100% completed. Reimbursements not received would be treated as 'payments received in advance'.

10. LEASES

Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117. Council does not currently have any such lease arrangements.

In respect to operating leases, where the lessor substantially retains the entire risks and benefits incident to ownership of the leased items (Fleet Vehicles), the lease payments are expensed over the term of the lease.

11. GST IMPLICATIONS

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the item of expense.

Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

12. COMPARITIVE INFORMATION & TRANSITION TO AIFRS

Comparative information has been reclassified to be consistent with the current year disclosure of equivalent information in accordance with AIFRS. Further information and reconciliation's relating to the transition from GAAP to AIFRS are set out in note 23.

12.1. Critical Accounting Estimates and Judgments

The Council evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Council.

NOTE 2 - FUNCTIONS

AAS 27 requires that certain disclosures are made for each broad function or activity of Council.

FUNCTIONS / ACTIVITIES	TOTAL GRANTS	TOTAL OTHER	REVENUE TOTAL	EXPENSES TOTAL	OPERATIONS SURPLUS (DEFICIT)	Assets
<i>Administration</i>						
2005	726,209	6,404,257	7,130,466	244,228	6,886,238	2,936,043
2006	702,111	6,720,972	7,423,083	-	7,423,083	5,359,181
<i>Public Order & Safety</i>						
2005	-	81,824	81,824	154,996	(73,172)	-
2006	20,000	77,245	97,245	187,169	(89,924)	-
<i>Health</i>						
2005	-	33,668	33,668	123,112	(89,444)	-
2006	-	10,050	10,050	320,284	(310,234)	-
<i>Social Security & Welfare</i>						
2005	6,380	13,975	20,355	39,510	(19,155)	-
2006	3,000	39,553	42,553	69,545	(26,992)	-
<i>Housing & Community Amenities</i>						
2005	-	738,510	738,510	1,608,412	(869,902)	6,181,844
2006	17,845	692,412	710,257	1,917,249	(1,206,992)	5,007,533
<i>Protection of the Enviro</i>						
2005	26,091	17,071	43,162	73,715	(30,553)	1,287,023
2006	6,000	32,427	38,427	75,909	(37,482)	3,423,662
<i>Sport & Rec</i>						
2005	112,259	197,530	309,789	1,579,732	(1,269,943)	643,300
2006	129,154	152,634	281,788	2,127,478	(1,845,690)	395,679
<i>Mining & Culture</i>						
2005	-	30,340	30,340	193,593	(163,253)	-
2006	-	28,927	28,927	211,463	(182,536)	-
<i>Transport & Comm</i>						
2005	540,444	42,336	582,780	773,340	(190,560)	37,104,017
2006	757,711	41,738	799,449	840,760	(41,311)	37,421,960
<i>Economic Affairs</i>						
2005	-	41,000	41,000	291,313	(250,313)	-
2006	-	95,091	95,091	299,861	(204,770)	-
<i>Other Purposes NEC</i>						
2005	-	806,868	806,868	674,495	132,373	956,683
2006	-	2,984,134	2,984,134	954,199	2,029,935	844,293
<i>Governance</i>						
2005	-	-	-	375,306	(375,306)	23,741,370
2006	-	-	-	397,144	(397,144)	23,434,176
<i>Other Costs</i>						
Depreciation 2005	-	-	-	(2,145,131)	(2,145,131)	-
Unallocated 2005	-	-	-	(743,831)	(743,831)	-
Depreciation 2006	-	-	-	(2,243,347)	(2,243,347)	-
Unallocated 2006	-	-	-	(1,224,001)	(1,224,001)	-
TOTALS						
2005 **	1,411,383	8,407,379	9,818,762	9,020,714	798,048	72,850,280
2006 **	1,635,821	10,875,183	12,511,004	10,868,409	1,642,595	75,886,483

** Operating and Capital Expenditures are included in the above totals

Components of Functions

Administration

Governance, administration, elected members, organisational, accounting/finance, payroll, human resources, information technology, communications, rate administration, records, lease and contract management, customer service, other support services, revenues.

Community

Public Order and Safety, dog control, fire prevention, preventative health, immunizations, services for the aged and disabled, youth services, cemetery, public conveniences, sanitation and garbage disposal, street lighting and cleaning, town planning, storm water.

Environment

Foreshore protection and maintenance, water re-use facilities and scheme, natural resource management

Recreation

Marine facilities, parks and gardens, sports facilities and grounds, library services, civic halls

Construction, Transport and Communication

Building approval services, inspectorial, roads, footpaths, kerbing, traffic management, parking, bus services

Economic Development

Tourism and visitor information

Operational and Business Undertakings

Depot, engineering, vandalism, plant and equipment, property maintenance, private works

NOTE 3 – REVENUES

Rates - General

The Council may adopt one of three valuation methodologies to value the properties in its area. They are:

Capital Value – the value of the land and all of the improvements on the land.

Site Value – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.

Annual Value – a valuation of the rental potential of the property.

The Council decided to continue to use **site value** as the basis for valuing land within the council area. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers on the following basis:

The fairness principle of taxation which suggests that individuals should make similar contributions to the cost of providing local government services as they in turn receive similar benefits, in terms of those services provided;

The efficiency principle, which generally assumes large swings in the value of property, is less likely under the site valuation method.

Fixed Charge

The Council has decided to impose a fixed charge system, rather than a minimum rate, which tends to distort the equity principles of taxation. The fixed charge was declared at \$260.00 and is levied uniformly on all non-contiguous assessments.

Rebates, Discounts and Write-offs

Discounts for early payment, rate rebates and remissions totalling \$111,994 were applied during the 2005-2006 financial year.

Rates General.....\$6,190,732.....\$5,887,825

Rates - Other

Water Catchment Levy

The City area falls within the Eyre Peninsula Catchment Water Board and as such the City Council is required pursuant to the Water Resources Act to raise funds by way of fixed charge levy to assist in funding the operations of the Board. The fixed charge is imposed as a separate rate upon all properties within the area of the Board.

The City Council is required to collect this revenue and pay the amount collected to the Board. It does not retain this revenue or determine how the revenue is spent, nor does it determine the amount of the levy to be collected. The amount of the fixed charge per property for the 2005-2006 financial year was \$31.80, with the total amount raised being \$242,666.

2005-2006

2004-2005

Parking Levy

Pursuant to Section 154, a Separate Rate on all rateable land situated within the Port Lincoln Centre Retail Core (Area 1), Lincoln Place (Area 2) and Boston (Area 3) as delineated within the Port Lincoln Development Plan, for the purposes of making available additional off street parking spaces in the Port Lincoln City Centre Area, based on the value of the land subject to the rate. This rate applies to the Port Lincoln City Centre area only. Council determined that a rate in the dollar of 0.0375 cents would be applied to raise separate rate revenue of \$12,240 in 2005-2006 financial year.

Other

Associated fines, interest, and legal fees totalling \$7,087 were also raised.

Rates Other	\$261,993	\$251,448
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Statutory Charges

Statutory charges are fees associated with regulatory services – development, fines etc

Rates Fines	24,563	16,005
Property Searches	17,810	(user charges)
Dog Registrations & Fines	74,969	78,775
Septic Tank Applications	1,497	3,600
Development & Building Assessments	140,362	136,948
Parking Fines.....	2,532	3,803
TOTAL	\$261,733	\$239,131

User charges

User Charges are revenues from sales of goods or services including cemetery fees, rubbish collection and RRC fees

Lease/permit fees	4,001	0
Property Searches.....	(statutory charges)	15,140
Kirton Court rents.....	8,514	8,100
Cemetery.....	68,498	73,859
Landfill & rubbish collection fees	363,713	410,319
Liquid Waste.....	15,435	14,813
Onstreet Furniture fees	7,022	7,590
Bus Fare Income	31,692	30,669
Caravan Park Income.....	95,090	40,999
Other	323	22,957
TOTAL	\$594,288	\$624,446

2005-2006

2004-2005

Investment Income

Investment income is revenue received from financial investments and loans to community groups. For 2005-2006 investment income was entirely from the LGFA and BankSA

Income	\$172,311	\$193,991
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Reimbursements

Reimbursements are amounts received as payment for work done by the council – ie private works, CITB levy collection.

Admin (rate recovery charges, staff amenities etc).....	48,580	31,679
ESL community groups	1,649	1,803
School immunization program	8,165	26,695
RRC Compactor lease	-	25,718
Marina Maintenance Fund	57,962	87,953
Library	92,193	87,252
Sport & Recreation	24,987	27,984
Vehicle impounding	196	-
Private works & costs recovered	71,431	55,236
Workers Compensation	45,819	38,793
Private vehicle usage	1,016	1,408
Diesel fuel rebate	5,449	-
Other	-	5,223
TOTAL	\$357,447	\$389,744

Other Revenues

Other unclassified revenue

Recycling & greenwaste	29,896	27,836
Marina Maint Fund	57,560	5,979
Plan Amendment Report contributions.....	9,276	-
Water Reuse Scheme.....	32,426	17,071
Library	10,010	11,531
Active Comm Officer	25,958	25,958
Ravendale Sports Centre Loan	722,505	-
Other	11,850	27,193
TOTAL	\$899,481	\$115,568

Operating Grants; Capital Grants

Operating Grants includes all general and specific purpose Commonwealth and State Government grants where Council has discretion on the use of the grant.

Roads to Recovery, Library grants		
SA Grants Comm including Local Roads, etc	\$1,635,821	\$1,411,384

2005-2006

2004-2005

Grants received specifically for the upgrade of assets are shown as Capital Grants.

Black Spot funding.....	70,867	-
TAFE IT upgrade Contribution.....	20,000	-
Makybe Diva - State Govt Contribution.....	90,909	-
Water Reuse Scheme.....	-	200,000
Foreshore Upgrade.....	-	248,022
Skate Park.....	-	22,500
Axel Stenross Boat Ramp.....	-	768,507
Other.....	72,623	-
TOTAL.....	\$254,399	\$1,239,029

Physical Resources Received Free of Charge

Physical Resources Received Free of Charge or at nominal cost are initially recognised at fair value. A number of private developments during the reporting period, have resulted in infrastructure assets being 'donated' to Council. There were no Physical Resources Received Free of Charge reported for the 2004-2005 financial year.

Mitillini Court.....	114,360	-
Thomas Court.....	119,100	-
Bel-air Drive.....	241,000	-
TOTAL.....	\$474,460	-

NOTE 4 - EXPENSES

Employee Costs

Employee costs include payment of salaries and wages, superannuation and leave entitlement adjustments as at 30th June.

Total number of Full Time Equivalent Employees	40.3	
Civic Centre (ASU)	19.4	
Library (ASU)	4.9	
Operational (AWU)	16	
Salaries & Wages.....	2,057,308	1,923,589
Incl adjustments for leave.....	117,177	(46,714)
Less Wages attributed to Capital.....	(206,310)	(265,158)
Superannuation 9%.....	168,915	149,153
TOTAL OPERATING EMPLOYEE COSTS.....	\$2,019,913	\$1,807,584

Contractual Services

Contractual services involves payments for provision of services, including labour and materials to sub-contractors, consultants, external plant hire.

TOTAL.....	\$2,069,548	\$1,759,664
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2005-2006

2004-2005

Materials

Materials are payments for physical goods, including consumables, fuel and utilities.

Electricity, Gas, Water	367,947	342,183
Other Materials	506,712	501,723
TOTAL	\$874,659	\$843,906

Finance Charges

Finance Charges are the costs of financing Council's activities through borrowings, shown net of income, including interest payments.

Ravendale Community Sports Centre Inc. loan first 6 months interest compound on loan	\$22,505	-
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Depreciation, Amortisation and Impairment

Depreciation expenses for the year were:

Plant & Machinery	134,329	165,694
Furniture & Equipment	88,508	125,297
Infrastructure	1,440,918	1,341,599
Buildings	545,119	474,366
Library Books	34,473	38,175
TOTAL	\$2,243,347	\$2,145,131

Other Expenses

Other expenditure includes, insurance, levies, contributions and donations, legal fees, advertising, subscriptions, travel and accommodation, telecommunications, elected member's expenses and vehicle registrations and repairs.

Auditors (Shown contractor 04-05)	11,300	1,830
EP Water Catchment Levy contribution	269,681	230,715
Insurance	230,176	191,830
Elected members	90,678	91,451
Travel & Accommodation	20,003	10,129
Telecommunications	22,600	30,499
Community funding	29,150	32,825
Subscriptions	23,000	24,090
Vehicle Registrations	12,000	(incl in other)
Ravendale Comm Sports Centre Inc. Loan	710,309	-
Ravendale Comm Sports Centre Inc. Contributions	155,000	400,000
Civic Hall Contribution	65,525	37,094
Visitor Information Centre	100,000	100,000
ERDB Contribution	46,600	81,792
Asset Adjustment	185,842	-
Other	689,412	545,406
TOTAL	\$2,661,276	\$1,777,661

NOTE 5 – DISPOSAL OF ASSETS

After depreciation adjustments, the disposal of assets for the reporting period resulted in a net gain. Other items, which were previously disposed of but not recorded as such on the asset register, were disposed of with a zero sale amount.

During the reporting period it was discovered that there were a number of items capitalised as assets in the 2004-2005 financial year in error. Those items should have been shown as operational expenses for that year. The items have been adjusted from the asset register, and as such expensed and shown as Individually Significant Items.

Infrastructure Asset Adjustment	\$185,843	-
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Proceeds from Sale of Assets

Land	1,030,251	-
Buildings	1,470,218	1,239,029
Plant & Equipment	51,464	93,129
TOTAL	\$2,551,933	\$1,332,158

Gain/(Loss)

Gain on Disposal	1,430,712	19,352
Loss on Disposal	(456,519)	(895)
Net Gain on disposal	\$974,193	\$18,457

Net Disposal by Asset Classification

Land	160,687	-
Buildings	1,099,768	7,680
Plant & Equipment	134,639	208,775
Furniture & Fittings	5,007	-
Library Books	-	46,102
TOTAL	\$1,400,101	\$262,557

NOTE 6 – CURRENT ASSETS

Cash and Cash Equivalents

Cash assets are defined as highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. AASB 107.7 suggests that “an investment normally qualifies as a cash equivalent only when it has a short maturity of, say, three months or less from the date of acquisition”. Investments that do not meet this criteria are disclosed in Other Current Assets as appropriate.

Cash at bank and on hand	113,800	328,252
LGFA Funds	4,139,526	1,532,068
TOTAL	\$4,253,326	\$1,860,320

2005-2006

2004-2005

Receivables

Receivables are expected to be realised within the next reporting period. The impairment of receivables is recognised through the use of an allowance account, as permitted by AASB 139.63.

Rates Receivable	104,948	125,577
Other debtors	538,686	639,552
Less: Provision for impairment	(16,945)	(20,645)
TOTAL	\$626,690	\$744,484

Other Current Assets

Other current assets are expected to be realised within the next 12 month period.

Accrued Revenues	\$27,061	\$72,336
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Inventories

Stores and materials which are to be consumed in the normal course of operations.

Stores and materials	-	9,600
Stores Loose Tools	20,000	20,000
TOTAL	\$20,000	\$29,600

NOTE 7 - NON-CURRENT ASSETS

Financial Assets

Council has a non-current receivable asset being a Community Loan to the Ravendale Community Sports Centre Inc. The loan is financed by the Local Government Finance Authority, and is over a 15 year period, with interest and principle payments due twice a year, the first repayment due in December 2006.

Ravendale Community Loan	\$722,505	-
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NOTE 8 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

Valuation of Assets

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.19 to retain previously established deemed costs under GAAP as its deemed costs for the purposes of AIFRS.

Pursuant to Council's election, assets are recognised on the cost basis.

Movement in the Schedule of Assets is detailed below:

	Land	Buildings	Other	Infrastructure	Plant and Equipment	Furniture and Fittings	Library Books	Total
Balance at Beginning of Year 05/06 actual	12,950,003	10,791,368	87,500	44,572,886	956,684	555,284	229,817	70,143,542
Adjustment to Correct Asset Classification	-	(107,125)	-	107,125	-	-	-	-
Adjustment to Assets from 04/05	-	-	-	(185,843)	-	-	-	(185,843)
Additions	-	795,503	-	2,325,439	156,578	155,275	15,396	3,448,191
Additions - Free of Charge	-	-	-	474,460	-	-	-	474,460
Disposals	(160,687)	(1,099,768)	-	-	(134,640)	(5,007)	-	(1,400,102)
Revaluation Increments / Decrements	-	-	-	-	-	-	-	-
Depreciation Expense	-	(545,119)	-	(1,440,918)	(134,329)	(88,508)	(34,473)	(2,243,347)
Balance at the End of the Year	12,789,316	9,834,859	87,500	45,853,149	844,293	617,044	210,740	70,236,901

Adjustments to Correct Asset Classifications

- Movement between Buildings and Infrastructure to reflect Asset Register \$107,125
- Adjustment to remove items created as Assets for 2004-2005 – PLEC – not Council Assets, costs should have been reported as operational expenses \$185,843

Resource Received Free of Charge

A number of private developments within the city have resulted in infrastructure assets being 'donated' to Council.

Land and Buildings

Land and Buildings - at cost.....	30,330,065	32,160,248
Less: Accumulated Depreciation.....	(7,618,390)	(8,331,378)
TOTAL.....	\$22,711,675	\$23,828,870

Infrastructure

Infrastructure at cost	62,130,159	58,096,280
Less: Accumulated Depreciation.....	(16,277,002)	(14,548,013)
.....	45,853,156	43,548,267
Storm water at cost (reported separately 2004-2005).....	-	1,219,810
Less: Accumulated Depreciation.....	-	(195,196)
.....	-	1,024,614
TOTAL.....	\$45,853,156	\$44,572,881

	2005-2006	2004-2005
<i>Plant and Equipment</i>		
Plant and equipment - at cost	1,540,027	1,625,731
Less: Accumulated Depreciation	(695,735)	(669,048)
TOTAL	\$844,292	\$956,683

Furniture and Fittings

Office equipment and furniture and fittings.....	1,148,496	1,019,090
Less: Accumulated Depreciation	(531,453)	(463,807)
TOTAL	\$617,043	\$555,283

Library Books

Library books at	838,513	823,116
Less: Accumulated Depreciation	(627,772)	(593,299)
TOTAL	\$210,741	\$229,817

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

NOTE 9 - CURRENT LIABILITIES

Trade and Other Payables

This includes invoices from suppliers for work or goods relating to the 2005-2006 financial year, which are paid after 30th June 2006. Also included are accrued expenses and wages for accounts paid in advance (2006-2007 budget allocations).

Creditors.....	795,775	765,595
Accrued Wages & Expenditure	(40,702)	6,157
Payments received in Advance	720	-
Employee Benefits	204,321	161,559
Other	6,971	(2,007)
TOTAL	\$967,085	\$931,304

Short Term Leave Provisions

This liability is calculated as the present value of the expected cash outflows required to settle leave provision obligations at the reporting date.

Long Service Leave (> 10 years).....	171,665	105,809
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Short Term Borrowings

This liability is calculated as the value of the principle repayment obligation on loans for the following financial year, at the reporting date.

Short Term Borrowings	\$31,397	-
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Housing Liability

Council owns and operates an aged care facility, Kirton Court, where residents pay to occupy the unit. Twenty five percent of the amount is held by Council. This amount is repayable to the resident, should they vacate within the first seven years of occupation on a % scale. After this time there is no liability to Council.

Unit 1	12,500	15,625
Unit 4	8,250	11,000
TOTAL	\$20,750	\$26,625

NOTE 10 – NON-CURRENT LIABILITIES

Long Term Leave Provisions

This liability is calculated as the present value of the expected cash outflows required to settle leave provision obligations at the reporting date for long service leave of less than 10 years, based on the likelihood it may be accessed.

Long Service Leave (<10 years).....	\$107,744	\$75,420
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Long Term Borrowings

Council has one long term borrowing being a fully funded Community Loan to the Ravendale Community Sports Centre Inc. over a 15 year term.

Long Term Borrowing	\$691,108	-
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Deferred Housing Liability

Council owns and operates an aged care facility where residents pay to occupy the unit. Twenty five percent of the amount is held by Council as a donation, the other seventy five percent is held as a "debenture". This amount as a minimum is repayable to the resident, when they vacate the unit, or an amount equivalent to 75% of the market value on vacation.

Kirton Court Liability	\$656,250	\$656,250
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NOTE 11 – RESERVES

Asset Revaluation Reserve

No asset revaluations were undertaken to 30th June 2006.

Other Reserves

Reserve funds are held with the Local Government Finance Authority for future capital expenditure, and in 'trust' for specific projects or groups.

Long Service Leave	367,727	348,902
Community Pier Fund	19,374	18,383
Pre-paid Burial Scheme	15,537	3,351
Kirton Court Maintenance	7,784	9,930
Parnkalla Trail	175	167
Home Assist.....	831	789
Plant Replacement.....	248,107	452,341
Friends of the Library.....	3,444	3,268
Clean Seas Stage 2	222,865	211,455
Cultural Centre	1,430	1,356
Open Space Contributions	174,226	165,307
Youth Council JJJ.....	5,200	4,934
Axel Stenross Boat Ramp	1,254	1,190
Building Maintenance Reserve	5,271	5,001
Makybe Diva Fund.....	49,238	-
Drainage Shaen/Smith St	348,748	-
Ravendale Trust	147	-
Community Infrastructure fund	1,804,131	-
Murray's Point project fund.....	5,354	-
Active Comm Project	10,024	-
Roads 2 Recovery Supp Grant.....	148,967	-
TOTAL.....	\$3,439,834	\$1,226,374

NOTE 12 – RESTRICTIONS ON ASSETS

The City of Port Lincoln had no restrictions on assets at the reporting date.

NOTE 13 – CASH FLOW RECONCILIATION

Surplus from Operations.....	2,185,611	2,037,076
Non Cash Flows in Surplus		
Depreciation & amortisation.....	2,243,347	2,145,131
Capital Grants & Physical Res Free of Charge	(728,859)	(1,239,029)
(profit)/Loss on disposal of Assets.....	(974,193)	(18,457)
Change in Net Assets:		
(Increase)/Decrease in Trade & Receivables	(117,795)	(515,920)
(Increase)/Decrease Inventories.....	(9,600)	(17,896)
(Increase)/Decrease Other Assets.....	(45,275)	-
Increase/(Decrease) in Trade & Payables	(85,135)	468,118
Increase/(Decrease) Provisions	98,180	(46,716)
Net cash inflow from operating activities	\$2,566,281	\$2,812,307

NOTE 14 – FINANCIAL INSTRUMENTS

The Council's financial instruments consist mainly of deposits with BankSA, short and long-term money market instruments with the LGFA ,and accounts receivable and payable.

The Council does not have any derivative instruments at 30 June 2006.

