

CLARE & GILBERT VALLEYS COUNCIL



Annual Report 2004/2005

*Working together to
create a prosperous future*

History and Profile

Clare and Gilbert Valleys is known internationally and nationally for its fine wines and splendid living conditions. This unique part of South Australia incorporates a number of towns with distinct characteristics.

The Clare & Gilbert Valleys experiences distinctive seasons and hosts a variety of annual events to correlate with the seasonal changes. The Valleys are predominately green all year round, producing a wonderful natural canvas of colour for the nature lover who visits. The indigenous Australians of the region, Ngadjuri, survived times of drought using the mallee root and underground soakages for water. Today residents are very conscious about the natural environment at their disposal and proactively conserve their unique surroundings for the enjoyment of everyone that visits.

Clare received its name in 1846 from Edward Gleeson who settled in the area as a sheep farmer and named it after his native county in Ireland. Settlers from England, Wales, Austria and Poland moved in to the region, creating its rich heritage and assorted architectural styles. In 1845 copper was discovered in nearby Burra, hence a transport corridor was built to convey the ore to the Gulf of St Vincent. Around this passageway, towns sprang up: Mintaro, Watervale, Auburn and Leasingham, which all still stand today. Mintaro has world class slate deposits with operating quarries and superbly maintained heritage buildings, many available as tourist accommodation.

Riverton is situated in the heart of the fertile Gilbert Valley, some 30 minutes from Clare. Farmers in the Gilbert Valley produce cereal crop, sheep, cattle, pigs and poultry, and in recent times they have diversified into small seed crops, vines, olives, hatcheries, mushrooms and emus.

Clare Valley, renowned for its Riesling has another landmark named after the wine: the Clare Valley Riesling Trail. The trail utilises a disused railway line for cycling and walking and incorporates many of the wineries and vineyards during its 27km path. Almost 30 wineries in this region are supported by a visitor information centre which assists tourists in discovering the excellent services, food and wines of the area.

With its close proximity to Adelaide, the Clare and Gilbert Valleys offer an escape for the domestic city dweller. With its array of accommodation, bed and breakfast, hotels, motels and camping facilities, tourists can be satisfied with the range available. The natural beauty of the Clare and Gilbert Valleys also attracts gifted artists to the region for inspiration. Galleries and craft stores have established themselves within the region, providing another tourist driven industry to benefit the community.

The residents of the Clare and Gilbert Valleys have welcomed and capitalised on tourist numbers with careful management of their natural resources. Award winning wines from the region help attract international tourists to the Valleys as well as winemakers who wish to experience the wine producing qualities of this market.





Clare & Gilbert Valleys Council

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Our Community Vision:

Working together to create a prosperous future

Our Statement of Purpose:

To be a Council respected for making a meaningful positive difference to people's lives

To achieve our Statement of Purpose we will:

- *be ethical and professional at all times*
- *promote open and effective community consultation, which facilitates discussion, involvement, action and partnership*
- *provide excellence in customer service by facilitating prompt, accurate and effective response to customer concerns*
- *adopt sound business principles in the management of Council resources*
- *encourage quality, innovation and continuous improvement in the delivery of services to the community.*

The following extract from the *Local Government Act 1999* details Council's statutory requirements.

1. A Council must, on or before 30 November in each year, prepare and adopt an annual report relating to the operations of the Council for the financial year ending on the preceding 30 June.
2. The annual report must include the material, and include specific reports on the matters, specified in schedule 4 as amended from time to time by regulation.
3. The annual report must comply with any requirement prescribed by the regulations.
4. A copy of the annual report must be provided by the Council to each member of the Council.
5. A copy of the annual report must be submitted by the Council
 - a) to the Presiding Members of both Houses of Parliament; and
 - b) to the persons or bodies prescribed by the regulations, on or before a day determined under the regulations.
6. The Presiding Members of the Houses of Parliament must within six sitting days after receiving a copy of annual report under subsection (5), lay the copy before their respective Houses.
7. A Council may provide to the electors for its area an abridged or summary version of its annual report.
8. A Council must ensure that copies of its annual report are available for inspection (without charge) and purchase (on payment of a fee fixed by the Council) by the public at the principal office of the Council.

Mayor's welcome



It is with pleasure that I present to the community, the Annual Report of Clare & Gilbert Valleys Council for the year ended June 30th, 2005.

The work of the Council and Mayoral Office has again had the sound support and commitment of Councillors. This has been very much appreciated.

The Council community is well served by Councillors who approach the business and function of the organisation with enthusiasm and keen interest.

Management and staff of the Council have undertaken their responsibilities in a professional, courteous and congenial manner. I thank them for their outstanding effort, support and commitment throughout the year.

Projects and developments have progressed during the year. Various projects have realised challenging issues to be resolved – some of which have been dealt with, while others are progressing. Chief Executive Officer Mark Goldstone and Corporate & Infrastructure Services Manager Des Jennings are to be commended for their diligence and firm resolve in all these matters.

The coming year will realise the commencement of some major projects and others coming to fruition – a time of growth, anticipation and vigour as the Council moves forward.

Patricia Jacka
Mayor

Mayor and Councillors



Mayor Patricia Jacka



Deputy Mayor John Koch



Councillor Trevor Ackland



Councillor Don Bengner



Councillor Tom Chapman



Councillor Rosemary Dunn



Councillor Don Hannaford



Councillor Martin Pynor



Councillor Sue Wurst



Councillor John Young

The *Local Government (Elections) Act 1999* requires that elections will be held at intervals of three years, with the next election occurring in October 2006

Mayor:	Patricia J. Jacka	PO Box 126 Clare SA 5453
Deputy Mayor:	John D. Koch	PO Box 611 Clare SA 5453
Councillors:	Trevor B. Ackland	PO Box 77 WATERVALE SA 5452
	Don F. Bengler	PO Box 101 MINTARO SA 5415
	Tom L. Chapman	PO Box 1736 Hilltown SA
	Rosemary F. Dunn	C/- Post Office Tarlee SA 5411
	Don M. Hannaford	Marrabel Road Riverton SA 5412
	Martin J. Pynor	Main North Road Clare SA 5453
	Susan G. Wurst	12 Henry Street Clare SA 5453
	John F. Young	PO Box 745 CLARE SA 5453

Councillor Attendance

A total of 12 Ordinary Council meetings and 5 Special Council meetings were held during the year.

	Ordinary Meetings	Special Meetings
Mayor Patricia Jacka	12	5
Deputy Mayor John Koch	9	4
Cr Trevor Ackland	10	5
Cr Don Bengier	11	5
Cr Tom Chapman	12	5
Cr Rosemary Dunn	12	5
Cr Don Hannaford	11	5
Cr Martin Pynor	11	4
Cr Sue Wurst	12	5
Cr John Young	12	5

Ordinary meetings of Council are usually held every third Monday of the month, commencing at 7pm. Members of the public are welcome to attend all regular Council meetings. Public question time is held during the meetings and anyone wishing to ask a question of Council is encouraged to attend. Further information about public question time and Council meetings is available from the Council offices.

Chief Executive Officer's message



It is pleasing to record that during the 2004/2005 financial year Council delivered a number of projects and initiatives that will benefit the whole of the Clare and Gilbert Valleys community for many years to come.

Some projects undertaken include:

Project	Outcome
Assist with the expansion of residential development	Significant land divisions being undertaken, located in Clare, Auburn and Riverton
Prepare improvement and maintenance plans for the Clare, Saddleworth and Riverton STEDS, including an effluent treatment plan	Tender documents finalized for the Clare scheme and investigations undertaken of the Saddleworth and Riverton schemes
Provide a new Visitor Information Centre	Recently opened in Clare
The development of peak community groups within the region	Signed partnership agreements with each of the 14 peak bodies
Continue work with the Hutt River Revitalization Committee to work on further stages of the Hutt River project	Funding received for stage two of the project to enable planning to be completed
Complete the development of the new Saddleworth library facility	Opening occurred in late 2004, with remarkable increase in use evident
Infrastructure maintenance to Scholz Park Museum, Riverton	Completed
Finalise a Transport Strategy and a Town Centre Strategy for the Clare township	Strategies completed and adopted by Council
Finalise the Clare Town Centre Detailed Design and Implementation Plan	Plan completed and works commenced on Mill Place and a section of Main North Road
Complete the Cities for Climate Protection Program Milestones One and Two	Completed
Hutt River subcatchment flood study, stormwater reappraisal and catchment management plan	Progressed
Investigations into the development of a car parking fund	Progressed
Develop plans for Council depots	Progressed
Prepare short and long term financial plans	Completed
Relocation of the Council Chambers in Clare	Progressing

Key Projects completed:

BRIDGES		
Molineux	\$ 41,000	Completed
Martindale	\$117,500	Completed
Rhynie / Balaklava Road	\$ 75,000	Progressed
Milne Street, Rhynie	\$ 30,600	Completed
Roads Sealed		
Main Road 45 – Construct & Seal 2km	\$152,000	Completed
Auburn / Manoora Road - Completion	\$152,000	Completed
General		
*Neagles Rock Road Clare Traffic Calming	\$107,000	Progressed
Clare Main Street – Redevelopment	\$328,000	Completed
*Visitor Information Centre	\$920,000	Completed
Council Chambers Relocation and Office Renovation	\$200,000	Progressed
Riverton/Tarlee Public Toilets	\$200,000	Progressed

*Note: Visitor Information Centre Grant – SA Tourism Commission \$400,000

A broad outline of Council's achievements during the year in many other areas is provided later in the Annual Report.

I consider that the financial report following presents fairly the financial position of the Clare and Gilbert Valley Council as at 30 June 2005 and the results of its operations for the financial year.

Works undertaken in the 2004/05 financial year have been within the total adopted budget and funds have been set aside in reserve to finance projects unfinished at 30 June 2005, leaving Council well placed for the 2005/06 year.

Whilst the information provided within this report highlights specific achievements during the year, I would like to pay tribute to all Council staff for their effort and commend them for delivering services to the community which were done so in a timely and professional manner.

Mark Goldstone
CHIEF EXECUTIVE OFFICER

Council Management



Mark Goldstone
Chief Executive Officer

Mark was appointed as Chief Executive Officer with Council in January 2002 and has extensive experience in Local Government.

Responsible for:

- Governance
- Strategy
- Council Operations
- Community
- Environmental Services



Des Jennings
Corporate & Infrastructure Services Manager

Des has 28 years experience in Local Government. First appointed to Clare & Gilbert Valleys Council in February 2000, Des has worked in the Corporate and Infrastructure Services area for four years.

