

Town of Gawler



Annual Report

2003/2004

"The Best of Town & Country"

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Vision



Theme One

A provincial community that has access to a comprehensive range of quality infrastructure, facilities and services that provide for a safe and healthy lifestyle.

Theme Two

A vibrant and caring community that actively contributes to an attractive, high quality of life.

A community that is committed to equity, recognising and valuing its diversity.

A community that has access to a diverse range of employment and educational opportunities.

Theme Three

A community that preserves and improves the environment and particularly holds precious its unique river system.

A community that recognises the valuable contribution that the environment makes to its own social and economic well-being.

Theme Four

A community that is proud of its built, natural and cultural heritage and is committed to preservation of that heritage and ensuring future development is complementary.

Theme Five

A community that encourages and welcomes new development that reinforces the role and identity of Gawler as a provincial town.



Mission



Leading and working with the community and others to create a vibrant and caring community, foster appropriate development and ensure access to a comprehensive range of quality services, facilities and infrastructure.



How to contact service facilities in the Town of Gawler

<p>Customer Service Centre Ph: 8522 9211 Fax: 8522 9212 Email: council@gawler.sa.gov.au</p>	<p>89 - 91 Murray Street, Gawler PO Box 130, Gawler 5118 Mon - Fri 9.00 am - 5.00 pm Except Public Holidays</p>
<p>Library Ph: 8522 9213 Fax: 8522 9212 Email: library@gawler.sa.gov.au</p>	<p>89 - 91 Murray Street Gawler PO Box 130, Gawler 5118 Mon 10.00 am - 5.00 pm Wed & Fri 10.00 am - 5.30 pm Thurs 10.00 am - 7.00 pm Sat 10.00 am - 1.00 pm CLOSED: Tues, Sun & Public Holidays</p>
<p>Sport & Community Centre Ph: 8522 9200 Fax: 8523 0047 Email: craig.hobart@gawler.sa.gov.au</p>	<p>Nixon Terrace, Gawler PO Box 130, Gawler 5118 Mon - Fri 9.00 am - 5.00 pm</p>
<p>Youth Services Office Ph: 8522 9205 Fax: 8523 0047 Email: sam.haskard@gawler.sa.gov.au</p>	<p>Nixon Terrace, Gawler PO Box 130, Gawler 5118 Mon - Fri 9.00 am - 5.00 pm Except Public Holidays</p>
<p>Elderly Centre & Home Assist Program Ph: 8522 1177 Fax: 8522 5642 Email: council@gawler.sa.gov.au</p>	<p>Fourteenth Street, Gawler West PO Box 130, Gawler 5118 Mon - Fri 9.00 am - 5.00 pm Except Public Holidays</p>
<p>Trevor Bellchambers Community Swimming Centre Ph: 8522 2034 Fax: 8522 9212 Email: council@gawler.sa.gov.au</p>	<p>Victoria Terrace Gawler PO Box 130 Gawler 5118 (during each swimming season & subject to temperature) Mon - Fri 6.00 am - 6.00 pm Sat 7.00 am - 5.00 pm Sun 8.30 am - 5.00 pm Public Hols 12.00 noon - 5.00 pm</p>
<p>Gawler Visitor Centre Ph: 8522 6814 Fax: 8522 6817 Email: visitor.centre@gawler.sa.gov.au</p>	<p>2 Lyndoch Road, Gawler PO Box 296, Gawler 5118 9 am - 5 pm daily except Good Friday & Christmas Day</p>
<p>Works Depot Ph: 8522 9251 Fax: 8522 6005 Email: council@gawler.sa.gov.au</p>	<p>Paxton Street, Willaston PO Box 130, Gawler 5118 Mon - Fri 7.30 am - 4.00 pm</p>
<p>Waste Transfer Station Ph: 8523 0143 Fax: 8522 6005 Email: council@gawler.sa.gov.au</p>	<p>Paxton Street, Willaston PO Box 130, Gawler 5118 Mon, Wed, Fri, Sat & Sun: 9.00 am - 12 noon & 1.00 pm - 3.00 pm CLOSED Tues, Thurs & Public Holidays</p>

Mayor's Report



The 2003/04 year was more eventful than the previous year. Growth in the region continued unabated, placing additional pressure on Council services. I am proud to say that, on a number of community expectation and service delivery indexes, Council improved its delivery services and, despite a few hiccups, Council had a successful year where a number of new projects were initiated and some existing programs were further developed and improved. Some of the highlights of the year are as follows:

Building Community

In January 2004, after extensive community consultation, particularly with our indigenous community, Council adopted a Reconciliation Statement which outlines Council's values and understanding of indigenous issues. This continues the process of building a respectful relationship with our indigenous community members.

In March 2004, I was proud to sign an agreement with the State Government to develop a Volunteer Charter between Council and the volunteer groups in the Gawler community. The agreement outlines the support the Council will receive from the State Office for Volunteers to develop the charter which hopefully will become a working model for other local government bodies.

Our Young Achiever Awards attracted a record number of entries, and the Council was again able to acknowledge and celebrate the wonderful achievements of our young people across a broad range of endeavours.

Council worked alongside the Neighbourhood House Committee and our local Federal MP to bring the new Neighbourhood House project to fruition. The House provides great support to many in our community who require assistance in a range of life skills.

Building Infrastructure

During the year, Council endorsed the recommendations contained in the Hames Sharley Report. The report resulted from an investigation into how we could best manage the Gawler Community and Sports Centre and improve the delivery of services to the community through the centre. A key recommendation was the need to upgrade the catering/hospitality facilities at the centre which should attract new users, and particularly support our service clubs who use the centre for major annual events. I'm hopeful that a budget allocation will be made in the 2005/06 budget for this important project.

After many discussions, Council's new Senior Manager for Infrastructure and Environmental Services brought a plan to Council to improve the basic infrastructure for the whole of the Town. The ambitious plan will see all residents achieve better road and footpath services over the next ten years.

Building Business

The Council's excellent working relationship with the business community continued throughout the year. By working together, we have been able to better market the Town as a retail and general business destination. The Gawler Business Development Board has worked hard (and successfully) to ensure that Gawler competes well with other retail centres. The group rightly won some state awards for their work.

In May, the Town launched its ambitious 2005 Gawler Horse Festival. The four day festival will attract up to 20,000 visitors and provide valuable support to our local horse industry. It will be the first event of its type in Australia and will involve a broad range of horse competitions and activities.



Building Capacity

The Council is working hard to better serve its community. We are continually looking at ways to provide our services more efficiently. I would like to thank my colleagues on the Council, staff and the community for making my year as mayor both enjoyable and fruitful. Without their ongoing support I would be a less effective mayor.

Tony Piccolo
Mayor

Chief Executive Officer's Report



The Town of Gawler's mission of "leading and working with the community and others to create a vibrant and caring community, foster appropriate development and ensure access to a comprehensive range of quality services, facilities and infrastructure" continues to motivate us.

Our Annual Report is probably the most important way of being accountable to the community. This Report contains considerable information about the services, performance and achievements that we have been involved in during the year.

During that time the Mayor, Area Councillors, Staff and Volunteers have made further progress in ensuring we are being strategic, accountable and customer-focussed.

All of which have principally come about through the on-going contributions and efforts of our Staff and Volunteers who work for, and with, the community.

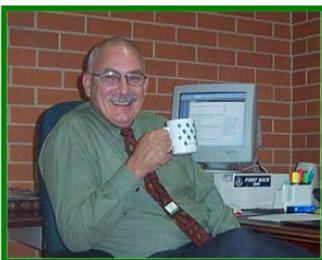


The expectations of the community are ever changing and growing. This necessitates the organisation being sure that it can provide value for the income received from rates by continually striving for best practice in the management and performance of our governance, financial, service provision and delivery commitments.

As one indicator that we are better meeting expectations a recent survey of the community produced the following results:-

- Provision of Services - score of 104.79 compared with 99.7 in 2002
- Quality of Life - score of 96.21 compared with 81.52 in 2002
- Asset/Infrastructure Management - score of 103.97 compared with 99.6 in 2002

This will be my final Report as my employment with the organisation finishes on 31 December 2004. By way of concluding, I take the opportunity to thank the various Mayors,



Councillors, Staff, Volunteers and members of the community that I have worked with since April 1987.

Their valued advice, assistance and support has enabled me to achieve significant personal satisfaction from the contributions we have made together towards enhancing and promoting the Town of Gawler's image of being the "Best of Town and Country".

Jeff McEachen

Chief Executive Officer

Council - Elected Members



Mayor Tony Piccolo

PO Box 557, Gawler 5118 Hm ph/fax: 8254 6059

	<p>13 Trinity Drive Evanston Park 5116 Hm ph/fax: 8522 5524</p>		<p>4 Bella Street Gawler East 5118 Hm: 8522 7531 etourist@arttimeproductions.com</p>
<p>Deputy Mayor, Cr Warren Dikken</p>		<p>Cr David Arandle</p>	
	<p>15 Tenth Street Gawler South 5118 Hm: 8522 2720</p>		<p>3 Edith Street Gawler East 5118 Hm: 8522 4576</p>
<p>Cr Lillian Bartlett</p>		<p>Cr Helena Dawkins</p>	
	<p>16A King Street Gawler 5118 Hm: 8522 1385</p>		<p>16 King Street Gawler SA 5118 (PO Box 1032, Gawler 5118) Hm: 85 23 1595</p>
<p>Cr David Ferguson</p>		<p>Cr Valarie Paltridge</p>	
	<p>Resigned 3 June 2004</p>		<p>PO Box 109, Willaston 5118 Mob: 0412 470 458 Fax: 8523 5002</p>
<p>Cr Robin Richter</p>		<p>Cr Ian Skewes</p>	
	<p>3 Darrell Street Evanston Park 5116 (PO Box 398, Gawler) Hm: 85 23 5570 Mob: 0419 035 426 Fax: 85 23 1288 dstrauss@bigpond.net.au</p>		<p>17 Daly Street Gawler East 5118 hm ph/fax: 8522 2823</p>
<p>Cr David Strauss</p>		<p>Cr Brian Thom</p>	

Council - Senior Staff



Jeff McEachen
Chief Executive Officer

Ph: 8522 9241

Fax: 8522 9212

Email:

jeff.mceachen@gawler.sa.gov.au



Sue Carter
Senior Manager
Economic & Community Services

Ph: 8522 9225

Fax: 8522 9212

Email:

sue.carter@gawler.sa.gov.au



Terry Spurling
Senior Manager
Infrastructure & Environmental
Services

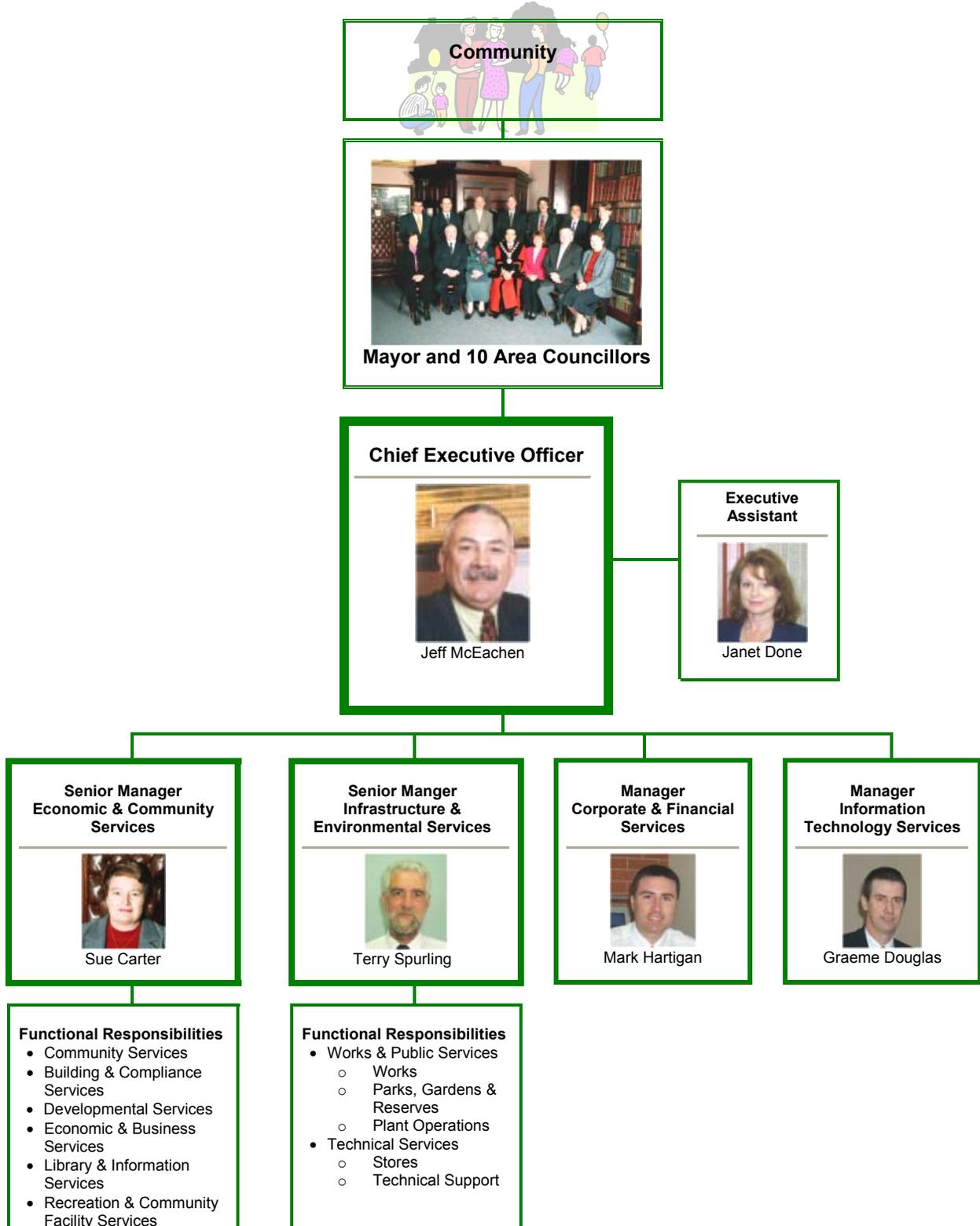
Ph: 8522 9242

Fax: 8522 9212

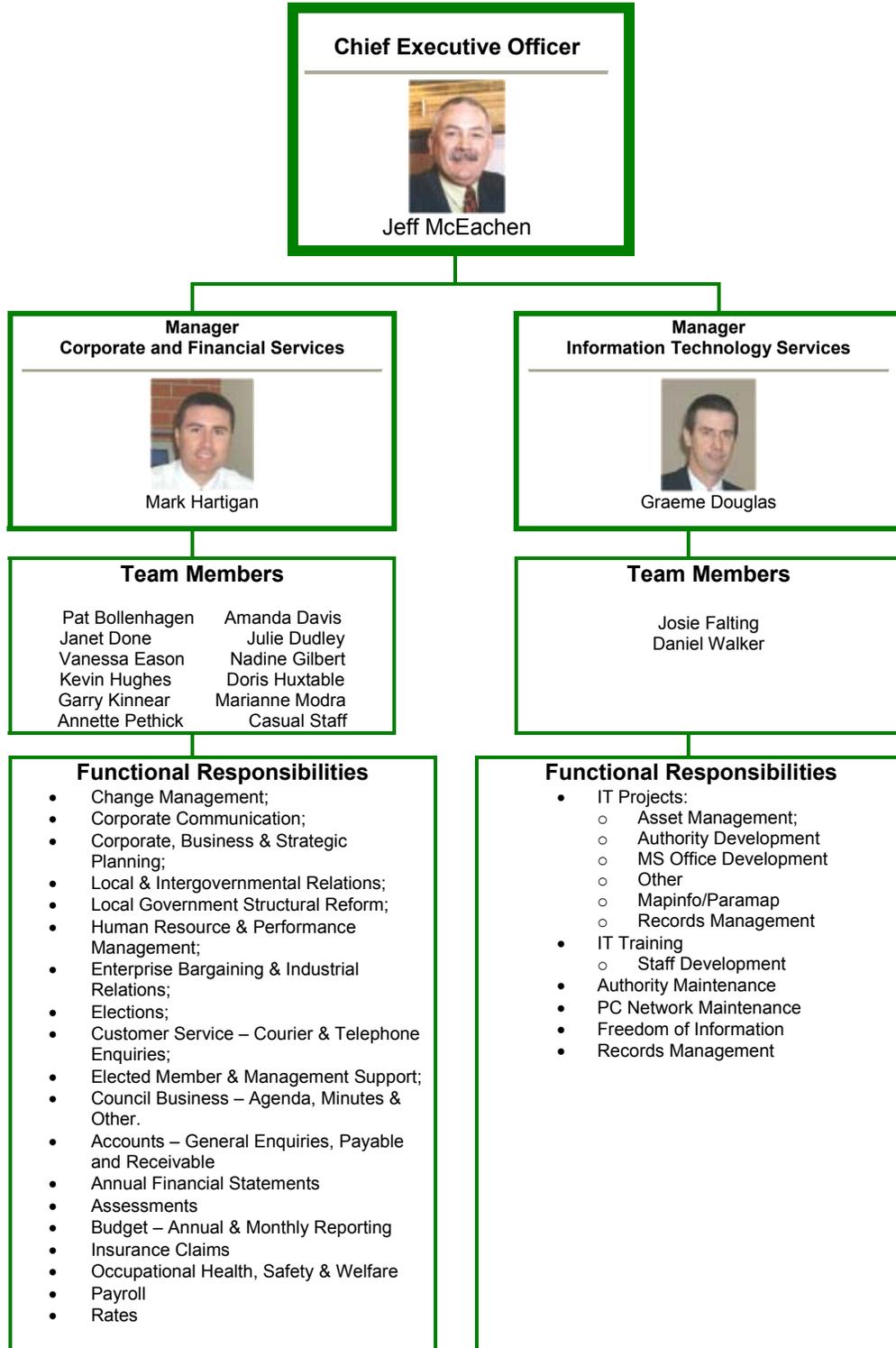
Email:

terry.spurling@gawler.sa.gov.au

Organisational Structure



Corporate Services & Strategy



Corporate Services



Australia Day Awards 26 January 2004

Every year Council presents three Awards to acknowledge outstanding efforts made by local people and groups. These Awards were once again presented at the Annual Gawler Apex Club Australia Day Breakfast in Apex Park, Julian Terrace on 26 January 2004. Winners for the Awards were:

Citizen of the Year: Mr Howard & Mrs Betty Locking
Young Citizen of the Year: Mr Troy Poulish
Event of the Year: The Rotary Club of Gawler - Gawler Village Fair

Winners were presented with a certificate, gift basket and flowers.

Citizenship Ceremonies

Mayor Piccolo conducted 50 citizenship ceremonies during the 2003/2004 financial year.

Representation Quota

The representation quota for the Town of Gawler (the number of electors for each Councillor) is 1308, including the Mayor.

This compares to similar sized Councils:

Council	Electors	Elected Members	Quota
Town of Gawler	14396	10 + Mayor	1308
Barossa Council	15665	13 + Mayor	1118
City of Mount Gambier	17812	10 + Mayor	1619
City of Whyalla	14628	10 + Mayor	1329
City of Murray Bridge	13354	9 + Mayor	1335

Average quota from the above Councils = 1341

Section 12 of the Local Government Act 1999 requires that a Council must conduct an Elected Representation Review at least once in every six year. The Town of Gawler is due to commence a Representation Review by January 2005 to be in effect for the 2006 Local Government Elections.

Council must give public notice of a review and the notice must contain an invitation to interested persons to make written submissions to the Council within a period specified by the Council. The specified period must be at least six weeks. The Council must also publish a copy of the notice in a newspaper circulating within its area.

Council must give a person who makes written submissions in response to an invitation, an opportunity to appear personally or by representative before the Council or a Council Committee and to be heard on those submissions.