The Council's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

Fixed Interest Rate 2005-2006

	Average Interest Rate	Variable Interest Rate	Less than 1 Year	1 to 5 Years	More than 5 Years	Non Interest Bearing	Total
	%	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<u>Financial Assets:</u>							
Cash & Cash Equivalents	5.50%	4,253	-	-	-	-	4,253
Receivables	-	-	-	-	-	643	643
<u>Financial Liabilities</u>							
Borrowings	6.43%	-	-	-	722	-	722
Trade & Other Payables	-	-	-	-	-	762	762
TOTAL		4,253	-	-	722	1,405	6,380

Fixed Interest Rate 2004-2005

	Average Interest Rate	Variable Interest Rate	Less than 1 Year	1 to 5 Years	More than 5 Years	Non Interest Bearing	Total
	%	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<u>Financial Assets:</u>							
Cash & Cash Equivalents	5.00%	1,860	-	-	-	-	1,860
Receivables	4.00%	744	-	-	-	-	744
<u>Financial Liabilities</u>							
Borrowings	-	-	-	-	-	-	-
Trade & Other Payables	4.00%	769	-	-	-	-	769
TOTAL		3,373	-	-	-	-	3,373

NOTE 15 – EXPENDITURE COMMITMENTS

Capital Commitments

As required by AASB 101. Aus 126.7, each class of capital commitments is to be disclosed.

Capital expenditure committed for at the reporting date but not recognised in the financial statements as a liability:

Infrastructure

The Water Reuse Scheme project will continue during 2006-2007 with a budgeted expenditure for the financial year of \$580,000. Government grants received have been held in Reserve funds (\$222,864) which will be expended in the next reporting period.

The Ravensdale Sporting Complex redevelopment will continue during 2006-2007 with construction of lighting and clubroom improvements for baseball - budgeted expenditure of \$250,000.

The Makybe Diva monument will be completed with the balance of the project budgeted at \$121,000. Reserve funds are held (\$49,238) which will be expended during 2006-2007.

Stormwater drainage and road works will be completed at Shaen and Smith Street, subject to government grants being forthcoming, and reserve funds of \$348,748 will also be expended.

NOTE 16 – FINANCIAL PERFORMANCE INDICATORS

Indicator 1 – Operating Surplus before Operating Revenues

An operating surplus before capital revenues indicates the extent to which operating revenue is sufficient to meet all operating expenses including depreciation.

An operating deficit occurs when total operating expenses exceed total operating revenues and consequently the burden of a portion of expenses will need to be met by future ratepayers.

An operating surplus occurs when the total operating expenses are less than total operating revenues and consequently the expenses incurred by the council are being met by today's ratepayers and not being transferred to future ratepayers.

For this financial year Council is showing an adjusted operating surplus. This surplus is calculated as per amounts reported on the Income Statement being;

Total Operating Revenue less Gain on Disposal less Operating Expenses.

\$11,347,999 less \$974,193 = \$10,373,806 less \$9,891,248

Adjusted Operating Surplus / (Deficit) \$482,558 \$778,695

2005-2006

2004-2005

Indicator 2 – Operating Surplus Ratio

This ratio expresses the adjusted operating surplus/(deficit) as a percentage of general and other rates, net of rebates and excluding revenue from the EP Water Levy.

The preferred operating surplus ratio is ≥ 0 , and Council endeavour to achieve this.

<u>Adjusted Operating Surplus</u>		
General & Other Rates	7%	13%

Indicator 3 – Net Financial Liabilities

Net Financial Liabilities = Total Liabilities less Financial Assets

This measure Councils total indebtedness. The level of net financial liabilities increases when a net borrowing result occurs in a financial year and will result in council incurring liabilities and/or reducing financial assets. The level decreases when a net lending result occurs and council purchases financial assets and/or repays liabilities.

Net Financial Liabilities - increase	2,983,582	881,732
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Indicator 4 – Net Financial Liabilities Ratio

This ratio indicates the extent to which net financial liabilities of the council can be met by the council's total operating revenue.

Ratio > 0 but less than 100% of total operating revenue

<u>Net Financial Liabilities</u>		
Total Operating Revenue	29%	10%

Indicator 5 – Interest Cover Ratio

Not applicable for 2005-2006 as only loan is fully funded community loan.

Indicator 6 – Asset Sustainability Ratio

This ratio indicates whether the council is renewing or replacing existing non-financial assets at the rate of consumption.

By ensuring that capital expenditure on existing assets is at least equal to depreciation over the long term Council is ensuring the value of its existing asset stock will be maintained and that the amount of spending over time will be shared equitably between generations of ratepayers.

Net outlays on existing assets/depreciation $\geq 90\%$

For 2005-06 Council has not identified separately capital expenditure on existing assets

	2005-2006	2004-2005
Capital Expenditure	3,448,191	4,977,063
Depreciation X 100	2,243,347	2,145,131
	153%	232%

Indicator 7 – Asset Consumption Ratio

This ratio shows the consumption of the asset stock at a point in time. Depreciation represents the reduction in value of the assets each year and therefore accumulated depreciation is the total reduction in the carrying value of the assets.

In the next reporting period, with the introduction of Infrastructure and Asset Management Plans, council will be able to measure potential backlog and identify council’s strategy in ensuring the value of assets are maintained through capital and maintenance programs.

WDV of assets	70,236,902	70,143,542
Total Value before acc Depreciation x 100	95,987,261	94,442,278
	73%	74%

NOTE 17 – UNIFORM PRESENTATION OF FINANCES

The LGA General Meeting in March 2006 resolved that a high level summary of both operating and capital investment activities of each Council be prepared on a uniform and consistent basis, thereby enabling more meaningful comparisons between councils.

It is intended that annual budgets and long term financial plans be summarised on the same basis.

A feature of the arrangement is that it facilitates the reporting of a standard set of key financial indicators of the Council’s financial sustainability – all of which are shown in Note 16.

For 2005-2006

Operating Revenues.....	11,347,999	
Less Operating Expenses	(9,891,247)	
Adjusted Operating Surplus/(Deficit) before Capital Amounts		1,456,752
Less Net Outlays on Assets (existing & new)		
Capital Expenditure.....	3,448,191	
Less Depreciation.....	(2,243,347)	
Less proceeds from Sale of Assets	(2,551,933)	
Less Grants & contributions	(254,399)	(5,049,679)
		(1,601,488)
Net Lending/(borrowing) for Financial Year.....		(\$144,736)

NOTE 18 – OPERATING LEASES

At the reporting date, Council had no relevant operating leases.

NOTE 19 – SUPERANNUATION

Council makes employer contributions in respect of its employees to the Local Government Superannuation Scheme (The Scheme). The Scheme has two categories of membership, each of which is funded differently.

The Scheme's **accumulation** category, Local Super, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (9% required under Superannuation Guarantee Legislation). No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Scheme.

The Scheme's **Defined Benefit Plan** is a multi-employer sponsored plan. As the Scheme's assets and liabilities are pooled and are not allocated by employer, the actuary is unable allocate benefit liabilities, assets and costs between employers. As provided under AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

Council marks employer contributions to the defined category of the Scheme at rates determined by the Trustee on the advice of the Scheme's Actuary. On the basis of the results of the most recent full actuarial investigation conducted by the Scheme's actuary, LC Brett, BSc. FIA, FIAA, of Brett and Watson Pty Ltd as at 30 June 2002, the Trustee has determined that the current funding arrangements are adequate for the expected Defined Benefit Plan liabilities.

Council Contribution @ 9%	\$168,915	\$149,153
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NOTE 20 – EQUITY ACCOUNTED INVESTMENTS

The City of Port Lincoln holds funds in trust for the future maintenance of the Port Lincoln Marina being \$521,515.02. These funds are held as a joint venture between the City of Port Lincoln and Transport SA under a joint venture and the Marina Tripartite Agreement.

Marina Maintenance Fund - LGFA

Opening Balance	521,515	471,505
New Contributions	130,585	107,182
Expenses	(157,641)	(83,466)
Interest Received	28,898	26,294
Closing Balance	\$523,357	\$521,515

NOTE 21 – ASSETS AND LIABILITIES NOT RECOGNISED

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to the user of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. Potential Insurance Losses

Council provides a large range of buildings, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to a deductible "insurance excess", the amount of which varies according to the class of insurance. Potential claims not reported to Council may have existed at reporting date.

2. Bank Guarantees

Council has guaranteed a loan to the Ravensdale Community Sports Centre Inc. amounting to \$722,505 at the reporting date.

Council does not expect to incur any loss arising from that guarantee.

3. Legal Expenses

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of Council may appeal. At the date of these reports Council had no notice of appeals against planning decisions made prior to the reporting date.

NOTE 22 – EVENTS AFTER THE BALANCE SHEET DATE

Council is not aware of any events which would affect the financial statements after the balance date.

NOTE 23 – ADOPTION OF AIFRS

Accrued Employee Benefits (Annual Leave)

On transition to AIFRS, balances previously disclosed as provisions have been disclosed as accrued employee benefits in Trade and Other Payables.

RECONCILIATION AS AT 30 JUNE 2005

	Previous AGAAP 1 July 2004	EFFECT OF TRANSITION TO A-IFRS	A-IFRS 1 July 2004
CURRENT LIABILITIES			
Trade and Other Payables	347,732	213,802	561,534
Short Term Borrowings	187,781	-	187,781
Short Term Provisions	306,322	(213,802)	92,520
Total Current Liabilities	841,835	-	841,835

	Previous AGAAP 30 June 2005	EFFECT OF TRANSITION TO A-IFRS	A-IFRS 30 June 2005
CURRENT LIABILITIES			
Trade and Other Payables	769,745	161,559	931,304
Short Term Borrowings	26,625	-	26,625
Short Term Provisions	267,368	(161,559)	105,809
Total Current Liabilities	1,063,738	-	1,063,738

CEO STATEMENT

I, Geoffrey Philip Dodd, 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 and the Notes to, and forming part of, the Financial Statements, of the council for the 2005-2006 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.

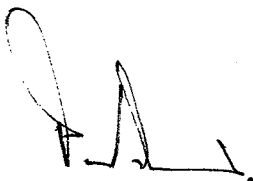


Geoff Dodd
CHIEF EXECUTIVE OFFICER

Dated this 6th day of OCTOBER 2006

ADOPTION STATEMENT

Laid before the City of Port Lincoln and adopted on the 16th day of October 2006.



Peter Davis
MAYOR

DEAN NEWBERY & PARTNERS CHARTERED ACCOUNTANTS

ABN 49 976 436 356

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CITY OF PORT LINCOLN.

Scope

The financial report and Chief Executive Officer's responsibility

The financial report comprises the balance sheet, income statement, cash flow statement, statement of changes in equity, notes to and forming part of the accounts and the Chief Executive Officer's Statement for the City of Port Lincoln ("Council"), for the year ended 30 June 2006.

The Chief Executive Officer of the Council is responsible for the preparation and true and fair presentation of the financial report in accordance with the Local Government Act 1999 and Local Government (Financial Management) Regulations 1999. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We have conducted an independent audit in order to express an opinion to the members of the Council. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Local Government Act 1999 and Local Government (Financial Management) Regulations 1999, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Council's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Chief Executive Officer.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of my procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional and ethical pronouncements.

Audit Opinion

In our opinion, the financial report of the City of Port Lincoln is properly drawn up:

- (a) so as to give a true and fair view of:
 - (i) the Council's financial position as at 30 June 2006 and its operating results and cash flows for the year ended on that date; and
 - (ii) the other matters required by the Local Government Act 1999 and the Local Government (Financial Management) Regulations 1999 to be dealt with in the financial report;
- (b) in accordance with the provisions relating to Regional Subsidiaries of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 1999;
- (c) in accordance with Accounting Standards in Australia; and
- (d) and other mandatory professional reporting requirements in Australia.

**DEAN NEWBERY & PARTNERS
CHARTERED ACCOUNTANTS**



**DON VENN
PARTNER**

Signed on the 6TH day of October 2006,
at 214 Melbourne Street, North Adelaide, South Australia 5006.

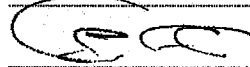
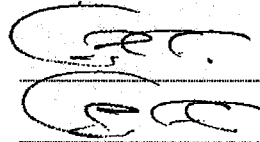
Appendix B

City of Port Lincoln
Mandatory Policies



P O L I C Y D O C U M E N T

Policy Name	CODE OF CONDUCT - ELECTED MEMBERS (Governance)
Policy No	9.63.3
Reviewed By	Management Team
CEO Authorisation	Geoff P Dodd
Review Details	Date Adopted : 19 September 2005 Date Reviewed : 19 August 2005 Next Review Due : 1 December 2006



1. INTRODUCTION

Pursuant to Section 63 of the Local Government Act 1999 the Council must prepare and adopt a Code of Conduct to be observed by all Members of the Council.

The City of Port Lincoln values its tradition of integrity, responsibility and fair dealings. The Council is committed to maintaining the highest standards in its dealings with the community and in the services it provides. The community is entitled to expect that:

- The business of the Council will be conducted with efficiency, impartiality and integrity; and
- Duty to the public will always have absolute priority over the private interests of Council Members.

This Code of Conduct is a public declaration of the principles of good conduct and the standards of behaviour that the Mayor and Councillors of the City of Port Lincoln have decided the community can reasonably expect Members of this Council to demonstrate as elected community representatives.

The standards in this Code of Conduct are in addition to the statutory requirements of the Local Government Act 1999 and any other relevant Act or Regulation applicable to Council Members in the performance of their role and responsibilities conferred by legislation.

2. STATEMENT OF COMMITMENT

We, the Mayor and Councillors of the City of Port Lincoln, have committed to discharging our duties conscientiously and to the best of our ability. We will not at any time make improper use of our position as a Member of the Council or any information acquired in the course of our duties.

In the performance of our role we will act with honesty and integrity and generally conduct ourselves in a way that both generates community trust and confidence in us as individuals and enhances the role and image of the Council and Local Government generally.

In addition to all legislative requirements, we accept the Principles of this Code of Conduct as the standards of behaviour that we will observe when discharging our official functions and duties and in the performance of our role and responsibilities.

3. PRINCIPLES OF THIS CODE OF CONDUCT

3.1. *Roles & Responsibilities*

Council Members recognise that they must distinguish between the prescribed roles and responsibilities of Council Members and those of the Chief Executive Officer and officers of the Council.

Council Members understand that their role is to:

- participate in the deliberations and civic activities of the Council;
- review the Council's strategic plans, policies and programs to ensure that they are appropriate and effective;
- review the Council's resource allocation, expenditure, and activities; and
- review the efficiency and effectiveness of the Council's service delivery.

Council Members also recognise that they perform their roles as a *collective body*, as the **City of Port Lincoln**. As such, the Council has the final responsibility and accountability for the governance of the City of Port Lincoln, subject to certain constraints arising from the separation of the distinct, yet complementary roles and responsibilities of Council Members and the Chief Executive Officer.

The Local Government Act prescribes the roles and responsibilities of the Council to:

- amend or request further development of the strategic plans, policies, programs and the financial statements presented by the Chief Executive Officer;
- approve the strategic plans, policies, programs and financial statements; and
- recruit and select the Chief Executive Officer and monitor his or her performance.

3.2. *Behaviour Principles*

The duty as public officers to act honestly and with reasonable care and diligence in the performance and discharge of official functions and duties.

As Elected Members of the City of Port Lincoln we will:

- act with reasonable care and be diligent in the performance of our duties and responsibilities;
- behave in a courteous and sensitive manner that does not discriminate against any person;
- not misuse our position to gain an advantage for ourselves or others;
- act in good faith and not for improper or ulterior motive;
- at all times behave in a manner that maintains and enhances the image of the Council and/or does not reflect adversely on the Council;
- be impartial in reaching Council decisions and acceptance of the responsibility associated with that decision.

We recognise that as an individual Council Members we have no authority to make decisions, direct staff or commit Council resources.

When representing the Council in the Community we will:

- provide an accurate and fair representation of Council decisions;
- recognise that Council Members have a duty to respect Council decisions and policy directions;
- conduct ourselves in a manner that will not reflect unfavourably on the Council.

3.3. *Confidentiality*

Council Members commit to maintaining confidentiality and only releasing information to the public that is in the public domain and in accordance with the Council's decision.

Council Members commit to using information obtained when carrying out their roles and responsibilities, lawfully and in a careful and prudent manner.

Council Members commit to dealing with information that is indicated as confidential in the same manner as any matter, which is subject to a Council confidentiality order, in accordance with Sections 90 and 91 of the Local Government Act.

3.4. *Gifts & Bribery*

Gifts are offered for a number of different reasons from tokens of appreciation to those, which could be considered bribes from tenderers, suppliers and/or developers.

Council Members commit to not accepting gifts unless they offered as a business courtesy. Council Members will assess each gift on its merit to ensure that it is not being proffered as an inducement to influence our votes on particular matters or as a reward, whether that be perceived or actual, for actions we may take or have taken.

As Council Members we commit to not soliciting, demanding or requesting gifts or any other personal benefit which may arise during our term(s) as Council Members.

3.5. *Establishment of Mature and Constructive Working Relationships*

3.5.1. *Council Members Relationships with the Mayor & Other Council Members*

As Council Members we commit to treating each other professionally and respectfully in all written and verbal communications with each other and will seek to establish mature and constructive working relationships.

3.5.2. *Council Member Relationships with the Chief Executive Officer & Other Officers of the Council*

As Council Members we commit to:

- ensuring that we maintain the separation of roles and responsibilities of Council officers compared with the Chief Executive Officer;
- fostering a team approach with the officers of the Council to support the delivery of effective and efficient services to enhance the capacity of the City of Port Lincoln to achieve the best outcomes for our community;
- respecting the roles of the Council officers, and will not misuse our position to influence employees in any way on any matter;
- not bullying, harassing or treating unfairly the Chief Executive Officer and other officers through our verbal and written communications with them;
- not directing officers, nor making decisions about Council officers, other than the Chief Executive Officer;

- acting impartially and not attempting to consign any of the Council's resources to projects of particular interest; and
- conducting our relationship with Council officers with courtesy and respect and seek to establish mature and constructive working relationships.

3.6. *Information Obtained in the Course of Council Duties*

Any information obtained in the course of our duties will not to be used for any purpose other than Council business.

We will respect and maintain confidentiality at all times and we will not at anytime release to any person or organisation any information that the Council has ordered be kept confidential or that has otherwise been delivered to us as a Member of Council with an indication that it is confidential, or is to be considered by the Council as confidential, by virtue of the Chief Executive Officer indicating as such pursuant to Section 83(5) of the Local Government Act.

3.7. *Communication with the Media*

When making comments to the media we will state clearly that we are expressing personal opinions and not that of the Council. When making personal comments we will show respect for Council decisions, other Members and employees. Any information given in relation to the Council or Council decisions will be accurate and not be a misuse of information.

As Council Members we commit to respecting and acknowledging that the Mayor and the Chief Executive Officer are the principal spokespersons for the Council [*as the case may be*].

As Council Members, in our communication with the media, we commit to confirming the decisions of the Council and to not criticising or denigrating those decisions, or other Council Members, either personally or as a group.

3.8. *Our Decisions*

As Council Members we commit to transparent decision-making, underpinned by informed discussion and factually accurate debates, that are focussed on the issues before the Council or in the Council committees, and not on any individual.

As Council Members we commit to attending and participating in all the Council meetings and the Council committee meetings, or providing an appropriate apology, to enable the Council to draw upon the collective wisdom of all Council Members.

As Council Members we commit to reading the agenda and related papers for all meetings, prior to those meetings, so that we take reasonable steps to be sufficiently informed of the issues under consideration. We commit to enhancing our capacity, as far as is possible, to make a positive contribution to our debates and ultimately to our decision-making processes.

As Council Members we commit to vigorously representing the interests of our constituents **before** any formal decision of the Council is determined, without breaching any confidentiality obligations.

As Council Members, once the Council has come to a decision either by unanimous or majority vote, we commit to respecting the decisions of the Council, not criticising them publicly, and accepting the responsibility associated with the Council's decisions.

As Council Members we commit to providing accurate information about any of the decisions made by the Council, without breaching any confidentiality obligations.

4. COMPLIANCE WITH THIS CODE OF CONDUCT

Information from any party that relates to alleged breaches of this Code of Conduct must be in writing and must be submitted in accordance with this Code of Conduct within two (2) calendar months of the alleged breach. The written allegation must identify which provision or provisions of the Code it is alleged have been breached and the facts which support the allegation(s) of breach. In the first instance the written allegation will be referred for initial assessment to

- the Mayor in the case of a Councillor; or
- the Deputy Mayor in the case of the Mayor.

The principles of procedural fairness will be observed and the rights of all individuals protected at all times in the course of any assessment. A Council Member who is the subject of an allegation will be informed of the allegation, provided with all information relating to the allegation(s) and given an opportunity to respond to the allegation(s). All discussions in relation to an allegation(s) will be conducted in confidence.

Appropriate legal and other appropriate support will be provided to the Mayor or Deputy Mayor during the initial assessment. If the initial assessment indicates that further assessment is required the Mayor or Deputy Mayor shall make such a recommendation to the Council.

The Mayor or the Deputy Mayor may determine that no further action will be taken in respect of an alleged breach where the Mayor or Deputy Mayor determines that the allegation(s) is trivial, frivolous or vexatious or is otherwise misconceived. Where the Mayor or Deputy Mayor makes a determination of this nature the decision, together with reasons in support of the determination, will be provided to the person who made the allegation(s) and the Council Member the subject of the allegation(s).

At the conclusion of an initial assessment (which has been determined by the Mayor or Deputy Mayor to not be trivial, frivolous or vexatious or otherwise misconceived) the Mayor or Deputy Mayor must prepare a written report on the results of the assessment and provide a copy of the report to the Council Member the subject of the allegation(s). The Council Member will be given a reasonable opportunity to explain his/her actions and to make submissions which will be presented to the Council in conjunction with the report.

In the event that the Council determines that further assessment into the allegations is required, the matter will be referred to the Council's independent assessment process, an independent person whom the Local Government Association has previously resolved has the requisite experience and expertise to undertake such assessments.

It is possible that in the future there will be an independent body established by the LGA to undertake various functions including assessment of matters in relation to alleged Code of Conduct breaches.

4.1. *Outcome of an independent assessment of an alleged breach*

In accordance with the procedure to be followed for an initial assessment the procedure at the conclusion of an independent assessment will result in the report prepared by the independent assessor being presented to the Council Member the subject of the alleged breach. The Council Member must be given a reasonable opportunity to explain his/her actions and to make submissions, which will be presented to the Council in conjunction with the report.

4.2. *Commitment to Procedural Fairness*

In addition to the requirements of procedural fairness which are previously asserted in this Code the Council affirms that where either an initial or further assessment results in the preparation of a report for the consideration of the Council, the Council will provide the Council Member who is the subject of the allegation(s) of breach, with a reasonable opportunity to make written and/or oral submissions to the Council on the report. The Council will take into account those submissions in deciding the matter.

4.3. *Breach of the Code of Conduct*

Where the Council determines that there has been a breach of this Code following the further assessment and hearing of the submissions it will determine what is the appropriate form of penalty to be imposed (if any) on the Council Member given the circumstances of the particular breach and what is provided for under the Local Government Act or other relevant legislation.

5. FURTHER INFORMATION

Members of the public may inspect this Code of Conduct for Council Members at the principal office of the City of Port Lincoln Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln and, on payment of a fee obtain a copy.