Responsible for:

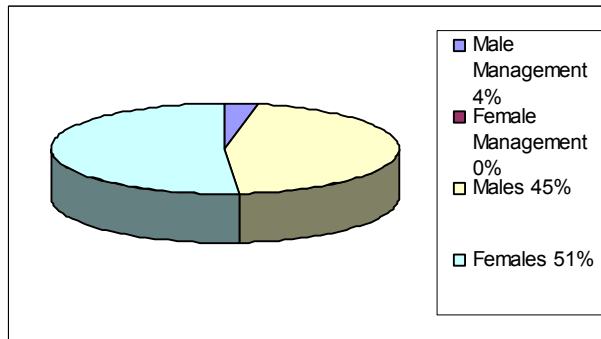
- Administration
- Engineering Services
- Caravan Parks
- Finance
- Libraries
- OHSW/Risk Management
- Sport & Recreation Facilities
- Youth Development

Human Resources - Council Staff

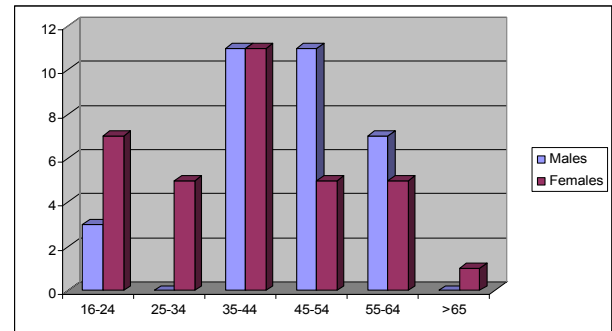
(at 30 June 2005)

Council employs a total workforce of 66 people, 22 of whom are part of the external work force.

Council services for the year were provided through two broad teams – Corporate & Infrastructure Services and Engineering Services, as shown in the organisation chart overleaf.



Staff and management according to gender



Staff according to gender and age

Equal Employment Opportunity

Council maintains its commitment to equal employment opportunities. As shown in the above graphs, Council has staff which cover a wide range of age groups, and Council maintains a relatively balanced gender representation. The Chief Executive Officer is appointed as the Equal Employment Officer.

The Chief Executive Officer is responsible for:

- developing and implementing an equal employment opportunity program relating to employment with the Council;
- developing and implementing other initiatives to ensure that employees have equal employment opportunities in relation to that employment.

Human Resources and Personnel Practices, Policies and Procedures will be further reviewed during 2005/2006.

Organisational Structure

(as at 30 June 2005)

Our staff

(as at 30 June 2005)

Governance

Mark Goldstone – Chief Executive Officer
Bev Goode – Executive Assistant



Administrative Services

Des Jennings – Corporate & Infrastructure Services Manager
Leanne Kunoth - Executive Assistant
Pat Flood – OHS&W & Risk Management Officer
Steve Woolley – Compliance Officer
Chris Pitcher – Customer Service/Records Management
Abbie Slater – Customer Service/Records Management
Helen Karger – Customer Service
Tania Dodd – Customer Service
Claire Longbottom – Customer Service
Karen Griffiths - Customer Service
Heather Lymburn – Library Manager
Joy Williams – Librarian
Dora Newhouse – Library Assistant
Candice Ellis – Library Assistant
Bernadette Fahey – Library Assistant



Library Services



Heather Lymburn, Candice Ellis, Bernie Fahey, Joy Williams, Dora Newhouse

Financial Services

- Carol McAvaney – Finance Officer
- Sarah Pyrke – Payroll
- Lyn Cook – Accounts
- Cynthia Price - Rates



Environmental Services Team

- Robert Veitch – Planning Officer
- Brendon Corby – Assistant Building Surveyor
- John Carrangis – Environmental Health Officer (resigned early 2005)
- Susan Giles - Administration
- Carmine Gallarello – Asset Management Officer (resigned early 2005)
- Emma Wauchope – Natural Resources Officer (resigned early 2005)
- Sonia Manly - Planning Officer (resigned early 2005)



Brendon Corby, Susan Giles and Robert Veitch

Works Team

Tony Eckermann - Works Manager
Leanne Schirmer - Infrastructure Assistant



Neil Moroney - Maintenance Officer
Gary Easthope - Facilities, Contracts &
Maintenance Supervisor



Mark Hill, Greg Martin, Chris Sullivan, Graham Lands, Paul Durkay.
Absent: Barrie Simpson, Des Elson, Ian Noble.



Rear: Steve Sanford, Mark Chapman, Richard Tappin, Rob McMurray, Damien Philp, Darren Clark.
Centre: Mick Headon, Andrew Sandall, Geoff Duke, Dion Fry.
Front: John Hogan, Mick Hean.
Absent: George Nitschke, Wayne Forrest, Bob Heinrich.

Community Development Services

Jo Lawrie – Community Development Officer
Liz Connell – Community Coordinator
Sarah Capriotti – Youth Development Officer
Julie McEwin - Internet Café/Domain Coordinator
Robert van Gils - Internet Café/Domain Coordinator
Katie Knappstein – Recreation Centre
Caroline Goldstone – Recreation Centre



Strategic Management Plan

Council is required to report on its performance in implementing its management plans during the relevant financial year and the Council's projections and targets under its plans for the next financial year.

The Clare & Gilbert Valleys Council adopted its Strategic Plan at a Council meeting held on 15th July 2002. The Strategic Plan states the vision for future directions and the strategies of Council for the following five years.

The key strategic goals are as follows:

1. To enhance and reinforce our regional centre status by realising opportunities which focus on Clare as the Mid North hub for trade, business, employment, transport, culture and leisure activities, and health and education services.
2. Provide, manage and use our infrastructure efficiently to ensure the economic, social, mental and physical wellbeing of the community is enhanced and maintained.
3. Be a region proud of its unique natural and created environment and highly regarded for managing and enhancing it for the enjoyment of present and future generations.
4. Contribute to the development of a cohesive and caring community where people of all backgrounds, age groups and circumstances have access to an appropriate range of community services and facilities.
5. Ensure that Council demonstrates leadership, effective and efficient service delivery, consultation and proper custody of assets in its stewardship of the district.

The Strategic Plan is incorporated into Council's annual Operation Plan and Budget Estimates.

Strategic initiatives include:

Peak Bodies

Clare and Gilbert Valleys Council continues to implement its successful Peak Body program which is designed to improve communication and facilitate projects within the eighteen communities. The key elements are that the community nominate one group per town to plan strategically and implement projects that are important for that community. Peak bodies have also been identified in the consultation policy and have participated in providing feedback on proposals.

Peak bodies have been implementing a range of projects from upgrading town facilities to projects with an economic basis. Peak bodies have a Partnership Agreement with Council and receive financial support and assistance to access external funding.

The Peak Bodies have become an important communication link between Council and local residents operating at a grassroots level. Council is being kept informed of local priorities quickly and can often respond more efficiently to concerns. The program has increased the capacity of communities and has enabled them to influence local issues.

One of the methods for achieving this is to meet annually with Council's key staff and elected members and discuss significant local projects and create networking opportunities among peak bodies. This year has seen many training opportunities offered including grant writing workshops and effective governance.

The fourteen Peak Bodies are:

- Tarlee Hall and Community Services
- Saddleworth District Community Assoc.
- Rhynie Improvement Scheme
- Watervale Community Assoc.
- Mintaro Progress Assoc.
- Stanley Flat Soldiers Memorial Hall Inc.
- Manoora Community Committee
- Marrabel and District Community Association
- Riverton Community Management Committee
- Auburn Community Development Committee
- Stockport Community Association
- Clare Positive Futures
- Waterloo Soldiers Memorial Hall Committee
- Armagh Community Committee

Risk Management Review

During 2004/2005 a Risk Management Review was undertaken by the Local Government Association Mutual Liability Scheme (LGAMLS) to assess the level of application of risk management in Local Government in South Australia. Risk Management has widely been recognised as the key to good corporate governance and compliance and there is a growing trend in the area of legislation and certification to require that risk management be in place.

This review continues the annual review of LGAMLS Members and forms a Risk Management component to the Performance Bonus System for the 2005/06 Contribution period. The Review gives Council the opportunity to be rewarded back (as a “discount”) up to 10.2% of its Gross Contribution via the Bonus System.

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

The review was divided into eight categories with a summary of results provided in the table below:

Section	Score	Max Score	Percentage	Regional Average	Metropolitan Average
1. Risk & Emergency Management / Professional Indemnity	105	125	84.0%	70.3%	83.7%
2. Committee & Non Employment Management	75	100	75.0%	75.0%	87.4%
3. Contract Management	105	110	95.5%	87.5%	86.9%
4. Legislative Requirements – Land	120	120	100.0%	92.3%	96.8%
5. Asset Management Programmes & Systems – Land	110	115	95.7%	81.8%	91.4%
6. Land Use – Lease / licence / permit Activities	100	110	90.9%	82.0%	92.5%
7. Legislative Requirements – Roads	65	90	72.2%	86.6%	89.0%
8. Road Management Programmes & Systems	55	65	84.6%	85.5%	88.9%
Total Score (s)	735	835	88.0%	82.3%	89.9%

The table also highlights Council’s Risk Management Performance in relation the regional average, the metropolitan average. The categories have been modified since last year so it is difficult to compare directly from the previous years results, but it is pleasing to note that Council is still above the Regional Council’s average in all areas but one.

Due to modifications to the categories and the changes to the scoring system the results do not reflect a true picture of Council’s risk management progress. Council has continued to improve and this is reflected in Council receiving a 7.75% discount for Risk Management. This coupled with Council’s Claims discount gave a **Performance Bonus of \$18,844** which is deducted from the 2005/2006 contribution.

Council’s gross contribution was \$85,578, which was an overall premium increase of 3.77%. Due to early intervention and good claims management Council was able to keep our claims down and received \$12,212 bonus and a further \$6,632 bonus for the level of Risk Management Performance.

This has equated to only a 3.7% rise in Council's actual premium this year which continues to highlight Council's proactive approach to Risk Management.

Occupational Health Safety & Welfare

Council continues its endeavour to maintain a high standard of Occupational Health Safety & Welfare Management.

Pursuant to the WorkCover Exempt Employer Standards, Council is required as an exempt employer, to set its own Occupational Health Safety & Welfare (OHS&W) objectives based on the organisations own gap analysis and to integrate Occupational Health Safety & Welfare into the Councils Strategic Plan.

Council's Occupational Health Safety and Welfare Committee, which comprises management and employee representatives, continues to update its program, policies and procedures for the use of employees. Council, the committee, (which meets regularly to address occupational health safety and welfare issues), and all employees have a continuing commitment to Occupational Health Safety & Welfare. This includes achieving the best possible policies, practices and procedures for the Occupational Health Safety & Welfare of all employees. This year (due to a resignation) the OHSW committee lost one of the Works OHSW Representatives. The Committee currently consists of: Administration: Helen Karger & Sarah Pyrke; Works: George Nitschke; Des Jennings and Tony Eckermann are the Management Representatives, with Pat Flood OHSW / Risk Management Officer making up the last member.