Community Land

Council has completed an audit of all community land and will be preparing management plans for the community land as required under Section 196 of the Local Government Act, 1999.

Under this section of the Act, Management Plans must be prepared relating to community land, land leased or licensed, and land modified or adapted for the benefit of the community. There can be one, or more than one plan, which must identify the land, state the purpose for which it is held, objectives for the land and performance targets. Management Plans must be publicly consulted on prior to adoption.

Management plans must be prepared and adopted by 1 January 2005.

Strategic Management Plan

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

Under Section 122 of the Local Government Act 1999, Council is required to have a strategic management plan. The Town of Gawler adopted its strategic management plan at the Council meeting on 28 May 2002, after an extensive planning process involving the Community, Elected Members & Council Staff.

Objectives for the strategic management plan include:

- ✚ **Managing our Future** -To retain & promote Gawler's role and identity as a provincial town (rather than a suburb) within a metropolitan context.
- ✚ **Providing Services & Facilities** -To deliver or facilitate the provision of services & infrastructure that enhance the quality of life and convenience for our community.
- ✚ **Strengthening Council's Financial Position** - To increase the community's equity in the organization – i.e. the net result after considering assets and liabilities.
- ✚ **Improving the Natural & Riverine Environment** -To improve the natural and riverine environment, having regard for water quality and flood irrigation.
- ✚ **Accessing Information** – To ensure the community has optimum access to relevant, high quality information sources.

Council will undertake a comprehensive review of the strategic management plan at least once in every three years. A copy of the strategic management plan is available for inspection (without charge) and may be purchased (on payment of a fixed fee) by the public at 89 Murray Street, Gawler.

Senior Management Team - Allowances, Bonuses and Benefits

The Senior Management Team consists of three Managers, including the Town Manager.

Salary packages for these Managers include the provision of a motor vehicle for private use, two weeks special leave annually, superannuation, and a performance payment up to 5% of the remuneration amount on the basis of an annual assessment of performance.

Rate Rebates

Section 23(4) of the Local Government (Implementation) Act 1999 requires Councils to submit to the presiding members of both Houses of Parliament a report relevant to rate rebates for retirement villages and related matters.



Council has chosen to exercise its powers contained in Section 166(1)(l) of the Local Government Act 1999, and provide rebates for 2003/2004 to James Martin Nursing Home, Southern Cross Hostel, Martindale Nursing Home, Trevu Nursing Home and Gawler & District Aged Cottage Homes to have the effect of those ratepayers receiving a maximum rebate of 50% on their 2003/2004 general rates.

Application of Competition Principles

The Town of Gawler adopted a policy "Competitive Tendering, Contracting, Purchasing, Sale and Disposal of Land and Other Assets" on 25 July 2000. (The policy is reviewed annually)

The Town of Gawler is committed to ensuring a fair, transparent and accountable process, in the provision of services, purchasing of goods and services and the disposal of land and other assets.

A copy of this policy has been included in this Annual Report - with the policy also available for inspection at the Town Hall located at 89 Murray Street, Gawler during ordinary business hours at no charge.

Copies will be provided to interested parties upon request at the Town Hall at a cost of \$0.50.

The Town of Gawler adopted a policy "Council Decisions – Internal Review Procedures" on 12 December 2000, as Council is committed to transparent decision making processes and to providing access to a fair and objective procedure for the internal review of decisions. (The policy is reviewed annually)

A copy of this policy has been included in this Annual Report - with the policy also available for inspection at the Town Hall located at 89 Murray Street, Gawler during ordinary business hours at no charge.

Copies will be provided to interested parties upon request at the Town Hall at a cost of \$0.50.

The Town of Gawler had the following By-Laws in place for the financial year 2003/2004:

No.6 Bird Scarers

No.1 Permits & Penalties

No.2 Moveable Signs

No.3 Roads

No.4 Local Government Land

No.5 Dogs

Allowances Paid to Members of Council & Council Committees

The Town of Gawler will ensure that the reimbursement of expenses and the provision of allowances, facilities and support to the Elected Members is accountable, transparent and in accordance with the Local Government Act 1999, and the Local Government (Members' Allowances and Benefits) Regulations 1999. A copy of the Council Policy "Elected Members – Allowances and Support" has been included in this Annual Report - with the policy also available for inspection at the Town Hall located at 89 Murray Street, Gawler during ordinary business hours at no charge.

Copies will be provided to interested parties upon request at the Town Hall at a cost of \$0.50.

Section 76 of the Local Government Act 1999, and Regulation 4 prescribes that all Elected Members are entitled to receive an allowance. This allowance is set annually by the Council, within the limits imposed by the Regulations.

The Elected Members allowances from May 2004 to April 2005 are as follows:-

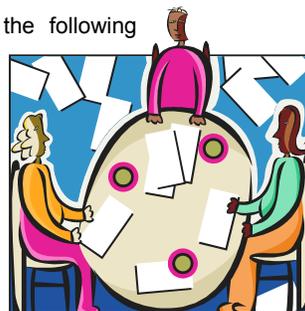
Mayor	\$20,400 p.a.	Standing Committee	\$6,720 p.a.
		Presiding Members	
Deputy Mayor	\$8,340 p.a.	Councillor	\$5,520 p.a.

paid monthly in advance.

Registers

Under the Local Government Act 1999, Council is required to keep the following Registers: -

- ✚ Register of Interests (Members) S68
- ✚ Register of Allowances and Benefits S79
- ✚ Register of Remuneration, Salaries and Benefits S105
- ✚ Register of Interests (Staff) S116
- ✚ Register of Community Land (from 1 January 2003) S207
- ✚ Register of Public Roads S231
- ✚ Register of By-Laws S252



Under the Local Government (Elections) Act 1999, Council is required to keep the following: -

- ✚ Campaign Donation Returns prepared by candidates

Codes

Under the Local Government Act 1999, Council is required to have the following: -

- ✚ Code of Conduct – Council Staff
- ✚ Code of Conduct for Elected Members
- ✚ Code of Practice for Access to Meetings and Documents

Human Resource / Equal Employment Opportunity

The Town of Gawler values employees as one of its most valuable assets and provides appropriate training and development opportunities to ensure that customer needs are met and projects completed in an environment of continuous improvement. Council has an Equal Employment Opportunity Policy, and an Equal Employment Opportunity Committee who meet regularly to consider and deal with matters that are relevant to ensuring that our commitment to Equal Employment Opportunity is both on-going and effective.



Mark Hartigan

Manager, Corporate & Financial Services

Financial Services



Rating Policy

Introduction

This document sets out the policy of the Town of Gawler for setting and collecting rates from its community.

The policy covers:

- strategic focus, annual adoption of the Rating Policy
- method used to value land
- adoption of valuation
- notional values
- business impact statement
- Council's revenue raising powers
- differential general rates
- minimum rate
- water catchment levy (the Council's collection role)
- separate rates (car parking and Gawler Business Development Board)
- rate concessions
- state seniors card ratepayer (self funded retiree)
- pensioner concessions
- other concessions
- payment of rates
- late payment of rates
- remission and postponement of rates
- rebate of rates
- sale of land for non-payment of rates
- application of the policy
- disclaimer

Contact for further details

Rates Officer

Phone: 08 8522 9243

Fax: 08 8522 9212

Email: council@gawler.sa.gov.au

Town of Gawler

89 Murray Street (PO Box 130)

GAWLER SA 5118

Strategic Focus

In setting its rates for the 2003/2004 financial year the Council has considered the following:-

- The objectives of the Strategic Management Plan 2002-2005, which Council adopted in May 2002, following an extensive community consultation program.
- Council's 10 year Corporate Plan adopted on 24 June, 2000, which consists of the following principles:
 - i. completion of \$17,650,000 of Capital Projects,
 - ii. appropriate loan borrowings to achieve a balanced annual budget,
 - iii. all new loans to be repaid over a term of five years
 - iv. progressive reduction of overall debt which will reduce the Loan Repayments versus Rates ratio from 22.68% to around 13.18%

To achieve the above principles Council is required to have an annual rate increase of no more than 6.5% of existing assessments.

- The current economic climate and relevant factors such as inflation and interest rates,
- Specific issues faced by the community, which are:-
 - i. the need for a significant capital works program and upgrade essential infrastructure assets;
 - ii. the need for Flood Mitigation works;
 - iii. continuous development of playgrounds
 - iv. improvements at the Gawler Caravan Park
 - v. ongoing review of resource sharing with neighbouring Councils
 - vi. extension of waste management services and recycling program

- vii. increasing Council's street cleaning program
- viii. planned expenditure in revegetation
- ix. planned expenditure in Regional Economic Development.
- The budget for the 2003/2004 financial year
- The impact of rates on the community including:-
 - i. householders, business and primary producers;
 - ii. the broad principle that the rate in the dollar should be the same for all properties except where there is a different level of services available/provided to ratepayers or some other circumstance which warrants variation from the broad principle.
 - iii. minimising the level of general rate required by levying fees and charges for goods and services on a user pays basis, where that is possible to recover the full cost of operating or providing the service or goods, with provision for concessions to those members of the community unable to meet the full cost.
 - iv. the present and future demands of additional parking in and around the Town Centre.
- For the 2003/2004 financial year the Council has decided to increase the total rates raised by approximately 5.8%, as this will provide the Council with sufficient additional revenue to meet cost increases and to continue implementing projects identified in Council's Corporate 10 Year Plan.

The Strategic Management Plan, 10 Year Corporate Plan and the Council's Budget are available for inspection at Council's Offices.

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 Council's Office.

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.

Capital valuations will be used as the basis for rating land within the council area for 2003/2004. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers.

Adoption of Valuations

The Council has adopted the valuations made by the Valuer-General as provided to the Council for the 2003/2004 year. If a ratepayer is dissatisfied with the valuation made by the Valuer-General then the ratepayer may object to the Valuer-General in writing, within 60 days of receiving the notice of the valuation, explaining the basis for the objection, provided they have not: (a) previously received a notice of this valuation under the Local Government Act, 1999, in which case the objection period is 60 days from the receipt of the first notice; or (b) previously had an objection to the valuation considered by the Valuer-General. The address of the Office of the Valuer-General is:

Office of the Valuer-General

GPO Box 1354
 ADELAIDE SA 5001
 phone: 1300 653 345
 email: objections@saugov.sa.gov.au

Please note that 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. Application for a notional value must be made to the Office of the Valuer-General.

Business Impact Statement

Council has considered the impact of rates on all businesses in the Council area, particularly those businesses in the Town Centre and the Town Centre fringe, given the impact of the Town Centre

Development Plan and the opening of Woolworths/Big W in September 2002. Council assessed the following matters:

- The Traffic Management Strategy adopted after consultation with businesses and its impact on businesses in the Town Centre/Town Centre Fringe;
- Consultation with businesses regarding the Carparking Strategy and the adoption of this strategy with businesses demonstrating their willingness to contribute to a carparking levy;
- The planned changes to the Town Centre to produce a Good Town Centre which will become a significant economic driver for the town;
- The Town Centre operating as the major retail/services precinct for Gawler, and adjacent metropolitan and country areas;
- Ongoing consultation with businesses via the Gawler Business Development Board, Gawler Town Centre Action Committee, Gawler Tourism & Promotions Committee and the Willaston Business Action Committee
- Council's Strategic Plan addresses issues relevant to the business community, including;
 - Town Centre Development
 - Attracting new investment
 - Facilitating redevelopment opportunities
 - Implementation of the Traffic Management Strategy
 - Implementation of the Carparking Strategy
 - Promotion of the Town through tourism and event initiatives
 - A strong and vibrant business group.

Council actively pursues the economic development of the town through:

- Planned commercial development that reinforces Gawler's built, natural and cultural heritage and character
- Employment of a Manager, Economic and Business Services, who liaises with the business community, identifies development opportunities and oversees tourism promotions
- Establishment of the Gawler Business Development Board & the Gawler Tourism & Promotions Committee
- Funding and managing the Gawler Visitor Information Centre
- Identifying opportunities for development and supporting these with expert and infrastructure services, examples include retail development and accommodation opportunities
- Accessing funds through the Working Town grants and the Regional Assistance Program to support businesses with appropriate and relevant expert advice
- Bidding for national and major Events to broaden Gawler's base as a tourist and visitor destination

A number of development projects in conjunction with the business community are planned for the coming year, including:

- Ongoing development of the Town Centre Management Plan
- Implementation of the Carparking Strategy
- Ongoing implementation of the Gawler Tourism and Promotions Committee business plan
- Continued liaison with the business community through participation with organisations such as the Gawler Business Development Board, the Gawler Town Centre Action Committee, public forums, targeted meetings
- The Gawler Town Centre Action Committee's employment of a Marketing/Promotions person to implement a marketing plan for the Town Centre
- Ongoing participation with the Northern Adelaide Business Enterprise Centre and the Northern Adelaide Development Board
- Links have been established with the Adelaide Metropolitan Area Consultative Committee.

Council's Revenue Raising Powers

All land within a Council area, except for land specifically exempt (eg 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. The list of applicable fees and charges is available at the Council Office.

Differential General Rates

The Council has decided to impose differential general rates in its area according to the following land use categories;

1. **Residential** - comprising the use of land for a detached dwelling, group dwelling, multiple dwelling, residential flat building, row dwelling or semi-detached dwelling within the meaning of the Development Regulations.
2. **Commercial-Shop** – comprising the use of land for a shop within the meaning of the Development Regulations.
3. **Commercial-Office** – comprising the use of land for an office within the meaning of the Development Regulations.
4. **Commercial-Other** – comprising any other commercial use of land not referred to in categories 2 or 3.
5. **Industry-Light** – comprising the use of land for a light industry within the meaning of the Development Regulations.
6. **Industry-Other** – comprising any other industrial use of land not referred to in category 5.
7. **Primary Production** – comprising
 - (a) farming within the meaning of the Development Regulations; and
 - (b) horticulture within the meaning of the Development Regulations; and
 - (c) the use of land for horse keeping or intensive animal keeping within the meaning of the Development Regulations; and
 - (d) in respect of a dairy situated on the farm – the use of land for a dairy within the meaning of the Development Regulations; and
 - (e) commercial forestry.
8. **Vacant Land** – comprising the non-use of vacant land
9. **Other** – not included previously in the categories above.

The main reasons for providing differential rates are:

- (a) not all ratepayers receive the same benefits;
- (b) to recognise the ability to pay.

At the Special Council Meeting on 29 July 2003, Council decided to as per its rates determination statement to raise net rate revenue of \$7,688,173 (this amount includes the \$330,000 of Separate Levies) in a total revenue budget of \$14,136,637. As a result of this decision the Council has set the following differential rates for the above land uses.

0.550738 cents in the dollar of the Capital Value of rateable land of categories 1, 2, 3, 4, 5, 6, 8 and 9 use,
0.493039 cents in the dollar of the Capital Value of rateable land of categories 7 use,

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 (if applicable). 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 \$600, it will affect approximately 27% of the total rateable properties. The reasons for imposing a minimum rate are:

- the Council considers it appropriate that all rateable properties make a base level contribution to the cost of administering the Council's activities, and to the cost of creating and maintaining the physical infrastructure that supports each property.

Water Catchment Levy

The Council is in the Northern Adelaide & Barossa Catchment Water Management Board area and is required under the Water Resources Act to make specified annual contributions to the Northern Adelaide & Barossa Catchment Water Management Board. It recovers this contribution by imposing a separate rate of 0.010279 cents in the dollar against approximately 8,100 properties that are in the catchment board area in this Council. A map of the Catchment Board area showing those properties within the boundary is on display at the Office.

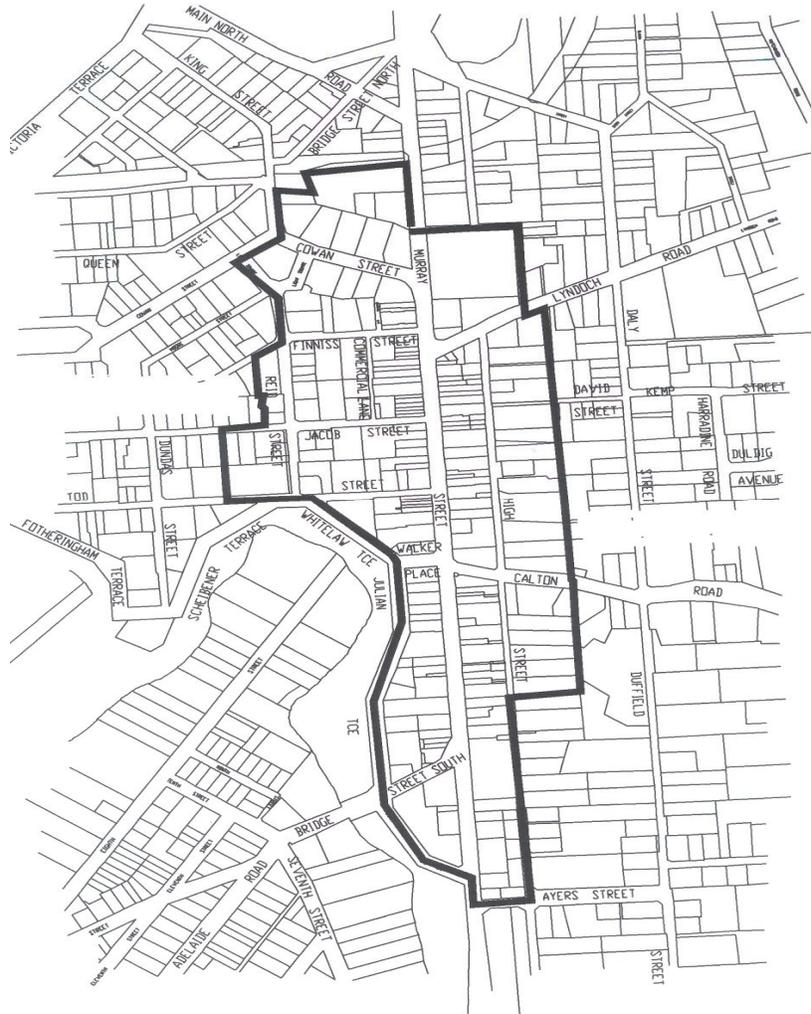
The Council is simply operating as a revenue collector for the Northern Adelaide & Barossa Catchment Water Management Board in this regard. The Council does not retain this revenue or determine how the revenue is spent. The total amount for 2003/2004 to be paid by this Council is \$130,800.

Separate Rates

In order to raise \$250,000 to carry out the project of providing additional car parking in the Town Centre and adjoining areas for the purpose of enhancing business viability in that part of the Council's area indicated in figure 1, a separate differential rate in respect of land uses of categories 2, 3, 4, 5, 6, 8, and 9 use (commercial-shop, commercial-office, commercial-other, industry-light, industry-other, vacant and other) of 0.299712 cents in the dollar has been declared on all rateable land based on the capital value of the properties.

In order to raise \$80,000 at the request of the Gawler Business Development Board for the purpose of enabling them to make strategic decisions and apply them to the economic benefit of the business community in that part of the Council's area indicated in figure 1, a separate differential rate in respect of land uses of categories 2, 3, 4, 5, 6, 8, and 9 use (commercial-shop, commercial-office, commercial-other, industry-light, industry-other, vacant land and other) 0.095908 cents in the dollar has been declared on all rateable land based on the capital value of the properties.

Figure 1



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 Ratepayers (self funded retiree)

This concession became available from 1 July 2001, and is administered by Revenue SA. 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 paid employment for more than 20 hours per week. If you have not received a concession on your rates or would like further information please contact the Revenue SA Call Centre on 1300 366 150.

Pensioner Concession

An eligible pensioner must hold a Pension Card, State Concession Card or a Repatriation Health Card marked TPI Gold, EDA Gold or war Widow and may be entitled to a concession on Council rates (and water and effluent charges where applicable). Application forms, which include information on the concessions, are available from the Council, SA Water Corporation and its District Offices or the Department of Human Services. 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 Ph 1300 650 950.

