

PETERBOROUGH

DISTRICT

COUNCIL

ANNUAL REPORT

2001/2002

108 Main Street
PETERBOROUGH S.A. 5422
Telephone (08) 8651 3566
Facsimile (08) 8651 3066

The content of Council's 2001/2002 Annual report is as required under Section 131 of the Local Government Act, 1999.

Progress on Council activities is reported monthly in *The Informer*, which is circulated throughout the Peterborough district.

COUNCIL MEMBERS

Mayor: Cr (Mrs) Ruth Whittle

Deputy Mayor: Cr John Pelton

Councillors: (No wards)

AOM (Andrew) Bailey
TH (Tim) Carter
NR (Norm) Chapman
LE (Leon) Clapp
DSJ (David) Mercer
JC (John) Sandland
CK (Chris) Woodman

CHIEF EXECUTIVE OFFICER:

Terry Barnes

PRINCIPAL OFFICE:

108 Main Street
PETERBOROUGH SA 5422

POSTAL ADDRESS:

PO Box 121
PETERBOROUGH SA 5422

TELEPHONE NUMBER:

(08) 86513566

FACSIMILE NUMBER:

(08) 86513066

E-MAIL:

council@peterboroughsa.com

AUDITOR:

Dean, Newbery & Partners

BANKERS:

National Australia Bank
Local Government Finance Authority (LGFA) – Investments

INSURANCE BROKERS:

Local Government Risk Services
Mutual Liability Scheme

STAFF of COUNCIL:

Administrative Staff

*Terry Barnes	Chief Executive Officer
*Cheryl Willmott	Director of Corporate Services
*Peter Ward	Director of Finance
Tom King	Works Manager
*Susan Arbon	Office Administration
*Denise Sullivan	Office Administration
*Chick Polomka	Office Administration

*Employed by Federation of North Eastern Councils

Peterborough and Community Library

Christine Malycha	Library Assistant
Michelle Travaille	Library Assistant

Human Services Department

Vera Miller	Community Services Co-ordinator
Gail Sant	Community Development Officer
Martin Heneker	Recreation Link-up Officer
Dianne Harris	Ruralink Service Centre Manager

Works Staff

Greg Bowden	Darren Clark
Joe Martin	Greg Duggan
Steve Jennings	Shane Saal
Grant Lewis	Pat Sandland
Greg Madex	Lennie Tuckwell

COUNCIL COMMITTEES AND COUNCIL DELEGATES

Council Committees

Works Committee, Finance Committee and Development Assessment Panel

Council members and staff represent Council on the following committees:-

SECTION 199 COMMITTEES:

Town Courts	Cr Woodman
Sports Centre	Cr Chapman
Swimming Pool	Cr Chapman
Community Services	Mayor Whittle
Tourist Association	Cr Woodman
Town Hall	Crs Chapman, Carter and T Barnes
Yongala Hall	Vacant

VARIOUS COMMITTEES:

Ambulance	Crs Chapman & Sandland
High School	Cr Woodman
Hospital Board	Cr Pelton and Mayor Whittle
Animal & Plant Control	Crs Sandland, Bailey & Clapp
Community Library	CEO, & Cr Woodman
Steamtown	Cr Clapp
State Disaster	Tom King, Crs Chapman & Carter
Yongala CFS	Vacant
Peterborough CFS	Cr Bailey
Federation	Mayor Whittle, Crs Pelton & Bailey
Informer	CEO, Crs Pelton & Clapp, V Norman & S Arbon
Northern Waste Man.	Cr Carter – Cr Chapman proxy

DELEGATES:

Local Govt. Assoc.	Mayor Whittle – Cr Bailey proxy
Central Local Govt Assoc	Mayor Whittle & Cr Bailey – Crs Pelton & Sandland proxies
Nthn. Building Health & Inspectorial Board	Crs Sandland & Pelton

PUBLIC PARTICIPATION AND ACCESS TO COUNCIL DOCUMENTS

Decision making Structure of the Council

Council's Ordinary meeting is held on the evening of the third Monday in the month.
The Works Committee meets on the evening of the first Monday in the month.
Special meetings are convened as required.

Access to Council Documents

The following documents are available for public inspection at the Council office and copies are available for a small charge.

- ❖ Agenda and Minutes
- ❖ Budget Statement
- ❖ Policy Manual
- ❖ Annual Report
- ❖ Annual Financial Statement
- ❖ Development Plan
- ❖ Development Application Register
- ❖ Assessment Book
- ❖ Register of Members Allowances and Benefits
- ❖ Register of Employees Salaries, Wages and Benefits

LOCAL GOVERNMENT ACT, 1999 – Section 131 & Schedule 4

1(a) Audited Financial Statements

A copy of the audited Financial Statement is attached

Subsidiaries

A copy of the Annual Report for the Federation of North Eastern Councils is attached.