Any enquiries in relation to this Code of Conduct should be directed to the Chief Executive Officer.

6. STATEMENT OF ADOPTION

The City of Port Lincoln adopted this Code of Conduct on 19 September 2005`

7. REVIEW OF CODE OF CONDUCT OF CITY OF PORT LINCOLN

Council may review this policy at any time (Local Government Act Section 63(3) or within twelve months after each election period (Local Government Act Section 63(2))

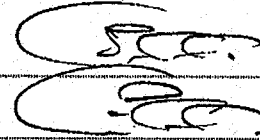
8. COMMITMENT OF THE COUNCIL MEMBERS

We, the Mayor and Councillors of the City of Port Lincoln commit to observing this Code of Conduct.



P O L I C Y D O C U M E N T

Policy Name	CODE OF PRACTICE (Strategic Management)
Policy No	18.63.1
Reviewed By	Management Team
CEO Authorisation	Geoff Dodd
Review Details	Date Adopted : 15 August 2005 Date Reviewed : 9 May 2005 Next Review Due : 1 December 2006



1. STATEMENT OF PRINCIPLE

The City of Port Lincoln (the Council) supports the principle that the procedures to be observed at a meeting of Council or a Council Committee should contribute to open, transparent and informed decision-making and encourage appropriate community participation in the affairs of Council.

However Council also recognises that on a limited number of occasions it may be necessary in the broader community interest to restrict public access to discussion or documents.

2. OBJECTIVES

The objectives of this code are to:

1. Clearly outline to the community for what purpose and on what basis Council may apply the provisions of the Local Government Act 1999 to restrict public access to meetings or documents;
2. Provide information on Council's code of practice to the community; and
3. Summarise the legal position relating to public access to Council and committee meetings and documents.

NB These guidelines relate to the provisions of the Local Government Act, 1999. See Appendix 1.

3. INTRODUCTION

The code is intended to provide clear guidance as to the application of the provisions in the Local Government Act 1999 to restrict public access to meetings or documents. It also includes information on:

- The relevant provisions in the Act,
- Adopted policy on the *use* of these provisions,
- The *process* that is utilised to restrict public access when this is considered necessary,
- The Council contact officer should additional information be required, and
- Refers to a process for dealing with any grievances.

It sets out the policy of Council for access to meetings and documents. It includes:

- A statement of Council principle,
- Access to the agenda for meetings,
- Public access to meetings,
- Process to exclude the public,
- Matters for which Council, or a committee, can order that the public be excluded,
- How Council will approach the use of the confidential provisions,
- Public access to documents,
- Accountability and reporting to the community, and the codes availability, and
- Grievances about the use of the code by Council.

4. COMMUNITY INVOLVEMENT IN THE DEVELOPMENT OF THE CODE

Council is required prior to adopting a code of practice, and prior to alteration or substitution of a code, to make copies available for inspection or purchase at the principal office. In involving the community Council must follow the relevant process set out within Council's community consultation policy. A copy of that policy can be viewed or obtained at the Council Office during normal business hours.

5. ACCESS TO THE AGENDA FOR MEETINGS

At least three clear days¹ before a Council and council committee meeting (unless it is a special meeting) the Chief Executive Officer (CEO) must give written notice of the meeting to all Council/ Committee Members setting out the date, time and place of the meeting and the notice must contain or be accompanied by the agenda for the meeting. The notice and agenda are also to be placed on public display at the principal office of Council at the same time as they are forwarded to Council members. Items listed on the agenda are to be described with reasonable particularity and accuracy. The practice of Council is to place on public display 3 days prior to the meeting a list of the items of business plus any documents and reports relating to these matters (with the exception of any matters that might be indicated as subject potentially to the making of an order of confidentiality). Further copies are made available to the public at the meeting of the council/committee.

Note: These provisions apply to Council meetings, and all committees which have been established by Council which either report to or have delegated power from Council.

[(1) 'clear days' means that the time between the giving of the notice and the meeting is to be determined excluding the day on which the notice was given and the day of the meeting eg. notice is given on a Thursday for a following Monday meeting, the clear days being Friday, Saturday and Sunday.]

Distribution of agenda papers to members of Council, or members of a committee, may include advice from the CEO of Council (after consultation with the principal member of Council, or in the case of a committee, the presiding member) that a document or report on a particular matter may be considered in confidence with the public to be excluded. Where this occurs, the Chief Executive Officer must specify the basis under which such an order could be made.

The following is an example (this could be included in the copy that is placed on public display):

The General Purposes Committee is to consider tenders for the provision of electrical services. The document outlining the tenders received and the agenda item are clearly marked by the CEO to indicate that they may need to be considered in confidence under clause 90 (3)(k) – tenders for the supply of goods, provision of services or the carrying out of works.

Should the council not confirm, and thereby not place an order of confidentiality on an item that the CEO has indicated may be considered as such, then a copy of the document will be available to the public at the meeting (publicly tabled) and placed on public display the next working day.

6. PUBLIC ACCESS TO MEETINGS

Council (and committee) meetings are open to the public and attendance is encouraged - except where Council (or the committee) believes it is necessary in the broader community interest to exclude the public from the discussion of a particular matter.

The public will only be excluded when considered proper and necessary ie. the need for confidentiality outweighs the principle of open decision making.

The following is an example (this could be included in the copy placed on public display):

Council is intending to bid at an auction to acquire land and would not want others involved, such as the vendor to have prior knowledge of what Council was setting as an upper limit to bid at the auction, as to do so would prejudice the position of Council and disadvantage the community.

Council encourages public attendance/involvement at meetings. Details of meeting dates and times are listed on the public notice board at the front of the principal office in the Civic Centre, Tasman Terrace.

It is not unlawful for members of Council, a committee and staff to participate in **informal gatherings** or discussion provided that a matter which would ordinarily form part of the agenda for a formal meeting is not dealt with in such a way as to obtain, or effectively obtain, a decision outside a formally constituted meeting of Council or committee. As these gatherings are not formal meetings the general public do not usually attend.

The following are examples (listed in the Act):

- Planning sessions associated with the development of policies and strategies;
- Briefing or training sessions;
- Workshops;
- Social gatherings to encourage informal communication between members or between members and staff.

An example might involve the council having a briefing session as to the implications of the GST.

7. PROCESS TO EXCLUDE THE PUBLIC

Before a meeting orders that the public be excluded to enable the receipt, discussion and consideration of a particular matter, the meeting must, in public, formally determine if this is necessary and appropriate, and then pass a resolution to exclude the public while dealing with that particular matter. If this occurs then the public must leave the room. Once Council, or committee, has made the order it is an offence for a person, who knowing that an order is in force, enters or remains in a room in which such a meeting is being held. It is lawful for an employee of Council or a member of the police force to use reasonable force to remove the person from the room if s/he fails to leave on request.

Once discussion on that particular matter is concluded, the public are then permitted to re-enter the meeting.

Please note that Council, or the committee, can by inclusion within the resolution permit a particular person or persons to remain in the meeting. An example would be allowing a ratepayer who is suffering personal hardship to remain in the meeting when their circumstances concerning the payment of rates is being discussed.

It is the policy of Council that for the convenience of the public present at a meeting, where it is resolved to consider a matter in confidence, that this matter, unless there are pressing reasons as to why it should be debated at that point of the meeting, will be deferred until all other business has been dealt with. This is the preferred option of Council rather than asking the public to leave the room, to wait around for however long it takes until the matter is concluded and then invite them back into the meeting room, possibly with the same process being repeated for a subsequent matter.

8. MATTERS FOR WHICH COUNCIL, OR A COMMITTEE, CAN ORDER THAT THE PUBLIC BE EXCLUDED (SECT.90(3))

Council, or a committee may order that the public be excluded in the following circumstances:

- a) A personnel matter concerning a particular member of the staff of the Council;
- b) The personal hardship of any resident or ratepayer;
- c) Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, or prejudice the commercial position of council;
- d) commercial information of a confidential nature that would, if disclosed –
 - i. prejudice the commercial position of the person who supplied it; or
 - ii. confer a commercial advantage on a third party; or
 - iii. reveal a trade secret;

- e) Matters affecting the security of the council, members or employees of the council, or council property;
- f) Information that would, if disclosed, prejudice the maintenance of law;
- g) Matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- h) Legal advice, or advice from a person employed or engaged by the council to provide specialist professional advice;
- i) Information relating to actual or possible litigation involving the council or an employee of the council;
- j) Information provided by a public official or authority (not being an employee of the council, or a person engaged by the council) with a request or direction by that public official or authority that it be treated as confidential;
- k) Tenders for supply of goods, the provision of services or the carrying out of works;
- l) Information relating to the health or financial position of a person, or information relevant to the safety of a person;
- m) Information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under that Act; or
- n) information relevant to the review of a determination of a council under the Freedom of Information Act 1991.

Council, or a committee, cannot make an order that the public be excluded from a meeting only on the basis that discussion of a matter in public may:

- Cause embarrassment to Council or the committee concerned, or to members or employees of Council; or
- Cause a loss of confidence in Council or the committee.

If a decision to exclude the public is taken, Council or the committee is required to make a note in the minutes of the making of the order and the grounds on which it was made. Minutes of a meeting of Council must be publicly available within five days after the meeting.

9. APPROACH TO THE USE OF THE CONFIDENTIALITY PROVISIONS

Any consideration of the use of the confidentiality provisions to exclude the public from the discussion of a particular matter at a meeting will require the identification of one or more of the grounds listed within the Local Government Act 1999. These are listed in the previous section of this code. They are referred to as section 90(3).

The policy approach of the City of Port Lincoln is that:

1. The principle of open and accountable government is strongly supported;
2. Confidentiality provisions will only be utilised after careful consideration and when considered proper and necessary;
3. Information of the grounds on which an order to exclude the public is made will be conveyed to the public at the time of them being ordered to leave the meeting;
4. Once discussion of the matter is concluded, the meeting will then consider if it is necessary to make an order that a document associated with this agenda item remain confidential. In determining this, the meeting shall have regard to the provisions of section 91 and in particular section 91(8) which details when a council must not order that a document remain confidential;
5. If the meeting determines that it is proper and necessary to keep a document confidential, then a resolution for an order to this effect is required to be carried by the meeting;
6. Once discussion of the matter is concluded and the public have returned, the decision of the meeting in relation to this matter will be made publicly known unless Council has resolved to order that some information remain confidential, eg the price to which Council is prepared to bid for land yet to be auctioned. Details relating to any order to keep information or a document confidential in accordance with section 91(7) are also to be made known. When making an order the meeting must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed. This along with the making of the order and the grounds on which it was made are also to be recorded in the minutes;
7. In all cases the objective is that the information be made publicly available at the earliest possible opportunity and that the community is informed of any Council order and the associated implications.

Where a person provides information to Council and requests that it be kept confidential the Council is not able to even consider this request unless the matter is one that falls within section 90 (3). If this is the case, Council will then be in a position to consider the request on its relative merits.

10. PUBLIC ACCESS TO DOCUMENTS

Various documents are to be available for inspection and purchase (for a fee) by the public. Minutes of Ordinary Council, Special Council, General Purposes and Development Assessment Panel meetings are available from the City of Port Lincoln website www.portlincoln.sa.gov.au.

Those documents which are available for inspection without payment of a fee at the principal office of the Council are:

- Minutes of Council and Committee meetings
- Reports to the Council or a Council committee received at a meeting of the Council or Committee
- Recommendations presented to the Council in writing and adopted by resolution of the Council
- Budgetary or other financial statements adopted by the Council

Council/the committee will only make an order that a document associated with a discussion from which the public are excluded will remain confidential if it is considered proper and necessary in the broader community interest. Council/the committee can only make such orders in relation to documents that are considered in confidence under section 90(3).

Once a matter has been dealt with, Council/ the committee may order that a document relating to the matter considered in confidence is to be kept confidential. There are some exceptions. Council/a committee must not make an order to prevent:

- The disclosure of the remuneration or conditions of service of an employee after they have been set or determined; or
- The disclosure of the identification of a successful tenderer or any reasons as to why that tenderer has been selected; or
- The disclosure of the identity of land that has been acquired or disposed of by Council, or of any reasons as to why acquisition or disposal has occurred.

Where keeping a document confidential is considered proper and necessary, a resolution to this effect is required which shall include the grounds for confidentiality and the duration of the order or circumstances in which the order will cease to apply or when the order must be reviewed.

The resolution will also indicate whether any delegation is given to an employee to revoke the order and if relevant, any conditions associated with this delegation.

The following is an example (this could be included in the copy placed on public display):

Council decided to bid \$100,000 at auction for a parcel of land. An order that the discussion be confidential could be made in accordance with section 90(2). Council resolved that the document containing information on the value of the land remain confidential in accordance with section 91(7). Council could delegate to the CEO the authority to make this information public following the completion of the acquisition in accordance with section 91(9)(c).

The minutes shall record the relevant grounds and duration of the order and any delegation to revoke the order, should this be applicable.

Requests to access Council and committee documents can be made under the Freedom of Information Act 1991. Any inquiries in relation to the process for seeking access to documents held by Council should be directed to Council's nominated Freedom of Information Officer, telephone 8682 3033.

11. AVAILABILITY OF CODE

The public may inspect a copy of the code, without charge, at the offices of Council during office hours, and may obtain a copy for a fee fixed by Council.

12. REVIEW

Council may review this code at any time (Local Government Act 1999, Section 92 (3)) or within 12 months after each periodic election (Section 92 (2)).

13. REVIEW OF DECISIONS

Council is required to establish procedures for the review of decisions of:

- Council, and its committees;
- employees of the Council and other persons acting on behalf of the Council.

Should a person be aggrieved about public access to either a meeting or a document then they can lodge an application for consideration under the review of decisions procedure established by Council. A copy of the procedures adopted by Council is available from the Chief Executive Officer, telephone 86823033.

In the first instance, an application for a review of decision should be expressed in writing, addressed to:

The Chief Executive Officer, City of Port Lincoln, PO Box 1787, Port Lincoln SA 5606.

A person may also lodge a complaint with the Ombudsman, who may carry out an investigation if it appears (to the Ombudsman) that Council (or committee) may have unreasonably:

- Excluded members of the public from a meeting; or
- Prevented access to documents.

If an investigation is conducted, the Ombudsman must supply the Minister and Council with a copy of the written report that is prepared. After considering the report of the Ombudsman if the Minister believes Council has unreasonably excluded members of the public from a meeting or prevented access to a document, s/he may give directions to Council about the future exercise of its powers concerning the exclusion of the public from meetings or the making of orders to withhold a document (or part thereof) or to release information that should, in the opinion of the Minister, be available to the public. Before taking such action the Minister must give Council a reasonable opportunity to make submissions to the Minister in relation to the matter.

14. REVOKING OR AMENDING PREVIOUS RESOLUTIONS

Subject to some circumstances, Council and Council committees can pass resolutions that amend or revoke resolutions previously adopted. Whilst this is not a regular practice it can happen where for example new information is presented.

15. INFORMATION

The Customer Service Staff can assist in providing or obtaining information , who can be contacted on telephone 86823033.

16. ADOPTION OF THE CODE

Council adopted this Code on Monday 16th July, 2001.

17. LOCAL GOVERNMENT ACT 1999 PROVISIONS

Chapter 6 of the Local Government Act sets out arrangements for meetings of council and committees. It requires that all council and council committee meetings are to be held in public except where special circumstances exist as prescribed in the Act and a council or committee orders that the public be excluded.

There are very strict circumstances in which a discussion or document considered in a council or council committee meeting can be kept confidential. These provisions are included in the following sections:

83(5) Council & 87(10) Committee - the Chief Executive Officer (CEO) may, after consultation with the principal member of council, or in the case of a committee the presiding member, indicate on a document or report (or on a separate note) provided to members of council or committee, as the case may be, that the matter may, if the council or committee so determines, be considered in confidence. The CEO is required to specify at the same time the basis on which such an order can be made.

87(15) & 88(7) - the provisions of these sections may be modified if the council committee is not performing a regulatory function. Regulations 23 & 24 of the Local Government (Procedures at Meetings) Regulations 2000 enable variation to the notice of meetings for members and public notice of meetings.

90(2) & (3) - circumstances where council may order that the public can be excluded from attendance at a meeting, or part of it, to enable a matter/s to be considered in confidence.

90(8) - informal gatherings and discussions are not unlawful under certain circumstances.

91(7) - circumstances when a document considered in confidence can be ordered to remain confidential.

91(8) - circumstances where a council must not order that a document remain confidential.

91(9) - the council or committee must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order will be reviewed. The power to revoke an order can also be delegated to an employee of council.

92 - requires the council to prepare and adopt a code of practice relating to access to meetings and documents. Prior to adoption, alteration or substitution the proposed code (or changes) must be available for inspection and purchase. Council is also required to follow the relevant steps set out in its public consultation policy. Council must, at least once in every financial year, review the code.

94 - provides that the Ombudsman may, on receipt of a complaint, investigate the use of these provisions.

270 - Council to establish procedures for the review of decisions.

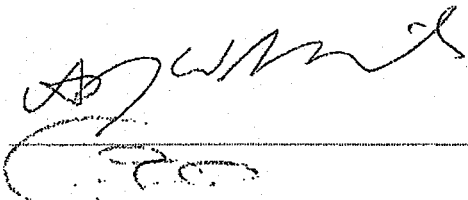
NB - A copy of the relevant sections of Act can be viewed on the Parliament of SA website www.parliament.sa.gov.au or at the Principal Office, Level One, Civic Centre, 60 Tasman Terrace Port Lincoln or a copy can be provided at a charge.

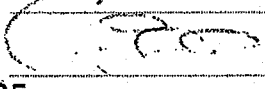


P O L I C Y D O C U M E N T

Policy Name **CODE OF CONDUCT (Human Resource Management)**

Policy No **12.63.12**

Reviewed By **Human Resources Officer** 

CEO Authorisation **Geoff Dodd** 

Review Details **Date Adopted: 19 December 2005**
 Date Reviewed:
 Next Review Date: 1 December 2006

1. INTRODUCTION

The City of Port Lincoln values its tradition of integrity, responsibility and fair dealing. We are committed to maintaining the highest standards in our dealings with the community, in the services we provide and is also wholly committed to promoting **equity** within the workplace.

This Code of Conduct has been developed to assist Employees in achieving these standards, in providing guidelines for making day-to-day decisions and the determination of unwelcome behaviour.

Our community is entitled to expect that:

- The business of Council will be conducted with efficiency, impartiality and integrity;
- Employees will obey the spirit and letter of the law, particularly in relation to all relevant statutes, regulations and instruments;

This Code does not override any legislation applicable to Local Government.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1. *Conflict of Interest*

It is essential that members of public, when dealing with the Council, are confident that when making decisions Employees are free of any conflicts of interest.

Employees must ensure that opportunities do not exist for their interest, or those of people close to them or organisations of which they are a member to conflict with the impartial performance of their public or professional duties.

In considering whether or not there is a possible conflict of interest, it is always important to think about how others would view your situation.

A conflict of interest can be pecuniary or non-pecuniary, and would exist where:

- You have a personal interest that could lead you to be influenced in the way that you carry out your Council work or public duties;
- You have a personal interest that could lead a fair person to think that you could be influenced in the way that you carry out your Council work or public duties.
- A family member, relative, friend, associate or anybody else close to you has an interest that could lead to you being influenced, or a fair person to think that you could be influenced, in the way that you carry out your Council work or public duties.
- Sections 73 & 74 of the Local Government Act, 1999 on Conflict of Interest.

2.2. *Other Employment or Business by Staff*

Any second job or business must be done in your own time, not adversely affect your normal work, not lead to a conflict of interest and not involve the use of Council resources or information.

2.3. *Pecuniary Interest*

Pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom that person is associated, ie spouse, partner or relative or nominee, partner or employer, or member of a company or any other body.

2.4. *Disclosure of Interest*

Designated Employees must prepare and return written disclosures of interests, which could be in conflict with their public or professional duties. These disclosures are specified in the Local Government Act 1999.

If Employees believe that there could be a situation involving a conflict or pecuniary interest they must advise their Manager or the Chief Executive Officer in writing.

It is the sole responsibility of each Employee to identify and declare possible conflicts or Pecuniary Interests, and neither Administration nor Council can give formal advice on this.

3. USE OF CONFIDENTIAL INFORMATION

Employees must not use confidential information obtained in the course of Council business for anything other than for Council purposes.

Information available to the public must be released in accordance with official Council procedures.

4. IMPROPER AND UNDUE INFLUENCE

Employees should not take advantage of their position to influence other Employees in the performance of their work in order to gain, either directly or indirectly, an undue or improper advantage or gain, either for themselves or for any other person or body.

5. GIFTS AND BRIBERY

Gifts are offered for a number of different reasons from tokens of appreciation to those, which could be considered bribes from tenderers, suppliers and developers.

Token gifts, which have not been solicited, do not have any significant monetary value, are inconsequential or trivial and are not offered on a regular basis may be accepted but should be reported to a Supervisor. The offer of cash (any amount) is never considered acceptable.

Employees shall take into account the following issues when considering whether a gift is a token kind or hospitality is moderate:

What an impartial observer may think;

- The scale, lavishness or expense/cost/value of the gift or benefit;
- The frequency of occurrence; and
- The degree of openness surrounding the occasion or gift.

Employees should not seek any immediate or future gift, reward or benefit for themselves or for any other person or body and should not accept any gift, other than described above, which in any way relates to their status with Council or their performance of any duty or work which is connected with Council.

If any gift, reward or benefit is offered, other than described in above, the matter should be reported promptly and fully to the Chief Executive Officer (Staff members).

6. CONDUCT OF STAFF

6.1. *Personal Behaviour*

The City of Port Lincoln is committed to maintaining an ethical workplace where Staff uphold the principles of honesty, integrity and impartiality.

The City of Port Lincoln regards harassment as a serious and important issue. Harassment includes many forms of UNWELCOME behaviour and includes, sexual harassment, bullying and discrimination. Any complaint will be dealt with in accordance to the Dispute Resolution and Grievance Procedure as per Council's current Enterprise Bargaining Agreements.

Employees should not make any allegations, which are improper or derogatory (unless both true and in the public interest) and must refrain from any form of conduct, in carrying out their official or professional duties, which might cause any reasonable personal offence or embarrassment.

Employees should at all times obey the law and act in good faith in the interests of Council and the community.

6.2. *Honesty and Integrity*

Employees should observe the highest standards of honesty and integrity and avoid any form of conduct that would bring Council or its officers into disrepute.

Employees should be frank and honest in their official dealings with others.

6.3. *Performance of Duties*

While on duty Employees must give their whole time and attention to Council business, ensuring that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably on both them and Council.

6.4. *Compliance with Lawful Orders*

Employees must obey any lawful direction given by their Supervisor. If the direction is considered to be unreasonable or improper, the matter should be referred to the Supervisor's superior officer.

The lawful policies, decisions and practices of the Council must be carried out regardless of whether individuals agree with or approve of them.