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. All enquiries should be directed to you nearest branch office of Family and Youth Services (Gawler Office Ph 8522 3144).

Payment of Rates

The Council has decided that the payments of rates payable in four equal (or approximately equal) quarterly instalments will fall due on the following dates :

26 September 2003
12 December 2003
12 March 2004
11 June 2004

Rates may be paid:

- At any Post Office; by Cash, Cheque, Direct Debit or Credit Card.
- Billmanager facilities
- Post office Billpay phone 131816; by Credit Card or Direct Debit (after once off registration)
- Post Office Internet Site www.postbillpay.com.au Credit Card or Direct Debit (after once off registration)
- BPAY, contact your banking institution for registration and further information.
- In person at 89 Murray Street by cash, cheque or Direct Debit (Not Credit Card) 9-00am to 5-00pm Monday to Friday;
- Council phone service by phoning 1300 303 201 and enter Council four digit number 4338 to proceed
- Internet Credit Card payment option at www.gawler.sa.gov.au
- By posting a cheque/Money Order to Town of Gawler, PO Box 130, GAWLER SA 5118.

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment arrangements is invited to contact the Rates Officer, on 8522 9243, 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 non payment for rates, whether instalment or otherwise, that is received late. A payment that continues to be late is then charged at 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. For the 2003/2004 financial year this rate is 0.75% per month.

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:

First – to satisfy any costs awarded in connection with court proceedings;

Second – to satisfy any interest costs;
Third – in payment of any fines imposed;
Fourth – in payment of rates, in chronological order (starting with the oldest account first).

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 8522 9243, 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.

Council has chosen to exercise its powers contained in Section 166(1)(l) of the Act, and provide rebates to James Martin Nursing Home, Southern Cross Hostel, Martindale Nursing Home, Trevu Nursing Home and Gawler & District Aged Cottage Home to have the effect of those ratepayers receiving a maximum rebate of 50% on their 2003/2004 general rates.

Council has also given a rebate under Section 166(1)(l) of the Act, to Principal Ratepayers of rateable land in land use categories 1, 8 and 9, where such rateable land is equal or greater than 0.4 hectares and who will not receive a rebate for any other circumstance within Chapter 10 Part 1 Division 5 - Rebate of Rates. These Principal Ratepayers will be granted, for the financial year 2003-2004, a rebate of 0.057699 cents in the dollar of the Capital Value of the rateable land.

Council has also given a rebate under Section 166(1)(l) of the Act, to Principal Ratepayers of rateable land with a residential land use (category 1), & primary production land use (category 7), that received a special rebate of general rates for the financial year 2001-2002, will for the financial year 2003-2004, be given a rebate of 50% of the special rebate received in 2001-2002.

A further rebate is provided under Section 166 (1)(l) of the Act, on application and the provision of appropriate evidence of use as solely primary production, rebates be provided so that these properties attract a higher rebate up to 50% of the residential rate for the financial year 2003/2004.

The Council provides a rebate to some ratepayers who have restrictions on development of their property and rebates are therefore desirable to secure proper development of the area or a part of the area.

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 the land for arrears of rates.

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 8522 9243 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied they should write to:

Town Manager,
Mr J. McEachen,
Town of Gawler,
PO Box 130,
GAWLER SA 5118

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.

Operating Statement

for the year ended 30 June 2004



2003		NOTE	2004
\$	OPERATING EXPENSES		\$
4329244	Wages & Salaries	4	3793300
2349162	Contractual Services	5	2344159
1211316	Materials	6	1306280
687706	Finance Charges	7	477000
1899188	Depreciation	8	1325877
1382600	Other Expenses	9	1239924
0	Loss on disposal of NC Assets	15	0
11859216	TOTAL OPERATING EXPENSES		10486540
	OPERATING REVENUE		
7978871	Rates		7737150
245947	Statutory Charges	10	305388
722334	User Charges	11	724999
1312926	Operating Grants & Subsidies	12	1288907
100004	Investment Income	13	59778
554453	Reimbursements	14	659961
318167	Gain on disposal of NC Assets	15	9213
280570	Commercial Activity Revenue	16	325214
160877	Other Income	17	615479
11674149	TOTAL OPERATING INCOME		11726089
-185067	Operating Surplus/(Deficit) before Capital Revenues		1239549
	CAPITAL REVENUE		
247737	Capital Grants	12	179690
	Subsidies & other Monetary Contributions	17	0
247737			179690
62670	Operating Surplus/(Deficit) after Capital revenue and before Extraordinary items		1419239
0	Extraordinary items	3	0
	CHANGE IN COMMUNITY WEALTH RESULTING FROM OPERATIONS SURPLUS/(DEFICIT)		
62670			1419239

The above statement should be read in conjunction with the accompanying notes

Statement of Financial Position

for the year ended 30 June 2004



2003		NOTE	2004
\$			\$
	CURRENT ASSETS		
486988	Cash on Hand	18	2600
815010	Receivables	19	1007573
5471	Inventory		0
674710	Investments	20	988968.8
5004	Other	21	10169
1987183	Total Current Assets		2009310
	NON-CURRENT ASSETS		
1613060	Plant & Equipment	22	1686839
738393	Office Equipment, Furniture & Fittings	23	850480
29504919	Land & Buildings	24	29656125
20846057	Roads, Bridges & Footpaths	25	20857103
7359843	Stormwater Drains	26	7504323
0	Work in Progress	27	0
1491659	Other Structures	28	2358093
211243	Other	29	144564.1
61765174	Total Non-Current Assets		63057527
63752357	TOTAL ASSETS		65066838
	CURRENT LIABILITIES		
0	Bank Overdraft	18	529100
1052244	Creditors	30	712783
458687	Employee Leave Entitlements	31	429209
1261511	Loans	32	1344537
106351	Other	33	458908
2878793	Total Current Liabilities		3474537
	NON-CURRENT LIABILITIES		
103188	Employee Leave Entitlements	31	103769.5
8134903	Loans	32	7433806
0	Other		0
8238091	Total Non-Current Liabilities		7537575
11116884	TOTAL LIABILITIES		11012112
52635473	NET ASSETS		54054727
	COMMUNITY WEALTH		
13168726	Accumulated Surplus	41	14301618
37144615	Asset Revaluation Reserve	41	37144615
2322131	Reserves	41	2608494
52635472	TOTAL COMMUNITY WEALTH		54054727

The above statement should be read in conjunction with the accompanying notes

Statement of Community Wealth

for the year ended 30 June 2004



2003		2004
\$		\$
ACCUMULATED SURPLUS		
13375572	BALANCE AT BEGINNING OF PERIOD	13168742
Change in Financial Position		
62668	resulting from operations	38 1419239
1160858	Transfers from Reserves	41 2025329
<u>-1430372</u>	Transfers to Reserves	41 <u>-2311692</u>
13168726	Balance at end of Period	1132876 14301618
RESERVES		
Asset Revaluation Reserve:		
26912321	Balance at beginning of period	37144615
<u>10232293</u>	Adjustment to Revaluation Reserve	41 <u>0</u>
37144614		37144615
OTHER RESERVES:		
1319984	Balance at beginning of period	2322131
<u>1002147</u>	Net change for period	<u>286363</u>
2322131		2608494
39466745		39753109
<u>52635472</u>	BALANCE AT END OF REPORTING PERIOD	<u>54054727</u>

The above statement should be read in conjunction with the accompanying notes

Statement of Cash Flows

for the year ended 30 June 2004



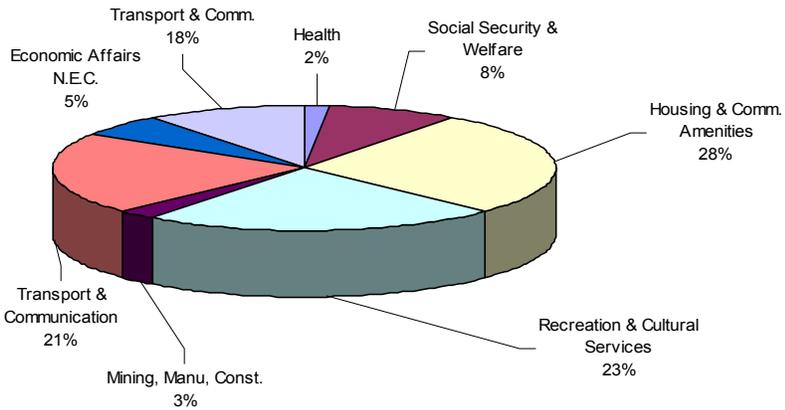
2003		2004
\$		\$
	NOTE	(Outflows) Inflows
	CASH FLOWS FROM OPERATING ACTIVITIES	
-9380794	Payments:	-9075203
8261360	Receipts:	11490037
-1119434	Net Cash Used In Operating Activities	2414834
	38	
	CASH FLOWS FROM FINANCING ACTIVITIES	
	Payments:	
-1261511	Principal	-1261511
-687706	Interest	
	Other	
	Receipts:	
685000	Loans Received	643440
100004	Interest Received	
-1164213	Net Cash Used In Financing Activities	-618071
	Cash Flows From Other Activities	
	Payments:	
-608013	Purchase of Non-Current Assets	-2684895
	Other	
	Receipts:	
318167	Proceeds from Sale of Assets	9213
247737	Capital Revenue	179690
-42109	Net Cash Used In Other Activities	-2495992
-2325756	Net Increase/(Decrease) In Cash Held	-699229
3487454	CASH AT BEGINNING OF REPORTING PERIOD	1161698
	CASH AT END OF REPORTING PERIOD	
1161698	PERIOD	462469
	18	

The above statement should be read in conjunction with the accompanying notes

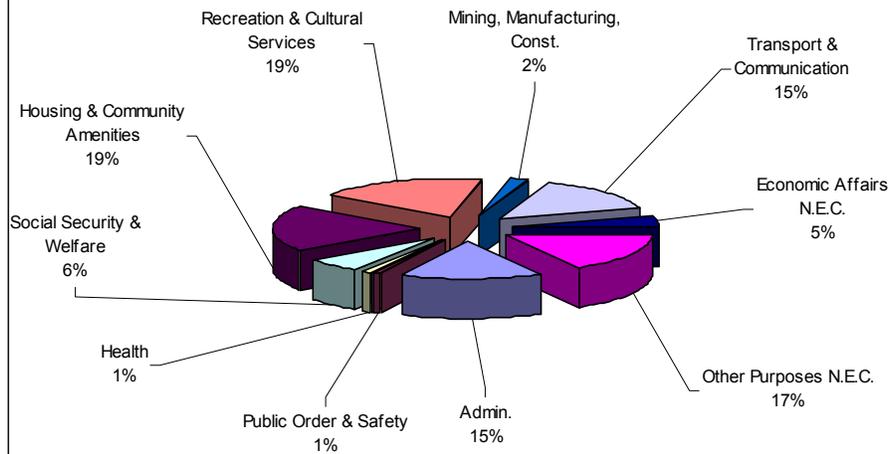
Operation Expenses



ORIGINAL BUDGET - EXPENDITURE



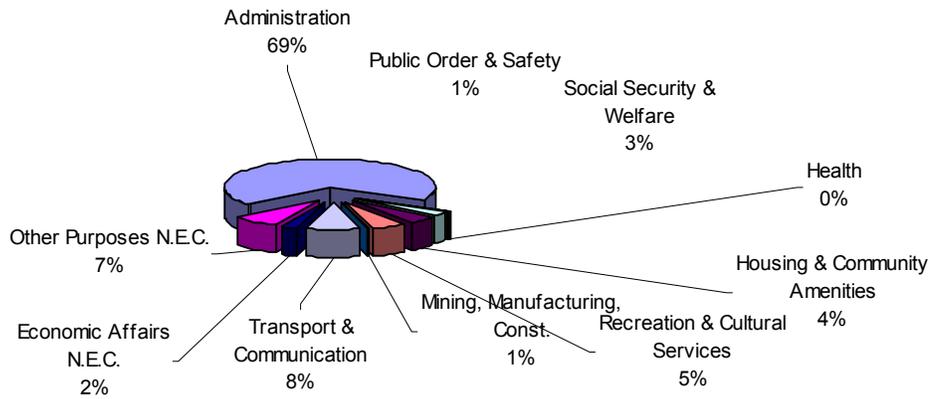
ACTUAL RESULT - EXPENDITURE



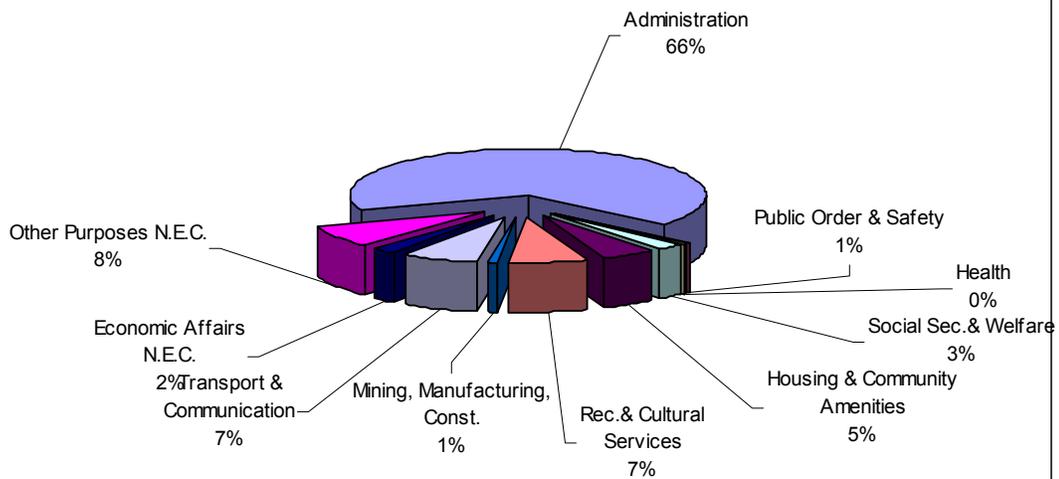
Operation Income



ORIGINAL BUDGET - INCOME



ACTUAL RESULT - INCOME



Information Technology Services



Council's Web Site www.gawler.sa.gov.au was completely redeveloped to take advantage of the Local Government Association's "Unity" software. Council went live with the new site in February 2004 and is one of 56 Councils in South Australia using "Unity".

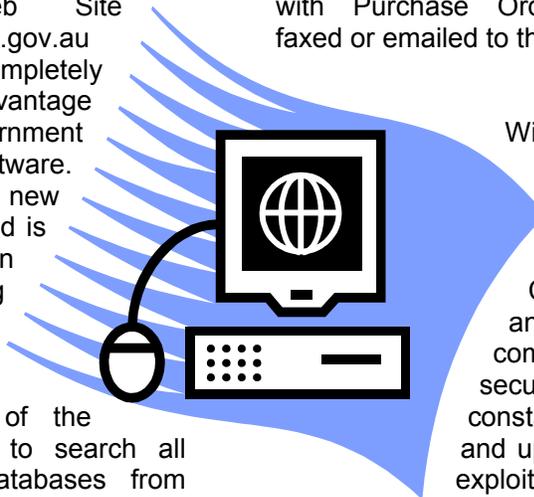
One of the features of the software is the ability to search all participating Council databases from any Council website. It also provides many other website features including a content management system.

A new electronic Purchasing system was implemented replacing the existing paper based system.



The new system has many advantages including online purchasing

with Purchase Orders automatically faxed or emailed to the supplier.



With the ever present threat of new and innovative virus and hacking threats, the Council external and internal computer network security needs to be constantly monitored and upgraded to prevent exploitation.

A complete restructure of the firewall, web access, virus protection, email filtering and mail exchange was completed.

Council received nearly 4,000 emails containing a virus during May.

Graeme Douglas

Manager, Information Technology Services

Economic & Community Services



**Senior Manager
Economic &
Community Services**



Sue Carter



Functional Responsibilities

- | | |
|--|--|
| <ul style="list-style-type: none"> • Community Services • Library & Information Services • Economic & Business Services | <ul style="list-style-type: none"> • Developmental Services • Recreation & Community Facility Services |
|--|--|

Department Managers	Functional Responsibilities	
<p>Manager Community Services</p>  <p>Claire Taylor</p>	<ul style="list-style-type: none"> • Community Development • Home & Community Care Programs • Youth Services 	<ul style="list-style-type: none"> • Volunteer Services • Crime Prevention • Community Networks • Social Justice
<p>Manager Library & Information Services</p>  <p>Stephen Williams</p>	<ul style="list-style-type: none"> • Library & Information Services • Arts & Culture 	
<p>Manager Economic & Community Services</p>  <p>Carmel Rosier (resigned June 2004)</p>	<ul style="list-style-type: none"> • Business Promotion • Economic Development • Tourism • Town Promotion • Trader/Council Relations • Main Street • Caravan Park 	
<p>Manager Developmental Services</p>  <p>Michael Wohlstadt</p>	<ul style="list-style-type: none"> • Development Assessment • Planning Policies • Planning Compliance • Strategic Land Use Planning • Heritage • Urban Design 	
<p>Manager Building & Compliance Services</p>  <p>Megan Renzella</p>	<ul style="list-style-type: none"> • Building • By Laws • Council Properties • Dog & Cat Control • General Inspectorial Services • Environmental & Community Health • Parking 	
<p>Manager Recreation & Community Facility Services</p>  <p>Craig Hobart</p>	<ul style="list-style-type: none"> • Sport & Community Centre <ul style="list-style-type: none"> ○ Recreational skating ○ Crèche for Centre organised sporting competitions ○ Playgroup ○ Kiosk ○ Stadium and meeting rooms for hire ○ Birthday parties 	<ul style="list-style-type: none"> • Swimming Centre <ul style="list-style-type: none"> ○ Recreational swimming ○ Swimming lessons ○ Club swimming ○ Fitness classes ○ Lap swimming • Vacation Care <ul style="list-style-type: none"> ○ Excursions ○ Craft activities ○ Skating ○ Computer games ○ Sporting activities

Economic & Community Services



During the 2003/2004 financial year, the Economic and Community Services department has continued to make progress in improving the services offered by the department. The following reports, prepared by the managers within the department, provide further detail of their activities.



In recognition of the valuable contribution that volunteers make to the social, economic and spiritual well-being of the community, Council signed a Memorandum of Understanding with the State Government, on the 14 March 2004, for the Development of a Volunteer Charter for the Gawler Community. Work has begun on the development of this Charter which aims to identify how the volunteer sector and Council can work together more effectively.

Council has also endorsed a policy on the provision of recreation. This policy recognizes the important role local government has in both planning and providing leadership and support for recreational development. It provides a statement of guiding principles in the provision of recreation.



Council has now received and endorsed the recommendations of the Hames Sharley Review of the Gawler Sports and Community Centre. The Review has provided direction for Council over the next few years and this year's recommendations have been achieved.

One of the highlights this year has been the successful introduction of a subsidised vacation care program at the Sports Centre.

During the year, staff have assisted the Office of Passenger Transport with the tendering and selection of a contracted provider for the proposed new Gawler Dial-a-Ride service. It is anticipated that the service will commence early in the 04/05 financial year.



Early in the year it became necessary, unfortunately, to reduce the library's opening hours. This was as a result of a continual growth in customer demand straining available resources.

The growth in service demand is a common feature across the department and will result in a challenge, in the forthcoming year, to meet those customer service demands within allocated resources.