(b) Registers

The following is a list of Council registers: -

- Cemetery Register
- Dog Registration Register
- Mobile Garbage Bin Register
- Deeds Register
- Lease and Contracts Register
- Campaign Donations (Elections Act)
- Primary and Ordinary Returns (Elections Act)

(c) Code of Conduct

Council adopted its Code of Conduct as required under the sections 63 and 110 of the Local Government Act, 1999 on 16 July 2001

(d) Rating Policy

A copy of the Council's Rating Policy for 2001/2002 is attached

(e) Policy Documents

The following policy documents were adopted in the reporting year: -

<u>Policy Name</u>	<u>Adoption Date</u>
Code of Conduct	16 July 2001
Grids on Public Roads	21 May 2002
Risk Management – Insurance Liability	18 May 2002

(f) Allowances

Information on allowances paid to members of Council or a Council Committee: -

Mayor :	Cr (Mrs) Ruth Whittle	\$6,000
	Cr John Pelton (Deputy Mayor)	\$2,000
Committee Chairmen:	Cr Chris Woodman	\$2,000
	Cr Andrew Bailey	\$2,000

Allowances cont.,

Councillors:	Cr Tim Carter	\$1,500
	Cr Norm Chapman	\$1,500
	Cr Leon Clapp	\$1,500
	Cr David Mercer	\$1,500
	Cr John Sandland	\$1,500

(g) **Senior Executive Officers**

Information on the number of senior executive officers, allowances, bonuses and benefits is as follows: -

Chief Executive Officer

Salary

Level 6 Step 2 of the Senior Officers Award plus 4% Enterprise Bargaining Agreement

Motor Vehicle

Business and private use (subject to car lease arrangements)

Council Residence

\$85 per week

Telephone Subsidy

\$300 per annum

Note: The Chief Executive Officer is employed by the Federation of North Eastern Councils

Director of Corporate Services

Salary

Level 2 Step 3 of the Senior Officers Award plus 4% Enterprise Bargaining Agreement

Motor Vehicle

Business and private use (subject to car lease arrangements)

Telephone Subsidy

\$200 per annum

Note: The Director of Corporate Services is employed by the Federation of North Eastern Councils

Director of Finance

Salary

Level 2 Step 3 of the Senior Officers Award plus 4% Enterprise Bargaining Agreement

Motor Vehicle

Business and private use (subject to car lease arrangements)

Rental Subsidy

\$30 per week

Telephone Subsidy

\$200 per annum

Note: The Director of Finance is employed by the Federation of North Eastern Councils

(h) **Representation Quota**

There are no wards within the District Council of Peterborough. The Representation Quota for this Council is 1/210 and councillors are elected for a three (3) year term. The next elections are due in May 2003.

The next Representation Review as prescribed in Section 12, clause (4) will be conducted in November 2002. Public notice of a review will be given inviting interested persons to make written submissions to the council on the subject of the review within the specified period.

Council is cognisant of the provisions of Chapter 3 of the Local Government Act, 1999 for electors to make submissions on representation under the Act.

Representation Quota Comparison

The Flinders Ranges Council	1/210
District Council of Goyder	1/309
District Council of Franklin Harbour	1/196
District Council of Elliston	1/144

2(a) **Strategic Management Plan**

Council adopted its Strategic Management Plan on 18th March 2002.

(b) **Competitive Tendering**

Council is mindful of its obligations in this regard and has prepared a Contract and Tenders Policy in accordance with section 49 of the Local Government Act, 1999. Council formally adopted this policy on 17 September 2001.

(c) **Decision making Structure of the Council**

Council's Ordinary meeting is held on the evening of the third Monday in the month. The Works Committee meets on the evening of the first Monday in the month. Special meetings are convened as required.

(d) Equal Opportunity Programme and Human Resource Management

Council is supportive of, and adheres to, equal opportunity processes.

Training is provided to staff to ensure a more efficient workforce. Examples of training provided to staff members include: -

- LG Systems
- Dog & Cat Management
- Sun Awareness
- Stress Management

(e) Management Plans for Community Land

Action will take place in the 2002/2003 financial year. A workshop organised by the Office of Local Government was held in Orroroo on 20 September 2001, and was supported by the District Council of Peterborough.