6.5. *Administration and Management Practices*

Employees should comply with proper, responsible and reasonable administrative practices in the performance of their profession or civic duties.

6.6. *Reporting Corruption, Misadministration, Serious and Substantial Waste*

It is the responsibility of all Employees to prevent corruption, misadministration and wastage. Employees must report suspected actions.

All reports will be investigated unless they are:

- Frivolous or with insufficient grounds and serving only to cause annoyance;
- Are made solely or substantially with the motive of avoiding dismissal or disciplinary action; or
- Primarily questions the merit of Council policy.

7. DEALING WITH COUNCIL PROPERTY

7.1. *Use of Council's Facilities, Funds, Employees and Equipment*

Council's resources are provided so that the community benefits and should be used effectively and economically.

Council's resources may only be used for private purposes if official permission has been obtained and appropriate reimbursements made.

Council's resources and/or equipment must not be used by Employees in relation to a second job or business.

Minimal private use of telephones, faxes or photocopiers may be permitted with the consent of a Supervisor. Unauthorised STD, ISD and mobile telephone calls must not be made where there is an absence of written policy or authority for such use.

7.2. *Travelling and Sustenance Expenses*

Employees should only claim or accept travelling or sustenance expenses that have a direct bearing on the services, policies and business of Council.

8. CORPORATE OBLIGATIONS

8.1. *Communication with the Community*

Employees should promote accountability and responsibility by actively seeking opportunities to communicate with the community and promoting community participation in all areas of decision-making.

8.2. *Health, Well-Being and Safety*

Employees should ensure that Council's premises are safe, that the smoke-free working environment is maintained and the health, safety and well being of Employees and members of the public are ensured.

8.3. *Communication with the Media*

The Principal Spokespersons for the Council will be the Mayor and Chief Executive Officer who need to ensure that matters in which Council provides information can be related to Council policy, if such exists, or in the absence the action that is proposed to address the specific issue.

If a representative of the media approaches an Employee in regard to council issues, the Employee should refer the media representative to the Chief Executive Officer who may delegate the "interview" to a specific Employee.

9. BREACHES OF THE CODE

The City of Port Lincoln is committed to the standards outlined in the Council's Code of Conduct and will take action if the Code or any relevant law is breached. The sanction may include Council disciplinary action as referred to within Councils Enterprise Bargaining Agreement (including termination of employment), the laying of charges and/or the taking of civil action.

9.1. *Reporting of Breaches*

Reporting of breaches of the Code are to firstly be made to the Chief Executive Officer and will be made in writing setting out the details of the alleged breach.

9.2. *Investigation of Breaches*

The Chief Executive Officer will investigate the issues raised within the report, including providing the person who is subject to the investigation with all information in regard to the allegations and if appropriate refer the issue to the Council for consideration. All deliberations of the Council will be conducted in confidence. The principles of natural justice to be observed during the investigation process. The Council are authorised to call in independent assistance if considered necessary and appropriate.

If the CEO is involved in the breach, then the investigation should be undertaken by the Mayor or another Senior Officer.

9.3. *Result of Deliberations*

Any results of the consideration and deliberation of Council will be communicated in writing and the person/s in receipt of any deliberation will be provided with the right of response in person or in writing to Council within a period of 14 days of receipt of notification of proposed action.

9.4. *Reporting to Council*

Reporting of actions in relation to breaches of the code will be reported to Council at the next available meeting.

10. REVIEW OF CODE

Council may review this policy at anytime (Local Government Act 1999, Section 63 (3) and 110 (3)) or within 12 months after each period election (Section 63 (2) and 110 (2)).

11. PRINCIPLES TO OBSERVE IN APPLYING THE CODE OF CONDUCT

11.1. *Principles of Natural Justice*

- Provide all parties involved access to relevant information, and adequate opportunities to provide further information and to respond where relevant.
- Be objective, fair and reasonable throughout the review process.

11.2. *Objectivity and Independence*

The investigation and review person/s should not be a person/persons, as far as is possible, who

- Was involved in the original written complaint which is the subject of the alleged breach of the code
- Has a personal interest in the outcome of the alleged breach
- Has a personal relationship with the applicant or other party relevant to the alleged breach.

11.3. *Effective Communication*

- Deal with the matter objectively, and with empathy and understanding.
- Conduct interviews in a private area, without interruptions, and observe confidentiality as far as is possible.
- Provide assistance to overcome any physical access or language barriers. Offer and use the services of an interpreter if required.
- Avoid using jargon and acronyms, and be mindful of defensive body language
- Explain the review process carefully, what will happen, and when.
- Ensure all parties are kept informed of the progress of the investigation of the alleged breach within the agreed policy timeframe.

11.4. Observe Protocols

Observe protocols relating to advice to parties, correspondence, referral to Council, recommendations arising from the investigation, and informing the all parties of the outcome of the investigations and review.

11.5. Keeping Records

Keep clear and accurate records of interviews and review actions, focussing on factual information. Make sure records are safe and secure, and only relevant parties with a genuine interest have access to the records.

11.6. Providing Advice and Assistance

Inform all parties of the rationale/reasons for the outcome of the review. If the matter is not resolved to the parties satisfaction, advise the parties about options for external review.

12. EMPLOYEE AWARENESS

All employees, new and existing, will be given a copy of this policy, which they will be required to sign as having read, understood and agree to abide by. The signed copy will then be held in the employees Personnel Files.

I have read, understood, and agree to abide by this Code of Conduct Policy

Name:.....

.....

Signature

Date / /

Appendix C

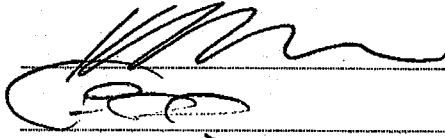
City of Port Lincoln

Other Policies



P O L I C Y D O C U M E N T

Policy Name	CONTRACTS, TENDERS & PURCHASING (Financial Management)
Policy No	7.63.1
Reviewed By	Management Team
CEO Authorisation	Geoff Dodd
Review Details	Date Adopted : 17 May 2005 Date Reviewed : 7 November 2005 Next Review Due : 1 July 2006 (Annual)



1. INTRODUCTION

1.1 The Local Government Act 1999 (Section 49) provides that a Council must prepare and adopt policies on contracts and tenders, including policies on the following :-

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

1.2 The policies must: -

- Identify circumstances where the Council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or for the sale or disposal of land or other assets; and
- Provide a fair and transparent process for calling tenders and entering into contracts other than those resulting from a tender process.

1.3 Purchasing, or contracting, consists of both the act of and functional responsibility for securing necessary inputs from outside sources or from an appropriate internal source where financial and policy consideration dictate. These inputs can be quite diverse and can cover most of the needs of a Council. In the main purchasing buys a variety of services from external service providers, either as needed or on a contractual basis.

1.4 The two terms, contract management and contract administration, are often used interchangeably, however they do have a different meaning and should be applied with care.

Contract Management can be regarded as the entire process of organising, co-ordinating and controlling the resources allocated to the management of a procurement or contractual task, from the time the need arises to the time of final disposal of the goods or services or to the successful completion of the contractual commitments.

Contract Administration can be regarded as the detailed control of all financial, technical and commercial aspects of a contract once an award has been made to the time of finalisation of all contractual commitments. It is the part of contract management, but concentrates on the procedural steps required to ensure that all contractual provisions are met.

- 1.5 When well managed and structured in a most efficient manner, the contracting and purchasing activities within Councils have the potential to make a major contribution to the effectiveness of the organisation and to reduce costs of operations.
- 1.6 In determining whether contracting out of services is appropriate for the Council, the organisation will need to: -
- Understand and appreciate its corporate objectives and whether the strategic direction is to reduce costs, improve control, enhance strategic focus, gain added capabilities or resolve some problems;
 - Evaluate the Council's readiness for contracting out identified services and whether it has in-house skills, knowledge and resources to effectively manage the Contractors;
 - Explore some of the options for contracting out services to determine which would suit the Council's particular circumstances;
 - Assess the core competencies of the organisation and the gap between the Council's perceived performance or best practice models, if available.

Properly designed and implemented, an outsourcing strategy can improve the Council's competitiveness and provide the organisation with better operational flexibility for handling changes in the working environment.

- 1.7 In assessing whether the Council can achieve perceived benefits of contracting services, it should fully address the following matters in any particular circumstance: -
- In-house knowledge;
 - In-house skills;
 - Industrial relations;
 - Corporate strategy and objectives;
 - Internal improvements;
 - Stability and control;

- Resource availability; and
 - Supplier capability.
- 1.8 To maximise its possible potential, contracting out services must be applied reasonably and intelligently while taking into account the following factors: -
- It is vital to structure the potential contract in a way which ensures clear and accurate specifications to ensure effective competition so that the best provider is chosen, and adequate monitoring of the contractors performance is carried out;
 - It may force operating units to review what they are doing and whether their current activities are efficient and effective in meeting new policy directions;
 - The focus of contracting out services needs to be on the service outcomes, rather than outputs; and
 - Successful outsourcing will require a culture change in the Council and a new mix of skills and handled in close consultation with staff, contractors and the community at large.
- 1.9 Whether internal or private operators are selected to provide a Council service, competition has been identified as a means of improving performance and enhancing customer satisfaction.
- 1.10 Whilst acknowledging the potential for securing long term performance through outsourcing some Council services, it is emphasised that the need for a balanced, case by case approach to competitive tendering and contracting out service which may result in benefits for the Council and its ratepayers.

2. SCOPE

- 2.1 This policy concerns a range of matters associated with the purchase (and in some relevant cases, the disposal) of goods and services, together with associated processes and procedures relevant to those purchases (and disposals).
- 2.2 The various categories in the policy include: -
- Registration of interests for minor expenditures;
 - Specific tendering;
 - Disposal of surplus goods & materials; and
 - Sale and disposal of Council land.
- 2.3 The policy also includes a general statement in relation to contracts as well as other matters considered relevant to the general policy position.

3. POLICY FOR SUPPLY OF GOODS AND SERVICES

All goods and services must be procured by purchase order. The following Officers are authorised to sign orders on Councils behalf. **THOSE OFFICERS THAT ARE IN BOLD ARE RESPONSIBLE FOR BUDGET PROGRAMS, WITH THE OTHERS HAVING VARYING LEVELS OF DELEGATED RESPONSIBILITY.**

<u>Name</u>	<u>In Absence</u>	<u>Limit</u>
ADMINISTRATION		
<i>Chief Executive Officer</i>		*
<i>Manager Corporate Services</i>		*FINANCE

Manager Corporate Services *

OPERATIONS

<i>Director of Operations</i>		*
<i>Operations Manager</i>		*
<i>Parks & Gardens Supervisor</i>		\$5,000
<i>Plant & Infrastructure Maintenance Officer</i>		\$5,000
<i>Construction & Maintenance Supervisor</i>		\$5,000

INSPECTORIAL

Manager Development & Environmental Services

*

LIBRARY

Library Manager \$5,000
(Acting Library Manager)

* Limited to Budget for individual Programs

4. REGISTRATION FOR MINOR EXPENDITURE

- 4.1 A competitive method of obtaining goods and services for Council will generally be adopted in relation to the estimated gross value of the expenditure.
- 4.2 In May of each year Council will call registrations of interest for the supply of services. This registration of interest will include details of fees and charges and hours of availability. A schedule of all interested parties will be presented for endorsement at the budget meeting of the Council. Works that fall within the prescribed amounts set out below will be drawn on from the schedule of interested parties: -

<i>Description</i>	<i>Amount</i>
<i>Painting and Sign Writing</i>	<i><\$5000</i>
<i>Pest Control</i>	<i><\$5000</i>
<i>Paving and Stone Maintenance</i>	<i><\$20,000</i>
<i>Electrical Maintenance and Fitting</i>	<i>\$10,000</i>
<i>Concrete and Kerb Laying</i>	<i><\$50,000</i>
<i>Plumbing Maintenance</i>	<i><\$5,000</i>
<i>General Maintenance</i>	<i>\$10,000</i>

5. QUOTATIONS

- 5.1 In general, where the estimated gross value of the goods or services is greater than that set out in the registrations of interest schedule but less than \$50,000, the method of procurement will be by formal written quotation.

Where possible, a minimum of three quotations will be obtained, preferably from parties contained within the registrations of interest schedule.

- 5.2 Provided that a provision exists within the budget, approval to commit expenditure by formal written quotation will be gained from the head of the department concerned.
- 5.3 The closing time for a request for quotation will be no earlier than 2.00 pm on a weekday.
- 5.4 The quotation period will allow suitable time for the parties concerned to fully study the request for quotation document. Council, or a relevant Delegated Officer, may for some good cause extend the closing date.

6. DEVELOPMENT OF SPECIFICATIONS, SCOPE OF WORK & STATEMENT OF DELIVERABLES

6.1. *Introduction*

Fundamental to any major procurement is the specification or the definition of the scope of work. These concepts are fundamental to the creation of contracts, which will ensure the Council obtains what it requires in accordance with the terms, conditions and performance criteria of the contract once it has been let.

6.2. *Specification Definitions*

A specification may be defined as: -

"A document primarily for use in procurement which clearly and accurately describes the essential requirements for items, materials or services. It also includes the procedures by which it will be determined that the requirements have been met."

Specifications may take the following forms: -

- **Functional specifications** – these are specifications which describe the purpose of the function that is to be performed rather than the technology or type of equipment required or the methods employed in construction or installation.
- **Performance specifications** – these detail required performance characteristics including, if appropriate, maximum and minimum performance criteria and methods of measuring performance. They are a logical extension of the functional specification.
- **Material specifications** – these state the physical characteristics for materials, either basic, semi-basic, semi-fabricated or compound and may be used in describing such materials as timber, leather, metal or paint.
- **Technical specifications** – this is usually a document which specifies full details (by way of comprehensive description) of the requirement. A detailed description of technical requirements stated in terms suitable to form the basis for the actual design, development, construction or production of an item of equipment or the performance of work. A technical specification will normally contain a physical description of items required, including such things as size, capacity, power, tolerances, materials, tensile strength etc. It will usually include detailed plans, designs, blueprints and technical drawings required for the construction and/or installation.

- **Exemplar specifications** – the exemplar specifications is one which is written around a particular item of equipment, or the provision of a service, which can be recognized by the bidders and where it is considered necessary to state quite precise requirements due to the need for some operational requirement.

For the acquisition of consultancy services, the most likely forms of specification would be the **performance** or **functional** specification, with the technical specification being employed where a very precise description and definition of the requirement can be prepared.

The exemplar specification is likely to severely limit the range of options offered in the tenders and is usually regarded as being restrictive and favouring the supplier of the exemplified item or service.

6.3. *Specification Scope*

The scope of work may be defined as: -

“A detailed listing of all the technical, procedural and professional activities which are expected to be carried out by the contractor in order to satisfy the Council that the intended outcomes of a project have been satisfied. The scope of work may specifically detail tasks which are not to be undertaken; or other technical, physical or operational boundaries which are not to be exceeded within the proposed contract.”

In a general sense, the scope of work does not replace a specification but may supplement the specification by providing a narrative description of the expected project outcomes. These outcomes may be regarded as the “deliverable’s” of the contract, a term frequently used in the systems or consulting environment. In other words, the deliverable’s represent what the contractor has to provide to the Council by the end of the project.

6.4. *The Importance of The Specification*

The specification constitutes the part of a contract document which is most likely to lead to problems between the parties and have the potential to create expensive legal disputes.

The specification contains much of the performance criteria which will be fundamental to the contract once signed. The Council and the vendor will consider these documents at length, with the Council assessing the capacity of the vendor to meet the stated requirements, and the vendor seeking clarification of any issues which are unclear or which may not appear to be technically achievable.

It is essential that potential vendors be given the opportunity to discuss the content of the specification during the evaluation phase. Once negotiations have been completed and a contract awarded, it will be assumed that both parties had an equally clear understanding of the requirements of the specification and that the vendor has a complete understanding of their commitments.

6.5. *Benefits of Functional & Performance Specifications*

Functional and performance specifications provide a major benefit to a buying organisation in that they encourage the development or submission of new and innovative ideas and solutions.

The more traditional material or technical specifications tend to be written around existing solutions or known products, whereas functional and performance specifications have the capacity to allow the Council to state a requirement for certain outcomes to be achieved without specifying how that outcome will necessarily be achieved. The affect of this approach is to allow potential vendors to structure their submissions around a wider range of potential solutions than would otherwise be possible.

Because the final solution may not necessarily be known when tenders are called, the use of functional and performance specifications means that a saving can result from the specification and evaluation of a detailed series of compliance tests. These specifications allow the Council to assess final submissions on their merits and on their capacity to meet the stated requirement. While it may still involve some form of testing, it is unlikely to be as rigid or specific as required through other forms of specifications.

In summary, functional and performance specifications assist in the following:

- Achieving value for money;
- Reducing time in the evaluation and assessment process;
- Encourage open and effective competition;
- The early introduction of new technologies and concepts into the Council;
- They suit a purchasing environment which recognizes the importance of face to face negotiations with potential vendors.

6.6. *Specification Precedent*

Any specification whatsoever involving a current or future Council function (wholly or partly) which is, or intends to be, outsourced, must contain a condition or statement that the Contractor shall pay its employees at least the minimum wage rates and conditions applicable to that particular function in accordance with current wages and condition structures applicable to local government operations within South Australia, as well as, allowing for appropriate wage and condition movements over the term of the contract.

7. METHOD OF PROCUREMENT OF GOODS & SERVICES – TENDERS

7.1. *Monetary Limit*

7.1.1 The monetary limit for the provision of goods or services above which tenders must be called be \$50,000 and above.

7.1.2 The monetary limit will not apply if: -

- a. The Chief Executive Officer determines that it is impracticable to call for tenders in the circumstances of a particular case, or
- b. Council resolves for some other good cause that tenders need not be called for in the circumstances of a particular case.

7.2. *Advertising*

Invitations to tender shall be advertised in The Advertiser and/or local newspaper on at least one occasion. The advertisements shall direct tenderers to identify the tender by placing the advertised tender reference on the outside of the sealed envelope or package in which the tender must be enclosed.

All invitations to tender for the provision of goods or services to Council shall specify a closing date, and Council may (at its discretion), or a Delegated Officer (at his or her discretion), extend a closing date.

7.3. *Lodgement*

Tenders may be received through the mail or may be deposited in the locked container provided for the purpose, and designated as the Tender Box. Tenders received through the mail are to be addressed to the Chief Executive Officer and marked "TENDER" and deposited in the Tender Box as soon as practicable. Facsimiles and Emails will be accepted within the nominated timeframes and will be deposited in the Tender Box as soon as practicable.

Facsimiles and emails received within the nominated timeframes indicating that a tender is being forwarded, but may not be received by the closing time, will be accepted within the normal office closing time, two (2) business days beyond the nominated closing time.

7.4. Custody

The Chief Executive Officer or his/her nominee shall have custody of the Tender Box, the unopened tenders therein, the keys to the Tender Box and the Tenders Register. All tenders received and recognised as such must immediately be placed in the Tender Box.

7.5. Accidental Opening

When an envelope containing a tender is not marked as required, and is opened in the normal process of mail handling, the tender and the envelope are to be sealed into another envelope by the person dealing with the mail, correctly endorsed with the tender number and signed by the Officer, and immediately placed into the Tender Box. The contents of the tender must not be divulged to any other person by the said Officer.

7.6. Opening

The Tender Box shall be opened in the presence of at least two Officers of Council, at the time specified in the invitation to tender as the time for the closing of the tender, or at such later time as may be necessary, and the appropriate tenders removed.

Where more than one tender is current at the one time, all tenders in the Tender Box other than the one closing, are to be replaced and locked into the Tender Box immediately the tenders have been sorted and identified.

Immediately after the tender box is opened, the relevant tenders must be opened and initialised by the same two Officers of Council present at the opening of the tender box.

Details of the tenders opened shall there and then be recorded in the Tenders Register by the relevant Senior Executive Officer in the presence of the two Officers of Council.

7.7. Tender Register

The Tender Register shall record the following details: -

- A brief description of the item or service to be tendered
- Tender number
- Date tender called
- Date and time tender closes
- Date and time tender opened
- Name and address of all tenderers
- Gross/trade-in/net values and/or brief details for each tender, including financials

7.8. *Certifying*

The Chief Executive Officer, or his/her nominee shall then endorse the Tenders Register entries as true and correct in regard to the names of the tenderers, the brief description of the detail of each tender (if appropriate), and the values of each tender.

7.9. *Report to Council*

The Departmental Manager shall submit all tender details (minimum being notes made in Tender Register) to the relevant Committee as may be appropriate, for recommendation to Council or alternatively directly to Council.

7.10. *Late Tenders*

A late tender submitted through the official Australia Post services of pre-paid cost, will not be admitted unless it can be clearly established that it was posted before the date and time for the closing of tenders. Franking machine impressions are not acceptable evidence of timely posting or dispatch.

8. EVALUATION OF TENDERS

8.1 There are no restrictions on the kinds of evaluation criteria that may be used, as long as they are disclosed in the evaluation process and relate to the purpose of the procurement. The specific criteria used will depend on the particular circumstances, however will generally fall into the major categories of technical, commercial (business and management) and price.

8.2 The Council will adopt a value for money approach when undertaking contracting for services. Determining value for money will entail the assessment of all price and non-price factors, including all or some of the following depending upon the particular contract: -

- Technical, physical, financial and management capacity;
- The degree to which the proposal satisfies the deliverables (see 6.3) of the specification;
- Quality of service offered and quality control procedures;
- Fair market prices;
- Delivery capability and post delivery service, where applicable;
- New or innovative solutions;
- Value analysis (ie. cut out the rubbish and determine what are the essentials)

8.3 The above factors (and others, depending on the particular circumstances) which will apply to individual contracting for services opportunities, have to be weighed against each other in order to determine the best, or optimum, value for money.

- 8.4 In evaluating value for money, the contracting for services assessment group must identify the factors which they may consider to be of the highest priority or weighting, and then move through the factors to those which are considered to be of lower importance. There is no longer an expectation that goods or services will be bought according to the lowest tendered price, as long as the evaluation can show that other aspects have been considered and given appropriate weighting in the process.
- 8.5 In those circumstances where there is an in-house bid for a contract for services, those staff involved in developing the specifications or preparing the in-house bid shall not be involved in the evaluation process.
- 8.6 At the evaluation stage, it is essential that information be restricted as far as possible to those who are authorised to have access to information on the contract and who play a direct part in the evaluation process. Once the tenders have been opened and the evaluation process is able to commence, it is essential that controls are in place to ensure the following: -
- That access to tender documents is controlled;
 - That the documents are not to be copied without authority;
 - That they are treated on a "need to know" basis only;
 - That staff involved in the evaluation process are aware of the requirement for care and a total ethical conduct.