Sue Carter

Senior Manager, Economic & Community Services

Community Services



This year has seen the consolidation of 4 key programs in the Community Services Department:

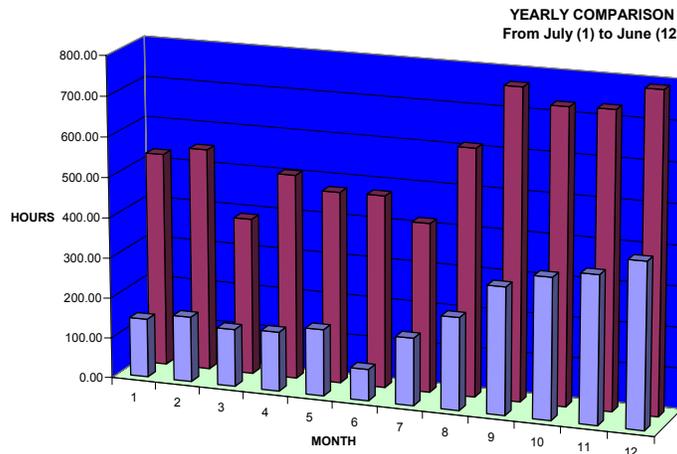


-  Home and Community Care Programs
-  Youth Services
-  Volunteer Services; and the
-  Clean Up Gawler Program.

Each Program has integrated the services of paid and volunteer staff and achieved outcomes which maximise its resources.

Volunteer Services

This year has been a huge growth year for the Volunteer Services as indicated in the graph below.



	1	2	3	4	5	6	7	8	9	10	11	12
2002-2003	145.50	161.80	142.25	147.00	164.75	78.00	167.00	229.25	314.95	349.15	366.50	409.50
2003-2004	529.25	550.50	387.45	506.65	474.75	476.25	418.75	612.25	769.15	731.00	733.50	789.75

Within the Town of Gawler we have approximately 100 volunteers:

-  50 working in the Visitor Centre maintaining a service to the public 7 days a week.
-  50 work in a wide variety of areas:

Computer Lessons (2 levels)
Home and Community Care Programs
Clean Up Gawler Program– (graffiti removal)
Friends of the Library
Friends of the Clock Tower
Sport and Community Centre
Environmental Health

Special Projects (eg Night Safety Audit)
Library
Swimming Pool
Planning
Maintenance
Administration
Playground Team

Town of Gawler Volunteer Services provides traditional roles for Volunteers and is also progressive in establishing innovative programs.

The success in particular of the 'Clean Up Gawler' Program has been outstanding.

The most recent program developed this year is the 'Playground Team' which has conducted an audit and attends to the maintenance and beautification of Gawler's playgrounds.

This particular program, operated by volunteers and paid staff, is the first in the state.

Another first has been the “Night Safety Audit” where volunteers were provided with specialist training and deployed at night to evaluate how our town could be made safer. This was done in conjunction with the police, business sector and the planning department.

Town of Gawler is also a Centrelink approved organization which offers opportunities for young unemployed people to gain the necessary skills to work towards paid work. More mature people also choose volunteering to secure their Centrelink income and offer skills and mentoring to our youth.

HACC Programs

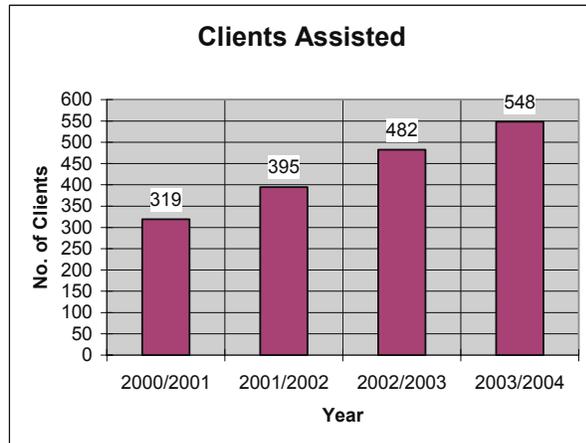
Council has one full time coordinator and three part time assistant co-ordinators who work with volunteers and contractors.

The Gawler HACC Programs involves two projects:

1. Gawler Home Assist & Community Care Project – a HACC and Town of Gawler funded project.
2. Gawler Synergy Project – a HACC funded project that is collaboratively operated by the Town of Gawler and the Gawler Health Service.

The Gawler HACC Programs serviced a **total of 548 clients in the 2003/2004 financial year**. Clients were provided with

assessment, information, and coordination of services, reassessment and direct services.



Developments:

- ✚ Recurrent HACC Expansion funding of \$88,500 approved and received in September 2003.
- ✚ Restructure of HACC administration staff:
- ✚ One-off HACC funding enabled the purchase of a tipper trailer, weed spray unit and mower.
- ✚ Gawler HACC Programs Service Charter has been developed.
- ✚ Submission prepared for extra HACC funding to expand Long Term Domestic Assistance Services.
- ✚ Plans commenced for the extension of the Elderly Centre to increase staff office space to accommodate the expansion of HACC Programs.

Youth Services

“To recognise and voice the issues, views and ideas of young people whilst promoting a positive image within the community.”



- ✚ Provided SoundStone music events monthly for the young people in Gawler.
- ✚ Represented Gawler’s youth at local and regional forums
- ✚ Developed marketing strategy and newsletter
- ✚ Played a key role in planning and organising National Youth Week
- ✚ Prepared successful funding applications and provided support letters for other youth initiatives.
- ✚ Provided youth views and opinions around community projects, development and issues. E.g. Gawler Youth Advisory Committee provided members for the Gawler Street Safety Audit and provided a youth response on the Volunteer Youth Charter.

Gawler Young Achievers Awards is a highly successful initiative of the Youth Services Development Officer.

- + 43 Young people were nominated for the awards
- + 15 local businesses sponsored the individual categories
- + There were 14 category areas:

- o Mayor's Choice (Female)
- o Mayor's Choice (Male)
- o Young Athlete Award x 2
- o Academic Achievement
- o Professional/Work Achievement Award
- o Visual Art Award
- o Environmentalist Award
- o Community Involvement & Leadership Award
- o Apprentice/Trainee of the Year Award
- o Young Musician Award
- o Small Business Award
- o Performance Art Award
- o Work Placement/Volunteer Pathways Award
- o Life Choices Award

The award presentation evening was held this year at the Gawler Sport & Community Centre, Stone Pavilion and catered for by The Golden Roast, 155 people attended the evening.

Youth Week Highlights 2004



- + Youth Conference with numerous agencies including SAPOL, Employment Directions, Prickly Pear Theatre, Gawler Health Service, Centrelink, Town of Gawler, Gawler Youth Advisory Committee providing numerous activities, such as: cheerleading, mural painting, youth theatre, and Booze Googles.

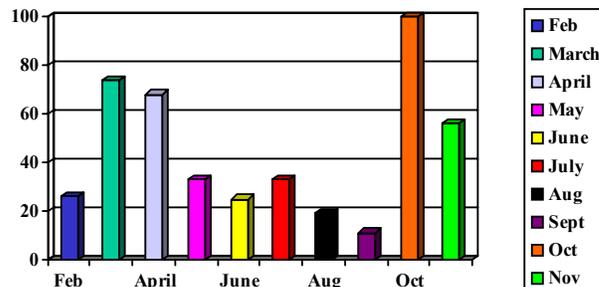
Gawler Youth Services Network

- + Successful in gaining funding to run two "From Red 2 Green young men's anger management groups.
- + Action plan developed
- + Mission statement developed
- + Brochure and logo developed
- + Young designer hired to develop a logo
- + Support letters written for other community groups



Gawler Youth Volunteering

- Youth have contributed over 445 volunteer hours to the community in a myriad of areas. The graph below shows a break down of the youth volunteers per month.



- + Australia Day Breakfast
- + Community Mental Health Information Forum
- + SoundStone Youth Music Events
- + Gawler Street Safety Audit
- + Event Management Community Meeting
- + Volunteer Community Charter

Xavier College Kids Help Line Peer Skills Workshop

- + 15 young people attended (max. no's.)
- + 7 males and 8 females
- + Aged 15 to 16
- + Year 10
- + Young people rated the workshop as fantastic
- + Young people found useful the sections on:
 - o Listening & responding 93%
 - o Problem solving 86%
 - o Values & attitudes 79%
 - o Approaching helping agencies 79%
 - o Looking after yourself 71%

"The course was awesome fun"

"All this interests me so I might go further with it."

Community Donations Program

These community groups received donations from Council:

Anglicare Family Centre North	Gawler Stroke Support Group
ArtsAction	Gawler Town Band
Australian Breastfeeding Association	Gawler Two Plus & Us
Country Women's Association	Gawler Youth in Action
Gawler & Districts Junior Tennis Association	Heart Support Australia
Gawler Awakening Group	Hillier Park Friendship Group
Gawler BMX Club	LincC Church Services Network
Gawler Community Child Care Centre	Northern Connexions
Gawler Community Services Forum	Northside Community Services
Gawler Interchurch Council	SA Multiple Birth Association
Gawler Low Vision Support Group	The Salvos Life House
Gawler Quilting Circle	Ucare Gawler (Inc)
Gawler Road Safety Group	United Way
Gawler Soccer & Sports Club	

Northern Region Crime Prevention Committee

This Committee was established in 2003 following the funding cuts to existing Crime Prevention Programs across the State in 2001. It comprises representatives from Town of Gawler; Cities of Playford, Salisbury, Tea Tree Gully; Office of the North and the Crime Prevention Unit.

A Project Officer has been engaged to conduct a Research and Feasibility Study into Early Intervention Approaches to the Misuse of Drugs by Young People. This research is expected to be completed in August 2004.

Town of Gawler Reconciliation Statement

In 2002 a group of community participants and Council representatives formed an Aboriginal Reconciliation Committee with the goal of developing a Draft Reconciliation Statement for Council. After community consultation and consideration by Council the Town of Gawler Reconciliation Statement was endorsed in January 2004.

Drug Arm

Drug Arm is a volunteer based street van / outreach program providing information referral and support services to young people. Drug Arm commenced in Gawler late 2003 visiting places where young people congregate on Friday nights eg Murray Street, Pioneer Park. The street van is in Gawler for 7-9 hours each Friday night.

Dry Areas

Following community consultation, the Liquor and Gaming Commission extended Gawler's Dry Areas from 1 May 2004 until 30 April 2007. A new Dry Area from 7a.m. to 7p.m. has been established-the shopping precinct bound by Murray Street; Finnis Street; Reid Street; Whitelaw Terrace And Walker Place.

Claire Taylor

Manager, Community Services

Library & Information Services



ACTIVITIES

Children

School Holiday programs attracted 605 participants. 588 children from primary schools, kindergartens and child-care centres visited the Library during Children's Book Week. On 5 September 2003, 200 pre-school children attended National Simultaneous Storytime. Gawler Public Library was Central North Zone Co-ordinator for Nestle Write Around Australia for 2003.

Arts and Culture

The Library continued to support the annual Gawler Poetry Competition, which attracted entries from across the state.

History Assets

A report entitled "Town of Gawler Community History Assets Project" by Peter J Crush was accepted by Council in February 2003. Archival material judged to be at risk was removed from the Institute Building basement and placed in safe storage pending Council's decision on a proposed future archival repository.

Home Visits

Lyn Jones provided an on-demand service to 29 individuals and 4 nursing homes.

Inter Library Loans

This increasingly busy service to Gawler Public Library customers and other libraries in the state-wide library network has continued under Kaye O'Brien and Karen Newton. Over 7,000 interlibrary loan requests were processed.

Community Information

Diana Liebelt and later Kaye O'Brien maintained the Infosearch database and continued the work necessary to produce the popular Business and Community Directory, which is delivered to all householders in the Town of Gawler.

Local History

A period of consolidation followed the death of Wendy Treloar. A large backlog built up during her illness was systematically reduced by Anne Halliday, Reference and Research Librarian. Anne has continued to satisfy information requests regarding family and local history at the same time.

Staff Movements

Meegan Barrett resigned after 12 months Maternity Leave, leaving a vacancy which was eventually filled by Katie Hannan. Diana Liebelt also left the library. The vacant Local History Officer position was upgraded to Reference and Research Librarian and filled by Anne Halliday.

Staff are to be congratulated on continuing to produce high quality service and output during a trying year and in increasingly busy and crowded working conditions.

LIBRARY USE STATISTICS

Visits

An estimated 109,000 library visits were made, an average of 545 per day of opening

Borrowers

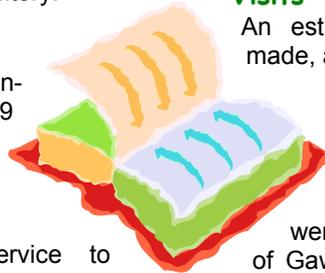
20,293 borrowers are registered, an increase of 9% over the previous year. Borrower numbers were higher than the official population of Gawler (18,500), indicating that 44% of our borrowers reside in neighbouring local government areas.

Collections

37,742 items are held in the loan collection. The Local History collection contains 870 items.

Loans

170,486 loans were made.



Stephen Williams

Manager, Library & Information Services

Economic & Business Services



Gawler Business Development Group

The role of the Gawler Business Development Group (GBDG) is to sustain and improve Gawler's retail, industrial and commercial businesses through the development, management and funding of integrated programs.

The GBDG is represented by the Gawler Business Development Board. The Board comprises representatives of Town Centre businesses, Willaston businesses, Gawler South/Adelaide Rd businesses, Evanston businesses and the Chair of the Gawler Tourism and Promotions Committee.

Gawler Town Centre Action Group



In 2003/2004 the Gawler Town Centre Action Group (GTCAC) was successful in applying for a Working Towns Grant for \$20,000. This money was used to employ a Promotions/Marketing consultant for the Town Centre. In addition through the GBDB the GTCAC collected \$80,000 for marketing by applying a separate rate to Town Centre

businesses. The \$80,000 Marketing Levy was used to:

- ✚ develop a jingle and logo
- ✚ television promotion
- ✚ radio promotion
- ✚ press advertising
- ✚ launch of the Gawler Gold campaign
- ✚ promotional brochures and flyers
- ✚ competitions
- ✚ run & promote events.

Willaston Business Action Committee

The GBDB was successful in receiving a Working Towns grant of \$6,000 to support the work of the Willaston Business Action Committee (WBAC) in June 2003. The WBAC has used this money to:

- ✚ establish an identity for the precinct;
- ✚ identify and detail all businesses;
- ✚ identify the current issues;
- ✚ provide a framework for future business and strategic planning.

Town Centre Developments

Council developments during the year included the sale of Commercial Lane and 142 Murray Street with design guidelines to ensure a development with that was two storey and provided a pedestrian walkway from Murray Street through to the Multi Level Car park in Finnis Street.

Sue Carter

Senior Manager, Economic & Community Services

Recreation & Community Facility Services



The Recreational Services Department encompasses the Sport and Community Centre, Trevor Bellchambers Community Swimming Centre and the Vacation Care Program. The close team work and cross staffing that occurs throughout the department is continuing to provide reduced operating costs and better service to the Gawler Community.

Gawler Sport and Community Centre "More than Just a Sports Centre"

The Gawler Sport and Community Centre had another fantastic year with the utilisation of the Centre ever increasing. Some of the events of the year are included in the following report. Throughout the beginning of this financial year we undertook an independent review of the operation of the Sport and Community Centre. The report investigated the management, recreation need of the community, development opportunities and the financial performance of the centre. Some of the recommendations that the review mentioned was the need for Council to provide:

- ✚ adequate recreational opportunities for a broad cross section of the community
- ✚ adequate facilities and equipment for the activities it offers
- ✚ develop a capital works program for the next 2 years to implement the recommended development opportunities
- ✚ allow the current management model the opportunity to return the Centre to a valued community asset with a mandate and full support from Council.

Friday Night Skating has slowly been increasing in numbers over the last few months with new clients coming in each week. This has mainly been due to an increased marketing campaign and high level of client satisfaction.

DJ Ashley has been pumping out the tunes over the weeks and continues to expand his eclectic collection of CDs. He is a great asset toward the skating program and is always looking for ways to improve numbers and client satisfaction. Once a

month a super skate has been held, with higher than usual numbers attending during these events. They have been a huge success and very popular with the youth of Gawler. Over the last 2 months the number of birthday parties being held has increased with almost one each week. This is offering the centre guaranteed numbers and with continued advertising this area will only grow and develop in 2005. Overall, Friday nights continue to grow as the marketing program is strengthened and we look forward to increased numbers in the summer months. Saturday Morning Skating has also proven to be popular. Special thanks to Ann who has been a valued volunteer at the Centre for many years.

Overall bookings showed a significant increase, once the commitment from Council for the Centre to continue to operate was given. New regular bookings include Kinder Musik, Body Dynamics-Pilates and Over 50's Fitness, all having helped to occupy the



centre and increase user numbers. The introduction of our own fitness classes for the over 40's has proven to be very popular and looks like expanding to other age groups.

The current regular users of the centre include:

- ✚ Gawler Primary School
- ✚ Gawler Art Society
- ✚ Gawler Art Action
- ✚ Adelaide University Judo Club
- ✚ Gawler Central Basketball Club
- ✚ Gawler Centrals Football Club
- ✚ Gumnut Netball Club
- ✚ Kinder Musik
- ✚ Body Dynamics-Pilates
- ✚ TAFE
- ✚ Child and Youth Services
- ✚ Northern Stars Inline Hockey Club
- ✚ Gawler Academy of Dance
- ✚ Gawler Youth Service
- ✚ Gawler Volunteer Service
- ✚ Gawler Immunisation Service

I would like to thank all the staff and volunteers at the Centre who have worked under great pressure to perform with limited staffing and their valued input toward the running of this great Community facility.

Trevor Bellchambers Community Swimming Centre



The 03-04 swimming season was yet another successful year. In particular customer satisfaction was very high and numerous surveys were conducted throughout the summer. The swimming centre staff received numerous letters from customers commenting on the quality of the staff and Centre. This contributed to increased staff morale. The following are a few comments relating the events of the season of 2003-2004.

The purchase of pool blankets proved to be beneficial. They contributed to retaining heat levels thus reducing costs of heating, reducing the detrimental effects of environmental factors such as wind and debris entering the pool over night. The pool covers enabled patrons to maximise their enjoyment and utilisation of the centre throughout the entire season. This was achieved most notably in the swimming lessons of both the Department of Education and with our own swim school.

Swimming lesson numbers increased through a change of marketing strategies that were employed near the middle of the season. Our customer satisfaction survey gave good and constructive comments to the running of the swim school. There were requests for more adult fitness classes to be held at the centre. This will be an objective of the up and coming season.

During the off-season many thanks should be given to the volunteers who have assisted with the maintenance of the centres grounds, especially Ron Heartwell who has kept the Centres lawn looking fantastic.

Unfortunately the seasons staffing levels were low due to the undersupply of qualified and competent staff in the district. Due to this, staff were placed under extreme pressure during both peak and low times. We had the resignation of two team-leaders early in the season. I would like to thank Nathan Hall who helped me greatly, by doing many extra hours until we were able to recruit a new swimming Centre Supervisor, Ron Lewis. Ron came to Gawler with a wealth of knowledge and experience and has proven to be a valuable asset for the Centre. The staff team this year worked very well with the management

changes and proved to perform under the pressure.

The 2002 changes to the design of the swimming pool to reduce water loss and to comply with occupational, health, safety and welfare and public indemnity liability, contributed to the reduction of hazards and subsequent injuries. The levelling of the pool deck and the improvement in playground equipment are two examples of this action. Due to this and other measures there were zero drowning or near drowning and injuries were far lower than in previous years.

We look forward to the up and coming season of 2004 – 2005.

Vacation Care

The 2003-2004 vacation care program has continued to grow with 1405 children attending the program this financial year compared with 932 children in 2002-2003.

The continued difficulties with recruiting qualified staff have been, and still are an ongoing issue within the industry. However, we did manage to employ two new staff members and re employed two existing staff, one of which has been promoted to help coordinate the program.

With the State and Federal Governments push to reduce childhood obesity we have developed a fitness component into vacation care which has proven popular with parents when looking at the best possible care they can get for their children.



Our excursions, craft activities, sports clinics and fun activities utilising both the Sports and Swimming Centres remain extremely popular. Over the last 6 months we have had to cater for a few children with additional needs. This has been a very rewarding part of the program. The feedback we have received from the parents of these children has been very positive, with a lot of praise going to staff.

The vacation staff are working to offer the best quality care possible to the town of Gawler and surrounding areas.