All Member Councils of the Local Government Association Workers Compensation Scheme (LGAWCS) have participated in the *Bonus/Penalty System* at contribution time since 1991. Each year Council receives a rebate or penalty in relation to their Workers Compensation premium from LGAWCS on the overall Safety, Rehabilitation and Claims performance in line with the Rebate Penalty formula. This is calculated over a 4 year period with the current Rebate/Penalty trading window being from 1st April 2000 to 31st March 2004.

The maximum rebate is 60% of premium and the maximum penalty is 100% of premium. As of this year 30% of the Rebate Entitlement is allocated to calculate the OHS performance rebate. This rebate amount is available to Council in full should Council's audit score be 30/30. If Council scores less than 30 the Maximum Rebate Entitlement is reduced proportionately.

The table below highlights results in 2004/05 compared to 2003/04, showing an increase in percentage from 45% to 46.2%. Of this 30% was applicable to the OHS Self Audit completed by Council in late 2004, in which Council scored 29.6 out of a possible 30. This equates to a **Rebate Cheque of \$64,751**.

Council continues to improve and will endeavour through sound OHSW Practices to develop and improve its OHSW systems and procedures, until the maximum rebate of 60% is achieved.

Year	Total Premium	Claims Paid	Bonus %	Actual Bonus	Net Premium	Net Rate
2001/2002	\$63,668	\$102,788	30.00%	\$19,125	\$38,240	2.389%
2002/2003	\$85,551	\$93,397	36.00%	\$35,649	\$49,902	2.975%
2003/2004	\$110,270	\$76,198	45.00%	\$51,886	\$58,384	2.340%
2004/2005	\$121,514	\$90,483	(claims) 46.20%	\$45,508		
	Estimated		(ohs) 29.60%	\$19,243		2.290%
			Total	\$64,751		

Training

A range of training courses for employees were conducted during 2004/2005 including:

- 6 Admin/Sport & Rec employees attended monthly sessions on *Business Coaching*
- Management and Team Leaders attended *Performance Development & Review training*
- Environmental Services staff attended meetings & seminars with AIBS, PIA & EPA
- 5 Admin employees attended *Mapinfo training*
- CEO attended *Council & Committee Meeting Procedures*
- 1 Admin employee attended *Personal Development for Young Employees*
- 2 Admin employees attended *Counseling to Reduce Conflict*
- 1 Youth Worker attended *Personal Boundaries in Managing Volunteers*
- 3 Domain employees attended *Cappuccino Making*
- 1 employee attended Disability & Discrimination Act course
- 2 Admin employees attended *Local Government Superannuation Training*
- 2 Library employees attended *Introduction to Retail Innovation*
- 2 Recreation Centre employees attended *Fitness Leader Update training*
- 5 employees attended *Safety on Construction Sites –Green Card*
- 2 Admin employees attended *Rate Administrators Fundamentals*
- 2 Admin employees attended *Unity Website Training*
- 2 Admin employees attended *Asset Management Conference*
- 2 Admin employees attended monthly *Records Management Sessions*
- 3 Works employees attended *Chainsaw Training*
- 1 Works employee attended *Front End Loader training*
- 2 Admin employees attended the *LGA Rating Conference*
- 2 Environmental Services employees attended *Development Assessment training*
- 1 Admin Employee attended *Local Government Bylaw training*
- The Assistant Building Surveyor and Environmental Health Officer attended the *AIBS & EHO Conferences* respectively
- 1 Works employee completed subjects in *Cert IV Operational Works*
- 1 Works employee completed subjects in *Cert IV in Arboriculture*
- 1 Works employee completed subjects in *Cert III Horticulture*
- 6 Works Employees completed subjects in *Cert III Civil Construction*
- Natural Environment Officer attended *Wastewater Management*
- Pool Manager completed *Swim Teacher Rescue*

- DCEO & Finance Manager attended *Financial Management Training*
- 2 employees attended *Small Winery Environmental Assessment*
- CEO attended the *Ministers LG Forum*
- Payroll Officer completed subjects in *Cert IV in Finance*
- Youth Development Officer attended the *National Young Leaders Conference*
- Works staff completed the *Workzone Traffic Management CD*
- 3 Swimming Instructors were updated on their *Bronze Medallion*
- Environmental Services Manager attended updates on *DDA*
- Building Surveyor attended the *AIBS Conference*
- Environmental Health Officer attended a session on *Cooling Towers and Legionella*
- Youth Development Officer attended Intro to *Primary Health Care*
- 2 works employees attended *Metro Count Certification*
- 1 Admin employee attended *Aspects of on-line delivery*
- 1 Works employee attended *Basic Computing Sessions*
- 4 Admin staff attended the *LGMA conference*
- 2 Managers attended the *LGA Conference*

Adult Traineeships

Council has a proactive training program and has provided training through traineeships to its permanent employees, giving them the opportunity to gain **national accreditation** while continuing to work.

Traineeships included:

- 7 Works employees - Commenced *Certificate III in Civil Construction*
- 1 Works employee - Continued *Certificate IV in Operational Works*
- 1 Works employee - Commenced *Certificate III in Horticulture*
- 1 Works employee - Completed *Certificate III in Horticulture*
- 1 Works employee - Continued *Certificate IV in Arboriculture*
- 1 Admin employee - Commenced *Certificate IV in Finance Administration*
- 1 Admin employee - Completed *Certificate IV in Business Administration*
- 1 Recreation Centre employee - Commenced *Certificate III in Gym Instruction*

The Assistant Mechanic completed his Apprenticeship in Diesel Mechanics.

Compliance Officer

The Compliance Officer is responsible for the monitoring and enforcement of much of the legislation applicable to Council. Duties include monitoring Council's responsibilities pursuant to the Dog and Cat Management Act, the Country Fires Act, Fire & Emergency Act, the Road Traffic Act, Australian Road Rules and parts of the Local Government Act relating to abandoned vehicles and litter control. The Compliance Officer is also responsible for the day to day management of the Septic Tank Effluent Disposal Schemes at Clare, Saddleworth and Riverton and has a supervising role for the operators of Council's Waste Depots located at Clare and Rhynie.

Dog Management

Registration Fees

Expectations of a slight surplus generated by increased dog registration fees were not met, due to a reduced number of dog registrations and greater than expected number of rebates granted.

There may be a significant number of unregistered dogs within the Council area and the Compliance Officer is investigating the most cost efficient method of surveying households to determine that level. Where unregistered dogs are located, fines and additional registration fees may be imposed.

Impounded Dogs

Twenty-nine (29) dogs were impounded during the year. Eleven (11) were returned to their owners, two were destroyed where attacks on humans or animals had occurred, the remaining dogs were re-housed via private residences or the Animal Welfare League at Elizabeth.

Dogs destroyed

A dog that attacked a girl in Pattullo Avenue Clare was destroyed with the owner's consent.

The owner of a dog that attacked and severely injured another dog at Tarlee could not be located. The dog was destroyed.

Dogs attacking sheep

Two dogs were located attacking sheep near Tarlee. The land owner destroyed one and the owner of the other dog consented to having the dog put down.

Barking Dogs

The number of barking dog complaints received remains relatively steady. Several matters remain outstanding. No fines have been issued in relation to these issues.

Expiation Notices

Eighteen Notices with fees ranging from \$75 up to \$210 have been issued. None have been challenged through the Courts and full payment is expected in all cases.

Liaison with the Dog and Cat Management Board

The Dog and Cat Management Board has been significantly restructured and now has far greater dialog with Councils. The Compliance Officer is part of a Senior Officer's Group that meets regularly with Board Representatives to discuss legislative and procedural issues.

A workshop involving staff from this and surrounding Councils, Police, Emergency Services personnel and dog club members will be run by the Board in Clare in late October, with the aim of improving the flow of knowledge between the groups.

Animal Management Plan

Changes to the Dog and Cat Management Act in 2004 impose a duty on Council to create and implement an Animal Management Plan by 1 January 2007.

The Senior Officer's Group has been successful in obtaining a generic Animal Management Plan for use by Council. It is expected to be available for public comment in January 2006 and presentation to the Board by June that year.

Court Proceedings

Council issued a Destruction Order on a dog that had attacked a child at Saddleworth in February 2005. The dog owner successfully appealed against Council's Order with the Court substituting a Dangerous Dog Order. Council was not successful with its appeal against that decision and has returned the dog to allow its owner to comply with the Court's Dangerous Dog Order. Costs are still being determined.

Bushfire Prevention

The Country Fires Act has been repealed and replaced by the Fire and Emergency Services Act which effectively combines the legislation governing the Country Fire Services (CFS), the Metropolitan Fire Service (MFS) and the State Emergency Services (SES) into one Act under the control of the Emergency Services Commission.

There is no impact on Council's inspection, fire prevention and enforcement role within the legislation.

"Section 40" Notices

Council has a duty to inspect privately owned land and issue notices where adequate fire prevention steps have not been taken. One hundred and sixty, (160) notices were issued, fifteen (15) landowners failed to comply with the notice. In those cases Council arranged the necessary work and recovered its costs. No Expiation Notices were issued.

Permits to burn during the Fire Danger Season

The Fire Danger Season runs from 15 November until 30 April the following year. During that time it is generally illegal to light or maintain a fire in the open without a permit pursuant to Schedule 9 of the Act. On days of extreme fire danger (Total Fire Ban Days) a permit pursuant to Schedule 10 is required.

A total of one hundred and seventy-five (175) permits were issued pursuant to Schedule 9, generally for the burning off of land prior to sowing crops. No reports of the escape of fires lit under Schedule 9 permits were reported. No permits were issued pursuant to Schedule 10.

District Bushfire Prevention Committee

The District Bushfire Prevention Committee meets in May and November each year. It suspended the review of the District Bushfire Prevention Plan pending reclassification of the northern section of Council as a "Fire Prone Area".

Litter Control

Four (4) Expiation Notices with a fee of \$315 each were issued regarding litter being dumped on Council land. One of those matters is before the Courts in November 2005, with the alleged offender claiming that he was unaware the Notice had been issued.

Abandoned Vehicles

Two vehicles that remained unclaimed last year were sold as scrap. Three additional vehicles were identified as abandoned, but were removed prior to action being taken.

One had been stolen, burnt out and abandoned near Council's Linwood Bridge boundary. The wreck was stored at Council's Rhynie Waste Depot until claimed by the insurance company. All costs were borne by the insurers.

Vehicle Parking

Parking controls at the Clare High School have been implemented in accordance with a recommendation from Transport SA. That recommendation is now under a continuing independent review that has included input from the Compliance Officer.

Parking restrictions at the remaining Schools have been reviewed and will be upgraded.