9. KEY PERFORMANCE INDICATORS

- 9.1 It is the responsibility of the management structure within an organisation to identify what needs to be measured and to establish the systems and procedures for applying the process. In doing so, there may be in some circumstances a legitimate role of the workforce in contributing to the detailed development of measurement systems, the recording of data and the identification and rectification of trends.
- 9.2 It is recognised and accepted that key performance indicators be researched on a contract by contract basis. In those cases where a contract expires and it is intended to continue the program or service on a contract/tender basis, the whole program or service is reviewed in terms of desired outcomes and the way in which they are measured.
- 9.3 The use of key performance indicators is closely related to the concept of the service level agreement or the service level contract, where the emphasis is on the provision of services by the contractor which are closely monitored and assessed.
- 9.4 In developing key performance indicators, the following steps can be implemented: -

- A clear understanding of the expected outputs or deliverables. The buying organisation clearly identifies the expected deliverables from the contract;
- The standards for the achievement of the deliverables are expressed in quantifiable terms;
- The quantifiable terms are then expanded into a range of useful measures (key performance indicators);
- The standards are discussed and negotiated with the supplier/contractor before the final agreement is reached;
- Both parties agree to allocate the necessary resources to the collection and presentation of data;
- There is a commitment to the monitoring and review process.

To be effective, there needs to be a recognition that there are mutual responsibilities involved in the identification and application of key performance indicators, as not all data will be drawn from the contractor's side.

10. SALE & DISPOSAL OF SURPLUS GOODS & MATERIALS

Where the Chief Executive Officer is satisfied that goods or materials are surplus to Council's operating requirements, they shall be disposed of in accordance with the tender procedures as outlined in Sections 7 and 8 above.

All goods and materials are to be suitably identified and delivered to the Council's Works Depot to be placed in responsibility of the Council person in charge of the Works Depot. The person in charge of the Depot may not accept the goods or materials if they are not appropriately identified for the tender process by the transferring Officer.

The Chief Executive Officer shall accept the highest tender for any particular goods or materials. If the highest tender is not accepted, the Chief Executive Officer shall note the reasons in the Tender Register as to why the highest tender was not accepted.

In response to any enquiry, the Chief Executive Officer only needs to disclose the identity of the successful tenderer, or of any reasons as to why a successful tenderer had been selected, if appropriate in the particular circumstances.

This section does not apply to those situations where a trade-in is attached to a tender process.

11. SALE & DISPOSAL OF COUNCIL LAND

Council land that is surplus to requirement must be disposed of by formal tender or auction.

In the case of auction, a reasonable reserve price must be set which is to be approved by the Chief Executive Officer or the Council.

The Council shall have regard to Chapter 10, Section 184 and Chapter 11 of the Local Government Act 1999, when disposing of Council land.

Council will follow the procedures outlined in this policy regarding tenders (Sections 7 and 8).

12. ENVIRONMENTAL PURCHASING POLICY

There is growing public awareness of the need to protect the environment by discontinuing the manufacture of certain products which are harmful to the environment and by the conservation of scarce resources and by recycling used materials where applicable.

This Council is committed to supporting the market for recycled and environmentally sensitive products by increasing both supply and demand where practical and effective, and by encouraging economic growth and development in recycling and related industries.

The Chief Executive Officer and other Council Officers who are responsible for the sourcing and procurement of this Council's materials requirements, are encouraged to protect the environment by discontinuing the purchase of products which are harmful to the environment and to promote the preservation of the environment by increasing recycling activity where practicable.

This can be achieved through promotion of the collection of otherwise reusable or recyclable products for recycling and to purchase these products where it is efficient to do so, to increase market viability by increasing demand.

Therefore, preference is to be given to the purchase of products containing 50% or more of recycled material from Australian waste, provided the product is fit for the purpose and is comparable in price to the new or replacement material alternatives.

13. 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.

14. "BUY AUSTRALIAN MADE" POLICY

Council has adopted a policy of "Buy Australian Made" for the purchase of all goods, provided that: -

- the quality of the product will be appropriate for its use and life expectancy;
- the equipment, where appropriate, will be compatible with existing equipment;
- the purchase will encourage local industry to use state of the art technologies;
- there will be no undue delay in servicing or obtaining spare parts, which will hinder the Council's ability to deliver service to the community.

15. OHS&W POLICY

This Council believes that a bi-partisan approach to workplace health and safety is beneficial to all persons at the workplace. Employees and where appropriate their elected Health & Safety Representatives or Committee have the right both legally and morally to be kept informed of any changes to the workplace which might effect their health or safety.

It is the policy of Council that prior to making a decision to purchase plant, equipment, substances or anything that may effect the health, safety or welfare of employees at the workplace, management will consult with duly elected health and safety representatives and health safety committees.

(This is in accordance with Section 34 of the Occupational Health, Safety & Welfare Act 1986 - Responsibilities of Employers to Health & Safety Representatives and Committees.)

All plant equipment and substance will be purchased from manufacturers, suppliers or distributors who comply with Section 24 of the OHS&W Act, Duties of Manufacturers etc. ensuring that plant and substances are safe, have been tested or examined, are supplied with relevant documentation where necessary, and comply with prescribed standards and codes, that adequate information is available to ensure safe use, handling, processing, processing storage, transportation or disposal etc. Preference will be given to manufacturers of equipment from SA and/or Australia.

In accordance with Section 24 of the OHS&W Act 1986 and in compliance with Council's OHS&W Purchasing of Plant & Equipment Policy, all purchasing specifications should specify the uses or functions of the plant and equipment and where possible the general performance characteristics required to reduce the risk to health and safety.

All purchasing contracts will be endorsed with the requirement that all prescribed standards of the Occupational Health, Safety & Welfare Act are met. All plant equipment will be inspected prior to commissioning to ensure that all relevant requirements have been met.

16. COMPLIANCE WITH ALL AUSTRALIAN STANDARDS

Council will ensure that the delivery of all goods and materials satisfies all of the requirements of all relevant Australian Standards.

Note: A catalogue of Australian Standards is available from "Standards Australia".

17. QUALITY ASSURANCE ENDORSED COMPANIES

Council will ensure that where practical, preference is given to suppliers and manufacturers who are quality endorsed, and accredited to the AS 3900/ISO 9000 Quality Standard.

Note: A catalogue of certified companies is available from Quality Assurance Services, a division of Standards Australia.

18. REVIEW

Council chooses to review this policy annually but may review the policy at any time (Local Government Act 1999, Section 49(3)) or at the commencement of council members four year term of office.



P O L I C Y D O C U M E N T

Policy Name **PUBLIC CONSULTATION (Community Relations)**

Policy No **2.63.1**

Reviewed By **Management Team**

CEO Authorisation **Geoff Dodd**

Review Details Date Adopted : **17 May 2005**
Date Reviewed : **17 May 2005**
Next Review Due : **1 December 2006**

LOCAL GOVERNMENT ACT 1999 – SECTION 50

1. PURPOSE

The purpose of this Policy is to outline the principles and procedures that the Council will follow to involve the community in planning and decision making within the area of the Council, and to ensure accountability of the Council to the Community through effective communication and consultative strategies.

2. APPLICATION

This Policy will apply as required pursuant to the Act.

3. PRINCIPLES

- 3.1. The Community has the right to be involved in and informed about decisions affecting their area;
- 3.2. Community involvement in Council decision making will result in greater confidence in the Council and therefore support responsive decision making;
- 3.3. Council decision making will be open, transparent and accountable;
- 3.4. The Council recognises that the level of consultation with the Community will vary dependant upon the degree of Community interest and concern in the topic or issue, the number of persons potentially affected by the topic or issue and the requirements for consultation set out within the Act for specific topics and issues;
- 3.5. The Council's desire to balance community views and interests with other influences such as financial, economic, environmental, social, constraints;
- 3.6. The Community has a right to be informed and advised of issues that have the potential to affect their lives.

4. OBJECTIVES

The Objectives of this Policy are:-

- 4.1. To promote positive relations between Council and its Community;
- 4.2. To promote effective communication and consultation between the Council and its Community;
- 4.3. To enable the Community to participate in Council planning and decision making;
- 4.4. To provide a framework for Community involvement in Council planning and decision making;
- 4.5. To promote Council decision making which is open, transparent, responsive and accountable to the Community.

5. ROLES AND RESPONSIBILITIES

- 5.1. This Policy will apply to Council elected members, staff, contractors, agents and consultants on behalf of the Council;
- 5.2. The Chief Executive Officer of the Council is responsible for;
 - 5.2.1. Implementing this Policy;
 - 5.2.2. Reporting on the Council's success in meeting the objectives of this Policy;
 - 5.2.3. Reporting on the review and evaluation of this Policy.

6. PROCEDURES

The following steps will be taken by the Council to fulfil the requirements of this Policy:

- 6.1. The Council will identify a range of options available to it to communicate information to interested persons and invite submissions;
- 6.2. As a minimum the Council will publish a notice in the Port Lincoln Times describing the matter for which public consultation is required, and inviting interested persons to make written submissions to the Council within a period being at least twenty eight (28) days from the date of the notice;
- 6.3. The Council will consider any submissions received as part of its decision making process and will also have regard to any relevant legislation;
- 6.4. Other options which the Council may choose to utilise to communicate information and invite submissions, in addition to the above include:

- 6.4.1. Notice within the Advertiser;
 - 6.4.2. Letter drops to residents, owners and occupiers;
 - 6.4.3. Telephone access line;
 - 6.4.4. Media releases to radio, television and print media;
 - 6.4.5. Letters to stakeholders.
- 6.5. Any steps by the Council in addition to the minimum requirements set out in the Act and in paragraph 6.2 of this Policy are at the absolute discretion of the Council and will be dependant upon the particular topic or issue under consideration, the resources available to the Council and the level of interest the topic or issue is likely to generate.

7. **ADOPTION OF POLICY**

This Policy was adopted by the Council at its meeting held on the 8th day of May 2000.

8. **ALTERATION OR SUBSTITUTION OF POLICY**

Any alteration or substitution of this Policy with a new Policy will require public consultation pursuant to Section 50(6) of the Act unless the Council determines that the alteration or substitution is only of minor significance and would attract little or no community interest.

9. **AVAILABILITY OF POLICY**

This Policy will be available for inspection at the Council's principal office during ordinary business hours at no charge. Copies of this Policy may be obtained upon request at a cost of 50 cents.



P O L I C Y D O C U M E N T

Policy Name **INTERNAL CONTROL (Financial Management)**

Policy No **7.63.5**

Reviewed By **Management Committee**

CEO Authorisation **Geoff Dodd**

Review Details Date Adopted : **15 August 2005**
Date Reviewed : **4 August 2005**
Next Review Due : **1 July 2006 (Annual)**

) The following Internal Control Procedures (hereinafter referred to as ICP) are pursuant to Clause 13 of the Local Government Accounting Regulations 1993 and are to be read in conjunction with those Regulations.

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1. MONIES RECEIVED

1. A receipt shall be issued for all monies received by the Council.
2. The Chief Executive Officer shall clause all cheques received by Council to be crossed "NOT NEGOTIABLE" for Credit The City of Port Lincoln Bank SA Port Lincoln".
3. A hard copy of all receipts will be retained.
4. Monies received at the Port Lincoln Library, Hassell Road Waste Disposal Depot shall be lodged with the Council cashier on the next working day after it is received where a receipt will be issued for the total monies paid in.

2. BANKING OF MONIES RECEIVED

Monies received by the Council must be banked not more than one business day after it is receipted. Cash and cheques received and not banked overnight, must be secured in Council's safe, bank night safe or other approved safe custody, which is both approved by and insured by Council's insurers.

The monies banked must be reconciled daily with the monies received.

For banking of amounts over \$10,000.00 a security firm will be contacted and will arrange to pickup the banking, in a sealed and secure bag, and deposit at Bank SA on Councils behalf.

**3. PURCHASING PROCEDURES – REFER PURCHASING – CONTRACTS
TENDERS**

No goods or services are to be purchased by the Council unless they have been included in the approved Budget of the Council.

Goods and services shall be obtained only by use of a Council Order provided that in urgent cases, goods and services may be ordered subject to confirmation by an official order.

The Council Orders shall be numbered consecutively and stocks of unused Council Orders shall be listed in a register under the control of the Chief Executive Officer.

It shall not be necessary to issue a Council Order for:

- (a) Fees or payments imposed under any Act;
- (b) Professional services, insurance and freight charges;
- (c) Payments pursuant to any award binding upon a Council;
- (d) Goods purchased from petty cash.

4. RECEIPT OF GOODS

All goods and services received shall be checked by the Receiving Officer to ensure that:

- quantity of goods conforms with the order
- goods in good order and condition
- price charged in accordance with the order and is fair and reasonable
- all calculations are correct.

The Receiving Officer shall sign the duplicate copy of the order to indicate that the appropriate checks have been made.

All documentation (including cart notes) should be handed to the accounts/payroll officer for matching with invoices when received.

Once the goods have been appropriately accounted for, they can be allocated to the appropriate job or retained in stores for future use.

5. ACCOUNTS FOR PAYMENT

All disbursements over one hundred dollars (\$100.00) shall be by cheque or by EFT.

All tax invoices, together with the copy of the Council Order, goods received notification packing notes and cart notes, are to be passed on to the accounts/payroll officer without delay.

Invoices and supporting documentation relevant to Works are to be referred to the Director of Operations or Manager of Operations for allocation of account numbers and verification of invoices for payment.

All documentation shall then be returned to the accounts/payroll officer and held for processing for payment.

The Manager Corporate Services peruses all outstanding invoices and identifies which payments are to be made that week.

All payments are processed on Friday of each week by the accounts/payroll officer and verified by the Manager Corporate Services.

5.1. *Payment Vouchers*

A payment voucher for the preparation of a cheque/EFT shall only be prepared when:

1. A tax invoice/statement of account has been presented, which describes the goods or services supplied.

2. The invoice/statement has been initiated by a responsible Officer that the goods or services have been received in accordance with the relevant official order.
3. The prices charged are fair and reasonable.
4. The calculations and additions are correct.
5. The invoice/statement has not been previously paid.
6. An ABN (Australian Business Number) must be present on tax invoices over \$100.
7. Invoices under \$100 presented without an ABN must have supply declaration attached.

A Payment Voucher shall be prepared for each cheque/EFT payment and shall contain the following information:

1. Name of payee
2. Total amount of the cheque
3. Signature of Officer authorising payment and date
4. General Ledger or Job Number and IE Code
5. Description of Goods / Services and applicable amount

A cheque or EFT shall be prepared from the information contained on the payment voucher.

The cheque and EFT listing, together with the payment voucher and the supporting documentation shall be presented to the Authorised Cheque Signing Officers for signature.

6. DISBURSEMENTS

No cheque shall be signed unless accompanied by a duly authorised payment voucher.

Two authorised signatories shall sign all cheques:

- One signatory shall be either:
 - Chief Executive Officer
 - Director of Operations
 - Manager Corporate Services
 - Manager of Operations
 - Manager Development and Environmental Services

- In conjunction with any one of the following different signatories:
 - Chief Executive Officer
 - Director of Operations
 - Manager Corporate Services
 - Manager of Operations
 - Manager Development and Environmental Services

All payment vouchers and supporting documentation shall be stamped 'PAID' immediately after the relevant cheque has been signed.

The Chief Executive Officer shall cause to be prepared a list of all payments made from Council's Operating Bank Account each month. The list shall contain:

- Cheque/EFT No
- Date
- Payee
- Brief Description of Payment
- Amount

The Cheque payment list for the month shall be tabled at the following General Purposes Council Meeting for endorsement.

7. SALARIES AND WAGES

The Chief Executive Officer shall cause to be maintained a record of all employees and in respect of each employee the gross salary, taxation and all itemised deductions and allowances.

All rates of pay shall be in accordance with an Award to which the Council is a party; or to an enterprise bargaining agreement, which has been approved by the Council.

All salaries and wages paid shall be generated by a timecard or timesheet, which shall be:

1. signed by the employee
2. signed by the line manager
3. counter signed by the Human Resource Officer or delegate

All salaries and wages shall be credited to a private bank account nominated by each employee.

8. BANK ACCOUNTS

Council shall operate a Trading Bank Account with the Bank of South Australia.

Council shall operate Reserve Bank Accounts with the Local Government Finance Authority of South Australia (LGFA) including:

- General Short Term Investments
- Long Service Leave
- Community Pier
- Marina Maintenance
- Prepaid Burial Scheme
- Kirton Court Maintenance
- Parnkalla Walking Trail
- Youth Council JJJ project
- HAAC Program
- Open Space Contributions
- Coast and Clean Seas
- Friends of the Library
- Plant Replacement
- Port Lincoln Cultural Centre
- EP Drought Relief Fund
- And other current projects as deemed necessary by the Chief Executive Officer

The Manager Corporate Services shall make transfers to and from the Separate Bank Accounts in accordance with approved budgeted programs, the Lincoln Cove Tripartite Agreement and directives of Council and Committees.

Council shall approve the establishment and closure of every Bank Account.

The Chief Executive Officer shall cause to be prepared a Bank Reconciliation Statement for the Bank SA account each month. A Reconciliation Statement of the LGFA accounts shall also be included in the Agenda of the following meeting of the Council.

9. LOAN REGISTER

The Chief Executive Officer shall cause to be prepared a Register of all loans taken by the Council.

The Register shall record:

- The number of the loan
- The lending Institution
- The repayment schedule of the loan
- The purpose for which the loan was taken
- The date of the loan
- The interest rate of the loan
- The term of the loan
- The date on which the loan will be redeemed

10. PETTY CASH

The Chief Executive Officer will cause petty cash accounts to be maintained for the purchase of small items of goods and services for the Council.

Every petty cash transaction shall be recorded and supported by dockets or vouchers and processed by the Finance Officer.

The following Petty Cash Advances are provided:

10.1. *Council Administration*

Till Floats	\$500
Petty Cash	\$200
Officers Cash Advance	\$500

10.2. *Library*

Petty Cash	\$150
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10.3. *Hassell Road Depot*

Receipts Float	\$ 300.00
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11. OFFICERS CASH ADVANCE

The Chief Executive Officer shall cause to be maintained an Officers Cash Advance Account.

Employees or members who will require funds for travelling expenses and meals may be provided with a cash advance to cover their anticipated expenses.

All advances made from the Cash Advance Account will be recorded and countersigned by the Finance Officer.

All advances will be reconciled by approved receipts, dockets or vouchers signed by the Officer receiving the advance and countersigned by the Finance Officer.

The amount of the Officers Cash Advance float is \$500.

12. STORES AND MATERIALS

Stores and materials purchased may be debited direct to the works or services on which they are used.

Suspense stores accounts shall be maintained so as to record all receipts and issues of stores and materials not directly debited to works and services.

Not less than once in every financial year, the Chief Executive Officer will cause the stock on hand of all stores and materials to be checked by physical count and to be reconciled with the records of the suspense stock on hand.

All stores and materials will be accounted for and issued on the 'average price' basis.

13. LOOSE TOOLS & EQUIPMENT

Definition of Loose Tools and Equipment:-

Any item of equipment which is valued at \$500 or under.

The Chief Executive Officer will cause to be maintained a record of all Loose Tools and Equipment which are not directly debited to works and services.

The Loose Tools and Equipment Register shall contain the following information:

- Description
- Location
- Total number of particular item if more than one
- Date Recorded

Not less that once in every financial year the Chief Executive Officer will cause the register of all Loose Tools and Equipment to be checked by physical count and reconciled with the records of the Loose Tools and Equipment Register.

The total value of all Loose Tools and Equipment shall be included in the Asset Type Plant and Equipment under the various Asset Functions for the purposes of financial reporting.

14. ASSET AND PLANT REGISTER

All Council Assets and items of Plant will be recorded in the Asset Register and on Synergysoft.

The information recorded should include:

- Description
- Date of Purchase
- Purchase Price
- Written Down Value
- Location
- Useful Life (Years)
- Depreciation Rate
- Accumulated Depreciation
- Annual Depreciation Amount
- Depreciation Method
- Valuation Basis
- Date Recorded
- Number of items if more than one

Not less than once a financial year the Chief Executive Officer shall cause the Register of Non Fixed Assets and Plant to be checked by a physical count and reconciled with the records of the register and Synergysoft.

The Chief Executive Officer shall cause the valuation of all fixed assets to be reviewed annually.

15. DEFINITIONS

15.1. *Minor Plant*

Any item of Plant or Equipment which is valued between \$500 and \$1,500

15.2. *Plant and Equipment*

Any mechanical or electronic equipment used by the Council, but does not include office equipment, which is valued at \$1,000 or over

15.3. Office Equipment

Office Equipment refers to any mechanical or electrical equipment used within an office environment, which is valued over \$1,000. It will be comprised of computer hardware and major software, photocopiers, facsimile machines, printers etc.

15.4. Furniture and Fittings

Furniture and Fittings are assets not integral to a building structure, although they may be affixed to walls and ceilings. This asset type will include such things as curtains, furniture items, light fittings etc.

15.5. Fixed Assets

All other assets of a fixed nature - Land, Building and Infrastructure, including Roads, Bridges, Footpaths, Storm water Drainage, kerbing and guttering.

These items are further broken down into Community Assets and Operating Assets.

16. DEPRECIATION

The Chief Executive Officer shall cause depreciation to be charged to all non current assets with limited useful lives. The charge is to be systematically brought to account each year.

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

Non current assets having limited useful lives shall be systematically depreciated over their useful lives in a manner which reflects consumption of the service potential embodied in those assets.

Land is not a depreciable asset.

Major depreciation period's are:-

Bridges	80 years
Buildings	100 years
Sheds	20 years
Toilets	50 years
Main drains	100 years
Plant and equipment	5-15 years
Minor Plant	5-15 years
Loose Tools	5 years
Sealed roads and streets:	
Earthworks	100 years
- original surfacing & major resurfacing -	

- bituminous seals	15 years
Unsealed roads	15 years
Pavement Structure	50 years
Paving	30 years
Footpaths	50 years
Kerbs & Channel	70 years
Median Strips	100 years
Roundabouts	100 years
Street Lights	20 years
Street Signs	10 years
Bicycle Paths	50 years
Bush Walking Tracks	30 years
Outdoor Furniture	10 years
Playground Equipment	5 years
Rubbish Bins	3 years
Irrigation	20 years
Trees	10-25 years
Motor Vehicles	5-10 years
Library Books	5 years
Office Furniture & Equipment	10 years
Computers	5 years
Indoor Sports Centre	50 years
Recreation Equipment	5 years

17. RECOVERY OF OVERHEAD CHARGES

The cost of labour has two components. They are:

- Direct Cost
- Indirect Labour cost made up of:
 - Annual Leave
 - Sick Leave
 - Workers Compensation Insurance
 - Long Service Leave
 - Staff Training
 - Superannuation
 - Public Holidays

There are additional costs associated with the direct employment of labour, which, although not directly incurred by the works and services being performed, are incurred to support the direct employment. These costs include:

- Depot expenditure
- Loose tools
- Protective Clothing
- Supervision salaries
- Maintenance of stores

- Travelling expenses

The Chief Executive Officer shall cause to be applied an Overhead Charge applied to the cost of direct labour to recover indirect labour costs and costs associated with the direct employment of staff so that the cost of works and services supplied is an accurate full cost of undertaking the works and services.

The percentage of Overhead Charge shall be reviewed annually.