Craig Hobart

Manager, Recreational Facility Services

Developmental Services



Heritage Development Policies

The Council has a multi-faceted heritage program, including:

- ✚ grants for property owners to assist with maintenance;
- ✚ free architectural advisory service;
- ✚ publications on Council programmes;
- ✚ management Plan for the Church Hill State Heritage Area;
- ✚ development policies to protect heritage buildings and areas.

Around 750 buildings are identified for protection from demolition. In addition, there are heritage policies for substantial areas of urban Gawler.

Town Centre

A Management Plan for the Town Centre has been prepared and published, including:

- ✚ a method for directing through traffic around Murray Street;
- ✚ prohibiting heavy traffic in Murray Street;
- ✚ improving Murray Street's pedestrian environment;
- ✚ underground power
- ✚ car parking development;
- ✚ redevelopment schemes for key areas.

Detailed designs for Town Centre improvements are being prepared for staged implementation commencing 2004/2005.

With the help of volunteers and SAPOL, a safety audit has been prepared for the Town Centre. Consideration will be given to a method for implementation of the recommendations in the next financial year.

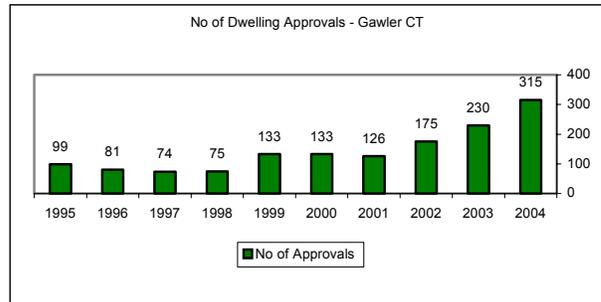
Southern Gawler

Negotiations with the State Government on a permanent Urban Growth Boundary are continuing. It is hoped the extent of urban development south of Gawler, and at Evanston Gardens, will be settled by the end of 2005

Development Applications

A total of 936 development applications was assessed (an 8% increase over last year's number). These included 315 dwellings (which

is 120% higher than the 10 year average for Gawler) and a total of 72 land division applications was assessed (which is 50% higher than last year).



Development Assessment Panels

Council's Development Assessment Panel, comprising five elected members, Council's CEO and three community representatives, meets monthly to assess development applications.

Strategic Projects and Rezoning

Current initiatives include:

- ✚ a residential review to update existing residential policies and zones that have become redundant;
- ✚ rezoning for business development south of the Gawler racecourse;
- ✚ Town Centre rezoning;
- ✚ consideration of suitable areas for longer-term residential needs, with the preferred area being north-east of Gawler.

Recognition of Good Design

For the third consecutive year, the Council has recognised good building and landscape design through an Awards Scheme.

Compliance Services

To improve the accountability of Council planning decisions, additional resources have been allocated to ensure compliance with development approvals and follow-up of unlawful developments.

Michael Wohlstadt

Manager, Developmental Services

Building & Compliance Services



The Building & Compliance Services Section covers five different areas for which a separate report is provided.



- ✦ Building Surveying
 - ✦ Building Maintenance
 - ✦ Environmental Health & Food Safety
- ✦ General Inspectorate
 - ✦ Immunisation

BUILDING SURVEYING

- ✦ Assess Development Applications for Provisional Building Rules Consent
- ✦ Inspections of Building Work in progress
- ✦ Building Fire Safety Committee – operational involvement / committee member
- ✦ Administer and provide advice on the building provisions of the Development Act & Regulations 1993
- ✦ Administer and provide advice on the requirements of the Building Code of Australia (BCA96)
- ✦ Provide input to draft legislation affecting the community (eg swimming pool legislation) as provided by the Government.
- ✦ In Summary – Detect, Evaluate and Manage Life Safety for occupants of buildings.



Assessment of Development Applications

The Building Control Section assessed approximately 1000 Development Applications and issued 720 Development Decisions during the 2003/2004 financial year with a total value over \$40.9 Million. Most of the decisions were Development Approvals, however there were approximately 23 Refused and Withdrawn applications.

	<u>2002 – 2003</u>	<u>2003 - 2004</u>
<u>Lodged</u>	812	1019
<u>Decisions Granted</u>	635	720
<u>Total Value</u>	\$29 Million	\$40.9 Million

While a large percentage of the applications are for carports, verandahs and garages, these applications at times take considerably longer to assess than perhaps a new dwelling. The reason for additional assessment time is because the average property owner attempts to provide information themselves, not understanding the requirements or implications of the legislation. Council therefore need to request further information and on occasions it can take a few attempts until the correct information is supplied. Usually the larger applications are submitted by experienced professionals and while these take time to assess, they are often approved much quicker following the initial assessment as all the correct information has been supplied.

Building Inspections

Of the building inspections conducted it was found that most of the local builders complied with the Building Rules or were willing to comply within acceptable time frames. The trend for building faults usually rested with smaller builders who only built the one or two dwellings or additions within the area, or the larger project home builders. Most faults were rectified to satisfaction within an acceptable time. The target within the Building Inspection Policy is for 20% of notified building work to be inspected, during the 2003 / 2004 financial year 35% were inspected.

Enforcement

Most breaches of the Development Act are caused by failure to comply with approval conditions, failure to construct as per the approved documents or failure to obtain approval prior to performing building work.

Breaches are identified a number of ways such as during routine inspections, as a result of a complaint from a local resident or business owner, enquiries from prospective property purchasers or through an insurance claim.

Where a breach of the Development Act is identified (such as illegal building work), the offending property owner and/or builder are first given an opportunity to rectify the breach. In most cases this is in the form of a letter advising of the legislative requirements, possible action that could be taken should they not comply but also providing options of ways to achieve compliance.

Most situations where an enforcement notice could have been issued, they were resolved with an initial letter requesting action be taken to comply. These situations arose from initial complaints (usually from neighbours or passers by) and recorded as such.

BUILDING MAINTENANCE

The Building and Compliance Services Section are also responsible for the building maintenance of council owned buildings. The section undertakes to complete the following;

- ✚ Arrange and implement a program of maintenance to ensure the structural integrity of Council owned buildings, including but limited to –
 - Roof repairs
 - Gutter cleaning
 - Termite inspections
 - Asbestos register inspections
 - Painting
 - Plumbing repairs
 - Electrical repairs
 - Air Conditioning Servicing & Maintenance
- ✚ Ad-hoc repairs and maintenance such as –
 - Leaking taps
 - Sticking doors
 - Broken windows and glazing
 - Vandalism
 - Security
- ✚ Organise for quotes via tradespeople for project upgrades or un-programmed work.



Areas of Responsibility:

- ✚ Ensuring that maintenance work including contracted trade work is undertaken and completed to a timely, satisfactory and cost effective standard.
- ✚ Ensuring that Council Policies relating to tenders, obtaining quotes or the like are adhered to.
- ✚ Ensuring that all maintenance works are undertaken within allocated budgets.
- ✚ Comply with OHS&W requirements.
- ✚ Security of Council properties (keys, cameras & alarms)
- ✚ Security Contracts for Council (security alarms, maintenance & patrols)
- ✚ Cleaning requirements of Council buildings.

Our Goals ...areas that we would like to excel in

- ✚ A proactive approach towards maintenance
- ✚ Constant upgrade of the 5 year maintenance plan (working document)
- ✚ Arrange and implement a program of maintenance to ensure the structural integrity of all Council owned buildings.
- ✚ Attracting reliable and economical tradespeople willing to quote or work for Council on major or un-programmed work.
- ✚ Enhanced building appearance internally and externally
- ✚ Predictability of budgeting
- ✚ Long term cost savings
- ✚ Reduce our liability

Major Projects completed for the financial year 2003 / 2004

- ✚ 12 Reid Street – upgrade internally and externally.
- ✚ Visitor Information Centre – painted internally.
- ✚ Julian Terrace Public Conveniences – painted externally to improve appearance and assist with graffiti management.
- ✚ Town Hall and Institute – Salt Damp repairs commenced. Liquid injection, stage 1 of 3 stages currently in progress.
- ✚ Gawler Sport and Community Centre – Fire Safety upgrade, still in progress.

ENVIRONMENTAL HEALTH

Food Control



- ✚ Food Premises inspections (FAIS DHS Central Database & Notifications)
- ✚ Enforcement's generated by complaints or other agency (ie food complaints, alleged food poisoning)
- ✚ General Advice and information (new legislation, fit-outs etc)
- ✚ Other Services (special events inspections, assessment new premises, market inspections etc)
- ✚ Education and Promotion (promote health through information & education)

Public & Environmental Health

- ✚ Health Premises inspections / monitoring (Hairdressers/Beauty/Skin Penetration, Public Swimming Pools, Cooling Towers)
- ✚ Enforcement generated by complaints or other agency (Public & Environmental Health Act, Local Government Act, Codes of Practice, Guidelines, By-Laws)
- ✚ Septic Tank Approvals
- ✚ Supported Residential Facility Licensing and monitoring
- ✚ Sharps Disposal Service
- ✚ Infectious disease notification investigations
- ✚ Education & Promotion (head lice, mosquito control, information pamphlets)



Health Education & Promotion

During the past twelve months, the Health Unit has developed the following pamphlets;

- ✚ Salmonellosis General Information
- ✚ Campylobacter General Information
- ✚ Rat Facts – rodent awareness and control tips
- ✚ Sharps Disposal Service promotion
- ✚ Immunisation clinic information
- ✚ Temporary Food Stalls – Requirements under the Food Act 2001
- ✚ Charity & Community Groups General Information Food Act 2001
- ✚ Waste Control Systems (septic tanks, aerobic systems)
- ✚ Head lice information



Council, in partnership with the Gawler Health Service conducted a community education evening addressing the increasing problem of head lice within the community. The evening was held at the Gawler Sport and Community Centre and was well attended by over 25 people. The evening was supported by the Department of Health and local business who gave away product and information to attendees.

Summary of Statistics

The following table is provided for the period July 2003 to June 2004 regarding the type and number of health related complaints received under the Public & Environmental Health Act.

Complaints/Insanitary conditions	63	Tattoo / Skin Penetration Inspections	1
Control of Offensive Activities	10	Fair / Show Inspections	68
Campylobacter	1	Food Inspections	79
Cooling Towers	7	SRF Inspections / Complaints	8
Food Complaints	8	SRF Licences	3
Waste Control Query / Advice	28	Food Law information	57
Waste Control Approval	8	Pool Inspections & Follow – up	16

Immunisation Unit

The Environmental Health area offers an active schools, public immunisation, staff flu and industrial vaccination programs. The areas covered include;

- ✚ Immunisation School Programs including;
 - Year 8 Hepatitis B
 - Year 9 Boosterix (tetanus, diphtheria & whooping cough)
 - Meningococcal C (1-19 years including Schools Yrs 1 to 13, program still ongoing)
 - Flu vaccination (Years 11 & 12)
- ✚ Flu vaccination for Council Staff
- ✚ Industrial Program for businesses for flu and other vaccines.
- ✚ Health Promotion through local schools, TAFE, businesses and child care.

The financial year saw new user pays vaccines offered to the general public, including pneumococcal and boosterix. To increase the service to the community, an evening clinic was introduced once a month on a Wednesday night, in addition to the two day-time clinics which has proven to be successful.

During the 2003/2004 financial year there were **3824** vaccinations given with a total number of **3138** customers, up from the previous year with 3012 vaccinations and 2656 customers.

GENERAL INSPECTORATE

- + Parking – timed zones, public roads and school patrols.
- + Implementation of traffic controls.
- + Dog Control & Management including;
 - o Barking complaints,
 - o Dog attacks,
 - o Impounding dogs wandering.
- + Dog registration public awareness & door knock.
- + Removing abandoned vehicles.
- + Administering Council By-Laws pursuant the Local Government Act 1999 including;
 - o By-Law 1 – Permits & Penalties,
 - o By-Law 2 – Moveable Signs,
 - o By-Law 3 – Roads,
 - o By-Law 4 – Local Government Land,
 - o By-Law 5 – Dogs,
 - o By-Law 6 – Bird Scarers.
- + Abandoned Shopping Trolleys.
- + Fire Prevention / Backyard Burning.
- + Inflammable undergrowth.
- + Issuing of Fire Permits.
- + Hiring of Possum cages.
- + Input to the government on draft legislation and policies.



Inflammable Undergrowth

The general inspector is responsible for Inflammable issues such as high grass which may be hazardous to the community. Approximately **397** premises were inspected due to the height of inflammable grass growing on the premises. A total of **45** expiations were issued to land owners who failed to comply with the South Australian Metropolitan Fire Service Act 1936, in maintaining the grass at a low height.

Abandoned Vehicles

A total of **28** abandoned vehicles were impounded.

Dog Management

The general inspectorate area enforces the Dog and Cat Management Act by following up previous registrations as well as conducting a door knock of premises, issuing dog kennel license renewals and serving expiations as required. Enforcement concerning dogs wandering, noisy dogs and dog attacks is undertaken once brought to the attention of the General Inspectorate area. Many cautions and much mediation between neighbours takes place as part of an education program with the community.

A total of 4252 dogs were registered during the last financial year.

Infringement Statistics

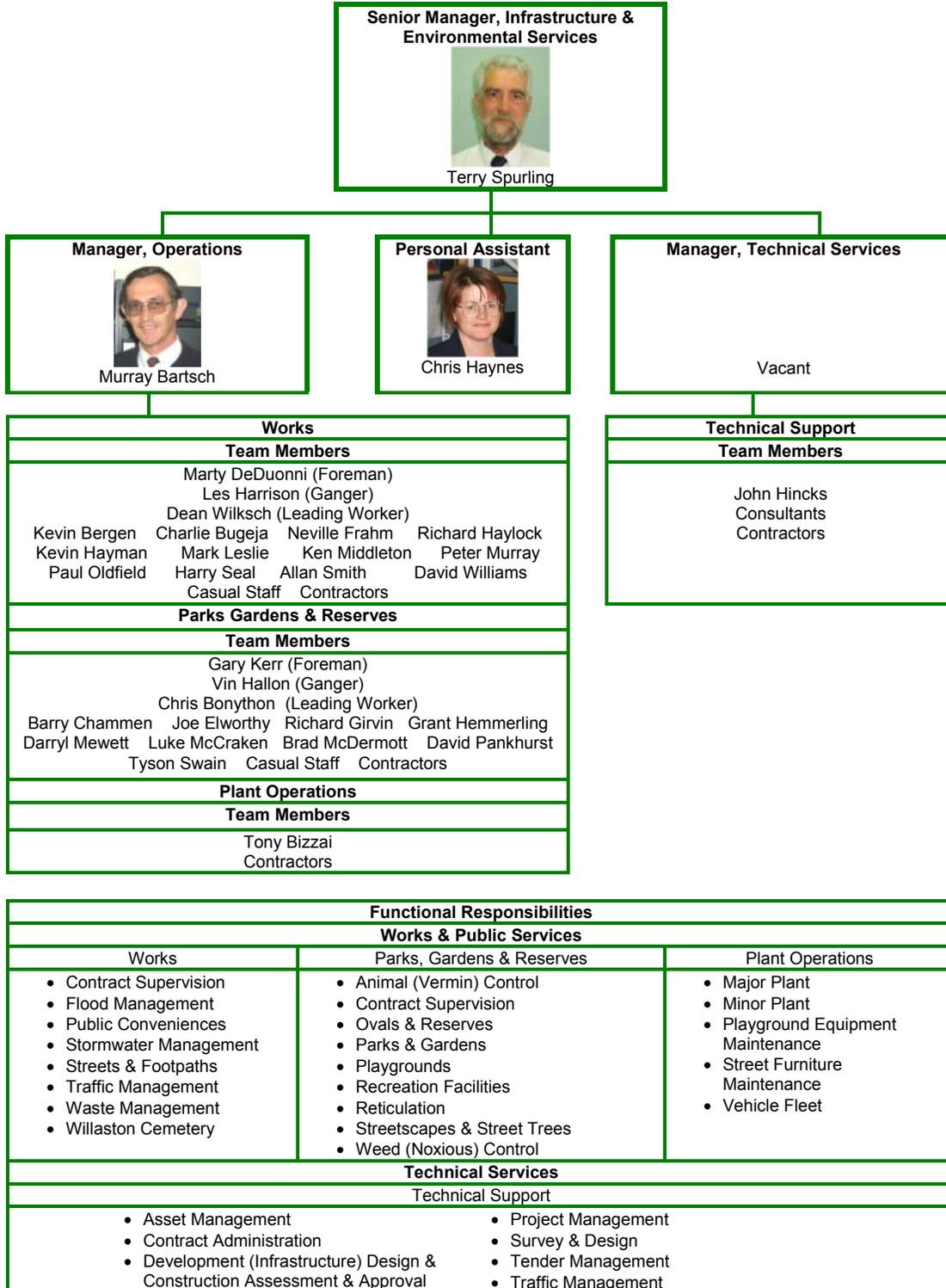
Parking Infringements	638 offences under the Australian Road Rules (1999)
Dog & Cat Management Act 1995	25 expiations were issued
By Law Offences	56 expiations were issued in total

Unightly Premises

During the last financial year there were 63 unsightly premises investigated with 3 being issued a Notice of Intention (intention to have the work carried out at the owners cost). The property owners agreed to comply with requests from Council.