Parking within the Clare central business district has been monitored and a total of sixty-four (64) Expiation Notices ranging from \$29 up to \$48 per offence have been issued. None have been challenged through the Courts and full payment is expected in all cases.

By-Laws

The Compliance Officer has presented a draft series of By-Laws to Council for consideration. A subcommittee involving Councillors and the Compliance Officer has been formed to review the need for and possible content of any By-Laws.

Parliamentary Reporting – Retirement Villages

Pursuant to the requirements of Section 23(4) of the Local Government (Implementation) Act 1999 it is reported that Council did not receive any applications for rebates of rates under Section 166(1)(h) (Retirement Villages) during 2004/2005.

Competitive Tendering Arrangements

Council is required to report on Competitive Tendering arrangements and other measures to ensure services are delivered cost effectively.

The Clare & Gilbert Valleys Council is committed to ensuring a fair, transparent and accountable process in the provision of services, purchasing of goods and services and in the disposal of land and other assets.

a)	The following methods of obtaining goods and services for the Council are:	Over \$25,000	By Tender
		Between \$500.00 and \$25,000 inclusive	By either verbal or written informal quotation
		Less than \$500.00	No quotations necessary
b)	The Chief Executive Officer and Senior Staff are authorised to engage consultants and contractors provided the expenditure complies with Councils budget.		
c)	The Chief Executive Officer and Senior Staff are authorised to call tenders or quotations where there is a need for urgency, or it is evident that a sole acceptable supplier situation exists and where expenditure complies with Council's budget.		

The Competitive Tending Policy is available for inspection at Council's principal office.

In the event of all factors being equal, preference shall be given to local suppliers.

Council's Composition

The Council comprises of a total area of 185,142 hectares. Therefrom arises the positions of 9 Councillors, with the position of Mayor being elected by the whole area.

The average representation quota for the Council is 753 electors per Elected Member.

As requested under Schedule 4 of the Local Government Act 1999, a comparison with councils of similar size/type reveals the following:

Council	Elected Members	Electors	Rep. Quota
Wakefield	11	5856	532
Tatiara	11	5554	505
Mallala	11	6538	594
Clare & Gilbert Valleys	10	7532	753
Grant	10	6928	692
Naracoorte	11	6500	591
Renmark Paringa	9	7003	778
Berri	11	8176	743
Light	11	9782	889

Information on allowances paid to Elected Members of the Council

Position	\$
Mayor	21,000
Deputy Mayor	6,300
Councillors (9)	5,250

In addition, Elected Members are provided fax machines to receive information from Council and are paid a travel allowance for “eligible journeys” (as defined in Regulation 3 of the Local Government (Members Allowances and Benefits) Regulations 1999) at the rate per kilometre prescribed in Section 82KX(1)(a) of the Income Tax Assessment Act 1936.

Information on remuneration of Senior Executive Officers

Council has a Senior Executive Team of 2 members led by the Chief Executive Officer as follows:

Chief Executive Officer	Mark Goldstone
Corporate & Infrastructure Services Manager	Des Jennings

The salary packages of the members of the group includes private use of a motor vehicle in lieu of overtime and penalty rates.

Freedom of Information

Council recognises its responsibility for public accountability and to this end makes available a variety of information to the public.

The following documents are available for public inspection at the Clare & Gilbert Valleys Council offices free of charge or members of the public may purchase copies at a set fee:

- Annual Budgets
- Annual Report
- Policy Manual
- Agendas and Minutes of all meetings
- Audited Financial Statements

Council also has a policy to provide information to the community as provided for by the Freedom of Information Act 1991.

Council received one application for access to Council documents in the financial year ended 30th June 2005.

Access to Council Documents

The following documents are also available for public inspection at the Clare & Gilbert Valley Council offices free of charge or may be purchased for a set fee:

Documents (general, codes, policies and registers)

- Australia Day Awards Policy
- Banner Policy
- Building Fire Safety Committee
- Car Parking Contribution Policy
- Clare Library Borrowing Policy
- Clare Town Hall Hire Policy
- Code of Conduct for Council Members
- Code of Conduct for Employees
- Code of Practice for Access to Council Meetings & Documents
- Colour of Sheds Policy
- Competitive Tendering, Contracting, Purchasing, Sale &
- Disposal of Land & Other Assets Policy
- Community Owned Property Rate rebate & Service Charge
- Donation Policy
- Concession Policy
- Connection to STEDS Policy
- Corporate Card Usage Policy
- Council Meeting Rotations
- Deferment of Rates Due to Hardship Policy
- Department of Correctional Services Policy
- Development Assessment Procedures Policy
- Economic Incentive Development Policy
- Elected Members Appointment to External Boards
- Entranceways Policy
- European Wasp Policy
- Fines on Rates of Estate Properties
- Heartbeat Inc – Trash & Treasure Markets Ennis Park Policy
- Inspection of Building Work Policy
- Interim Farm Buildings Policy
- Internal Review of Council Decisions Policy
- Keeping of Animals Policy
- Land Development Incentive Policy
- Loans & Council Funding
- Media Contact Policy
- Mobile Food Vehicles Policy
- No Smoking Policy
- Occupational Health Safety & Welfare & Injury Management
- Opening Prayer Policy
- Order Making Policy
- Planting of Vines – Town Centre Policy
- Private Water Pipes on Public Road Policy
- Public Consultation Policy
- Purchase of Closed or Rented Roads Policy
- Rate Capping Rebate Policy
- Rate Rebate Policy 2005
- Rating Policy 2005
- Rhynie - Low Lying Land Policy
- Risk Management Policy
- Riverton Parklands Policy
- Rotary Art Prize Policy

- Scholz Park – August Scholz Travelling Trunk Policy
- Secondhand Transportable Dwellings Policy
- Section 41 Committees Financial Support
- Signs Policy
- Slashing of Township Allotments Policy
- Temporary Occupation of Buildings for Living Purposes Policy
- Tree Management Policy
- Tree Planting on Roadsides Policy
- Underground ETSA Services Policy
- Unmade Road Reserves Policy
- Use of Bird Scarers (Gas Guns etc) Policy
- Volunteer Policy
- Waste Management Charge Rebate
- Water Connection to Council Property Policy
- Elected Member Register of Interests
- List of Fees and Charges
- Record of Delegations
- Register of Salaries

Application of Competition Principles – National Competition Policy

The Clare & Gilbert Valleys Council is committed to the application of national competition principles, the process for which is set out in the “Statement on the Application of Competition Principles for Local Government” known as the Clause 7 Statement.

All Councils in South Australia are required to identify activities that they are involved in which would be classified as “significant business activities” as defined in the National Competition Policy.

In broad terms “significant business activities” are defined as those activities where the costs are met predominantly from the user, rather than from rates or other revenue sources, and Council is conducting the activity with a view of earning a return, rather than meeting a community need that would not otherwise be met. The National Competition Policy is not intended to apply to non business, non profit government activities.

Any identified “significant business activities” must then be categorised further into category one and category two activities.

Category One business activities are those with an annual revenue in excess of \$2 million, or employing assets with a value in excess of \$20 million.

In accordance with the above the Clare & Gilbert Valleys Council has not identified any category one significant business activities.

Category 2 business activities are those that either generate income or consume resources and which are significant to the Council concerned.

The Clare & Gilbert Valleys Council has not identified any category 2 business activities.

The National Competition Policy principles also extend to the application of Council by-laws and the extent that their application may restrict competition.

Council is preparing a number of by-laws in accordance with this principle ensuring that competition principles are adhered to.

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

Confidentiality

In accordance with Council's adopted Code of Practice for use of Confidentiality Provisions in the Local Government Act, the following report confirms the use or otherwise of all of the confidentiality provisions during 2004/2005.

- Number of occasions each of the provision of Section 90(3) and 91(7) were utilised:
 - 12 occasions
- Number of occasions each of the provisions of Section 90(3) and 91(7) were utilised, expressed as a percentage of total agenda items considered:
 - 1.77% (being 12 of 679 minute items)
- An indication of any particular issues that contributed to the use of confidentiality provision on more than one occasion:
 - 3 issues were dealt with on more than one occasion
- An indication of the categories of Section 90(3) that were used:
 - 4 occasions – disclosure which would involve the unreasonable disclosure of information concerning personal affairs of any person.
 - 1 occasion – disclosure which could reasonably be expected to confer a commercial advantage
 - 2 occasions – matters affecting the security of Council, members or employees of Council, or Council property or safety of any person.
 - 2 occasions – 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.
 - 3 occasions – disclosure of which would divulge information provided on a confidential basis by or to a Minister of the Crown or another public authority or official.
- Number of occasions that information originally declared confidential has subsequently been made publicly available:
 - 9 occasions
- Number of occasions that information declared has still not subsequently been made publicly available and the reasons for this in each case:
 - 1 item confidentiality period expires 20/7/05.
 - 1 item confidentiality period expires 30/9/05.
 - 1 item confidentiality period expires 20/10/05.

Public Consultation

The Clare & Gilbert Valleys Council maintains a Public Consultation Policy (refer attachment one). This was developed and adopted in accordance with Section 50 of the Local Government Act 1999. Section 50 requires the policy to identify steps Council intends to take where the Act requires consultation and provides for the steps to vary according to the class of decisions to be made by Council.

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 in the local area, and to ensure accountability of the Council to the community through effective communication and consultation strategies.

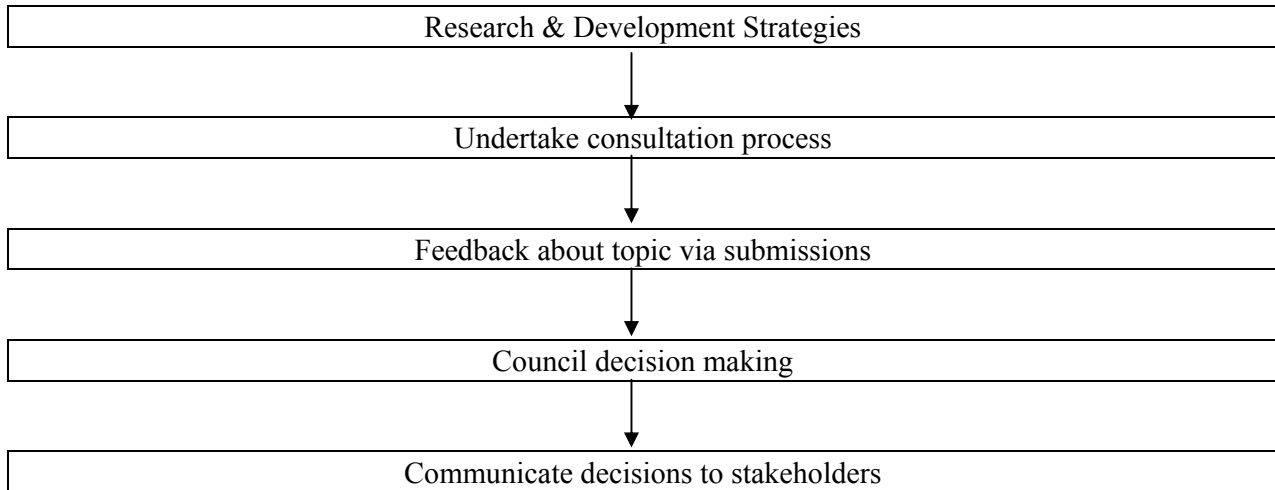
To fulfill the requirements of this Policy, Council will, or has, identified a range of options available to it to communicate information to interested persons and invite submissions.