18. GOODS AND SERVICES PROVIDED BY COUNCIL

The Chief Executive Officer may cause the Council to provide works and services to the general public on a 'fee for service basis' where the provision of those works and services are beyond the responsibility of the Council.

The Chief Executive Officer may cause the following to occur:

- Provide a written estimate - where the estimate is a guide but actual costs are charged.
- Provide a written quotation - where Council will be bound to perform to the written quotation.

The Chief Executive Officer shall cause sufficient credit check/bond provisions to be made to safeguard the Council from performing work for non-payment.

These provisions do not apply to the reinstatement of streets, roads and footpaths undertaken by the Council as a result of construction work by a utility department or authority.

19. DEBTORS

The Chief Executive Officer shall cause to be prepared a record of all debtors and transactions relating thereto.

Work undertaken by the Council will be raised as a Debtor within one month.

All debtors shall be reviewed monthly.

Debts owing to the Council shall be collected as follows:

19.1. *General Fees & Charges*

1. All debtors are to be issued an Invoice followed by an end of Month Statement detailing the service or charge levied by the Council.
2. All debtors over 60 days will be sent a copy of the outstanding invoice with a request for immediate action with the next end of month statement.

3. All debtors over 90 days will be sent a letter advising that trading has been ceased and if payment is not made within 7 days legal proceedings may be commenced.
4. That on the expiration of the prescribed time, payment has not been made, or a payment plan agreement entered into, that Council may place the debt with Councils' Debt Collection Agency to undertake legal proceedings pursuant to the Local Government Act 1999 or other Act as the case may require.
5. If Council deems that the costs of recovery are likely to equal or exceed the amount to be recovered, the debt may be written off as per the Local Government Act 1999 Chapter 9 Part 5 143

19.2. *Rate Charges*

That within seven days of these charges first becoming in arrears that a NOTICE OF FINE (1st reminder) imposing the statutory fine of 2% be issued on all defaulting debtors.

That on the expiration of each full month from that date, interest at the prescribed percentage of the amount in arrears (including the amount of any previous unpaid fine but excluding interest from any previous month) accrues, a NOTICE OF FINE (2nd reminder) be issued on all defaulting debtors.

That within a further 14 days a NOTICE OF INTENTION LETTER to all outstanding debtors be issued advising if payment has not been made or a payment plan agreement entered into within 14 days from the date of this notice, that Council may place the debt with Council's Debt Collection Agency to undertake legal proceedings pursuant to the Local Government Act 1999.

Pursuant to Section 184(1) of the Local Government Act 1999, if an amount payable by way of rates in respect of land has been in arrears for three years or more, the Council may sell the land.

20. TENDERS

The Chief Executive Officer shall cause the following practices to be implemented:

- Where emergency repairs are required which are estimated to cost less than \$2,000, a reputable trades person, who has a history of cost effective work for the Council, be asked to undertake the work which will include an immediate completion requirement.

- Where the job is estimated to cost between \$2,000 and \$20,000 a competitive pricing process be used. This is where not less than three trades persons are asked to submit a price to undertake the job. These prices are to be submitted in writing and awarded to the lowest offer. All offers are to be date stamped and signed by the Executive Officer supervising the process.

Works and services required by Council which are estimated to cost more than \$50,000 shall be submitted to public tender unless it is not practical or Council approve that the acquisition not be subject to the tender process.

All invitations to tender must specify a closing date which may only be extended by the Council.

All tenders received by the Chief Executive Officer prior to the closing date shall be secured in a locked tender box under the direct control of the Chief Executive Officer.

The tender box shall only be opened after the close of tenders in the presence of not less than two Executive Officers who shall date stamp and sign all tenders received.

Tenders received shall be presented to Council for consideration.

21. LONG SERVICE LEAVE RESERVE

The Chief Executive Officer shall cause to be maintained a record of its liability for Long Service Leave for all employees.

The Council will maintain in a Reserve Bank Account an amount equal to the sum of the liability for Long Service Leave for all employees.

Liability to Long Service and the Long Service Leave Reserve Fund shall be reviewed annually.

Long Service Leave taken or Long Service Leave entitlement shall be paid from the Long Service Leave Reserve Fund.

22. EMPLOYEE CONTRIBUTIONS

Employees of the Council are responsible to meet their private costs, and responsibilities derived from the following Agreements:

22.1. *Employee Benefits Agreements*

22.1.1. *Fuel for Private Use*

Cost of fuel for private use of motor vehicles (prescribed)

All fuel purchased for Council vehicles shall be purchased using the fuel card issued with the vehicle. Any fuel purchased for private use outside of the Eyre Peninsula region (i.e. south of a 'line drawn' between Ceduna and Port Augusta) is to be paid for by the employee. The vehicle is to be refuelled at Ceduna / Port Augusta, on each leg of the journey and the card transaction docket submitted to the Manager Corporate Services who shall raise a debtor invoice against the employee.

22.1.2. Telephone (Land Line)

Employees eligible for a part payment on their private telephone account are to submit their account to the Manager Corporate Services as soon as it is received. Council will pay the full account and raise a debtor invoice against the employee for their private component of the account.

22.2. Enterprise Bargaining Agreements

Any amount of uniform ordered over the allocated \$300 per employee per financial year.

Employees who purchase uniform in excess of that provided for under Councils relevant Enterprise Bargaining Agreement, are to submit the invoice to the Human Resource Officer who will enter the necessary payroll deductions over a maximum of six fortnights, and arrange for payment of the invoice to the appropriate creditor.

22.3. Council Mobile Phone Agreement

All private telephone calls are the responsibility of the employee and charges identified on telephone accounts are to be raised as a debtor against the employee.

22.4. Other

Employees of the Council are responsible for any traffic or parking infringement while driving a Council vehicle under their control.



P O L I C Y D O C U M E N T

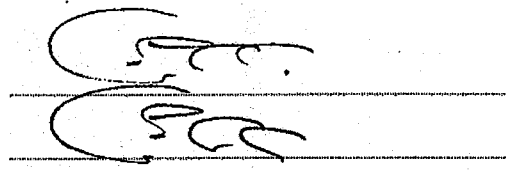
Policy Name **RATES (Financial Management)**

Policy No **7.63.2**

Reviewed By **Management Team**

CEO Authorisation **Geoff Dodd**

Review Details Date Adopted : **29 June 2005**
Date Reviewed : **22 June 2005**
Next Review Due : **1 July 2006 (Annual)**



1.1. Introduction

This document sets out the policy of the City of Port Lincoln for setting and collecting rates from its community.

1.2. Contact Details For Further Information

Address: City of Port Lincoln
 PO Box 1787, Level 1, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606

Phone: 08 8682 3033 Fax: 08 8682 6252 Email plcc@plcc.sa.gov.au

1.3. Strategic Approach

In setting its rates for the 2005/2006 financial year the Council has considered the following:

- Its goals and objectives contained in the strategic plan, "City of Port Lincoln – Towards 2005 and beyond". The strategic plan focuses on the following goals: -
- To facilitate economic development opportunities to maximise ongoing economic growth;
- To maintain and manage physical infrastructure in an efficient and effective manner;
- To protect and improve our pristine natural environment;
- To provide strategic planning and development guidelines that capitalise on economic opportunities whilst managing natural and built resources, environmental and social impacts;
- To provide accessible, appropriate and responsive community services;
- To meet the sporting and recreational needs of the community; and
- To serve and assist the development of the community with open and effective leadership.
- The current economic climate and relevant factors such as inflation and interest rates;
- The budget for the 2005/2006 financial year, contains services that Council intends to carry out in accordance with the objectives of its Strategic Plan.

Strategic Budget Goals include:

- Allocate at least 30% of total budget to capital works
- Ensure recurrent expenditure growth is within CPI increase
- Proceed with capital works and service delivery without loan borrowing
- Minimise rate increase
- Factors influencing the impact of rates on householders and businesses in the community:
- The current economic climate in which the major factors are, moderate inflation and high expectations from other levels of Government and the community;
- Reducing levels of Government funding and service provision;

- The raising of levies against the value of rateable properties by the State Government to fund new and existing services.
- The need to balance the communities capacity to pay with the needs and desires of the wider interests of our community;
- Minimising the level of general rates required by levying fees and charges for goods and services that are undertaken on a user pays basis;
- The need to apply rates in a consistent and comparable manner across the city area.
- For the 2005/2006 financial year the Council has decided to increase rates so that there is sufficient income raised to meet the services that need to be provided to our community.

The Council regularly conducts public consultation on a broad range of issues relating to the future directions of the area. These opportunities are always advertised in the local paper. The Council also encourages feedback at anytime and such comments may be sent to:

Mr Geoff Dodd, Chief Executive Officer, City of Port Lincoln, PO Box 1787, Port Lincoln SA 5606

1.4. Annual Adoption Of The Rating Policy

Section 171 of the Local Government Act 1999 requires a Council to prepare and adopt each year, in conjunction with setting the rates, a rates policy. The policy must be available at the principal office of the Council and a summary version must be distributed with the rates notice.

1.5. Method Used To Value Land

The Council may adopt one of three valuation methodologies to value the properties in its area. They are:

- **Capital Value** – the value of the land and all of the improvements on the land.
- **Site Value** – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- **Annual Value** – a valuation of the rental potential of the property.

The Council has decided to continue to use **site value** as the basis for valuing land within the council area. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers on the following basis:

- The fairness principle of taxation which suggests that individuals should make similar contributions to the cost of providing local government services as they in turn receive similar benefits, in terms of those services provided;
- The efficiency principle, which generally assumes large swings in the value of property, is less likely under the site valuation method.

1.6. Adoption Of Valuations

The Council has adopted the valuations made by the Valuer-General as provided to the Council for the 2005/2006 year. If a ratepayer is dissatisfied with the valuation made by the Valuer-General then the ratepayer may object to the Valuer-General in writing, within 60 days of receiving the notice of the valuation, explaining the basis for the objection, provided they have not: (a) previously received a notice of this valuation under the Local Government Act 1999, in which case the objection period is 60 days from the receipt of the first notice; or (b) previously had an objection to the valuation considered by the Valuer-General. The address of the Office of the Valuer-General is:

Address: Office of the Valuer-General, GPO Box 1354, Adelaide SA 5001

Phone: 1300 653 346 Email: objections@saugov.sa.gov.au

Please note that the Council has no role in this process. It is also important to note that the lodgement of an objection does not change the due date for the payment of rates.

1.7. Business Impact Statement

The Council has considered the impact of rates on all businesses in the Council area. In considering the impact, Council assessed the following matters:

- Those elements of the Council's strategic plan relating to business development.
- The equity of the distribution of the rate burden as the Council considers that all ratepayers receive broadly comparable services.
- Council's policy on facilitating local economic development:
 - To support the actions of the Eyre Regional Development Board to create economic development in the City;
 - To represent the interests of Port Lincoln strongly at the State and Federal Government level to favour economic development of the City;
 - To establish economic activity based on renewable energy and sustainable development principles;
 - Engage the broader community including business sectors in programs and projects to assist in the diversification of Port Lincoln's economic base;
 - Support local business and offer rate rebates for eligible new development.
- Specific Council projects for the coming year that will solely or principally benefit businesses include:
 - The provision of funding for the Economic Development Board. The Board assists small to medium enterprises with business advice and also assists start-up enterprises as well as promoting Port Lincoln as a location for major project development;
 - The continued cooperative working partnership with the Port Lincoln Chamber of Commerce and Tourism;
 - The support of and funding for the Foreshore Redevelopment and Central Business District projects.
 - The buy local campaign support.

1.8. Council's Revenue Raising Powers

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 147 of the Act), 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, or through differential general rates, which apply to classes of properties. The Council also raises revenue through fees and charges.

1.9. Basis For Raising Rates

Council has declared the following rates.

- Pursuant to Section 151 of the Local Government Act, 1999, a General rate on all rateable land within its area based on two components
 - Value of the land subject to the rate; and
 - A fixed charge
- Pursuant to Section 154, a Separate Rate on all rateable land situated within the Port Lincoln Centre Retail Core (Area 1), Lincoln Place (Area 2) and Boston (Area 3) as delineated within the Port Lincoln Development Plan, for the purposes of making available additional off street parking spaces in the Port Lincoln City Centre Area, based on the value of the land subject to the rate. This rate applies to the Port Lincoln City Centre area only. Council has determined that a rate in the dollar of 0.0375 cents will be applied to raise separate rate revenue of \$12,240.00 in 2005/2006 financial year.

1.10. Differential General Rates

At its meeting of June 29th 2005 Council declared its rates and decided to raise rate revenue of \$6,182,400 in a total revenue budget of \$11,271,667.

The Council has decided to apply differential rates based on the locality in which the rateable property is situated and described within the City of Port Lincoln Development Plan:

- A differential general rate of 0.6489 cents in the dollar on the valuation of land within the Lincoln Fringe – Area 18. The total rates to be raised from this rate is \$257,794.00; and
- A differential general rate of 0.7210 cents in the dollar on the valuation of all other areas in the City excluding the Lincoln Fringe – Area 18. The total amount to be raised from this rate is \$5,924,606.

1.11. Fixed Charge

The Council has decided to impose a fixed charge system, rather than a minimum rate, which tends to distort the equity principles of taxation. The fixed charge has been declared at \$260.00 and is levied uniformly on all non-contiguous assessments. 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 same owner owns them and occupied by the same occupier. The reasons for imposing a fixed charge are:

- The Council considers it appropriate that all rateable properties make a contribution to the cost of administering the Council's activities;
- The Council considers it appropriate that all rateable properties make a contribution to the cost of creating and maintaining the physical infrastructure that supports each property;
- The fixed charge system has a lesser proportionate impact on lower income earners than a minimum rate system;
- The fixed charge system is more readily understandable than a minimum rate system;

1.12. Water Catchment Levy

The City area falls within the Eyre Peninsula Catchment Water Board and as such the City Council is required pursuant to the Water Resources Act to raise funds by way of fixed charge levy to assist in funding the operations of the Board. The fixed charge is imposed as a separate rate upon all properties within the area of the Board.

The City Council is required to collect this revenue and pay the amount collected to the Board. It does not retain this revenue or determine how the revenue is spent, nor does it determine the amount of the levy to be collected. The amount of the fixed charge per property for the 2005/06 financial year is \$31.80. Any queries regarding the Water Catchment Levy should be raised with the Eyre Peninsula Catchment Water Board – telephone 8682 5655.

1.13. Rate Concessions

The State Government, in providing equity across SA in this area, funds a range of concession on Council rates. The concessions are administered by various State Agencies who determine eligibility and pay the concession directly to Council on behalf of the ratepayer. Concessions are available only on the principal place of residence.

Ratepayers who believe they are entitled to a concession should not withhold payment of rates pending assessment of an application by the State Government as penalties apply to overdue rates. A refund will be paid to an eligible person if council is advised that a concession applies and the rates have already been paid.

- **State Seniors Card Ratepayer (Self Funded Retiree)**

RevenueSA administers this concession. If you are a self-funded retiree and currently hold a State Seniors Cards you may be eligible for a concession toward Council Rates. In the case of couples, both must qualify, or if only one holds a State Senior's Card, the other must not be in paid employment for more than 20 hours per week. If you have not received a concession on your rates notice or would like further information please contact the RevenueSA Call Centre on 1300 336 1500.

- **Pensioner Concession**

An eligible pensioner must hold a Pension Card, State Concession Card or a Repatriation Health Card marked TPI Gold, EDA Gold or War Widow and may be entitled to a concession on Council rates (and water and effluent charges where applicable). Application forms, which include information on the concessions, are available from the Council, SA Water Corporation and its District Offices or the Department of Human Services. SA Water on behalf of the Department of Human Services administers this concession and further information can be obtained by telephoning SA Water. Contact SA Water by telephone 1300 650 950.

- **Other Concessions**

The department of Family and Youth Services administer Council rate concessions available to a range of eligible persons receiving State and Commonwealth allowances. This includes, but is not limited to, ratepayers who are in receipt of: Austudy, Newstart, Parenting Payment, Partner Allowance, Sickness Allowance, Special Benefit, Widow Allowance, Youth Allowance, Abstudy, CDEP or a New Enterprise Initiative Scheme. It may also apply to ratepayers in receipt of a pension as a war widow under legislation of the United Kingdom or New Zealand and the holders of a State Concession Card issued by Family and Youth Services. All enquiries should be directed to your nearest branch office of Family and Youth Services.

1.14. **Payment Of Rates**

Payment of rates for the 2005/2006 financial year will be in quarterly payments due by 1 September 2005, 1 December 2005, 1 March 2006 and 1 June 2006. A quarterly rates notice will be sent to ratepayers 30 days prior to each due date. A ratepayer may also pay their rates in a single instalment due by the 1 September 2005.

To make bill paying more convenient for customers, The City of Port Lincoln provides the following services for the payment of your rates account.

- **BPAY service** using the telephone or Internet. BPAY is available 24 hours a day, 7 days a week. Contact your Bank or financial institution for further details.
- **Payment through the mail** by posting cheque with the tear off remittance advice to City of Port Lincoln, PO Box 1787, Port Lincoln SA 5606.
- **Payment in person** at Council's Offices, Level 1 Civic Centre, 60 Tasman Terrace, Port Lincoln. Cheque, cash or EFTPOS facilities are available.

1.15. **Discount for Early Payment of Rates**

Council is offering of a 2% discount for early payment of rates received in full on or before Monday the 18th August 2005. This discount is not applicable to the Water Catchment Board Levy.

1.16. **Late Payment Of Rates**

Section 181(8) of the Local Government Act provides that Councils impose a penalty fine of 2% on any late payment rates. A payment that continues to be outstanding is then charged an interest rate, set each year according to a formula in the Act, for each month it continues to be late. The purpose of this penalty is to act as a genuine deterrent to ratepayers who might otherwise fail to pay their rates on time, to allow Councils to recover the administrative cost of following up unpaid rates and to cover any interest cost the Council may meet because it has not received the rates on time.

Note: Council does not send out a "Notice of Unpaid Rates" for overdue amounts. Fines and interest levied will be shown on the next quarter's rate notice.

The Council is prepared to consider remission of penalties for late payment of rates where ratepayers can demonstrate hardship.

Rates, which continue to be overdue, are referred to a collection agency for collection. The debt collection agency charges collection fees that are recoverable from the ratepayer.

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

- First – to satisfy any costs awarded in connection with court proceedings;
- Second – to satisfy any interest costs;

- Third – in payment of any fines imposed;
- Fourth – in payment of rates, in chronological order (starting with the oldest account first).

1.17. Remission and Postponement Of Rates

Section 182 of the Local Government Act permits the Council, on the application of a ratepayer, to partially or wholly remit rates or to postpone rates, on the basis of hardship. Where a ratepayer is suffering hardship in paying rates he/she is invited to contact the rates section on 86823033 to discuss the matter. Such enquiries are treated confidentially.

In accessing each application Council will give consideration to the following:

- Previous documented Council decisions;
- The ratepayer's ability to pay;
- The financial circumstances of the applicant where extreme hardship can be demonstrated.

1.18. Rebate Of Rates

The Local Government Act requires Councils to rebate the rates payable on some land. Specific provisions are made for land used for health services, community services, religious purposes, public cemeteries, and educational institutions. Council also provides some rebates of rates to eligible businesses as incentives to encourage continuing building activity and land development in the City. These are in relation to developments in excess of \$1,000,000 being eligible for concession up to 50% of the rate paid. Also subdivision development including strata and community title developments can be eligible for up to 50% rate rebate. Information in relation to these incentives can be obtained by contacting the Council Office.

1.19. Sale of Land for Non-Payment of Rates

The Local Government Act provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to notify the owner of the land of its intention to sell the land, 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.

1.20. Application Of The Policy

Where a ratepayer believes that the Council has failed to properly apply this policy, it should raise the matter with the Council. In the first instance, contact the rates section on 8682 3033 to discuss the matter. If a ratepayer is still dissatisfied they should write to Mr Geoff Dodd, Chief Executive Officer, City of Port Lincoln, PO Box 1787, Port Lincoln SA 5606.


1.21. Disclaimer

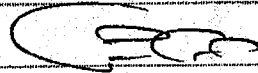
Pursuant to Section 171(5) of the Local Government Act 1999, a rate cannot be challenged on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions.



P O L I C Y D O C U M E N T

Policy Name	ORDER MAKING (Environmental Management)
Policy No	5.63.1
Reviewed By	Management Committee
CEO Authorisation	Geoff Dodd
Review Details	Date Adopted : 17 May 2005 Date Reviewed : 17 May 2005 Next Review Due : 1 December 2006





1. INTRODUCTION

- 1.1. The City of Port Lincoln is committed to using the order making powers available to it under the Local Government Act 1999 in such a way as to facilitate a safe and healthy environment, and to improve the amenity of the locality.
- 1.2. The City of Port Lincoln's Order Making Policy sets out the steps Council will take in the making of orders in relation to:
 - Unsightly condition of land
 - Hazards on lands adjoining a public place
 - Animals that may cause a nuisance or hazard
 - Inappropriate use of a vehicle

ATTACHMENT A

2. DELEGATION

- 2.1. The authority to issue orders in accordance with Section 254 of the Local Government Act 1999 is delegated to the Chief Executive Officer.
- 2.2. In the event that the exercise of this delegated authority is to proceed to legal action as a result of non-compliance with the order, the matter will be referred to Council to determine if legal action is to proceed.

3. PROCESS

- 3.1. Before taking action to make an order, the person to whom the order will be directed will in the first instance be given notice in writing indicating that is the proposed to issue an order unless the defect is remedied within a specified period.
- 3.2. A similar letter will be sent to the owner of the land in the event that it is a different person.
- 3.3. The letter will provide an opportunity for the person to:
 - 3.3.1. Remedy the defect; or
 - 3.3.2. Make representations to the person nominated to act on behalf of Council on why the proposed action should not be taken
- 3.4. In the event that the defect is remedied within the specified time frame, no further action will be taken
- 3.5. In the event that the defect is not remedied and no appropriate mitigating factors have been brought to the attention of Council by the time specified, an order will be issued and served on the offender and on the landowner
- 3.6. The order issued may be modified from the original written notice as a result of changing circumstances
- 3.7. The time specified or compliance in the order may vary due to the nature of the defect, the potential for hazard or injury to others and the effect on the environment
- 3.8. The following time frames will be used for the making of an order:

Offence	Written Notice Compliance Period	Order Compliance Period
Unightly condition of land	14 days	21 days
Hazards on land adjoining public places	Not less than 48 hours and not more than 14 days	Not less than 48 hours and not more than 21 days
Animals that may cause a nuisance or hazard	Not less than 24 hours and not more than 7 days	Not less than 24 hours and not more than 21 days
Inappropriate use of a vehicle	14 days	21 days

3.9. Reasonable steps will be taken to resolve cases of local nuisance by negotiation with the person involved before considering issuing an order, except in cases where:

- Council or officer acting under delegated authority considers the circumstance or activity constitutes, or is likely to constitute: -
 - Threat to life
 - An immediate threat to public health or public safety
 - An emergency situation

4. RIGHTS OF REVIEW

4.1. A person to whom an order is directed may, within 14 days after service of the order, apply to the District Court for a review of the order

4.2. The operation of an order continues pending the determination of an application for review unless the District Court or Council thinks fit to make an interim order suspending the operation of an order.