Megan Renzella
 Manager, Building & Compliance Services

Infrastructure & Environmental Services



MAJOR CAPITAL WORKS

Public Facilities

Project Description	Project Location	\$
Reconstruction/Rehabilitation of River Bank - North Para River	Victoria Terrace, Gawler - adjacent tennis courts/bowling green	17,500
Playground Equipment - upgrades and new equipment	Various reserves across the Council area	35,000
Upgrading of new Skate Park facility (Stage 2)	Nixon Terrace, Gawler	14,000
Willaston Cemetery - <ul style="list-style-type: none"> • Preparation of Conservation and Management Plan • Design of Baby (Stillborn) Memorial 	Dawkins Avenue, Willaston	10,000
Parridla Taikondi Development	Confluence of North Para, South Para and Gawler Rivers	56,000
North Para River Flood Mitigation Scheme	North Para River	144,000
Main Street (Murray St) - <ul style="list-style-type: none"> • Power Line Undergrounding (Stage 2) 	Murray Street, Gawler Tenth Street to Calton Road, including abutting street sections	335,000
Construction of new concrete footpaths in established and new areas	Barker Street, Willaston Bright Terrace, Gawler East Britton Street, Gawler West Coombe Street, Gawler East Hill Street, Gawler South Murray Road, Willaston Thiele Crescent, Evanston Park Toner Crescent, Evanston Park Main North Rd, Willaston (Hotmix) Footpaths for disabled	175,000
		\$786,500

Road Reconstruction and Rehabilitation and Other Upgrading

Roundabout construction	Trinity Drive, Greening Drive, Gleeson Grove, Evanston Park	99,000
Reconstruction of Jacob Street	Murray St-Commercial Ln, Gawler	34,000
Town Centre Traffic Management	Murray Street, Gawler	86,000
Upgrading of Adelaide Road (Traffic Management works)	Nineteenth St/Fifth St intersection to South Para Bridge, Gawler	99,000
Upgrading of Overway Bridge Road - design works only	Overway Bridge, Gawler West	135,000 (includes Black Spot funding)
Urban & Rural reconstruction and resealing works	Streets/Roads included: Calton Rd, Hill St, Trevu Ave, Gosford St, Nixon Tce.	121,000
Gawler River Road drainage (in progress)	Gawler River Road, Willaston	15,000
		\$589,000

Maintenance Work and Operations

Street cleaning	Urban areas	95,000
Street lighting	Council area	228,000
Stormwater/drainage maintenance	Council area	131,000
Road maintenance (includes street tree & verge maintenance)	Council area	1,228,000
Reserve maintenance	Council area	369,000
Oval & playing field maintenance	Council area	373,000
Parking areas (off street) maintenance	Town Centre area	47,000
Waste Transfer Station operation	All users	19,000 (net figure: expenses - income)
Kerbside waste management (collection, disposal, processing of waste, recyclables and green organics)	Council area	933,000
		\$3,423,000

GENERAL MATTERS



Other significant projects/programs for the Infrastructure & Environmental Services Department during the 2003/2004 financial year included:

1. The new Gawler River Flood Management Authority - a subsidiary of six member Councils has continued the design and planning for the new Flood Mitigation Dam on the North Para River.
2. The Gawler Road Safety Group is working with the Barossa Road Safety Group and Transport SA to purchase a speed trailer
3. The Gawler River Junction Committee has secured more than \$400,000 of funding to undertake development of Parridla Taikondi Reserve
4. The design of a Baby (Stillborn) Memorial at the Willaston Cemetery was endorsed by Council and went to public consultation. A Conservation and Management Plan for the cemetery is being prepared for public consultation. The number of burials during the 2003/2004 financial year were:-
 - ✚ General Section 45
 - ✚ Lawned area 18
 - ✚ Niche Wall 17
 - ✚ Rose Garden 11
 - ✚ Ashes scattered 1
5. Terry Spurling replaced David Diprose as Senior Manager Infrastructure & Environmental Services in February 2004. David resigned to take up a position as Operations Supervisor with Northern Adelaide Waste Management Authority.
6. The Department has had considerable involvement in the assessment and supervision of a number of land divisions during the year.
7. The Department has continued to provide a major coordination and advising role in the Town Centre Redevelopment Project and in the development of the Gawler Local Transport Strategy.
8. Council is trialling a computer based watering program at Karbeethan Reserve and Greening Drive reserve. This system utilises information from the weather bureau and other sources to more accurately provide the optimum amount of water to the park or reserve. The program used is an advance on all other available programs as it predicts future rainfall and adjusts the watering regime accordingly. Indications are that Council is saving in excess of 10% in watering bills, which is a saving to both reserves of over \$6,000 per year which more than covers the cost of introduction and monitoring of the system for the first year.
9. Council hosted the first meeting of Region 7 of the Murray Darling Association. The importance of this Association has been recognised in the Federal Government's recent financial commitments to improve the quality of the Murray Darling water system.
10. The Council subsidiary NAWMA (Northern Adelaide Waste Management Authority) is responsible for the management of kerbside waste and recycling services, some of the year's highlights include:-
 - ✚ Development approval was granted in May 2004 to expand their site at Elizabeth West to accommodate a Waste Baling Plant and support services.
 - ✚ The Elizabeth West Material Recovery Facility and Uleybury landfill were included on the technical tour program of site visits for the Towards Zero Waste Conference June 2004. NAWMA also had an exhibition booth and made a presentation at the conference on the three bin kerbside waste management system, which included a section on waste processing and disposal at the Uleybury Landfill.
 - ✚ 17,000 tonnes of recyclables were received from NAWMA member Councils at the Elizabeth West Material Recovery Facility, with an additional 10,623 tonnes being received from client Councils including Mallala, Clare/Gilbert Valley, Light Regional Council, Tea Tree Gully and Adelaide Hills.
 - ✚ Gawler's performance during 2003-2004 included the collection of 2,498 tonnes of recyclables and 3,783 tonnes of waste - with a 39.8% diversion from landfill, an increase of 3.7% over last financial year.

Terry Spurling

Senior Manager, Infrastructure & Environmental Services

Murray Bartsch

Manager, Operations

Strategic Management Plan



Council is required to report on its performance in implementing its strategic management plan during the relevant financial year.

Over the past 12 months Council has achieved significant results in relation to the strategic management plan. Provided are the objectives from the strategic management plan and some of the key results that have been achieved.

Managing our Future – To retain & promote Gawler’s role and identity as a provincial town (rather than a suburb) within a metropolitan context.

- ✚ Urban Growth Boundary negotiations have been satisfactorily progressed with Planning SA.
- ✚ Gawler Business Development Group (Council subsidiary) has been established.
- ✚ 2003/2004 Marketing Plan by the Gawler Town Centre Action Committee has been implemented.
- ✚ Marketing & Strategic leadership role of the Gawler Town Centre Action Committee has expanded.
- ✚ Tourism Strategic Plan developed.
- ✚ Town Centre Marketing Plan developed & implemented.
- ✚ Town Centre PAR development policies implemented.
- ✚ Northern Market redevelopment has been approved.
- ✚ Negotiations with Transport SA for Murray Street “ownership” arrangements have satisfactorily concluded.
- ✚ Engineering audit and major stakeholder consultation completed.

Providing Services & Facilities – To deliver or facilitate the provision of services & infrastructure that enhance the quality of life and convenience for our community.

- ✚ In conjunction with Gawler Disability Action Group, disabled access within the urban area identified & prioritized.
- ✚ Urban & rural road upgrading priorities adopted.
- ✚ Strategic plan for future waste management & recycling needs prepared.
- ✚ Playgrounds at Hemafoord Grove, Clonlea Park & Adelaide Road upgrade completed
- ✚ Upgrading of Skate Park has continued.
- ✚ Lobbying of Federal Government for improved funding for local roads continued.
- ✚ Staff Satisfaction Survey commenced.
- ✚ Quantity & quality of service delivery monitored.
- ✚ Regular newsletters, media releases, information flyers produced.
- ✚ Community groups, eg Disability Action Group, Volunteers, Residents, engaged.

Strengthening Council’s Financial Position - To increase the community’s equity in the organization – i.e. the net result after considering assets and liabilities.

- ✚ Minister for Local Government facilitated discussions between Mayors and CEOs about regional issues.
- ✚ New external funding for road infrastructure, stormwater and environmental projects sought and approved.
- ✚ Funding for “1 million trees” revegetation program sought and approved.
- ✚ Suitable surplus parcels on non-community land identified – preparations being made for disposal.
- ✚ Water saving options in reserve watering utilizing sewer “mining” and computerized watering control systems investigated.
- ✚ Retail development encouraged and supported.
- ✚ Cost savings from light vehicle changeover contract and increased value of plant assets continued.

Improving the Natural & Riverine Environment -To improve the natural and riverine environment, having regard for water quality and flood irrigation.

- ✚ Stormwater management of all Councils activities audited and prioritized.
- ✚ Completed riverbank stabilizing project on North Para River.
- ✚ Civil design works for new infrastructure at Parridla Taikondi completed.
- ✚ Riverbank stabilization project on North Para River completed.
- ✚ New stormwater policies promoting pollution reduction& water reuse introduced through Residential & Town Centre PARs.
- ✚ Portion of old ETSA Depot site rehabilitated to parkland/river reserve.
- ✚ Development of new regional waste and recycling facilities commenced.

Accessing Information – To ensure the community has optimum access to relevant, high quality information sources.

- ✚ Upgrade completed of Library software and hardware providing better functionality and performance.
- ✚ Council’s website has continued to be greatly enhanced to provide greater information.
- ✚ Improvements to Willaston Cemetery records via electronic database.

Organisations with whom Council is involved



ORGANISATION	MEMBERSHIP FEES \$	OTHER SUPPORT OR INVOLVEMENT
Adelaide Plains Animal & Plant Control Board	16591	Board Membership and support
Aged and Community Services Association	1007.11	Participation in Association meetings and events
Anti-Poverty Forum	0	Forum membership and participation in meetings
Australian Clearinghouse for Youth	0	Support and participation in events.
Australian Institute of Tourism Officers	0	Participation in Institute meetings and events
Australian Institute of Traffic Planning & Management	0	Participation in Institute meetings and events
Australian Institute of Urban Studies	0	Participation in Institute meetings and events
Australian Library & Information Association	764.40	Participation in Association meetings and events
Barossa Broadcasting Board	0	Board Membership and support
Barossa Valley Wine & Tourism Association	5500	Participation in Association meetings and events
Bureau of Meteorology	2640	Annual Flood Alert Monitoring Program
Cemetery Association of SA	70	Participation in Association meetings and events
Civic Centre Management Committee	0	Committee Membership and participation in meetings
Council for the Aging	189	Participation in meetings and events
Elderly Centre Management Committee	0	Committee Membership and participation in meetings
Evanston Park Local Area Traffic Management Committee	0	Committee Membership and participation in meetings
Gawler Aged Care Networks	0	Assistance with projects and programs
Gawler Business Happening Inc	607	Participation in Group meetings and events
Gawler Environment and Heritage Association	2575.91	Assistance with projects and programs
Gawler Community Services Forum Inc	290	Forum Membership and participation in meetings
Gawler High School Committee	400	Committee Membership and participation in meetings
Gawler Institute Hall Committee	0	Committee Membership and participation in meetings
Gawler Neighbourhood House	0	Committee Membership and participation in meetings
Gawler River Flood Management Subsidiary Steering Committee	158785	Participation in Committee meetings and events
Gawler Tourism & Trade Authority	0	Committee Membership and participation in meetings
Gawler Town Centre Management Plan Reference Group	0	Group Membership and participation in meetings
Gawler Youth Workers Network	1000	Assistance with projects and programs
Institute of Municipal Management	0	Participation in Institute meetings and events
Institute of Public Works Engineering	1305	Executive Membership and participation in Institute meetings and events

Local Government Association	44729.13	Participation in Association meetings and events
Local Government Community Services Association	255	Participation in Association meetings and events
Local Government Community Services Managers Association	55	Magazine Subscription. Participation in meetings and events
Local Government Finance Authority	0	Committee Membership and participation in meetings
Local Government Training Authority	0	Participation in projects and programs
Keep South Australia Beautiful	0	Participation in projects and programs
Murray Darling Association Inc	978.07	Participation in Association meetings and events
Northern Adelaide & Barossa Catchment Water Management Board	130854.11	Levy Payment. Assistance with projects and programs
Northern Adelaide Development Board	8800	Board Membership and participation in meetings
Northern Adelaide Waste Management Authority	1003993.36	Board Membership and costs associated with provision of waste management and recycling services
Northern Aged Care Network	0	Participation in meetings and events
Northern Alliance Incorporated	0	Board Membership and participation in Association meetings and events
Northern Carers Network	995	Board Membership and participation in meetings and events
Northern Collaborative Project	0	Participation in meetings and projects
Northern Region Collaborative Group	0	Group membership and participation in meetings
Northern Volunteering SA	50	Assistance with projects and programs
Parks & Leisure	110	Assistance with projects and programs
Northern Youth Workers Network	0	Participation in meetings and events
Records Management Association	187	Association Membership
Resource Sharing Steering Committee	0	Committee Membership and participation in meetings
SA Council of Social Services	0	Membership and participation in meetings and events
SA Institute of Rate Administrators	77	Participation in Institute meetings and events
SA Local Govt Finance Management Group	0	Group Membership and participation in meetings
SA Urban Forests Biodiversity Program at Willaston Cemetery	0	Assistance with projects and programs
Sanderson User Group of SA	0	Group Membership
Smithfield Memorial Park Authority	0	Committee Membership and participation in meetings
Volunteering SA	1627.80	Participation in meetings and events
Youth Affairs Council of SA	0	Participation in meetings and events

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As at 30 June 2004

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Code of Conduct for Council Members

1. Background

This Code of Conduct ("Code") is a public declaration of the principles of good conduct and standards of behaviour that we, the elected Members ("Members") of the Town of Gawler ("Council") have decided its stakeholders could reasonably expect of us as Members of the Council to demonstrate in the performance of our responsibilities as elected community representatives.

The standards in this Code are in addition to any statutory requirements of the Local Government Act 1999 ("Act") or any other relevant Act or Regulation.

2. Statement of the General Duties of Members

The general duties of Members are to act honestly and with reasonable care and diligence in the performance and discharge of official functions and duties. Members must not make improper use of information acquired or make improper use of their position as a Member of Council.

3. Statement of Commitment

We, the Members of Council, are committed to discharging our duties conscientiously and to the best of our ability.

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

In addition to all legislative requirements, we, the Members of Council, have adopted the requirements of this Code as the standards that we will adopt in the performance of our role.

4. Principles of the Code

1. A Member of Council must act in a fair, honest and proper manner according to the law

We therefore agree:-

- to be understanding of and give proper consideration to, legal requirements
- to apply reasonable, just and non discriminatory behaviour in all aspects of carrying out our roles and responsibilities
- that our actions are to be undertaken in good faith and not for improper or ulterior motive
- to behaviour that maintains and enhances the image of our Council and does not reflect adversely on Council
- not to accept gifts and gratuities that could cause conflict with our roles
- to apply impartiality in reaching Council decisions and accept the responsibility associated with those decisions
- to seek only honest and fair reimbursement of expenses and usage of Council equipment for official purposes.

2. A Member of Council must act with reasonable care and be diligent in the performance of their duties and responsibilities.

We therefore agree:-

- to the appropriate and proper use of information, balancing the interests of the community against the rights of the individual
- to attend and participate in Council meetings, apologise or obtain leave of absence in advance for non attendance
- to the proper consideration of the business of Council and to be informed on the matters for decision
- to the fair and equitable treatment of all matters under consideration
- to have respect for decisions of Council
- to give careful consideration to the allocation of resources and expenditure
- to be informed of the effectiveness and efficiency of activities and service delivery
- to the proper and responsible use of Council resources.

3. A Member of Council must be fair and honest in their dealings with individuals and organisations and behave in a manner that facilitates constructive communication between Council and the community

We therefore agree:-

- to honestly and fairly deal with all members of the community
- to courteous and sensitive behaviour that does not discriminate against people
- to be aware and disclose of any situation that may create a tension between our public and private roles
- to have respect for electors opinions and property
- to prevent misuse of our position to gain an advantage for ourselves or others
- to recognise that an individual Member has no authority to make decisions, direct Staff or

- commit Council resources
 - to represent Council in the community
 - to provide an accurate and fair representation of Council decisions
 - to recognise that Members have a duty to respect Council decisions and policy directions
 - to conduct ourselves in a manner that will not reflect unfavourably on Council.
4. A Member of Council and Staff will seek to achieve a team approach in an environment of mutual respect, trust, and acceptance of their different roles in achieving Council's objectives
- We, therefore agree:-
- to have mature and constructive working relationships based on mutual trust and respect
 - to conduct the relationships with courtesy and respect
 - to have acceptance and respect for the different, but complementary, roles in achieving Council's objectives
 - to demonstrate respect for the professional opinion and expertise of Staff
 - to agreed communication processes
 - to prevent the misuse of our position to influence Staff to gain an advantage for ourselves or others.
5. A Member of Council will establish a working relationship with fellow Members that recognises and respects the diversity of opinion and achieves the best possible outcomes for the community
- We therefore agree:-
- to conduct the relationship with courtesy and respect
 - to behaviour that seeks to establish mature and constructive working relationships
 - to the right of all points of view to be heard.
6. A Member of Council who obtains information in the course of their duties must respect and use such information in a careful and prudent manner
- We therefore agree:-
- that the information obtained by a Member as a result of their role is not to be used for any purpose other than Council business
 - to clear and concise guidelines for the making of public statements on behalf of Council
 - to recognise that in our relationships with the media a Member is putting forward personal views and not those of Council unless the individual has been specifically authorised by Council to convey a particular position to the media
 - That personal comments shall be clearly identified
 - That information given in relation to Council or Council decisions should be accurate and not be a misuse of information
 - to have respect for, and maintain when necessary, confidentiality
5. Compliance with the Code
- In the event of alleged non-compliance with the Code of Conduct for Council Members the following will apply:-
- Allegations of non-compliance made by Members, Staff or the community will be considered by the Mayor and a Chairperson of a Portfolio Committee. The Mayor will choose the most appropriate Chairperson based on the nature of the allegation of non-compliance.
 - Members will be entitled to representation in the consideration of an allegation of non-compliance against them. Investigation and management of the matter will have regard to the principles of fairness, equity and natural justice.
 - An investigation undertaken will be kept confidential.
 - The Mayor will have responsibility of ensuring compliance.
 - If an allegation of non-compliance by the Mayor is made the Deputy Mayor will determine, with Council, the manner in which to address the matter. Principles of fairness, equity and natural justice will apply and the matter will be handled confidentially – whether the matter is addressed by the Council or a Council Committee.
6. **Review**
Council will review this Code on an annual basis to ensure that its commitment to the principles of good conduct and standards of behaviour is being achieved. The next scheduled review is due to occur in July, 2004. However, Council will also review this Code after each general election.
7. **For further information about the Code**
The Town Manager, Jeff McEachen, can provide further information about the Code.
Mr McEachen can be contacted by:-
Telephone - 8522 9241
Fax - 8522 9212
E-mail - jeff.mceachen@gawler.sa.gov.au
Appointment - Town Hall, 89 Murray Street, Gawler
Letter - PO Box 130, Gawler 5118
8. **Availability of the Code**
This Code will be available for inspection at the Town Hall or Library, 89-91 Murray Street, Gawler during ordinary business hours at no charge. Copies of this Code may be obtained upon request at a cost of 50

cents.

The availability of this Code will be promoted to the local community from time to time through Council's Directory.

9. **Adoption of the Code**

The Corporate Services & Strategy Portfolio Committee adopted this Code on 21 November 2000.

10. **Commitment of Members**

We, the Members of Council, commit to observing this Code:-

Mayor	Antonio Piccolo
Area Councillor	David Arandle
Area Councillor	Lillian Bartlett
Area Councillor	Helena Dawkins
Area Councillor	Warren Dibben
Area Councillor	David Ferguson
Area Councillor	Valerie Paltridge
Area Councillor	Rob Richter
Area Councillor	Ian Skewes
Area Councillor	David Strauss
Area Councillor	Brian Thom

This policy will be reviewed at least annually and may be retained, amended or revoked.



Code of Conduct for Council Staff

1. **Background**

This Code of Conduct ("Code") is a public declaration of the principles of good conduct and standards of behaviour that the elected Members ("Members") of the Town of Gawler ("Council") have decided its stakeholders could reasonably expect of Council Staff ("Staff") to demonstrate in the performance of their duties and functions.

This Code has been developed, as required by the Local Government Act, 1999 in consultation with Staff and the relevant registered industrial associations representing the interests of Staff.

The standards in this Code are in addition to any statutory requirements of the Local Government Act 1999 ("Act") or any other relevant Act or Regulation.
2. **Statement of the General Duty of Staff**

The general duty of Staff is to act honestly and with reasonable care and diligence in the performance and discharge of their functions and duties. Staff must not make improper use of information acquired or make improper use of their position as Staff of Council.
3. **Statement of Commitment**

Staff are committed to discharging their duties conscientiously and to the best of their ability.

In the performance of their duties they will act with honesty and integrity and generally conduct themselves in a manner that both generates community trust and confidence in them as individuals and enhances the role and image of Council and Local Government generally.

In addition to all legislative requirements, Staff recognise the requirements of this Code as the standards that will be adopted in the performance of their functions and roles.
4. **Principles of the Code**
 1. Staff must act in a fair, honest and proper manner according to the law

Staff therefore agree:-

 - to be understanding of, and give proper consideration to, legal requirements;
 - to apply reasonable, just and non discriminatory behaviour in all aspects of carrying out their;
 - roles and responsibilities;
 - that their actions are to be undertaken in good faith and not for improper or ulterior motive;
 - to behaviour that maintains and enhances the image of Council and does not reflect adversely on Council;
 - not to accept gifts and gratuities that could cause conflict with their roles and responsibilities;
 - to apply impartiality in implementing Council decisions or when exercising delegated authority.
 2. Staff must act with reasonable care and be diligent in the performance of their duties and functions.

Staff therefore agree:-

 - to carry out lawful policies, decisions and practices of Council in a professional manner;
 - to have respect for decisions of Council;
 - to be aware of the effectiveness and efficiency of activities and service delivery for which;
 - they are responsible or contribute;
 - to the proper and responsible use of Council resources.
 3. Staff must be fair and honest in their dealings with individuals and organisations and behave in a manner that facilitates constructive communication between Council and the community.