As a minimum, Council will publish a notice in a newspaper circulating in the area describing the matter for which public consultation is required, and inviting persons to make submissions to the Council within a period, being at least twenty one days from the date of the notice. Council will consider any submission received as part of its decision making process and will have regard to any relevant legislation.

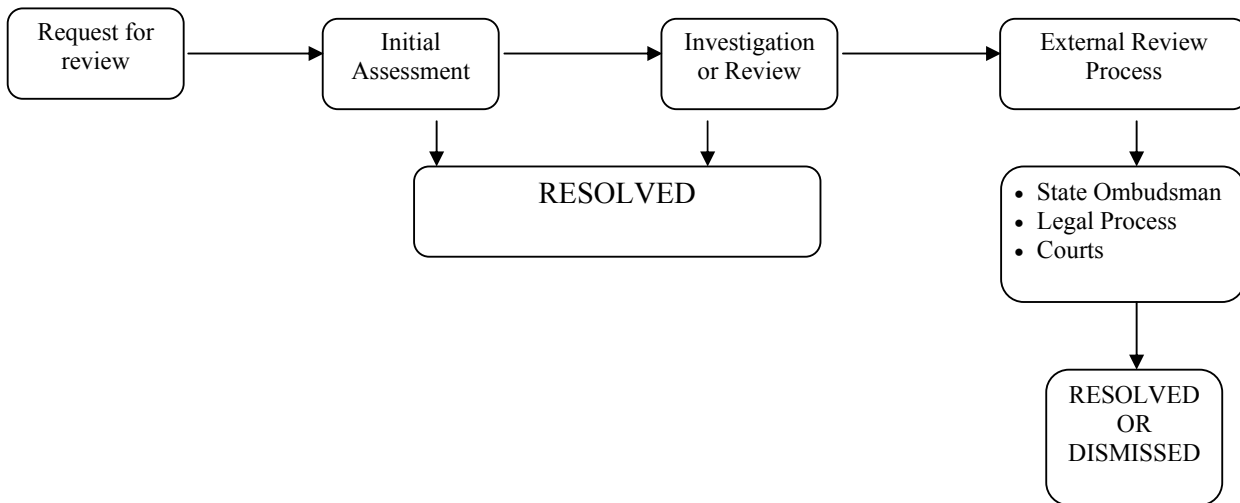
The Clare & Gilbert Valleys Council is committed to transparent decision making processes and to providing access to a fair and objective procedure for the internal review of decisions.

Decision Making Process

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



Internal Review of Council Decisions



During this reporting period Council received one request for an internal review of a decision under Section 270 of the Local Government Act 1999.

Local Government Land – Chapter 11 Local Government Act 1999

All Local Government land became classified as Community Land when the Local Government Act came into effect from 1st January 2000.

The Clare & Gilbert Valleys Council progressively determined which land should be excluded pursuant to Section 193 of the Local Government Act, with community consultation occurring throughout this process. Following consideration of submissions Council made its decision on the land to be excluded.

A Community Lands Register for Council was completed by the 31st December 2002.

Where community land is being used for a specific purpose (eg being leased or a permit issued) management plans were prepared detailing the use of the land.

Rating Policy

Council must in conjunction with its declaration of rates, adopt a rating policy (refer attachment two).

Annual Financial Statements

Annual Financial Statements are prepared each financial year, and are independently audited by Council's external auditors.

The Annual Financial Statements outline the final actual financial result of the Council for the year 1 July 2004 to 30 June 2005.

The 2004/2005 Financial Statements which were independently audited in November 2005, are attached as an appendix to the report (attachment three).

ECONOMIC AFFAIRS

Caravan Parks, Land Development, Effluent Drainage, Regional Development, Tourism

COMMUNITY SERVICES

Public Order & Safety, Health Services, Senior Citizens Facilities, Other Services for the Aged & Disabled, Child & Youth Services, Community Assistance, Other Community Support, Cemeteries, Public Conveniences, Car Parking

CULTURE & RECREATION

Libraries, Heritage, Museums, Parks & Gardens, Indoor Sports Facilities, Outdoor Sports Facilities, Swimming Centres, Halls

ENVIRONMENT

Animal/Plant Boards, Waste Management, Stormwater & Drainage, Street Cleaning, Street Lighting, Streetscaping, Other

REGULATORY SERVICES

Dog Control, Building Control, Town Planning, Health Inspection, Parking Control, Other

TRANSPORT

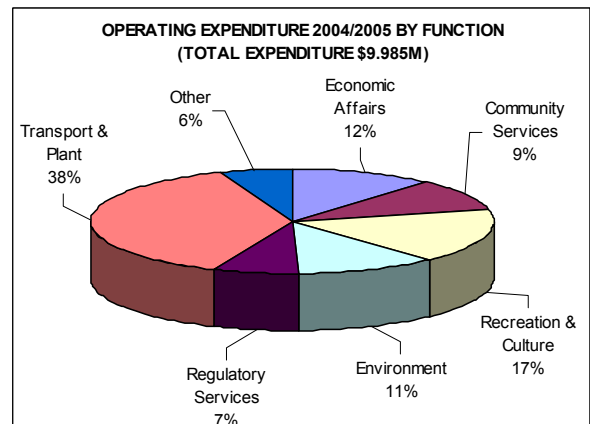
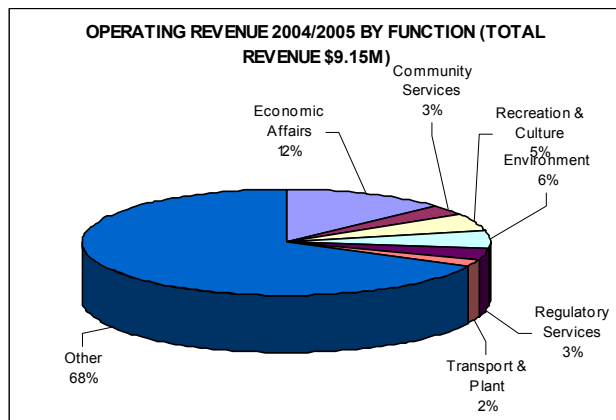
Bridges, Footpaths & Kerbing, Roads, Traffic Management

OTHER EXPENDITURE

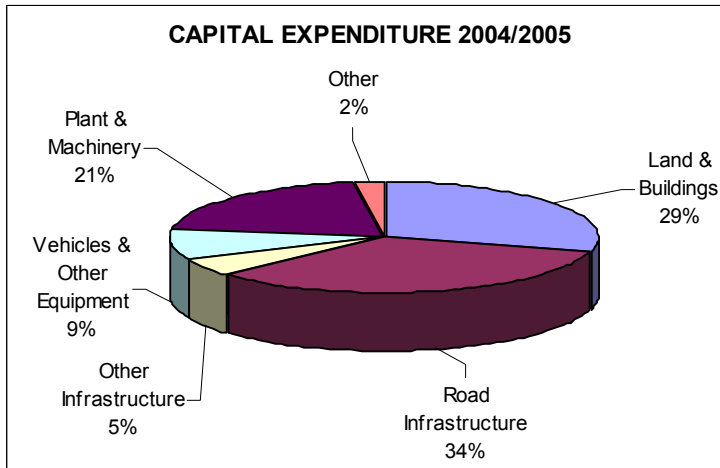
Governance, Elected Members Expenses, Unclassified Expenditure including Rate Rebates & Discount

OTHER INCOME

Rates, Government Grants, Interest



2004/2005 CAPITAL EXPENDITURE	
Land & Buildings	\$ 1,360,577
Road Infrastructure	\$ 1,578,393
Other Infrastructure	\$ 254,723
Plant & Machinery	\$ 964,649
Vehicles & Other Equipment	\$ 402,413
Other	\$ 104,386



BALANCE SHEET SUMMARY 30 JUNE 2005			
Assets		Liabilities	
Current Assets	\$4.87M	Creditors	\$0.73M
Land & Bldgs	\$16.25M	Provisions	\$0.68M
Infrastructure	\$33.77M	Loans	\$3.07M
Other Non-current Assets	\$3.98M		\$4.48M
	<u>\$58.87M</u>		

Financial Services

Key Services provided to Council during 2004/2005

Budget Preparation

The annual budget process generally commences in April/May with the preparation of a draft budget document by the finance staff under the direction of department managers and in consultation with other relevant staff members. Once the initial draft document has been prepared, a number of budget workshops are held with elected members to refine the document prior to its adoption for the following financial year.

The budget document discloses the potential financial impact that the proposed budget will have on the local community. Proposed expenditure and revenue is listed under the various functions and activities carried out by Council and notes are included in the document to clarify the contents and assist Council in the budget deliberation process.

A comparison of the 2003/2004 adopted budget to the 2004/2005 adopted budget is included in the table below:

	2004/2005	2003/2004
Total Budget Value	\$12.07M	\$10.51M
General Rate Revenue	\$5.28M	\$4.52M
General Rate Revenue as % of total revenue	44%	43%
Projected Net Debt	\$2.41M	\$1.7M
Operating Expenditure	\$9.63M	\$7.8M
Operating Revenue (excluding General Rates)	\$2.92M	\$2.47M

Monthly Financial Reporting

It is important that elected members are kept informed of the financial performance of the Council on a regular and timely basis.

To facilitate this, detailed financial reports outlining the financial performance of Council against the adopted budget are prepared and included in the meeting agenda for consideration by elected members at each monthly Council meeting.

Budget Reviews

In accordance with the provisions of the Local Government (Financial Management) Regulations, reviews of the budget are considered by Council on a quarterly basis.

These reviews assist Council in monitoring its financial performance and also assist with developing the framework of the following year's budget.

During the 2004/2005 financial year budget reviews were prepared as at the end of October, January and April.

Annual Financial Statements

At the completion of each financial year the Annual Financial Statements are prepared. These detail the financial result of the Council for the entire financial year and are independently audited by external auditors appointed by Council.

The 2004/2005 Financial Statements, which were independently audited in November 2004, are attached as an appendix to the report.