5. NON COMPLIANCE

5.1. If the requirements of an order are not complied with, within the time fixed for compliance, and where there is no extenuating circumstance or where no application for review has been submitted, the following actions will occur:

5.1.1. An officer, acting under delegated authority, will issue an order for the corrective action to be taken either by Council staff or by a person or company acting on Council's behalf

5.1.2. Any work or corrective action will be carried out efficiently, effectively and expeditiously

5.1.3. An account for the costs and expenses incurred by Council will be submitted to the person who failed to comply with the order together with an expiation notice for non compliance

5.1.4. In the event that the account is not paid after 28 days a final notice will be issued giving a further 14 days to pay.

5.1.5. In the event that the account is not paid after expiry of the final notice, the debt will be placed in the hands of Council's debt recovery service

- 5.1.6. If the debt is not recovered after three months, a charge will be imposed on the land in accordance with Section 257(5)(b) of the Local Government Act 1999.

6. PENALTIES

- 6.1. Section 258 of the Act provides for a maximum penalty of \$750 and an expiation fee of \$105 for failure to comply with an order issued under Section 254 (Power to make orders).

7. COUNCIL ENDORSEMENT OF THE POLICY

- 7.1. This Policy was endorsed by council on 19th April 2004. Council endorsed the Policy following public consultation on its Draft Policy. Written submissions commenting on the Draft Policy were invited within 28 days of a notice appearing in the local newspaper, Port Lincoln Times on 18th March 2004.
- 7.2. Any future amendment or alteration to the Policy, or substitution of a new Policy, will be subject to the public consultation provisions under Section 259 (2) of the Act unless the alteration has only minor significance and is likely to attract little or no community interest.

8. REVIEW

Council may review this policy at any time (Local Government Act 1999, Section 259) or at the commencement of council members four year term of office.

9. AVAILABILITY OF THE ORDER MAKING POLICY

- 9.1. This Policy will be available for inspection at Council's principal office and libraries during ordinary business hours. Copies will be provided at no charge to interested parties upon request at:

City of Port Lincoln
Level 1, Civic Centre
60 Tasman Terrace
Port Lincoln SA 5606

Tel: (08) 8682 3033

"A council may order a person to do or to refrain from doing a thing specified in Column 1 of the following table if in the opinion of the council the circumstances specified opposite it in Column 3 of the table.1" (Section 254 Local Government Act 1999)

1. A reference in the table to an animal or animals includes birds and insects.

<p>Column 1 To do or to refrain from doing what?</p>	<p>Column 2 In what circumstances</p>	<p>Column 3 To whom?</p>
<p>1. Unsightly condition of land To take action considered by the council to be necessary to ameliorate an unsightly condition.</p>	<p>Land, or a structure or object on land, is unsightly and detracts significantly from the amenity of the locality in which the land is situated.</p>	<p>The owner or occupier of the land.</p>
<p>2. Hazards on lands adjoining a public place (1) To fence, empty, drain fill or cover land (including land on which there is a building or other structure). (2) To remove overgrown vegetation, cut back overhanging branches, or to remove a tree. (3) To remove or modify a flag or banner, a flagpole or sign, or similar object or structure that intrudes into a public place. (4) Where the public place is a road-to take action necessary to protect the road or to remove a hazard to road users. <i>Examples</i> - To fill an excavation, or to prevent drainage of water across the road. - To construct a retaining wall or to remove or modify a fence. - To fence land to prevent the escape of animals. - To remove a structure or vegetation near an intersection.</p>	<p>(1) A hazard exists that is, or is likely to become, a danger to the public. (2) The vegetation, branches or tree create, or are likely to create, danger or difficulty to persons using a public place. (3) The relevant object or structure creates, or is likely to create, danger or difficulty to persons using a public place. (4) A situation exists that is causing, or is likely to cause, damage to the road or a hazard to road users.</p>	<p>(1) The owner or occupier of the land. (2) The owner or occupier of the land. (3) The owner or occupier of the land. (4) The owner or occupier of the land.</p>

<p>3. Animals that may cause a nuisance or hazard</p> <p>To do or to refrain from doing the thing specified in the order in order to abate a nuisance or a hazard to health or safety associated with a live or dead animal or animals, or otherwise to deal with an animal or animals.</p>	<p>A person is keeping or dealing with (or failing to deal with) an animal or animals (whether the animal or animals are alive or dead) so as to cause, or be likely to cause, a nuisance or a hazard to health or safety.</p> <p>A person is the owner or occupier of land where an animal or animals are located which may cause, or be likely to cause, a nuisance or a hazard to health or safety, or otherwise to become a pest.</p> <p><i>Examples</i></p> <ol style="list-style-type: none"> (1) The slaughtering of animals in a town or urban situation. (2) Keeping an excessive number of insects, birds or other animals. (3) Keeping bees in close proximity to other property. (4) Keeping animals so as to generate excessive noise, dust or odour, or to attract pests or vermin. (5) Keeping an aggressive animal, or keeping an animal in a situation where it cannot be adequately contained or may cause danger to the public. (6) Failing to deal with a wasp's nest. 	<p>The owner or occupier of land or any person apparently engaged in promoting or conducting an activity.</p>
<p>4. Inappropriate use of vehicle</p> <p>To refrain from using a caravan or vehicle as a place of habitation.</p>	<p>A person is using a caravan or vehicle as a place of habitation in circumstances that –</p> <ol style="list-style-type: none"> (a) present a risk to the health or safety of an occupant; or (b) cause a threat of damage to the environment; or (c) detract significantly from the amenity of the locality. 	<p>The owner or occupier of the land or a person apparently occupying the caravan or vehicle.</p>

Appendix D

City of Port Lincoln

List of Policies



City of Port Lincoln

POLICIES 2005 - 2006

Category	Policy	RM-05	Review	Dept
Animal Management	Galah Culling	1.63.1	Elections	Operations
Community Relations	Public Consultation (<i>Adopted 17.05.05</i>)	2.63.1	Elections	Management Team
	Awards Register	2.63.2	Elections	Management Team
	Banners	2.63.3	Elections	Operations
	Flags	2.63.4	Elections	Management Team
Development Control	Inspections	3.63.1	Elections	Planning & Inspectorial
	Charitable Organisations Fees	3.63.2	Elections	Planning & Inspectorial
	Development Application Fees	3.63.3	Elections	Planning & Inspectorial
	Sheds & Caravans	3.63.4	Elections	Planning & Inspectorial
	Make Lincoln Green Project	3.63.5	Elections	Planning & Inspectorial
Environmental Management	Order Making (<i>Adopted 17.05.05</i>)	5.63.1	Elections	Management Team
	Burning	5.63.2	Elections	Planning & Inspectorial
	Burning for Bushfire Prevention (<i>Consultation Stage</i>)	5.63.3	Elections	Management Team
	Garbage Bin Collection	5.63.4	Elections	Operations
	Garbage Collection Concession	5.63.5	Elections	Operations
	Onsite Sewage Management	5.63.6	Elections	Planning & Inspectorial
	Waste Minimisation	5.63.7	Elections	Operations
Financial Management	Contracts, Tenders & Purchasing (<i>Adopted 17.05.05</i>)	7.63.1	Annually	Management Team
	Rates	7.63.2	Annually	Management Team
	Telephone Accounts	7.63.3	Elections	Administration & Finance
	Rates Fixed Charge Refund	7.63.4	Elections	Administration & Finance
	Internal Control	7.63.5	Annually	Management Team
	Community Funding Assistance	7.36.6	Elections	Management Team
	National Competition Policy	7.63.7	Elections	Administration & Finance
	Rates Concession Scheme	7.63.8	Elections	Administration & Finance
Fleet Management	Private Vehicle Use	8.63.1	Elections	Administration & Finance
Governance	Single Casual Vacancy	9.63.1	Elections	Executive Team
	Council Decisions Review (<i>Adopted 17.05.05</i>)	9.63.2	Elections	Executive Team
	Code of Conduct - Elected Members	9.63.3	Elections	Executive Team
	Petitions	9.63.4	Elections	Executive Team
	Elected Members Seminar Attendance	9.63.5	Elections	Executive Team
	Elected Members Travel Expenses	9.63.6	Elections	Executive Team
	Media Embargo	9.63.7	Elections	Executive Team
	Confidential Documents	9.63.8	Elections	Executive Team
	Officer Reports	9.63.9	Elections	Executive Team
	Deputations	9.63.10	Elections	Executive Team
	Policy Amendments	9.63.11	Elections	Executive Team
Health Management	Food Van Licence	11.63.1	Elections	Planning & Inspectorial
Human Resource Management <i>Occupational Health & Safety</i>	Policy Statement	12.16.1	Annually	OHS Committee
	Eye Protection	12.16.2	Annually	OHS Committee
	Design & Purchasing Guidelines	12.16.3	Annually	OHS Committee
	Contracting	12.16.4	Annually	OHS Committee

Human Resource Management Occupational Health & Safety	Asbestos	12.16.5	Annually	OHS Committee
	Roadworks Signage Audit Procedure	12.16.6	Annually	OHS Committee
	Accident Investigation & Reporting	12.16.7	Annually	OHS Committee
	Aids	12.16.8	Annually	OHS Committee
	Electrical Safety	12.16.9	Annually	OHS Committee
	Electrical Cables & Equipment	12.16.10	Annually	OHS Committee
	Injury Management	12.16.11	Annually	OHS Committee
	Injury Management Procedures	12.16.12	Annually	OHS Committee
	Library Sharp Objects	12.16.13	Annually	OHS Committee
	Workstation Ergonomics	12.16.14	Annually	OHS Committee
	Accident & Near Miss Reports Database	12.16.15	Annually	OHS Committee
	Consultation Procedure	12.16.16	Annually	OHS Committee
	Consultative Committee	12.16.17	Annually	OHS Committee
	Drugs & Alcohol	12.16.18	Annually	OHS Committee
	Emergency Procedure Manual	12.16.19	Annually	OHS Committee
	Fire Wardens	12.16.20	Annually	OHS Committee
	First Aid	12.16.21	Annually	OHS Committee
	Hazardous Substances Audit	12.16.22	Annually	OHS Committee
	Hazardous & Dangerous Substances	12.16.23	Annually	OHS Committee
	Inclement Weather & Skin Cancer Prevention	12.16.24	Annually	OHS Committee
	Accident & Injury Reporting Requirements	12.16.25	Annually	OHS Committee
	Excavation	12.16.26	Annually	OHS Committee
	Inspection & Hazard Control	12.16.27	Annually	OHS Committee
	Isolation Lockout & Tag System	12.16.28	Annually	OHS Committee
	Jewellery	12.16.29	Annually	OHS Committee
Manual Handling	12.16.30	Annually	OHS Committee	
Needles & Sharps Injuries	12.16.31	Annually	OHS Committee	
No Smoking	12.16.32	Annually	OHS Committee	
Dog Handling	12.16.33	Annually	OHS Committee	
Volunteers & Work Experience Management	12.16.34	Annually	OHS Committee	
Human Resource Management	Equity (<i>Draft Stage</i>)	12.63.1	Elections	Administration & Finance
	Recruitment & Selection	12.63.2	Elections	Administration & Finance
	Emergency Services Membership	12.63.3	Elections	Administration & Finance
	Leisure Centre Membership	12.63.4	Elections	Administration & Finance
	Long Service Leave	12.63.5	Elections	Administration & Finance
	Staff Travel	12.63.6	Elections	Administration & Finance
	Removal Expenses	12.63.7	Elections	Administration & Finance
	Retirement Gifts	12.63.8	Elections	Administration & Finance
	Salary Sacrifice	12.63.9	Elections	Administration & Finance
	Training & Development	12.63.10	Elections	Administration & Finance
	Staff Vacancies	12.63.11	Elections	Administration & Finance
Information Management	Privacy	13.63.1	Elections	Administration & Finance
	Email	13.63.2	Elections	Management Team
Infrastructure	Footpath Construction & Contribution	14.63.1	Elections	Operations
	Footpaths & Laying Electrical Cables	14.63.2	Elections	Operations
	Signage	14.63.3	Elections	Operations
	Stormwater Drains	14.63.4	Elections	Operations
	Theft & Vandalism	14.63.5	Elections	Operations
	Tree Management	14.63.6	Elections	Operations

	Recreation Trail	14.63.7	Elections	Operations
	Private Works	14.63.8	Elections	Operations
Legal Provisions	Public Liability Insurance	15.63.1	Elections	Administration & Finance
Property Management	Council Chamber Use	16.63.1	Elections	Executive Team
	Foreshore Use	16.63.2	Elections	Operations
	Resident Funded Housing	16.63.3	Elections	Operations
	Reserve Hire	16.63.4	Elections	Administration & Finance
	Playgrounds	16.63.5	Elections	Operations
Social, Cultural & Community	Conditional Dry Zone	17.63.1	Elections	Management Team
	Library Internet Access	17.63.2	Elections	Library
	Library Visitors	17.63.3	Elections	Library
	Library Unattended Children	17.63.4	Elections	Library
	Fisher's Memorial	17.63.5	Elections	Management Team
	Chauffer Cars	17.63.6	Elections	Management Team
Strategic Management	Code of Practice (<i>Adopted 17.05.05</i>)	18.63.1	Elections	Management Team
	Code of Conduct - Staff (<i>Consultation Stage</i>)	18.63.2	Elections	Management Team
	Crest & Logo	18.63.3	Elections	Management Team
	Library Code of Conduct	18.63.4	Elections	Library
Technology & Communication	Mobile Phones	19.63.1	Elections	Administration & Finance
	Desktop Standards	19.63.2	Elections	Administration & Finance
	Computer & System Use	19.63.3	Elections	Administration & Finance
Traffic Management	Footpath Commercial Use	20.63.1	Elections	Planning & Inspectorial

Appendix E

City of Port Lincoln

Privacy Policy 13.63.1



P O L I C Y D O C U M E N T

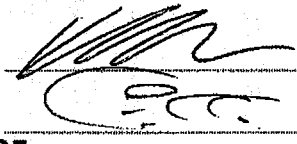
Policy Name **PRIVACY (Information Management)**

Policy No **13.63.1**

Reviewed By **Administration & Finance**

CEO Authorisation **Geoff Dodd**

Review Details Date Adopted : **19 September 2005**
 Date Reviewed : **4 August 2005**
 Next Review Due : **1 December 2006**



C O N T E N T S

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The South Australian Government has not implemented a statutory scheme that applies privacy legislation (including the National Privacy Principles) to Local Government. This Policy is, therefore, an informal measure, which promotes "best practice" in the view of the Council. The Policy has no legal force.

1. INTERPRETATION

The following definitions will apply throughout this Policy:

"the Council" means the City of Port Lincoln;

"Access" means providing to an individual, information about himself or herself that is held by the Council. This may include allowing that individual to inspect personal information or to obtain a copy;

"Collection" means gathering, acquiring or obtaining personal information from any source and by any means, including information that the Council has come across by accident or has not asked for;

"Consent" means voluntary agreement to some act, practice or purpose;

"Disclosure" means the release of information to persons or organisations outside the Council. It does not include giving individuals information about themselves;

"Personal Information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person;

but does **not** include information that is:

- in generally available publications;
- in material kept in public records and archives such as the Commonwealth or State archives; or
- in anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

"Privacy Act" means the Privacy Act 1998;

"Sensitive Information" means information or an opinion about an individual's

- racial or ethnic origin;
- political opinions;
- membership of a political association, a professional or trade association or a trade union;
- religious beliefs or affirmations;
- philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health.

"Use" means the handling of personal information within a Council including the inclusion of information in a publication.

2. INTRODUCTION

The Council is committed to a culture that protects privacy and will endeavour to protect the personal information it collects, stores, discloses and uses. This Policy outlines how the Council will adopt a "best practice" approach to the management of personal information.

The Privacy Act sets out the principles which must be followed by Commonwealth Government agencies and many private organisations in relation to the collection, maintenance and use of personal information. The provisions of the Privacy Act do not apply to this Council or any other council. However, in collecting, using, storing and disclosing personal information, the Council acknowledges that the National Privacy Principles contained within the Privacy Act set an appropriate standard for privacy protection and this Policy is intended to achieve "best practice" consistency with those standards.

3. COLLECTION AND USE OF PERSONAL INFORMATION

All personal information collected by the Council is to be used only for the purpose of conducting business in accordance with the Local Government Act, 1999 (and other relevant Acts under which the Council is charged with any responsibility) and in the provision of Council services to the City's residents and/or ratepayers.

The type of personal information that is collected and held will depend on the services provided to residents and ratepayers, but may include: -

- Telephone numbers
- Name and address (both postal and residential addresses and e-mail addresses)
- Age &/or date of birth
- Property Ownership and/or Occupier details
- Details of resident's/ratepayer's spouse or partner
- Development Applications including plans of buildings
- Dog Ownership
- Electoral Roll details
- Pensioner / Concession Information
- Payment History

All information will be collected in a fair and lawful manner and as required/permitted by Local Government legislation. The Council is committed to ensuring that residents and/or ratepayers are aware of the purpose of collection of the information and aware that the collection is authorised or required by law.

In satisfying the collection and use of personal information obligations, which the Council has to its residents and/or ratepayers, the Council assumes that:

- a) any personal information provided by residents and/or ratepayers is free from errors and omissions, is not misleading or deceptive and complies with all relevant laws; and
- b) residents and/or ratepayers have the necessary authority to provide any personal information submitted to the Council;

The Council relies on the personal information provided to it. The Council may obtain information concerning ratepayers or residents from a number of sources including Centrelink, the State Electoral Office, Officer of the Valuer General, SA Water, Telstra and from ratepayers and residents. The Council will not check or verify the accuracy of any personal information it obtains from residents and/or ratepayers or other persons.

It is the responsibility of residents and/or ratepayers to provide the Council with details of any changes to their personal information as soon as reasonably practicable following such change.

In some instances the personal information held by the Council about residents and/or ratepayers may incorporate or summarise views, guidelines or recommendations of third parties. The Council will endeavour to assemble and record such personal information in good faith, but cannot guarantee that it will necessarily involve a considered review of the information.

While the Council will make every effort to ensure that its records of an individual's personal information are up to date and accurate, this may not always be the case.

The Council does not track residents and/or ratepayers Internet activity when they visit the Council's website. The Council will only collect a resident's and/or ratepayer's e-mail address to respond to their enquiry if they choose to contact the Council via the Internet.

4. DISTRIBUTION OF PERSONAL INFORMATION

The Council will not permit the provision of personal information it holds on residents and/or ratepayers to third parties, except:-

- where the resident and/or ratepayer has made a written request for personal information to be provided to a third party;
- where the provision of personal information is for the purpose of distributing materials for the sole purpose of and on behalf of the Council (eg the provision of address data for use by a mailing service provider to post Rates Notices);
- where the third party has been contracted by the Council to provide advice or services for the sole purpose of assisting the Council to provide benefits to residents and/or ratepayers (eg State Electoral Office, Office of the Valuer General, insurers);
- where the Council is required by legislation to provide personal information to a third party (eg provision of personal information to the State Electoral Office) or to the public at large in accordance with the Local Government Act or to an applicant under the Freedom of Information Act where the information is not otherwise exempt; and
- where the resident and/or ratepayer has been advised of the Council's usual practice of disclosing personal information to that third party or a third party of that type for a particular purpose and the disclosure is consistent with that purpose.

Before the Council will provide personal information to a third party service provider that is subject to the provisions of the Privacy Act, that supplier will be required to provide a signed Privacy Undertaking to Council that it will comply with the Privacy Act and the National Privacy Principles in respect to the collection, use and handling of personal information supplied by the Council.

The Council may supply personal information about an individual to that individual as part of a standard communication or pursuant to a request made by the individual.

The Council does not accept any responsibility for any loss or damage suffered by residents and/or ratepayers because of their reliance on any personal information provided to them by the Council or because of the Council's inability to provide residents and/or ratepayers with any requested personal information.

Before relying on any personal information the Council provides to residents and/or ratepayers, the Council expects that residents and/or ratepayers will first seek confirmation from the Council about the accuracy and currency of such personal information.

5. MAINTENANCE AND STORAGE OF PERSONAL INFORMATION

The Council will take reasonable steps to protect the personal information it holds from loss, unauthorised access, use, modification, disclosure and other misuse, and to maintain systems to ensure that all personal information collected is up to date, accurate and complete.

6. POLICY FOR DISABILITY CLAIMS AND FINANCIAL HARDSHIP APPLICATIONS

Personal information obtained in relation to claims for disability benefits and financial hardship claims will be used solely for the purposes of facilitating the claim to which the personal information relates, unless the residents and/or ratepayers have specifically given permission in writing for it to be used for other applications or to be provided to a third party.

7. ACCESS TO THIS PRIVACY POLICY

The Council will make this Privacy Policy available to residents and/or ratepayers of the Council when a request for personal information is made. Residents and/or ratepayers should not provide any personal information without first carefully reading this Privacy Policy. This Privacy Policy will also be available from Council's web site and otherwise upon request at the Civic Centre.

While the Council will attempt to make the information on Council's web site as accurate as possible, the information provided, including the Privacy Policy, is provided in good faith without any express or implied warranty. There is no guarantee given by the Council as to the accuracy or currency of any individual item on the web site.

The Council cannot guarantee that access to the web site will be available at all times or that all areas of the web site (including the area hosting the Privacy Policy) will be available at all times.

If a person requires confirmation of any information on Council's web site, including the Privacy Policy, they should contact the appropriate staff member at the Council Office.

8. RESIDENT AND/OR RATEPAYER ACCESS TO THEIR PERSONAL INFORMATION

Residents and/or ratepayers who wish to access the personal information that the Council holds in relation to them can do so by contacting the Administration Staff. These requests will be dealt with as soon as is reasonably practicable, having regard to the nature of the information requested. The person making the request will need to satisfy Administration Staff as to his/her identity and may need to submit a request and pay a fee.

If resident and/or ratepayer can show that the personal information held by Council is not accurate or complete, it will be amended by Administration staff.

9. SUPPRESSION OF PERSONAL INFORMATION

Personal information may be suppressed from the Council's assessment record and from the Council's Voters Roll, if inclusion on the assessment record and/or roll would place at risk the personal safety of a resident / ratepayer, a member of that person's family, or any other person.

Enquiries regarding suppression of personal information should be directed to Administration Staff in the first instance.

10. COMPLAINTS

Residents and/or ratepayers who have any concerns regarding how the Council handles personal information or require further information should contact Administration Staff in the first instance.