Staff therefore agree:-

 - to honestly and fairly deal with all members of the community;
 - to courteous and sensitive behaviour that does not discriminate against people;
 - to be aware and disclose of any situation that may create a tension between their public and private roles;
 - to have respect for electors opinions and property;
 - to prevent misuse of their position to gain an advantage for themselves or others;
 - to represent Council in the community;
 - to provide an accurate and fair representation of Council decisions;
 - to conduct themselves in a manner that will not reflect unfavourably on Council.
 4. Staff and Members will seek to achieve a team approach in an environment of mutual respect, trust, and acceptance of their different roles in achieving Council's objectives

Staff, therefore agree:-

 - to have mature and constructive working relationships based on mutual trust and respect;
 - to conduct the relationships with courtesy and respect;
 - to have acceptance and respect for the different, but complementary, roles in achieving Council's objectives;
 - to demonstrate respect for the role of Members in policy and planning and the role of Staff in

- providing professional opinion, guidance and expertise;
 - to accept communication processes regarding access by Members to Staff, that have been established by the Town Manager with Members;
 - to prevent the misuse of their position to influence individual Members to gain an advantage for themselves or others.
5. Staff will establish a working relationship with their colleagues that recognises and respects the diversity of opinion and achieves the best possible outcomes for the community
- Staff therefore agree:-
- to conduct the relationship with courtesy and respect;
 - to behaviour that seeks to establish mature and constructive working relationships;
 - to the right of all points of view to be heard.
6. Staff who obtain information in the course of their duties and functions must respect and use such information in a careful and prudent manner.
- Staff therefore agree:-
- that the information obtained by Staff as a result of their role is not to be used for any;
 - purpose other than Council business;
 - to only make comments to the media after obtaining the approval of the Town Manager;
 - that information given in relation to Council or Council decisions should be accurate and not be a misuse of information;
 - to have respect for, and maintain when necessary, confidentiality.
5. **Compliance with the Code**
In the event of alleged non-compliance with this Code the following will apply:-
1. allegations of non-compliance made by Members, Staff or the community will be considered by the Town Manager.
 2. Staff will be entitled to representation in the consideration of an allegation of non-compliance against them. Investigation and management of the matter will have regard to the principles of fairness, equity and natural justice.
 3. any investigation undertaken will be kept confidential.
 4. the Town Manager will have responsibility for ensuring compliance.
 5. if an allegation of non-compliance by the Town Manager is made the Mayor will determine, with Council, the manner in which to address the matter. Principles of fairness, equity and natural justice will apply and the matter will be handled confidentially - whether the matter is addressed by the Mayor or Council or a Council Committee.
6. **Review**
Council will review this Code, in consultation with Staff and the relevant registered industrial association representing Staff, on an annual basis to ensure that its commitment to the principles of good conduct and standards of behaviour is being achieved. The next scheduled review is due to occur in July, 2004. However, Council will also review this Code after each general election.
7. **For further information about the Code**
The Town Manager, Jeff McEachen, can provide further information about the Code.
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The availability of this Code will be promoted to the local community from time to time through Council's Directory
9. **Adoption of the Code**
The Corporate Services & Strategy Portfolio Committee adopted this Code on 20 March 2001.

This policy will be reviewed at least annually and may be retained, amended or revoked.

Code of Practice - Access to Council Meetings etc

1. **Statement of Principle**

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

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

2. **Objectives**

The objectives of this Code of Practice ("Code") are to:-

- clearly outline to the community for what purpose and on what basis Council may apply the provisions of the Local Government Act 1999 ("Act") to restrict public access to meetings or documents
- provide information on the Code to the community
- summarise the legal position relating to public access to Council and Committee meetings and documents.

3. **Introduction**

The Code is intended to provide clear guidance as to the application of the provisions in the Act to restrict public access to meetings or documents.

It also includes information on:-

- the relevant provisions in the Act (see Appendix 1)
- adopted Policy on the use of these provisions
- the process that is utilised to restrict public access when this is considered necessary
- the Council Staff member to contact for additional information
- a process for dealing with any grievances.

It sets out the Policy of Council for access to meetings and documents.

It includes:-

- a statement of Council principle
- access to the agenda for meetings
- public access to meetings
- a process to exclude the public
- matters for which Council or a Committee can order that the public be excluded
- how Council or a Committee will approach the use of the confidential provisions
- public access to documents
- accountability and reporting to the community, and the Code's availability
- grievances about the use of the Code by Council

4. **Community Involvement in the Development of the Code**

Council is required, prior to adopting the Code, and prior to alteration or substitution of the Code, to make copies available for inspection or purchase at the Town Hall or Library, located at 89-91 Murray Street, Gawler during ordinary business hours.

In involving the community, Council must follow the relevant process set out within Council's Public Consultation Policy. A copy of that Policy can be viewed or obtained at the Town Hall or Library during ordinary business hours.

5. **Access to the Agenda for Meetings**

At least 3 clear days before a Council or Committee meeting (unless it is a special meeting) the Chief Executive Officer ("CEO") must give written notice of the meeting to all Council or Committee members setting out the date, time and place of the meeting and the notice must contain or be accompanied by the agenda for the meeting. The notice and agenda are also to be placed on public display at the Town Hall at the same time as they are forwarded to Council or Committee members.

Items listed on the agenda are to be described with reasonable particularity and accuracy. The practice of Council is to place on public display, 3 clear days prior to the meeting, a list of the items of business plus any documents and reports relating to these matters (with the exception of any matters that might be indicated as subject potentially to the making of an order of confidentiality). Further copies are made available to the public at the meeting of the Council or Committee.

Distribution of agenda papers to members of Council or Committees, may include advice from the CEO that a document or report on a particular matter may be considered in confidence with the public to be excluded. Where this occurs, the CEO must specify the basis under which such an order could be made.

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

6. **Public Access to Meetings**

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

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

Council encourages public attendance/involvement at meetings. Details of meeting dates and times are listed on the public notice board at the Town Hall and are also contained in the Council's Information and Business Directory ("Directory") circulated throughout the community on an annual basis.

It is not unlawful for members of Council or a Committee and Staff to participate in informal gatherings or discussion provided that a matter which would ordinarily form part of the agenda for a formal meeting is not dealt with in such a way as to obtain, or effectively obtain, a decision outside a formally constituted meeting of Council or a Committee.

7. **Process to Exclude the Public**

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

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

Council or the Committee can, by inclusion within the resolution, permit a particular person or persons to remain in the meeting.

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

8. **Matters for which Council, or a Committee, can Order that the Public be Excluded**

Council or a Committee may order that the public be excluded in the following circumstances:-

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- (b) information the disclosure of which—
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - (ii) would, on balance, be contrary to the public interest;
- (c) information the disclosure of which would reveal a trade secret;
- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
- (e) matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;
- (f) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- (g) matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- (h) legal advice;
- (i) information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;
- (j) information the disclosure of which—
 - (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and

- (ii) would, on balance, be contrary to the public interest;
 - (k) tenders for the supply of goods, the provision of services or the carrying out of works;
 - (m) information relating to a proposed amendment to a Development Plan under the *Development Act 1993* before a Plan Amendment Report relating to the amendment is released for public consultation under that Act;
 - (n) information relevant to the review of a determination of a council under the *Freedom of Information Act 1991*.
- Council or a Committee, cannot make an order that the public be excluded from a meeting only on the basis that discussion of a matter in public may:-

- cause embarrassment to Council or the Committee concerned, or to Members or Staff of Council
- cause a loss of confidence in Council or the Committee.

If a decision to exclude the public is taken, Council or the Committee is required to make a note in the minutes of the making of the order and the grounds on which it was made. Minutes of a meeting of Council or the Committee must be publicly available within 5 days after the meeting.

9. **Approach to the Use of the Confidentiality Provisions**

Any consideration of the use of the confidentiality provisions to exclude the public from the discussion of a particular matter at a meeting will require the identification of one or more of the grounds listed within the Act. These are listed in Clause 8 of this Code and are referred to as Section 90(3) provisions.

The Policy approach of Council is that:-

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

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

10. **Public Access to Documents**

Various documents are to be available for inspection and purchase (for a fee) by the public. Council may also make a document available in electronic form and place it on the Internet for access.

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

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

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

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

The resolution will also indicate whether any delegation is given to a member of Staff to revoke the order and if relevant, any conditions associated with this delegation.

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

Requests to access Council and Committee documents can be made under the Freedom of Information Act 1991. Any inquiries in relation to the process for seeking access to documents held by Council should be directed to Council's nominated Freedom of Information Officer, Josie Falting, telephone 8522 9240.

11. **Accountability and Reporting to the Community**

While it is not a statutory requirement, Council has decided that it will report on an annual basis on the use of all of the confidentiality provisions.

The reporting will include the following information, separately identified for both Council and Committees:-

- Number of occasions each of the provisions of Section 90(3) were utilised;
- Number of occasions each of the provisions of Section 90(3) and Section 91(7) were utilised, expressed as a percentage of total agenda items considered;
- An indication of any particular issues that contributed to the use of confidentiality provisions on more than one occasion;
- Number of occasions that information originally declared confidential has subsequently been made publicly available;
- Number of occasions that information declared confidential has still not subsequently been made publicly available and the reason for this in each case.

Council will make this information available for inspection by the public at the Town Hall or Library annually and a summary will be included in the Annual Report. This information will also be included in any review of the Code.

12. **Availability of the Code**

This Code will be available for inspection at the Town Hall or Library, 89-91 Murray Street, Gawler during ordinary business hours at no charge. Copies of this Code may be obtained upon request at a cost of 50 cents.

The availability of this Code will be promoted to the local community from time to time through Council's Directory.

13. **Review**

Council will review this Code on an annual basis to ensure that the principle of open government is being applied in a proper manner. The next scheduled review is due to occur in July, 2004. However, Council has the ability to review this Code at any time if considered desirable.

14. **Grievance**

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

Council and its Committees;
Staff of the Council;
other persons acting on behalf of the Council.

Should a person be aggrieved about public access to either a meeting or a document then they can lodge an application for consideration under the review of decisions procedure established by Council. A copy of the procedures adopted by Council is available from the Freedom of Information Officer, Josie Falting, telephone 8522 9240.

In the first instance, an application for a review of decision should be expressed in writing, addressed to:-
The Chief Executive Officer
Town of Gawler
PO Box 130
Gawler 5118

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

- excluded members of the public from a meeting;
- prevented access to documents.

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

15. **Revoking or Amending Previous Resolutions**
Subject to some circumstances, Council and Committees can pass resolutions that amend or revoke resolutions previously adopted. Whilst this is not a regular practice it can happen where, for example, new information is presented.
16. **Information**
The member of Staff who can assist in providing or obtaining information is the Freedom of Information Officer, Josie Falting, telephone 8522 9240.
17. **Adoption of the Code**
Council adopted this Code on 19 December 2000.

Appendix 1 - Local Government Act 1999 Provisions

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

There are very strict circumstances in which a discussion or document considered in a Council or Committee meeting can be kept confidential.

These provisions are included in the following Sections:-

83(5) Council & 87(10) Committee

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

87(15) & 88(7)

the provisions of these Sections may be modified if the Council Committee is not performing a regulatory function. Regulations 23 & 24 of the Local Government (Procedures at Meetings) Regulations 2000 enable variation to the notice of meetings for members and public notice of meetings.

90(2) & (3)

circumstances where Council may order that the public can be excluded from attendance at a meeting, or part of it, to enable a matter/s to be considered in confidence.

90(8)

informal gatherings and discussions are not unlawful under certain circumstances.

91(7)

circumstances when a document considered in confidence can be ordered to remain confidential.

91(8)

circumstances where a Council must not order that a document remain confidential.

91(9)

the Council or Committee must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order will be reviewed. The power to revoke an order can also be delegated to a member of Staff of Council.

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requires the Council to prepare and adopt a Code of Practice relating to access to meetings and documents. Prior to adoption, alteration or substitution the proposed Code (or changes) must be available for inspection and purchase. Council is also required to follow the relevant steps set out in its Public Consultation Policy. Council must, at least once in every financial year, review the Code.

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

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Council to establish procedures for the review of decisions.

This policy will be reviewed at least annually and may be retained, amended or revoked.

Council Decisions - Internal Review Procedures

1. **Procedure for the Internal Review of Council Decisions (“Procedure”)**

The Town of Gawler (“Council”) is committed to transparent decision making processes, and to providing access to a fair and objective Procedure for the internal review of decisions.

Grievances may arise as a result of dissatisfaction with a decision about a policy, procedure, service or fee. All attempts will be made to resolve grievances quickly and efficiently, without the need for formal applications for review to be lodged. Sometimes this cannot be achieved. The Procedure provides guidance for dealing with formal requests for internal review of decisions of Council, its Staff, and other people acting on behalf of Council.

Dealing with grievances at the local level is the most effective way of resolving matters quickly. Applicants for review of decisions will be encouraged to participate in the review handling process co-operatively. However, this will not negate citizens’ rights to seek external review through the State Ombudsman, other legal appeal processes, or the Courts at any time during the internal review process.
2. **The Local Government Act 1999 (“Act”)**

Council’s Procedure has been adopted in accordance with Section 270 of the Act. The Procedure is one aspect of Council’s customer focussed approach to service delivery. It provides a further opportunity to review the way Council provides services to the community, and to identify areas for improvement.
3. **When will the Procedure apply?**

Issues arise about a range of matters during the course of Council’s day-to-day activities. Most grievances are initially made verbally, either by telephone or face-to-face, to a Staff member. Others are made in writing in the first instance. Sometimes Elected Members also receive grievances. Grievances will generally be referred to the relevant Staff member in the first instance and prompt action generally results in the matter being resolved satisfactorily.

The Procedure will apply to requests for review of decisions of Council, its Staff or other persons acting on behalf of Council. A formal application or request for a review of a decision will therefore initiate the Procedure process. The person who lodges a formal request for internal review is referred to as the “Applicant”.

The Procedure will apply to all formal requests for review of Council decisions, except in instances where specific procedures are prescribed in the Act or other relevant legislation. For example, Conflict of Interest, Election and Voting, Development Act, and Freedom of Information Act matters.
4. **Who can lodge a request for a review of a decision?**

Any person who is affected by the decisions made by Council, may lodge a request for the internal review of a Council decision. For example, residents, ratepayers, members of a community group, users of Council’s facilities, and visitors to the area all have the right to lodge an application for review.
5. **How can a request for a review of a decision be lodged?**

Formal requests for review of Council decisions are to be made in writing to the Chief Executive Officer (“Town Manager”), providing full details about the review request. Assistance will be provided to Applicants where necessary, including the use of an interpreter, providing assistance for people with a disability, or referring Applicants to an advocate to help prepare a written application.

Council undertakes to maintain confidentiality as far as is possible, and only relevant parties will be involved. Applicants will be encouraged to observe confidentiality also, as this is likely to achieve the fairest result for all concerned.
6. **How will a request for a review of a decision be dealt with?**

Principles of natural justice will be observed in dealing with all matters. All parties will have the opportunity to express their point of view, provide relevant information, and respond to issues raised. Council has nominated the Town Manager to be responsible for dealing with requests for review of Council decisions in the first instance.

The Town Manager will assess the requests, determine the appropriate action, and arrange for independent review if necessary.

Some matters may be referred directly to Council for consideration or re-consideration.

Matters may be dealt with through independent mediation or neutral evaluation, where the associated costs may be shared equally between Council and the applicant. The Local Government Association of South Australia will be approached to recommend a suitable independent mediator with regard to the specific issue.

The types of requests for review of Council decisions that may be referred to Council are those regarding:-

 - Decisions made by resolution of Council;
 - Council endorsed objectives and policies;
 - Budgetary matters, or evaluation of service delivery matters;
 - Civic and ceremonial matters;
 - The Procedure, or the process applied;

Issues that are likely to be of interest to the wider community;
 Matters which may involve litigation;
 Recommendations to refuse to review a decision raised by an Applicant on the grounds that it is frivolous or vexatious, or where the Applicant does not have a sufficient interest in the matter;
 Matters where legal procedures have not been followed, for example, relating to leases and licences, and tenders;
 Recommendations for mediation or neutral evaluation;
 Any other matters at the discretion of the CEO.

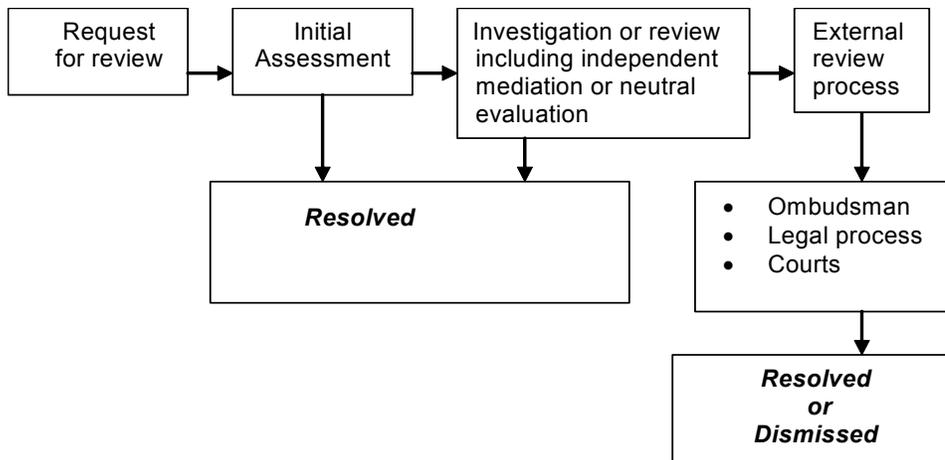
7. **How long will it take for a request for a review of a decision to be assessed?**

Requests for review of Council decisions will be formally acknowledged within 5 working days of receipt, including advice to Applicants about the expected timeframe for dealing with the matter. In most cases applications for review will be considered within 20 working days, although in some particular circumstances the process may need to take longer. However, in all cases, the Applicant will be kept informed about the progress of the review, and advised in writing of the outcome of the review procedure and process.

If applications for review are not resolved satisfactorily, Applicants will be advised of other options for review, such as the State Ombudsman, legal advice, and/or the courts.

The process adopted

The following diagram demonstrates the review processes available to the Applicant for the review of council decisions:-



1. **Review**

Council will review this Procedure on an annual basis to ensure that its commitment to transparent decision making processes is being achieved and that access to a fair and objective Procedure for the internal review of decisions is being provided. The next scheduled review is due to occur in July, 2004. However, Council has the ability to review this Procedure at any time if considered desirable.

2. **For further information about the Procedure**

The Town Manager, Jeff McEachen, can provide further information about the Procedure and other options for review.

Mr McEachen can be contacted by:-

Telephone - 8522 9241
 Fax - 8522 9212
 E~mail - jeff.mceachen@gawler.sa.gov.au
 Appointment - Town Hall, 89 Murray Street, Gawler
 Letter - PO Box 130, Gawler 5118

3. **Availability of the Procedure**

This Procedure will be available for inspection at the Town Hall or Library, 89-91 Murray Street, Gawler during ordinary business hours at no charge. Copies of this Procedure may be obtained upon request at a cost of 50 cents.

The availability of this Procedure will be promoted to the local community from time to time through Council's Directory.

4. **Adoption of the Procedure**

Council adopted this Procedure on 19 December 2000.

This policy will be reviewed at least annually and may be retained, amended or revoked.

Elected Members - Allowances & Support

The following Policy was established for determining Elected Members Allowances and Support

Introduction

The Local Government Act 1999 prescribes that all Elected Members are entitled to receive a general allowance plus, in respect to attending Council and Committee meetings, reimbursement for expenses incurred in travelling within the Council area and for the care of a dependent.

The Act also makes provision for Council to resolve, on a discretionary basis, to reimburse Elected Members for a range of additional expenses, e.g. travel outside the Council area, attendance at conferences.

If Council chooses not to have an Elected Member Allowance and Support Policy it will be necessary to deal with each issue on a case by case basis by resolution of Council. It is not possible to delegate power to declare allowances or approve other discretionary reimbursements for which Council has not adopted a policy or made specific financial provision.