Fixed Asset Registers

The extensive fixed assets under the care and control of the Council are listed in Council's fixed assets register.

The fixed asset register includes the following categories of assets:

- Land & Buildings (\$16.2M)
- Infrastructure (including roads, bridges, footpaths, stormwater drainage, effluent disposal schemes & car parks) (\$33.8M)
- Equipment (including road plant, vehicles and office equipment) (\$3.6M)
- Other (\$0.32M)

Revaluations of these fixed assets are required to be carried out on a five year basis in accordance with the Australian Accounting Standards.

Development

Council provides a wide range of services, many of which are prescribed by various state Government Acts and Regulations.

This includes:

- The Development Act
- The Heritage Act
- The Building Code of Australia
- The Public and Environmental Health Act
- The Food Act
- The Environment Protection Act
- The Dog and Cat Management Act

The Development Act

Local Government plays a significant role in the development of policies and management of the environment at the local level. It also has a role at the regional and State level in such matters.

Provision is made under the Development Act, 1993 as amended, for Council to receive applications for development. These applications range from carports, verandahs and garages to relatively large scale commercial development.

The Heritage Act

Local Government also plays a significant role in the assessment of development proposed in the State Heritage area of Mintaro, the Heritage Conservation Zone in Auburn and numerous State and local listed buildings and properties. These development applications are also assessed under the Heritage Act 1993, with the assistance of a Heritage Adviser.

The Development Plan

Management of land uses is controlled using the provisions of the Development Plan, in conjunction with the Development Act. The Council area is covered by the provision of Council's Development Plan dated 16 October 2003.

The process to amend the Development Plan is known as a Plan Amendment Report (PAR). The Development Act prescribes various activities that must be undertaken during the preparation of any such PAR. One key activity is the two month consultation period of a draft PAR with the community, which occurred in June 2001 and will next occur after February 2006, for a Heritage PAR for Mintaro and a residential PAR for Clare.

Council commenced the PAR process to address the above issues in late 2003/early 2004, with a Section 30 Review. Following on from this a Heritage Study for Mintaro and a Residential & Centre Study for Clare commenced in 2005 and will be completed in 2005/2006. The process will finally conclude in late 2006 when an agreed document is proposed to be authorised, as the new Development Plan.

Development Applications - Planning

The majority of planning applications reviewed and processed by Council under the Development Act were "*Consent Applications*" which do not involve public notification and are dealt with by Council staff using delegated authority.

Other applications considered as Category 2 or 3 forms of development pursuant to the Development Act required public notification procedures to be followed. Similarly, those forms of development classed as non-complying followed the public notification procedure.

As is provided under the Development Act, any persons who are aggrieved by the decision of Council, with respect to their application, or who are third parties who have lodged representations during the public notification period, are able to lodge an appeal against that decision to the Environment, Resources and Development Court. Compromises are usually reached on all matters which are the subject of an appeal to the Court, however this process was only required for one of Council's decisions during 2004/2005.

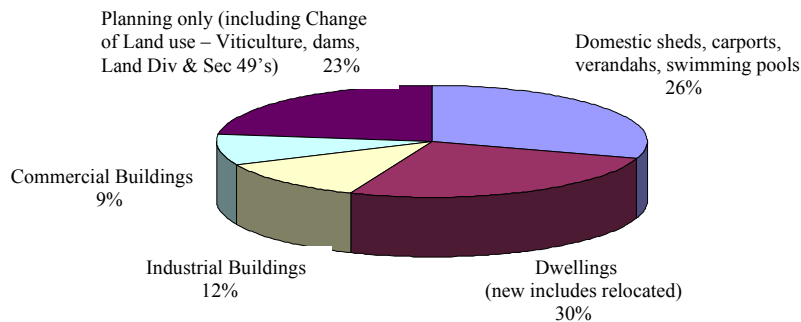
Development applications received between 1st July 2004 and 30th June 2005 are shown, and as a comparison, development applications received between 1st July 2003 and 30th June 2004 and 1st July 2002 and 30th June 2003 are also provided.

It is worth noting that while only one additional development application was received for the 2004/05 financial year than the previous year, the \$ value did not rise significantly from \$38m in 2003/04 due to the increased number of domestic type applications being balanced out with less commercial applications. It should be noted that these figures relate to planning assessments only and not ‘as built’ work.

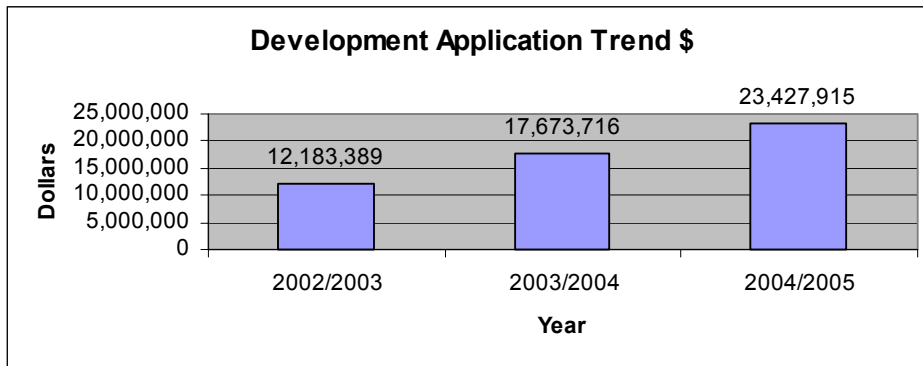
It is also worth noting that of the 490 applications lodged for the 2004/2005 year, 314 were received for development in townships (by development plan zones). The following breakdown (previous 2 financial years figures shown in brackets (2003/04, 2002/03)) shows the ‘spread’ of development throughout the Council:

- Clare 181 (169,168)
- Riverton 35 (28, 28)
- Auburn 22 (17, 20)
- Saddleworth 14 (15, 16)
- Tarlee 10 (6, 6)
- Watervale 6 (3, 11)
- Rhynie 7 (5, 5)
- Mintaro 11 (7, 10)
- Stockport 6 (9, 8)
- Sevenhill 6 (5, 1)
- Manoora 2 (4, 3)
- Penwortham 3 (3, 2)
- Waterloo 2 (2, 2)
- Armagh 9 (7, 1)

**Clare & Gilbert Valleys Council Development
Planning Applications 2004/2005**



Development Applications - Buildings



For the year 2004/2005, full Development Approvals to the value of \$23,427,915 were recorded, with this growth due mainly to increased residential and commercial development.

Construction and full approval also occurred for a major development at Carinya, Clare (\$2.3M), Taylors Wines viticulture, Auburn (\$3.5M), Target Country/Cheap as Chips, Clare (\$1.85M) and new Offices/Dental Surgery, Clare (\$1M). Other significant development partly completed includes the new Clare Valley Visitor Information Centre, major alterations to an existing commercial building (IKC), Clare and Council’s office alterations and new Chambers.

Building Fire Safety Committee

Pursuant to Section 71 (19) of the Development Act 1993, Council established the Clare and Gilbert Valleys Council Building Fire Safety Committee on 21 June 2004.

The Committee carried out inspections and provided guidance for 14 licensed premises, 2 nursing homes, 2 large new retail premises, 1 large manufacturing warehouse, and 1 new tourist information office in 2004/2005.

The committee aims for improvements in fire safety and essential safety provisions for premises inspected, primarily through co-operation with building owners.

Disability Discrimination Act 1992

Pursuant to the requirements of the Disability Discrimination Act 1992, Council adopted its own Disability Action Plan in July 2004. This is an organic document requiring routine review and upgrading, to work towards ensuring that people with disabilities can access Council functions, facilities and services.

The Year Ahead

The 2005/2006 financial year will be a productive time for the Clare & Gilbert Valleys Council area as we work to improve on the achievements of 2004/2005.

Revenue collected will enable the following:

Plant replacement	\$317,000
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Key projects for the coming year include:

BRIDGES	
Mintaro/Merilden	\$113,000
Rhynie/Balaklava Road	\$ 84,000
Muanu Road	\$ 67,000
ROADS SEALED	
Bates Hill Road	\$162,000
Mintaro/Manoora Road	\$ 76,000
Rhynie/Balaklava Road	\$ 74,000
Victoria Road/Lennon Street & Main North Road Intersection	\$272,000
Neagles Rock Road Traffic Calming	\$ 98,000
*Note: Black Spot Funds of \$238,000	
ROADS RESHEETED	
Main Road 45	\$ 41,449
Rhynie/Balaklava Road	\$ 50,739
Stradbroke Road	\$ 15,380
Merilden/Manoora Road	\$ 52,739
Riverton/Marrabel Road	\$ 44,541
Cornwell Road	\$ 34,312
OTHER CAPITAL PROJECTS	
Clare Main Street – Redevelopment	\$400,000
Riverton Public Toilets	\$106,000
Tarlee Toilets	\$ 30,000
Hutt River – Linear Park	\$145,000
Clare Transfer Station	\$555,000
*Note: Planning SA Funds of \$78,400	

Overall, Council's capital budget is \$5,269,282 million. Capital works are a core business of Council and benefits will be seen in the areas of bridge upgrades, Septic Tank Effluent Disposal Scheme maintenance, waste transfer station construction, road works and road renewal.

Looking ahead to the next 12 months, Council has committed to numerous major projects and activities that will improve the level of service and facilities provided to the community.

**CLARE & GILBERT
VALLEYS COUNCIL**

**PUBLIC CONSULTATION
POLICY**

Adopted 19 June 2000

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Appendix 1 – Local Government Act – Schedule of Consultation

1. Consultation Policy Framework

The Clare & Gilbert Valleys Council is committed to open, accountable and responsive decision making, facilitated by effective communication and consultation between Council and the community. The Public Consultation Policy sets out the steps Council will take to establish partnerships and encourage community involvement in planning and decision making about the services Council provides and the management of community resources.

Council aims to ensure that appropriate and cost effective methods are used to inform and involve the local community, key stakeholders and interested parties, relevant to the specific circumstances of each consultation topic.

This Policy addresses the key elements of both communication and consultation. Communication involves providing meaningful information in a timely and accessible manner. For example, a letter advising of certain events, or an advertisement in The Northern Argus, The Herald, The Flinders News and The Plains Producer about a consultation forum. Consultation is a two-way process, providing opportunities to clarify information, raise issues and discuss ideas, options and views.

2. The Local Government Act 1999 (“the Act”)

The Clare & Gilbert Valleys Council Public Consultation Policy has been developed and adopted in accordance with Section 50 of the Local Government Act. Section 50 requires the policy to identify steps Council intends to take where the Act requires consultation, and provides for the steps to vary according to the class of decisions to be made by Council. Other sections of the Act refer to consultation requirements, and in some instances set out what a Council must do rather than referring to consultation or the Public Consultation Policy. A summary of these requirements is attached as Appendix 1.