Council adopted this Annual Report at its Ordinary meeting held on 17th March 2003

Cr (Mrs) Ruth Whittle
Mayor of Peterborough

**THE DISTRICT COUNCIL OF PETERBOROUGH
2001/2002 RATING POLICY/STATEMENT – SUMMARY
VERSION**

This is a summary version of a formal rating policy document prepared for the Council. The complete policy statement is available free on request. The Council's budget is available for inspection at:

The District Council of Peterborough
Town Hall
108 Main Street
Peterborough SA 5422

STRATEGIC FOCUS

In setting its rates for the 2001/2002 financial year the Council has considered its current strategic direction, the current economic climate, the specific issues faced by our community, the budget for the 2001/2002 financial year and the impact of rates on the community. For the 2001/2002 financial year the Council has decided to increase rates income slightly above that declared for the 2000/2001 year.

METHOD USED TO VALUE LAND

All land within a Council area, except for land specifically exempt (eg crown land, Council occupied land), is rateable. The District Council of Peterborough has decided to continue to use a combination of capital value (Peterborough Township) and site value (for all other areas) as the basis for valuing land within the Council area. The Council considers these methods of valuing land provides the fairest method of distributing the rate burden across all ratepayers, and remains in accordance with the amalgamation agreement.

The Council has adopted the valuations made by the SA Valuer-General as provided to the Council on 7th July 2001. If you are dissatisfied with a property valuation then an objection may be made to the Valuer-General in writing, within **60 days** of receiving notice of the valuation, explaining the basis for the objection – provided you have not: (a) previously received a notice of this valuation under the Local Government Act, 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, GPO Box 1354, Adelaide 5001 and the telephone number is 1300 653 345. **The Council has no role in this process.** It is important to note that the lodgement of an objection does not change the due date for payment of rates.

DIFFERENTIAL GENERAL RATES

At its meeting of 20 August 2001, the Council decided to raise \$616,200 rate revenue in a total revenue budget of \$2,392,875. As a result of this decision the Council has set the following differential general rates, to raise the necessary revenue. Listed below are the differentiating factors and the Rate Levy in cents per \$ of Capital/Site Valuation.

- a) A rate of 16.05 cents in the dollar on the site value valuation of all rateable property within the township of Yongala..
- b) A rate of 25.5 cents in the dollar on the site value valuation of all rateable property within the township of Oodlawirra.
- c) A rate of 1.55 cents in the dollar on the capital value valuation of all rateable properties in the township of Peterborough.
- d) A rate of .288 cents in the dollar on the site value valuation of all rateable property within the area of the Council outside the townships referred above.

The minimum rate for the 2001/2002 financial year is \$370 within the Peterborough Township and \$120 for the rural areas and for Oodlawirra and Yongala Township.

PENSIONER CONCESSIONS/SELF FUNDED RETIREE

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

UNEMPLOYED PERSONS CONCESSIONS

The Department of Family and Youth Services (FAYS) may assist with the payment of Council rates for your principal place of residence (remissions are not available on vacant land or rental premises). Please contact your nearest FAYS office for details. An officer from FAYS can be contacted at the Peterborough YMCA building on Tuesday mornings between 10am – 1pm, Phone 8651 2485.

PAYMENT OF RATES

The Council has decided that payment of rates will be by either payment in full by the due date, being 24 September 2001, or by four approximately equal instalments, the first instalment to be paid by the 24th September 2001, the second instalment by the 21st December 2001, the third instalment by the 22nd March 2002 and the last instalment by the 21st June 2002.

Rates may be paid:

- by post
- in person at the office of the Council during the hours of 9.15am – 4.30pm Monday – Friday. There are EFTPOS facilities available at the Council office.

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment arrangements is invited to contact Director of Corporate Services – Cheryl Willmott at the Council office 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 extended payment provisions or payments by deferred arrangement.

Please Note: Fines and interest will be levied as prescribed by the SA Local Government Act. In this matter, Council must act consistently with all ratepayers.

LATE PAYMENT OF RATES

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

The Council issues a final notice for payment of rates when rates are overdue ie. Unpaid by the due date. Should rates remain unpaid more than 30 days after the issue of the final notice the Council refers the debt to a debt collection agency for collection. The debt collection agency charges collection fees to the ratepayer.

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

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

REMISSION AND POSTPONEMENT OF RATES

The Local Government Act permits a Council, on the application of the 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 Cheryl Willmott on 86513566 to discuss the matter. 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 extended payment provisions.

REBATE OF RATES

The Local Government Act requires Councils to rebate the rates payable on some land. This includes a minimum rebate of 75% for land used predominantly for educational purposes (subject to some qualifications) and a minimum rebate of 50% for land predominantly used for agricultural, horticultural or floricultural exhibitions.