If Administration Staff cannot satisfy the residents and/or ratepayers concerns, the Residents and/or Ratepayers may lodge a formal complaint. Complaints should be made in writing to:

Chief Executive Officer
City of Port Lincoln
PO Box 1787
Port Lincoln SA 5606

11. SCHEDULE A

National Privacy Principles

1. *Collection*

- 1.1 An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.
- 1.2 An organisation must collect personal information only by lawful and fair means and not in an unreasonably intrusive way.
- 1.3 At or before the time (or, if that is not practicable, as soon as practicable after) an organisation collects personal information about an individual from the individual, the organisation must take reasonable steps to ensure that the individual is aware of:
 - (a) the identity of the organisation and how to contact it; and
 - (b) the fact that he or she is able to gain access to the information; and
 - (c) the purposes for which the information is collected; and
 - (d) the organisations (or the types of organisations) to which the organisation usually discloses information of that kind; and
 - (e) any law that requires the particular information to be collected; and
 - (f) the main consequences (if any) for the individual if all or part of the information is not provided.
- 1.4 If it is reasonable and practicable to do so, an organisation must collect personal information about an individual only from that individual.
- 1.5 If an organisation collects personal information about an individual from someone else, it must take reasonable steps to ensure that the individual is or has been made aware of the matters listed in sub-clause 1.3 except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.

2. Use and disclosure

2.1 An organisation must not use or disclose personal information about an individual for a purpose (the *secondary purpose*) other than the primary purpose of collection unless:

- (a) both of the following apply:
 - (i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
 - (ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or
- (b) the individual has consented to the use or disclosure; or
- (c) if the information is not sensitive information and the use of the information is for the secondary purpose of direct marketing:
 - (i) it is impracticable for the organisation to seek the individual's consent before that particular use; and
 - (ii) the organisation will not charge the individual for giving effect to a request by the individual to the organisation not to receive direct marketing communications; and
 - (iii) the individual has not made a request to the organisation not to receive direct marketing communications; and
 - (iv) in each direct marketing communication with the individual, the organisation draws to the individual's attention, or prominently displays a notice, that he or she may express a wish not to receive any further direct marketing communications; and

- (v) each written direct marketing communication by the organisation with the individual (up to and including the communication that involves the use) sets out the organisation's business address and telephone number and, if the communication with the individual is made by fax, telex or other electronic means, a number or address at which the organisation can be directly contacted electronically; or
- (d) if the information is health information and the use or disclosure is necessary for research, or the compilation or analysis of statistics, relevant to public health or public safety:
 - (i) it is impracticable for the organisation to seek the Individual's consent before the use or disclosure; and
 - (ii) the use or disclosure is conducted in accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph; and
 - (iii) in the case of disclosure—the organisation reasonably believes that the recipient of the health information will not disclose the health information, or personal information derived from the health information; or
- (e) the organisation reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - (i) a serious and imminent threat to an individual's life, health or safety; or
 - (ii) a serious threat to public health or public safety; or
- (f) the organisation has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or
- (g) the use or disclosure is required or authorised by or under law; or

- (h) the organisation reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of an enforcement body:
- (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.

Note 1: It is not intended to deter organisations from lawfully co-operating with agencies performing law enforcement functions in the performance of their functions.

Note 2: Subclause 2.1 does not override any existing legal obligations not to disclose personal information. Nothing in subclause 2.1 requires an organisation to disclose personal information; an organisation is always entitled not to disclose personal information in the absence of a legal obligation to disclose it.

Note 3: An organisation is also subject to the requirements of National Privacy Principle 9 if it transfers personal information to a person in a foreign country.

2.2 If an organisation uses or discloses personal information under paragraph 2.1(h), it must make a written note of the use or disclosure.

2.3 Subclause 2.1 operates in relation to personal information that an organisation that is a body corporate has collected from a related body corporate as if the organisation's primary purpose of collection of the information were the primary purpose for which the related body corporate collected the information.

- 2.4 Despite subclause 2.1, an organisation that provides a health service to an individual may disclose health information about the individual to a person who is responsible for the individual if:
- (a) the individual:
 - (i) is physically or legally incapable of giving consent to the disclosure; or
 - (ii) physically cannot communicate consent to the disclosure; and
 - (b) a natural person (the *carer*) providing the health service for the organisation is satisfied that either:
 - (i) the disclosure is necessary to provide appropriate care or treatment of the individual; or
 - (ii) the disclosure is made for compassionate reasons; and
 - (c) the disclosure is not contrary to any wish:
 - (i) expressed by the individual before the individual became unable to give or communicate consent; and
 - (ii) of which the carer is aware, or of which the carer could reasonably be expected to be aware; and
 - (d) the disclosure is limited to the extent reasonable and necessary for a purpose mentioned in paragraph (b).
- 2.5 For the purposes of subclause 2.4, a person is *responsible* for an individual if the person is:
- (a) a parent of the individual; or
 - (b) a child or sibling of the individual and at least 18 years old; or
 - (c) a spouse or de facto spouse of the individual; or
 - (d) a relative of the individual, at least 18 years old and a member of the individual's household; or
 - (e) a guardian of the individual; or
 - (f) exercising an enduring power of attorney granted by the individual that is exercisable in relation to decisions about the individual's health; or

- (g) a person who has an intimate personal relationship with the individual; or
- (h) a person nominated by the individual to be contacted in case of emergency.

2.6 In subclause 2.5:

child of an individual includes an adopted child, a step-child and a foster-child, of the individual.

parent of an individual includes a step-parent, adoptive parent and a foster-parent, of the individual.

relative of an individual means a grandparent, grandchild, uncle, aunt, nephew or niece, of the individual.

sibling of an individual includes a half-brother, half-sister, adoptive brother, adoptive sister, step-brother, step-sister, foster-brother and foster-sister, of the individual.

3. Data Quality

- 3.1 An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

4. Data Security

- 4.1 An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
- 4.2 An organisation must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under National Privacy Principle 2.

5. Openness

- 5.1 An organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone who asks for it.

On request by a person, an organisation must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

6. Access And Correction

- 6.1 If an organisation holds personal information about an individual, it must provide the individual with access to the information on request by the individual, except to the extent that:
- (a) in the case of personal information other than health information—providing access would pose a serious and imminent threat to the life or health of any individual; or
 - (b) in the case of health information—providing access would pose a serious threat to the life or health of any individual; or
 - (c) providing access would have an unreasonable impact upon the privacy of other individuals; or
 - (d) the request for access is frivolous or vexatious; or
 - (e) the information relates to existing or anticipated legal proceedings between the organisation and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
 - (f) providing access would reveal the intentions of the organisation in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
 - (g) providing access would be unlawful; or
 - (h) denying access is required or authorised by or under law; or
 - (i) providing access would be likely to prejudice an investigation of possible unlawful activity; or
 - (j) providing access would be likely to prejudice:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) the protection of the public revenue; or
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or

- (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders;

by or on behalf of an enforcement body; or

- (k) an enforcement body performing a lawful security function asks the organisation not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.

6.2 However, where providing access would reveal evaluative information generated within the organisation in connection with a commercially sensitive decision-making process, the organisation may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.

Note: An organisation breaches subclause 6.1 if it relies on subclause 6.2 to give an individual an explanation for a commercially sensitive decision in circumstances where subclause 6.2 does not apply.

6.3 If the organisation is not required to provide the individual with access to the information because of one or more of paragraphs 6.1(a) to (k) (inclusive), the organisation must, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.

6.4 If an organisation charges for providing access to personal information, those charges:

- (a) must not be excessive; and
- (b) must not apply to lodging a request for access.

6.5 If an organisation holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up-to-date, the organisation must take reasonable steps to correct the information so that it is accurate, complete and up-to-date.

6.6 If the individual and the organisation disagree about whether the information is accurate, complete and up-to-date, and the individual asks the organisation to associate with the information a statement claiming that the information is not accurate, complete or up-to-date, the organisation must take reasonable steps to do so.

6.7 An organisation must provide reasons for denial of access or a refusal to correct personal information.

7. Identifiers

7.1 An organisation must not adopt as its own identifier of an individual an identifier of the individual that has been assigned by:

- (a) an agency; or
- (b) an agent of an agency acting in its capacity as agent; or
- (c) a contracted service provider for a Commonwealth contract acting in its capacity as contracted service provider for that contract.

7.1A However, subclause 7.1 does not apply to the adoption by a prescribed organisation of a prescribed identifier in prescribed circumstances.

Note: There are prerequisites that must be satisfied before those matters are prescribed: see subsection 100(2).

7.2 An organisation must not use or disclose an identifier assigned to an individual by an agency, or by an agent or contracted service provider mentioned in subclause 7.1, unless:

- (a) the use or disclosure is necessary for the organisation to fulfil its obligations to the agency; or
- (b) one or more of paragraphs 2.1(e) to 2.1(h) (inclusive) apply to the use or disclosure; or
- (c) the use or disclosure is by a prescribed organisation of a prescribed identifier in prescribed circumstances.

Note: There are prerequisites that must be satisfied before the matters mentioned in paragraph (c) are prescribed: see subsection 100(2).

7.3 In this clause:

identifier includes a number assigned by an organisation to an individual to identify uniquely the individual for the purposes of the organisation's operations. However, an individual's name or ABN (as defined in the *A New Tax System (Australian Business Number) Act 1999*) is not an *identifier*.

8. Anonymity

Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering transactions with an organisation.

9. Transborder Data Flows

An organisation in Australia or an external Territory may transfer personal information about an individual to someone (other than the organisation or the individual) who is in a foreign country only if:

- (a) the organisation reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles; or
- (b) the individual consents to the transfer; or
- (c) the transfer is necessary for the performance of a contract between the individual and the organisation, or for the implementation of pre-contractual measures taken in response to the individual's request; or
- (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the organisation and a third party; or
- (e) all of the following apply:
 - (i) the transfer is for the benefit of the individual;
 - (ii) it is impracticable to obtain the consent of the individual to that transfer;
 - (iii) if it were practicable to obtain such consent, the individual would be likely to give it; or
- (f) the organisation has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the National Privacy Principles.

10. Sensitive Information

10.1 An organisation must not collect sensitive information about an individual unless:

- (a) the individual has consented; or
- (b) the collection is required by law; or
- (c) the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns:

- (i) is physically or legally incapable of giving consent to the collection; or
 - (ii) physically cannot communicate consent to the collection; or
- (d) if the information is collected in the course of the activities of a non-profit organisation—the following conditions are satisfied:
- (i) the information relates solely to the members of the organisation or to individuals who have regular contact with it in connection with its activities;
 - (ii) at or before the time of collecting the information, the organisation undertakes to the individual whom the information concerns that the organisation will not disclose the information without the individual's consent; or
- (e) the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.
- 10.2 Despite subclause 10.1, an organisation may collect health information about an individual if:
- (a) the information is necessary to provide a health service to the individual; and
 - (b) the information is collected:
 - (i) as required by law (other than this Act); or
 - (ii) in accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation.
- 10.3 Despite subclause 10.1, an organisation may collect health information about an individual if:
- (a) the collection is necessary for any of the following purposes:
 - (i) research relevant to public health or public safety;
 - (ii) the compilation or analysis of statistics relevant to public health or public safety;
 - (iii) the management, funding or monitoring of a health service; and

- (b) that purpose cannot be served by the collection of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained; and
- (c) it is impracticable for the organisation to seek the individual's consent to the collection; and
- (d) the information is collected:
 - (i) as required by law (other than this Act); or
 - (ii) in accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation; or
 - (iii) in accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph.

10.4 If an organisation collects health information about an individual in accordance with subclause 10.3, the organisation must take reasonable steps to permanently de-identify the information before the organisation discloses it.

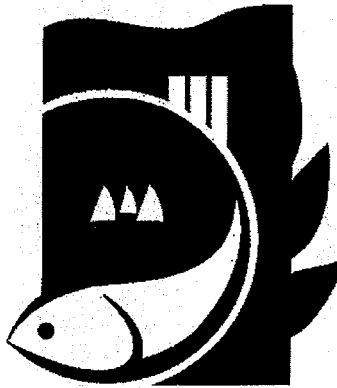
10.5 In this clause:

non-profit organisation means a non-profit organisation that has only racial, ethnic, political, religious, philosophical, professional, trade, or trade union aims.

Appendix F

City of Port Lincoln

Schedule of Fees and Charges 2006-2007



Port Lincoln
Seafood Capital of Australia

City of Port Lincoln

Schedule of Fees and Charges

2006/2007



CITY OF PORT LINCOLN

Fees and Charges to apply from 1st July 2006

*Prices include GST unless otherwise stated

Adopted
2006/07

Administration Sundry Fees & Charges

Sundry Publication Sales

Development Plan		\$25.00
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Photocopying / Document Extracts

Copies of Council Document (charge per page) eg copies and extracts of Council Agendas, minutes, reports, registers, policies, codes of conduct, financial statements	no GST	\$0.20
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City of Port Lincoln Voters Roll	no GST	\$50.00
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All other printing, photocopying, faxing etc	incl GST	\$0.25
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Property Searches

Statutory Charge - NO GST

Statutory Charges as per Land & Business (Sale and Conveyancing) Regulations 1995

Full property Search	\$30.00
Part Search (Rates Only)	\$10.00
Urgent Request (Reply within 24 hrs)	\$40.00

Surplus Equipment Sales

GST Applies @ 10% of Sale Value

Individual item value

On Street Furniture Charges

As per Council Policy 20.63.1

CITY OF PORT LINCOLN

Fees and Charges to apply from 1st July 2006

*Prices include GST unless otherwise stated

Adopted
2006/07

Resource Recovery Centre

Hassell Road Waste Disposal Fees

All Refuse to Landfill

Car	\$8.00
Station Wagon/Van	\$11.50
Utility and single axle trailer up to 6x4 @ 0.5m high (A)	\$18.50
Utility and single axle trailer up to 6x4 @ 1.0m high (B)	\$37.00
Large vans and multiple axle trailers @ 0.5m high (A)	\$36.00
Large vans and multiple axle trailers @ 1.0m high (B)	\$72.00

(A) = load @ 0.5 metre (B) = load @ 1.0 metre

All trucks - per tonne rate (incl EPA levy) \$55.00

Greenwaste

Car	\$4.00
Station Wagon/Van	\$5.00
Utility or Small Trailer up to 6x4 @ 1m high	\$8.00
Large Trailer up to 10x6 @ 1 m high	\$16.00

All trucks - per m3 \$8.00

Recyclable Only

Car/Station Wagon/Van	\$2.50
Utility or Small Trailer up to 6x4 @ 1m high	\$5.00
Large Trailer up to 10x6 @ 1 m high	\$15.00

All trucks - per m3 \$10.00

Loads higher than 1.0m will attract an additional charge

as assessed

Offal/Fishwaste/Asbestos Burial/m3 \$145.00

Car Bodies \$52.00

Liquid Waste / 1000 Metres \$26.00

Wool bale quantity of waste \$ per bale \$10.00

200 litre bins/drums (ie Portscorp General Waste/offal/fishwaste) \$8.00

Application of fees for combined loads of recycling and landfill and part fees for part loads, will be at the discretion of the Landfill Operator

Recycled Mulch Sales

Type A Mulch (course) per cubic metre	\$8.00
Type A mulch consists of branches, construction timber etc put through grinding machine once	
Type B Mulch (fine) per cubic metre	\$16.00
Type B mulch consists of branches put through grinding machine twice	

CITY OF PORT LINCOLN

Fees and Charges to apply from 1st July 2006

***Prices include GST unless otherwise stated**

Adopted
2006/07

Works Sundry

Parks & Gardens

Foreshore Hire

Tunarama (plus Bond \$500)	\$540.00
Fee per van per day equal to KPCP.	\$

Foreshore Electricity usage @ 150% actual cost	150% of cost
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<i>Commercial Beach Activities</i>	
annual fee per 50 metre section	\$285.00
each hire craft	\$16.00

Other commercial activities on foreshore per day	\$145.00
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Oval & Reserve Hire

Circus	\$900.00
Bond Payable	\$500.00

<i>Other Users (non sporting)</i>	
per day (No animals)	\$145.00
per day (Animals)	\$300.00
Bond Payable	\$500.00

Permit for use of Public Road for Business Purposes

Local Government Act Section 222 and 224	
As per Council Motion CO 05/0361 assessed on merit	assessed

Commercial Advertising - Town Jetty

Annual Fee	\$70.00
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Private Works

Plant Hire rates per km

Sedans	Internal Council Rate + 20%
Econovans	
Utilities	
Trucks	

Plant Hire rates per hour

Rollers	Internal Council Rate + 20%
Tractors	
Komatsu Grader	
Mowers	
Other Plant	
Linemarker	
4wd Linemarker	
4wd Bike	
Weedspray Truck	
Post Hole Rockmaster	
Sod Cutter	
Kerbing Machine	
Footpath machine	

CITY OF PORT LINCOLN

Fees and Charges to apply from 1st July 2006

***Prices include GST unless otherwise stated**

Adopted
2006/07

Inspectorial

Lodgement Fee

GST Exempt

Provisional Development Plan (Consent Only)

If assessment against building rules is required and development cost exceeds \$5,000

Development Plan Assessment Fee

GST Exempt

Estimated cost does not exceed \$10,000

Estimated cost exceeds \$10,000 but not \$100,000

Estimated cost exceeds \$100,000

0.1% of estimated cost

Non-Complying Development Fee

GST Exempt

Non-complying under Development Plan

Prescribed Body Referral Fee

GST Exempt

Application to be referred to Government Agency

Public Notification Fee

GST Exempt

Category 2 or 3 public notification process

Advertisement Fee

GST inclusive

Category 3 notification and advertisement

Building Rules Assessment Fee

GST inclusive

Minimum fee for building with or without floor area

Minimum building fee is only charged where \$/m2 x total m2 is less than minimum fee

Building Fees (GST Inclusive) Effective 1st July 2001

Building Classification	1,2,4	
\$per m2	3,5,6	
	7,8	
	9A & 9c	
	9B	
	10	
Demolition		Fee x 0.2

As per Fees set by Planning SA for 2006 - 2007 Financial Year

CITY OF PORT LINCOLN

Fees and Charges to apply from 1st July 2006

***Prices include GST unless otherwise stated**

Adopted
2006/07

Library

Library Card for borrowing and printing/copying	\$2.50
Photocopying	
20 cents per copy (debited to Library Card)	\$0.20
Printing	
Includes reference queries i.e. ABS & Local History	
Per page (debited to Library Card)	\$0.20
Reservations for Items out per Item	\$0.70
Faxes	\$5.00
Computer Discs	\$2.50
Book sales as assessed per book	(Various)
Replacement Costs for Lost or Damaged Items	
Replacement cost is exact purchase price <u>plus</u> \$5.00 admin processing fee	Exact + \$5.00
- If purchase cost unknown, replacement cost as per below:	
Administration Fee	\$5.00
<u>Plus</u>	
Adult Non-Fiction	\$40.00
Adult Fiction	\$40.00
Children's Non-fiction	\$20.00
Children's Fiction	\$20.00
Adult Paperback	\$40.00
Children's Paperback	\$20.00
Video	\$35.00
DVD	\$35.00
CD's Music	\$25.00
Hear-a-book	\$110.00
Magazine	\$11.00
Children's LOTE	\$55.00
Adult LOTE	\$55.00
Language Kit	\$100.00
TAFE Video	\$100.00
Class Sets	\$66.00
Kits	\$88.00

CITY OF PORT LINCOLN

Fees and Charges to apply from 1st July 2006

*Prices include GST unless otherwise stated

Adopted
2006/07

Cemetery Fees

Burials

FEES FOR PERSONS - 10 years and over

Headstone Section

Single depth grave

Interment at 1.68 metres	new lease and burial	\$1,250.00
Interment at 1.68 metres	burial only - existing lease	\$625.00

Double depth grave

1st Interment at 2.29 metres	new lease and burial	\$1,320.00
1st Interment at 2.29 metres	burial only - existing lease	\$790.00
2nd Interment at 1.68 metres	burial only - existing lease	\$625.00

Triple depth grave

1st Interment at 2.90 metres	new lease and burial	\$1,390.00
2nd Interment at 2.29 metres	burial only - existing lease	\$790.00
3rd Interment at 1.68 metres	burial only - existing lease	\$625.00

Destitute persons

Burial of Destitute Persons (½ cost of normal 2.29 metre burial) (Department of Community Welfare)		\$660.00
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Prepaid Lease Only

Lease for additional adjacent site for family purposes (no burial)		\$790.00
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Prepaid Burial and Lease

Full payment of a lease and a prepaid burial/s

Part Funds are to be transferred to LGFA Prepaid Burial Trust Account for future Interment/s

Single Depth Lease	incl 1 burial	\$1,250.00
*transfer amount equiv to burial at 1.68 metre (less GST) to LGFA Trust Acc		\$568.18

Double Depth Lease	incl 2 burials	\$1,945.00
*transfer amount equiv to burial at 1.68 metre and burial at 2.29 metres (less GST) to LGFA Trust Acc		\$1,286.36

At time of burial/Interment - no further charge - transfer equivalent funds from LGFA Trust Acc

transfer amount equiv to burial at 2.29 metre (less GST)	\$718.18
transfer amount equiv to burial at 1.68 metre (less GST)	\$568.18

FEES FOR CHILDREN - over 2 years but under 10 years

Single Interment at child depth of 1.52 metres	\$1,150.00
Burial of child from destitute family (½ cost of normal 1.52 metre child burial - Dept Comm Welfare)	\$575.00

CITY OF PORT LINCOLN

Fees and Charges to apply from 1st July 2006

*Prices include GST unless otherwise stated

Adopted
2006/07

Cemetery Fees

FEES FOR BABY BURIALS - still born to 2 years of age

Headstone Section

Baby up to 12 months old across standard grave or in a pocket (including creation of 1.68 metre lease which maybe utilised by family)	\$900.00
Burial only in existing lease (across standard grave)	\$335.00

Baby Section

1st Interment burial and new lease	\$415.00
Subsequent Interments burial only	\$335.00
Burial of baby from destitute family (½ cost 1st Interment fee) (Department of Community Welfare)	\$207.50

MISCELLANEOUS

Over size caskets - an additional	\$155.00
Interment on a Saturday before 11.00am - an additional	\$160.00
Interment on a Saturday after 11.00 am - an additional	\$270.00
Interment on a Public Holiday - an additional	\$370.00
Interment on Sunday	\$270.00
Permit to erect a Headstone	\$100.00

Exhumation of remains

Exhumation of remains after minimum of 3 years (If other remains in same grave must be removed, extra \$150 each)	\$1,450.00
Reinterment of exhumed remains in same site	\$625.00

CONCRETE VAULTS

Purchase Concrete Vault including two interments (and creation of lease) Only available by arrangement in advance	\$7,950.00
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Funds are to be transferred to LGFA Prepaid Burial Trust Account for future Interment/s

(GST is not applicable to funds transfers)

No interment at time of purchase

transfer amount equivalent to 2 interments	\$950.00
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1st interment at time of purchase of vault

transfer amount equivalent to 1 future Interment	\$475.00
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Interments into pre-leased vaults

Funds are to be transferred from LGFA Prepaid Burial Trust Account

(GST is not applicable to funds transfers)

Each interment in a pre-leased vault	\$475.00
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Cremations

Headstone Section

Interment of urn and creation of new lease	\$800.00
Interment of cremated remains in existing lease	\$200.00

Rose Garden or Wagon Wheel Section

Interment of cremated urn (Includes base and bronze memorial plaque.)	\$400.00
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Appendix G

City of Port Lincoln

Map of Council Area