This Policy will apply to those circumstances required in the Act.

3. The Clare and Gilbert Valleys Council's Charter – The Principles

Council's Policy is underpinned by the following Principles, which are central to effective communication and consultation. Council will:

- ❖ identify potential stakeholders in each specific circumstance.
- ❖ ensure information is easily understood and accessible to identified stakeholders, and include contact details for obtaining further information in all communications.
- ❖ a range of appropriate opportunities will be provided for people to access information and to be involved, taking account of local significant barriers to access due to language, geographical distance, disability or cultural issues.
- ❖ define the parameters of the consultation process for each specific topic, and identify what aspects of the decision can be influenced by community involvement.
- ❖ aim to listen and respond to community views in a balanced way, taking account of all submissions made by various stakeholders.
- ❖ keep records and provide feedback about the reasons for decisions where relevant.
- ❖ review and evaluate the Policy to ensure ongoing improvement in the way Council involves the community in its decision-making processes.

4. **The Decision Making Process**

Community consultation is only one aspect of Council’s decision making process. Council seeks to take account of the views and aspirations expressed by the community and stakeholders, and balance those with other influences such as budgetary constraints, to make decisions within the context of Council endorsed strategic directions.

The following diagram identifies the various stakeholders that Council will consult with, where relevant and appropriate to the matter before it.

Various Stakeholders - Influencing the Outcome

EXTERNAL

Federal & State
Government/Agencies
Local Govt Authorities
Regional Organisations

INTERNAL

Councillors
Council Staff
Council Committees/
Advisory Groups

LOCAL

Community Groups
Representatives
Residents
Ratepayers

5. Roles and Responsibilities

This Policy will apply to Councillors, staff, contractors, and agents or consultants acting on behalf of Council.

The Chief Executive Officer is responsible for:

- ❖ implementing communication and consultation initiatives in accordance with this Policy;
- ❖ reporting on outcomes of these initiatives to Council, to inform the decision making process; and
- ❖ reporting on the review and evaluation of the policy.

6. Steps to be Taken – Deciding the Communication and Consultation Strategy

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

A Public Consultation Advisory Group will be convened to determine the communication and consultation strategy for each specific consultation topic. Membership of the Group will vary, depending on the topic under consideration, but representation will generally include the following:

- ❖ Chief Executive Officer or nominated representative;
- ❖ Elected Member nominated by Council;
- ❖ Council staff responsible for public relation matters; and
- ❖ Relevant Departmental Head or nominated representative.

The Public Consultation Advisory Group will:

- ❖ identify stakeholders relevant to the consultation topic;
- ❖ decide the key messages to deliver to stakeholders;
- ❖ identify the parameters of the consultation initiative, that is, what aspects of the decision can be influenced;
- ❖ identify a range of appropriate options for communicating information to stakeholders and inviting involvement – “the communication strategy”;
- ❖ identify a range of appropriate consultation initiatives – “the consultation strategy”;
- ❖ identify contact person(s) for interested parties to obtain further information;
- ❖ identify timeframes relevant to the consultation initiative. Council will aim to provide 2 weeks notice of any consultation forums or opportunities, and ensure a period of 21 days is allocated from the date of inviting involvement to the final closing date for submissions;
- ❖ determine responsibility for :
 - ❖ implementing the communication and consultation strategy;
 - ❖ reporting to Council on the outcomes;
 - ❖ providing feedback about the decision to participants; and
 - ❖ ensuring appropriate records are kept.

7. **COMMUNICATION AND CONSULTATION STRATEGIES**

Examples of the options to be considered in deciding the appropriate communication and consultation strategies are as follows:

<i>Communication Options may include:</i>	<i>Consultation Options may include:</i>
<ul style="list-style-type: none"> ❖ <i>Feature articles in Council Newsletter</i> ❖ <i>Advertisements in local paper.</i> ❖ <i>Advertisements in The Advertiser if matter has relevance to broader community</i> ❖ <i>Media releases/editorial</i> ❖ <i>Fact Sheets or brochures</i> ❖ <i>Letters addressed to stakeholders</i> ❖ <i>Letter box drops in the relevant area</i> ❖ <i>Web site</i> ❖ <i>Telephone access line</i> ❖ <i>Displays in public places</i> ❖ <i>Notice in public places</i> 	<ul style="list-style-type: none"> ❖ <i>Meetings with Elected Members and staff</i> ❖ <i>Council Advises Committee's and town organisations</i> ❖ <i>Focus Groups</i> ❖ <i>Workshops for stakeholders</i> ❖ <i>Surveys through interviews/self completion</i> ❖ <i>Door Knock Surveys</i> ❖ <i>Community Forums and Meetings</i> ❖ <i>Calling for public written comment and/or representation to Council.</i>

In specific situations, the minimum approaches as outlined below will be adopted :

Topic affects several residents

Letter addressed to individual residents with information and providing contact person(s) to obtain further information or to make a submission

Topic affects several streets

Letter box drop, inviting expressions of interest. Follow up with details of a consultation forum if sufficient interest, or individual contact with interested parties.

Topic affects broader community or likely to attract considerable community interest.

For example, lands management, major works, regional issues, topic with potential for District wide impact– Notice in local paper, media release, signage in targeted locations, inviting expressions of interest. Convene consultation forum, which will include information session and opportunities to express views through questions and answers, workshop session, and formal submissions.

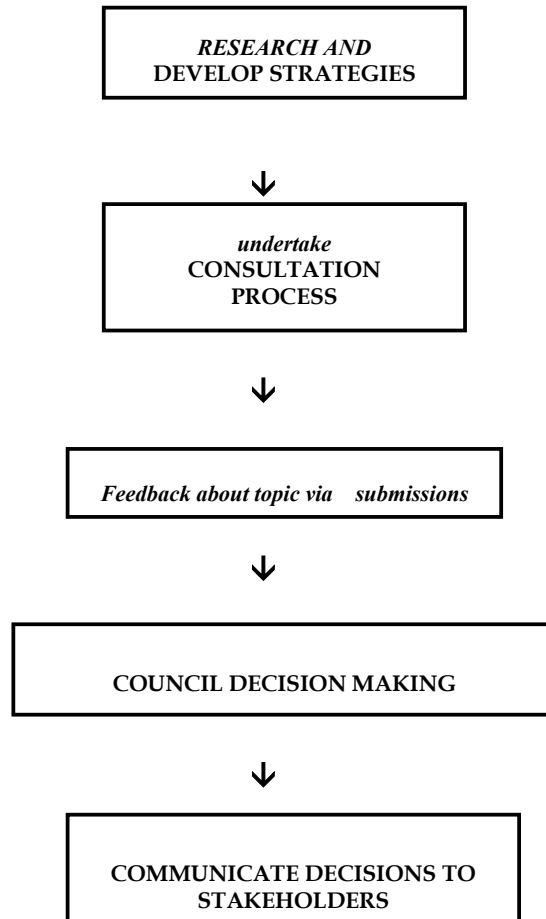
Inviting submissions following initial consultation phase

Display at Council offices or public places. Individual consultation and comment sheets to enable stakeholder feedback to be recorded.

Where requirements are set out in the Local Government Act for specific topics, those requirements will be included in the steps taken by Council in those circumstances. (Refer Appendix 1).

8. ***CONSULTATION AS PART OF THE DECISION MAKING PROCESS***

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



9. ***COUNCIL ENDORSEMENT OF THE POLICY***

This Policy was endorsed by Council on the 19 June 2000. 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 newspapers which included the Advertiser, Northern Argus, The Flinders News, The Plains Producer and the Barossa & Light Herald on the 17 May 2000. No submissions were received.

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.

10. REVIEW AND EVALUATION

The effectiveness of the Policy will be reviewed and evaluated annually within Council's strategic planning framework. The Chief Executive Officer will report to Council on the outcome of the evaluation, and make recommendations for amendments, alteration or substitution of a new Policy if relevant.

11. AVAILABILITY OF THE POLICY

The Policy will be available for inspection at Council's offices during ordinary business hours.

Copies will be provided to interested parties upon request at a fee of \$5.50.

Appendix 1

**LOCAL GOVERNMENT ACT 1999 (SA)
PUBLIC CONSULTATION POLICY – SCHEDULE OF REQUIREMENTS**

TOPIC	SECTION	LEGISLATIVE REQUIREMENT
Definition of Public Consultation	Interpretation	Reference to Chapter 4, Part 5 only
Representation Reviews. <ul style="list-style-type: none"> • Review and reporting to the Electoral Commissioner 	12	<ul style="list-style-type: none"> • Public notice of a review inviting written submissions within 6 weeks, including notice in a newspaper circulating within its area • Provide opportunity for person who makes written submission to appear before Council or a Council committee to be heard on submissions • Council to prepare report on the public consultation • By public notice inform of the completion and availability of the report for inspection and invite written submissions within 3 weeks, including notice in a newspaper circulating within its area • Provide opportunity for person who makes written submission to appear before Council or a Council committee to be heard on submissions • Council must then finalise its report and refer to the Electoral Commissioner.
Status of a Council/ Change of Name <ul style="list-style-type: none"> • Change from a municipal council to a district council, or change from a district council to a municipal council • Alter the name of the council, the area of the council, or the name of a ward. 	13	<ul style="list-style-type: none"> • Public notice of the proposal inviting written submissions within 6 weeks, including notice in a newspaper circulating within its area • Provide opportunity for person who makes written submission to appear before Council or a Council committee to be heard on submissions

Principal Office – Opening hours	45	accordance with Council’s public consultation policy about the manner, places and times at which its offices will be open to the public for the transaction of business, and about any significant changes to these arrangements.
Commercial Activities – Prudential Requirements	48 (2) (d) 48 (5), (6)	Report addressing prudential issues to include <ul style="list-style-type: none"> • the level of consultation with the local community, including contact with persons who may be affected by the project and representations made by them • the means by which the community can influence or contribute to the project or its outcomes.
Public Consultation Policies	50	Requirements for preparation, adoption and alteration to Council’s public consultation policy. <ul style="list-style-type: none"> • Policy must set out steps that Council will follow in cases where the Act prescribes public consultation • Policy may also set out steps to follow in other cases involving council decision making • Steps may vary, but must provide for a reasonable opportunity to make submissions in relevant circumstances • Section 50 (4) sets out minimum steps which require Councils to publish notice describing the matter under consideration in a newspaper circulating within the area, and inviting submissions within stated period (at least 21 days) consider submissions made in response. • Section 50 (4) applies before Council adopts, substitutes and/or alters a public consultation policy, unless the alteration is only of minor significance. • Council’s public consultation policy is to be made available for inspection without charge at the principal office during ordinary office hours, and for purchase on payment of a fixed fee by Council.
Code of Practice – Access to meetings and documents	92 (5)(b)	Before a council adopts, alters or substitutes a code of practice under S 92 it must follow relevant steps set out in its public consultation policy.