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 Cheryl Willmott on 86513566 or by writing to her at the District Council of Peterborough, PO Box 121 Peterborough SA 5422.

DISCLAIMER

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

Terry Barnes, CHIEF EXECUTIVE OFFICER

THE FEDERATION of NORTH EASTERN COUNCILS

(Incorporating the District Councils of Orroroo/Carrieton and Peterborough)

2001/2002 Annual Report

The Federation of North Eastern Councils is pleased to present its 2001/2002 Annual Report.

Progress on activities of the District Council of Orroroo/Carrieton is reported in the Goyders Line Gazette and the activities of the District Council of Peterborough are in the Informer. These publications are circulated to all householders in their respective areas each month.

Federation Delegates:

	Chairman:	Cr Malcolm Byerlee
	<i>Orroroo/Carrieton</i>	<i>Peterborough</i>
	Cr Malcolm Byerlee	Her Worship, Cr (Mrs) Ruth
Whittle		
	Cr (Mrs) Kathie Bowman	Cr John Pelton
	Cr Warren Luckraft	Cr Andrew Bailey

Chief Executive Officer:	Rex Roger Mooney
Director of Corporate Services:	Cheryl Willmott
Director of Finance:	Terry Barnes

Principal Office: Council Chambers
17 Second Street
PO Box 3
ORROROO SA 5431

Contact :- Telephone : (08) 86581260
Facsimile : (08) 86581434
Email: council@orraroo.sa.gov.au

Bankers : National Australia Bank
Local Government Finance Authority (LGFA)
Investments

Auditors: Dean, Newbery & Partners

Insurance Brokers: Local Government Risk Services
Mutual Liability Scheme

Freedom of Information

The Federation maintains the principles of the Freedom of Information Act. It had no requests for information under these provisions. If you are interested to see Federation information, please approach the Chief Executive Officer.

Controlling Authorities

The Federation is itself a Controlling Authority established by the District Councils of Orroroo/Carrieton and Peterborough in accordance with the requirements of Section 200 of

the former South Australian Local Government Act, 1934 as amended and is now a regional subsidiary under the Local Government Act, 1999.

It is understood the Federation of North Eastern Councils is unique in South Australian local government and, indeed, throughout Australia.

Financial Accounts

The attached portion of the Federation's Financial Statements form part of this Annual Report. Queries can be directed to the Chief Executive Officer or through a delegate. A full copy of the Financial Statements is available by contacting Mr Peter Ward (Director of Finance) on (08) 86581260.

History

The Federation of North Eastern Councils came into existence on 1 October 1997. The Federation was designed to provide administrative services to the District Council of Orroroo/Carrieton and the District Council of Peterborough.

The concept of the Federation was strongly supported by the South Australian Local Government Boundary Reform Board as an option available in lieu of large amalgamations. It is made up of four (4) pre-amalgamation local government areas, with the District Councils of Carrieton and Orroroo amalgamating 1 March 1997 and the District Council of Peterborough and the Corporation of Peterborough amalgamating on 1 July, 1997.

Federation Activities

Since the commencement of the Federation, the two Councils have been very strong supporters of each other. Evidence of this is as follows :-

- The joint purchase (with the Northern Areas Council) of a garbage compactor
- The purchase of an aerating machine
- Both Councils have acted jointly to have a well resourced grasshopper campaign put in place and worked closely in the 2001/2002 locust control campaign (Orroroo being the area's headquarters)
- Provided administrative support for an Exceptional Circumstances application
- Worked cohesively to prepare and submit two (2) Greencorps applications
- Both Councils are "on-line"
- Direct banking for Federation staff
- A combined tourist brochure (28 pages)
- A combined Occupational Health & Safety Committee (effective 26 March,2001)
- Informal get-together with Councillors and staff
- Combined representations on a variety of issues
- Lodged an expression of interest to the Australian Broadcasting Authority (ABA) to establish a community radio station – Federation FM
- Approaches to 'lift' the profile of the Federation of North Eastern Councils
- Significant grant funding obtained
- The Federation continues to take a proactive role in representing the region in issues of health, telecommunications, tourism, environment, economic development, and many more.

NOTE:

- (i) The Federation of North Eastern Councils is cognisant of the requirements of Section 131 of the Local Government Act,1999. Please refer to the individual Annual Report of both Councils for further detailed information.
- (ii) This Annual Report also covers the period 2001/2002.
- (iii) Date adopted :- 17th March 2003

Terry Barnes
Chief Executive Officer