<p>Alienation of community land by lease or licence</p> <p>Permits</p> <ul style="list-style-type: none"> • Right of exclusive occupation Restricting access to a road • Use or activity for which public consultation required under regulations 	<p>S202</p> <p>S223</p>	<p>amendment has no impact or no significant impact on the interests of the community.</p> <ul style="list-style-type: none"> • A Council must give public notice of its adoption of a proposal for the amendment or revocation of a management plan. <p>Council must follow the relevant steps set out in its public consultation policy, before granting a lease or licence relating to community land. Exceptions apply in circumstances where</p> <ul style="list-style-type: none"> • lease or licence is authorised in an approved management plan, and the term is five years or less • regulations provide for an exemption from compliance with a public consultation policy. <p>Council must follow the relevant steps set out in its public consultation policy before granting the authorisation or permit.</p>
<p>Roads – Trees</p>	<p>S232</p>	<p>Before planting or authorising planting of vegetation on a road.</p> <p>If the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area, councils must follow the relevant steps set out in its public consultation policy.</p>
<p>Passing by-laws</p> <p>NB: No specific reference to Council’s Public Consultation Policy, but minimum standards apply</p>	<p>S249</p>	<p>At least 21 days before resolving to make a by-law, Council must:</p> <ul style="list-style-type: none"> • make copies of the proposed by-law (and other code, standard or other document proposed to be applied or incorporated by the by-law) available for public inspection • inform the public of the proposed by-law and set out the terms or describe in general terms the nature and effect of the by-law, through a notice in a newspaper circulating in the area • give reasonable consideration to a written or other acceptable submission made on a proposed by-law • publish a notice of the making of a by-law in a newspaper circulating in the Council area.

<p>Power to Make Orders Councils must take reasonable steps to prepare and adopt policies relating to power to make orders.</p>	<p>S259 (2)</p>	<p>Council must</p> <ul style="list-style-type: none"> • Prepare a draft of a policy • By notice in a newspaper circulating in the Council area, advise where the draft is available for inspection (without charge) or purchase (on payment of a fee fixed by Council), and invite written representations on the draft with a period specified by the Council (at least four weeks) • Consider any submission made in response to the invitation. <p>The requirements of S259 (2) apply prior to Council adopting an amendment to a policy, unless Council determines that the amendment is of only minor significance.</p>
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Rating Policy

INTRODUCTION

This document sets out the policy of the Clare & Gilbert Valleys Council for setting and collecting rates from its community. The policy covers:

- method used to value land
- adoption of valuations
- business impact statement
- Council's revenue raising powers
- differential general rates
- minimum rate
- service charges
- rate concessions
- state seniors card ratepayer (self funded retirees)
- pensioner concessions
- other concessions
- payment of rates
- late payment of rates
- sale of land for non-payment of rates
- remission and postponement of rates
- rebate of rates
- disclaimer

CONTACT DETAILS FOR FURTHER INFORMATION

Rates Officer on 8842 6400, fax 8842 3624

Clare & Gilbert Valleys Council
4 Gleeson Street
CLARE SA 5453
Open Monday to Friday
8.30 am to 5.00 pm

Branch Offices at:

21 Torrens Road
RIVERTON SA 5412
Open Monday to Thursday
9.00 am to 5.00 pm

19 Belvidere Road
SADDLEWORTH SA 5413
Open Tuesday to Friday
8.30 am to 5.00 pm

STRATEGIC FOCUS

Council has determined that the application of an annual rating policy should be developed within a framework which integrates planning from a strategic directions level through a service delivery. In formulating Rating Policy for 2004/2005, Council has taken into account the fact that rates constitute a system of taxation for local government purposes (Section 150 Local Government Act, 1999)

The strategic directions for the Clare and Gilbert Valleys Council are outlined in the Strategic Plan.

The Strategic Plan establishes a picture of what Council wants to achieve.

As part of the financial planning and budget processes, the rate revenue required to meet expenditure needs is calculated taking into account other sources of revenue. The structure of the rating system is then determined, considering how the rates are levied between, and within, various categories of ratepayers.

Council's budget is available for inspection at the contact locations listed on Page 1.

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 local papers. Ratepayers and other interested parties are welcome to attend. The Council also encourages feedback at anytime and such comments may be sent to:

Mr Mark Goldstone
Chief Executive Officer
Clare & Gilbert Valleys Council
4 Gleeson Street
CLARE SA 5453

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.

This policy is available for inspection at contact locations listed on Page 1.

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

- the equity principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;
- property value is a relatively good indicator of wealth and capital value, which closely approximates the market value of a property and provides the best indicator of overall property value;
- the distribution of property values throughout the Council area is such that few residential ratepayers will pay significantly more than the average rate per property.

ADOPTION OF VALUATIONS

The Council has adopted the valuations made by the Valuer-General as provided to the Council prior to August 8, 2004. 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:

Office of the Valuer-General
GPO Box 1354
ADELAIDE SA 5001
email: objections@saugov.sa.gov.au

and the telephone number is 1300 653 345. 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.

NOTIONAL VALUES

Certain properties may be eligible for a notional value under the Valuation of Land Act 1971 where the property is the principal place of residence of a ratepayer. This can relate to certain primary production land or where there is State heritage recognition. A notional value is generally less than the capital value

and this will result in reduced rates, unless the minimum rate already applies. Application for a notional value must be made to the Office of the Valuer-General.

BUSINESS IMPACT STATEMENT

The Council has considered the impact of rates on all businesses in the Council area, including primary production. In considering the impact, Council assessed the following matters:

- The equity of the distribution of the rate burden – apart from the decision to provide a differential rate for properties outside defined townships, as outlined under the heading “Differential General Rates”, the Council considers that all ratepayers receive broadly comparable services.
- Council’s policy on facilitating local economic development:
 - Preference for local suppliers where price, quality and service provision are comparable to suppliers outside the Council area;
- Current local, state and national economic conditions and expected changes during the next financial year.
- Changes in the valuation of business and primary production properties from the previous financial year.
- Specific infrastructure maintenance issues that will solely or principally benefit businesses and primary producers – Council will be:
 - upgrading the, maintenance program on open surface roads.

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. In addition, Council can raise separate rates, for specific areas of the Council or service rates or charges for specific services. The Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and any equity issues.

DIFFERENTIAL GENERAL RATES

The Council has decided to impose differential general rates on the following basis:

- all land situated within the defined townships
- all other land on the basis that:
 - properties outside the defined townships tend to be remote from many of the services provided by Council;
 - land outside the defined townships do not receive a waste management service;
 - properties outside the defined townships do not have footpaths or street lighting;
 - many properties outside the defined townships are served by unsealed roads.

At its meeting of 9 August, 2004 the Council decided to raise rate revenue of \$5,337,000.

As a result of this decision the Council has set a rate of 0.481 cents in the dollar for all land situated within the defined townships and 0.332 cents in the dollar for all other land in the area.

Land Use is used as the factor to apply differential rates.

MINIMUM RATE

A Council may impose a minimum amount payable by way of rates, provided that it has not imposed a fixed charge. Where two or more adjoining properties have the same owner and are occupied by the same occupier, only one minimum rate is payable by the ratepayer. Where a Council imposes a minimum rate it must not apply to more than 35% of properties in the Council area.

The Council has decided to impose a minimum rate of \$412.50. The reasons for imposing a minimum rate is that Council considers it appropriate that all rateable properties make a base level contribution to:

- the cost of administering the Council's activities
- the cost of creating and maintaining the physical infrastructure that supports each property.

SERVICE CHARGES

The Council provides a septic tank effluent disposal system to all properties in Clare, Saddleworth and Riverton. The full cost of operating and maintaining the service for this financial year is budgeted to be \$355,300. The Council will recover this cost through the imposition of a service charge for each Property Unit. Council also provides a waste collection service in defined townships within the area. A service charge of \$125 has been imposed to recover the costs of this service.

RATE CONCESSIONS

The State Government, in providing equity across SA in this area, funds a range of concessions 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)

This concession is administered by RevenueSA. If you are a self funded retiree and currently hold a State Seniors Card you may be eligible for a concession towards 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 366 150.

PENSIONER CONCESSIONS

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. This concession is administered by SA Water on behalf of the Department of Human Services and further information can be obtained by telephoning SA Water.

OTHER CONCESSIONS

The Department of Family and Youth Services administers 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 (refer to page 437 of the Adelaide White Pages for location and telephone details).

PAYMENT OF RATES

The Council has decided that the payment of all rates will be by four instalments, due on the 20th September 2004, 20th December 2004, 21st March 2005 and 20th June 2005.

The Council is offering a discount of 2.25% for the payment of all rates in full by 20 September 2004.

Rates may be paid:

- By telephone, using a credit card, ring 8842 6400;
- By Bpay, using a debit card only (contact your bank, credit union or building society to make a payment directly from your cheque or savings account);
- In person, at the Council offices at locations and times listed on Page 1, EFTPOS facilities are available for payments at the Clare Office.

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment arrangements is invited to contact Rates Officer, on 8842 6400 to discuss alternative payment arrangements. Such inquiries are treated confidentially by the Council.

The Council has adopted a policy that where the payment of rates will cause a ratepayer demonstrable hardship, the Council is prepared to make available extended payment arrangements.

LATE PAYMENT OF RATES

The Local Government Act provides that Councils impose a penalty of a 2% fine on any payment for rates, whether instalment or otherwise, that is received late. A payment that continues to be late 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.

The Council is prepared to remit penalties for late payment of rates where ratepayers can demonstrate hardship.

The Council issues a final notice for payment of rates when rates are overdue i.e. unpaid by the due date. Should rates remain unpaid more than 21 days after the issue of the final notice then the Council refers the

debt to a debt collection agency for collection. The debt collection agency charges collection fees that are recoverable from the ratepayer.

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

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

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 Officer on 8842 6400 to discuss the matter. Such inquiries are treated confidentially by the Council.

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, the Royal Zoological Society and educational institutions. Discretionary rebates may be applied by the Council under Section 166 of the Act.

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.

Except in extraordinary circumstances, the Council enforces the sale of land for arrears of rates and a copy of the Council's policy is available from the Rates Officer on 8842 6400 or by writing to Clare & Gilbert Valleys Council, 4 Gleeson Street, CLARE SA 5453.

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 Officer on 8842 6400 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied they should write to Mr Mark Goldstone, Chief Executive Officer, Clare & Gilbert Valleys Council, 4 Gleeson Street, CLARE SA 5453.

DISCLAIMER

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.

CLARE & GILBERT VALLEYS COUNCIL



Financial Report **for the reporting period ended 30 June 2005**