This policy includes comprehensive examples of allowances, expenses and support that could be provided to Elected Members. It also suggests a range of measures that can be put in place to ensure compliance with the legislation and clarity for Elected Members and the public.

Elected Members Allowances and Support Policy

Gawler Council will ensure that the payment of Elected Member allowances and the reimbursement of expenses is accountable and transparent, and in accordance with the Local Government Act 1999 and Local Government (Members Allowances and Benefits) Regulations 1999.

This policy summarises the provisions of the Act and Regulations in respect to Elected Members allowances, expenses and support, sets out the types of expenses and the circumstances in which those expenses will be reimbursed.

In setting this policy, Council took into consideration the overall support provided to Elected Members, i.e. annual allowances paid, expenses reimbursed and facilities/services provided pursuant to Sections 76, 77, and 78 of the Act.

The Elected Members allowances contained within this policy will be reviewed annually and the entire policy will lapse at the next general election of the Council.

The Local Government Act 1999 ("the Act")

Section 77(1)(b) of the Act provides that Council may approve the reimbursement of certain prescribed expenses incurred by Elected Members, either on an individual basis or under a policy adopted by Council. Regulation 6 sets out the types of expenses that may be reimbursed under Section 77(1)(b).

This policy has been developed and adopted in accordance with Section 77(1)(b) of the Act to specify the types of expenses that will be reimbursed without the specific approval of Council, and the process for Elected Members to obtain reimbursement of those expenses.

Gawler Council's Principles

This policy is underpinned by the following principles:

Elected Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.

1. Any reimbursements claimed by Elected Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties.
2. Elected Members are entitled to receive:
 - an annual allowance as provided in Section 76 of the Act and Regulation 4;
 - reimbursement of prescribed travelling and child/dependant care expenses associated with attendance at Council/Committee meetings, pursuant to Section 77(1)(a) of the Act and Regulation 5.
3. Council has also agreed to:
 - reimburse certain prescribed expenses pursuant to Section 77(1)(b) of the Act and Regulation 6;
 - provide Elected Members with facilities and support to assist them in performing Roles and Responsibilities.

Roles and Responsibilities

This policy will apply to all Elected Members.

The Town Manager is responsible for:

1. implementing expense reimbursement procedures in accordance with this policy;
2. maintaining a Register of Allowances and Benefits as prescribed in Section 79 of the Act and Regulation 7;
3. implementing a review of allowances paid to Elected Members annually, pursuant to Section 76 (5) of the Act.
4. Ensuring a copy of this policy is available for inspection and purchase by the public.

Entitled Allowances and Reimbursements Allowances

Elected Members are entitled to receive the following annual allowances pursuant to Section 76 of the Act to help cover the cost of performing and discharging their official functions and duties:

Mayor	\$16000
Deputy Mayor	\$7900
Standing Committee Presiding Members	\$6300
Other Elected Members	\$5300

Allowances will be paid monthly in advance to all Elected Members of Council.

In setting these allowances, Council took the following factors into consideration:

the allowance is intended to help cover the general expenses of office incurred by Elected Members;

there is no requirement to provide evidence to Council of actual expenses incurred in respect to the allowance.

Standing Committees to mean:

- i the Economic & Community Services Portfolio Committee,
- ii the Infrastructure & Environmental Services Portfolio Committee, and
- iii the Corporate Services & Strategy Portfolio Committee.

These allowances were set by Council at its meeting on 27/5/2003 and will be reviewed on an annual basis.

Travel and Dependent Care

In addition to any allowance paid under Section 76 of the Act, Elected Members are entitled to receive reimbursement for travelling within the area of Council and dependant care expenses associated with attendance at Council and Committee meetings pursuant to Section 77(1) (a) of the Act as detailed below:

reimbursement is restricted to 'eligible journeys' (defined in Regulation 3 as a journey between the principal place of residence, or a place of work, of a member of a council, and the place of a meeting of the council or a committee of the council, in either direction) by the shortest or most practicable route and to the part of the journey *within* the Council area i.e. any travelling *outside* the Council area in order to attend Council or Committee meetings is provided by this policy under "Additional Reimbursement and Support".

where an Elected Member travels by private motor vehicle, the rate of reimbursement is as prescribed in Section 82KX(1)(a) of the Income Tax Assessment Act 1936, which will be at a rate equal to the appropriate rate per km (determined according to the engine capacity of the vehicle). Travel by taxi, bus or other means of public transport is reimbursed on the basis of expenses 'actually and necessarily incurred', but is still limited to 'eligible journeys' by the shortest or most practicable route and to the part of the journey that is within the Council area.

child/dependant care expenses are not reimbursed if the care is provided by a relative of the Member who ordinarily resides with the Member. Relative means; spouse; or a parent or remoter lineal ancestor; or a son, daughter or remoter descendant; or a brother or sister.

Additional Reimbursement and Support

Pursuant to Section 77(1)(b) of the Act, Council also approves the reimbursement of expenses and support to Elected Members as described below:

Travelling Expenses

In addition to eligible journeys (as defined in Regulation 3), Elected Members are entitled to receive reimbursement for expenses actually and necessarily incurred in travelling to a function or activity on the business of Council. The following conditions apply to these expenses:

Travel both within and outside the Council area must be incurred by the Elected Member as a consequence of attendance at a function or activity on the business of Council. A 'function or activity of Council' means official Council functions including Mayoral receptions and official visits etc.

Attendance at meetings of community groups and organisations as a Council appointed delegate (but not to attend meetings of community groups or organisations when fulfilling the role of local representative, as the Elected Members allowances provides for this).

reimbursement is restricted to the shortest or most practicable route.

where an Elected Member travels by private motor vehicle, the rate of reimbursement is as prescribed in Section 82KX(1)(a) of the Income Tax Assessment Act 1936.

Travel by taxi, bus, plane or other means of public transport is reimbursed on the basis of expenses 'actually and necessarily incurred', but is still limited to the shortest or most practicable route

Above payments are subject to a Budget provision.

Other Expenses

Pursuant to Section 77 (1) (b) of the Act Council approves reimbursement of:

Expenses incurred for the care of a child of the Elected Member or a dependent of the Member requiring full time care as a consequence of the Member's attendance at a committee or council meeting.

Expenses incurred by the Member as a consequence of the Elected Member's attendance at a conference, seminar, training course or other similar activity that is directly or closely related to the performance or discharge of the roles or duties of the Member. Expenses will only be reimbursed for attendance at conferences, seminars, etc which have been approved by Council or the Town Manager. The following types of expenses will be reimbursed - airfares, registration fees, accommodation, meals, taxi fares, carparking, incidentals up to a daily maximum of \$60

Above payments are subject to a Budget provision.

Facilities and Support

Pursuant to Section 78 of the Act, Council resolved to make available to the Mayor the following facilities and support to assist her/him in performing or discharging their official functions and duties:

Council may provide the Mayor with Office Space and a Personal Assistant on a Needs basis.

These facilities and services are made available on the following basis:

they are necessary or expedient for the Mayor to perform or discharge his/her official functions or duties,

the facilities are the property of Council and will not be used for a purpose unrelated to official functions and duties unless the use has been approved by Council and the Mayor has agreed to reimburse Council for any cost associated with that use.

Pursuant to Section 78 of the Act, Council resolved to make available to Elected Members the following facilities and support to assist them in performing or discharging their official functions and duties:-

- A laptop computer;
- A laser printer
- An allowance of \$10 per month for internet access;
- Consumables as required: (paper, toner, etc)

Any property provided to a member remains the property of the Town of Gawler.

Expenses and Support Requiring Council Approval

All other expenses, reimbursements and support not detailed above will require approval by Council on a case by case basis.

Claims for Reimbursement

Elected Members are required to provide details of kilometres travelled and/or evidence of expenses incurred to support all reimbursements claimed. Procedures have been established which require evidence of expenses incurred to support reimbursements claimed.

Details are not required of expenses paid out of the Elected Member's allowance.

Reimbursements for travelling will be made monthly.

All claims for reimbursement must be submitted to the Town Manager on any forms provided for this purpose and within 30 days of the expense(s) to which the claim relates being incurred.

Register of Allowances and Benefits

Pursuant to Section 79 of the Act, the Town Manager will maintain a record of the annual allowances paid to Elected Members under Section 76 of the Act, any expenses reimbursed to a Member under Section 77(1)(b) of the Act and any other benefits paid or provided to a Member, with the exception of reimbursements paid under Section 77(1)(a) of the Act.

Review and Evaluation

Elected Member allowances will be reviewed annually. This entire policy will lapse at the next General Election.

Availability of the Elected Members' Allowances and Support Policy

This Policy will be available for inspection at Council's principal office during ordinary business hours.

Copies will be provided to interested parties upon request at the Council Office for a fee of 50 cents.

This policy will be reviewed at least annually and may be retained, amended or revoked.

Public Consultation

Purpose

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

Application

This Public Consultation Policy has been developed in accordance with Section 50 of the Local Government Act. 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.

Principles

The principles underpinning this Policy are:-

- 1) the community has a right to be involved in, and informed about, decisions affecting their area.
- 2) community involvement in Council decision making will result in greater confidence in the Council and responsive decision making.
- 3) Council decision making should be open, transparent and accountable.
- 4) the Council recognises that the level of consultation with the community will vary depending on the community interest in the topic, the number of persons potentially affected by the topic and the requirements for consultation set out in the Act for specific topics.
- 5) the Council's desire to balance community views and interests with other influences such as budgetary constraints.
- 6) the community has a right to be informed and to influence decisions which affect their lives.

Objectives

The objectives of this Policy are:-

- 1) to promote positive relations between the Council and the community.
- 2) to promote effective communication and consultation between the Council and the community.
- 3) to enable the community to participate in Council planning and decision making.
- 4) to provide the framework for community involvement in Council planning and decision making.
- 5) to promote Council decision making which is open, transparent, responsive and accountable to the community.

Roles & Responsibilities

- 1) This Policy will apply to Elected Members, Staff, and, Contractors, Agents and Consultants acting on behalf of the Council:
- 2) The Chief Executive Officer is responsible for:-
 - implementing this Policy
 - reporting on the Council's success in meeting the objectives of this Policy
 - reporting on the review and evaluation of this Policy.

Procedure

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

- 1) The Council will identify a range of options available to it to communicate information to interested persons and invite submissions.
- 2) As a minimum the Council will publish a notice in The Bunyip describing the matter for which public consultation is required, and inviting interested persons to make submissions to the Council within a period being at least twenty one (21) days from the date of the notice.
- 3) The Council will consider any submissions received as part of its decision making process and will also have regard to any relevant legislation.
- 4) Other options which the Council may choose to utilise to communicate information and invite submissions, in addition to the above are:-
 - notice in The Advertiser
 - letter drops to residents
 - telephone access line
 - media releases
 - letters to stakeholders
- 5) Any steps taken by the Council in addition to the minimum requirements set out in the Act and in Clause 6(2) of this Policy are at the absolute discretion of the Council and will depend upon the particular topic under consideration, the resources available to the Council and the level of interest the topic is likely to generate.

Additional Requirements – Council Owned Land

Council will undertake public consultation prior to Council determining whether to amend the use, which may include selling or long term leasing (i.e. greater than 21 years), of any area (i.e. any portion) of the areas as follows:-

- Elliott Goodger Memorial Park, Lot 20 – Certificate of Title 5494/323
- Elliott Goodger Memorial Park, Lot 22 – Certificate of Title 5494/324
- Chamberlain Reserve, Lot 24 – Certificate of Title 5820/697
- Chamberlain Reserve, Lot 25 – Certificate of Title 5820/696
- Chamberlain Reserve, Lot 26 – Certificate of Title 5720/852
- Clonlea Park, Lot 64 – Certificate of Title 5675/59

Alteration or Substitution of Policy

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

Availability

This Policy will be available for inspection at the Town Hall or Library located at 89-91 Murray Street, Gawler during ordinary business hours at no charge. Copies of this Policy may be obtained upon request at a cost of fifty (50) cents. This policy will be reviewed at least annually and may be retained, amended or revoked.

Appendix 1
LOCAL GOVERNMENT ACT 1999 (SA)
Public Consultation Policy - Schedule of Requirements

TOPIC	SECTION	LEGISLATIVE REQUIREMENT
Definition of Public Consultation Representation Reviews. <ul style="list-style-type: none"> Review and reporting to the Electoral Commissioner 	12	Reference to Chapter 4, Part 5 only <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	Consult in 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 (40) 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 (2)(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.

Strategic Management Plans	122 (6)	Council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans (Plans for between 3 – 5 years).
Rates <ul style="list-style-type: none"> Amending the basis of rating Amending the basis of valuation of land for rating Introducing a new rate Changes to the basis of differential rating 	151 151 151 156	Council must follow the relevant steps contained in S151 (5 – 8) Council must follow the relevant steps contained in S156 (15a – 14e)
Community Land Classification: All local government land (except roads) that is owned, or under care, control and management of Council is to be classified as community land unless Council resolves to exclude it from classification within 3 years of the commencement of the Act. Revocation of classification of land as community land	193(1), (2) 194 (2)	Before Council excludes land from classification as community land (within three years after commencement of the Act) it must follow the relevant steps set out in its public consultation policy. Council must <ul style="list-style-type: none"> follow the relevant steps set out in its public consultation policy before revoking the classification of land as community land submit a proposal with a report on all submissions made as part of the public consultation process to the Minister.
Management Plans - Public Consultation Amendment or revocation of management plans NB: A Council cannot dispose of community land until revocation of its classification as community land. Alienation by lease or licence NB: Specific provisions relate to the Adelaide Park Lands – Division 7. Public consultation requirements for Management Plans apply. Permits <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 	197 (1) 198 202 223	Before Council adopts a management plan for community land it must <ul style="list-style-type: none"> make copies of the proposed plan available for inspection or purchase at the Council's principle office follow the relevant steps set out in its public consultation policy give public notice of its adoption of a management plan. If Council has adopted a management plan after a process of public notification and consultation before the commencement of the Act, S197 (1) does not apply. Public consultation as required for a new management plan is to be carried out prior to adopting a proposal for amendment or revocation of a management plan. Public consultation is not required if the amendment has no significant impact on the interests of the community. 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 <ul style="list-style-type: none"> lease or licence is authorised in an approved management plan, and the term is five years of less regulations provide for an exemption for compliance with a public consultation policy. Council must follow the relevant steps set out in its public consultation policy before granting the authorisation or permit.

Roads – Trees	232	Before planting or authorising planting of vegetation: 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.
Passing by-laws NB: No specific reference to Council's Public Consultation Policy, but minimum standards apply	249	At least 21 days before resolving to make a by-law, Council must: <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.
Power to Make Orders Councils must take reasonable steps to prepare and adopt policies relating to power to make orders.	259 (2)	Council must <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>

Competitive Tendering & Other Assets

1. Purpose

The Town of Gawler (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.

Council aims to ensure that its methods of:

1. service provision, including the carrying out of works,
2. purchasing goods and
3. the sale and disposal of land and or other assets.

are cost effective and meet the needs of the community and represent best value for money.

This Policy addresses the key elements of the conduct of Council affairs in these areas and the principles that will guide its decision making processes.

2. Application

This policy has been developed and adopted in accordance with Section 49 of the Local Government Act 1999 ("the Act").

It will apply to the provision of all services, the purchase of goods and services and the disposal of land and other assets.

3. Principles for

1) Service Provision

In fulfilling Council's service provision role, the following principles will apply:

- Consistency with and relevance to Council's future Strategic Management Plans.
- Determination of service delivery approaches on the basis of best short and long term value (i.e. quality and cost standards will be met, the service will be responsive to the needs of the community and will be accessible to those for whom it is intended).
- Adoption of efficiency, effectiveness, accountability and transparency measures.
- Consideration of the impact of service delivery approaches on local businesses.
- The desire to retain an appropriate level of Staffing.
- Adoption of principles of human resource management and compliance with industrial Awards and relevant Enterprise Agreements has regard to Council's Staff relations objectives.
- The appropriateness and necessity for Council to retain control over the way in which services are provided and its response to emergency situations.
- Compliance with statutory obligations and the National Competition Policy.
- Opportunities for creating or maintaining economic development and growth in the area and participation with other spheres of government, community groups and the private sector in service delivery.

Council has identified the following options for the provision of services:

- Competitive tendering - exposing the provision of Council services to competition through a formal tendering process irrespective of whether the service has been traditionally provided by Council Staff or an external provider. The tendering process may involve "in house" Staff tendering with external providers for specific projects, services and activities.
- Contracting out or outsourcing - to an external provider.
- Contestability - involving Staff in identifying and adopting productivity improvements in service delivery designed to meet service standards determined through performance measurement, benchmarking and market testing.
- Subsidiaries - where Council establishes an incorporated body for the delivery of services or it co-operates with other Councils to establish such a body. The Local Government Act provides for single Council Subsidiaries or Regional (more than one Council) Subsidiaries.
- Collaborative ventures - where Council joins with another organisation, Local Government authority, State Government authority or private sector company to jointly deliver a service.
- Commercial activities – projects which may involve the establishment of joint ventures, trusts, or partnerships.

In identifying the circumstances in which to apply the above options Council will consider:

- Council's future Strategic Management Plans goals and objectives.
- Council's Enterprise Agreements.
- Maintenance of control of specific services by Council.
- The risks to Council in adopting the various options.
- The number of competitors in the market place.
- The Council's current service delivery arrangements.
- Council's existing resources.
- Council's desire to enter into commercial activities or projects.

2) Purchase of Goods and Services

In fulfilling Council's purchasing role, the following principles will apply:

- Consistency with and relevance to Council's future Strategic Management Plans.
- Transparency and accountability in purchasing procedures and practices to ensure that Council purchases at the best price and that all potential suppliers are given equal opportunity to provide the required goods and services.
- Seek annual expressions of Interest (via the Advertiser and The Bunyip) for the supply of goods and services that are not publicly tendered.
- Opportunities to enhance local economic development and growth.
- Compliance with statutory and other obligations.
- Commercial confidentiality.

Council will generally purchase goods and services through adoption of the following approaches:

- Direct purchase - where there is only a single supplier or the particular circumstances involvement of only one potential supplier.

- Quotation – seeking quotations from two or more suppliers.
- Selected Tender - seeking tenders from a limited number of suppliers on the basis of, for example, location, previous performance, the result of an Expression of Interest process.
- Open Tender – seeking tenders from the market at large through an open invitation process involving advertisement in appropriate newspaper(s).

In identifying the circumstances in which to apply these options, Council will consider:

- The number of known suppliers of the goods or services.
- The existence of local suppliers of the goods or services and the impact on the local economy if the goods or services were purchased from outside the council area.
- The total estimated value of the purchase.
- Organisational capacity and attitude to elected Council/staff roles and responsibilities in purchasing.
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of supply.
- Previous experience with suppliers.
- Compliance with statutory obligations.

3) Methods of Purchasing

Purchases can be made in several ways, depending on the type of goods or services, the cost, and the source.

A summary of the purchasing requirements is shown in the table below.

Method of Purchasing/Gross Value of Goods and Services (\$)	Procedure
(1) Estimate Gross Value of Goods and Services is less than \$1,000	Verbal or written quotations required (minimum of three quotations where practicable or adequate enquires made) – unless Goods and Services included in (3) below.
(2) Estimated Gross Value of Goods and Services is greater than or equal to \$1,000 but less than \$100,000.	Written quotations required (minimum of three quotations where practicable) – unless Goods and Services included in (3) below.
(3) Goods and Services not included in (1) and (2) above: Obtaining Contractors for the construction of major road, drainage, footpath and building projects where such works are not to be carried out by Council Staff. The purchase of plant, machinery and vehicles. The annual supply of Goods and Services. Such items as may arise from time to time by resolution of the Council. Any other Goods and Services where the Gross Value exceeds \$100,000.	Requires use of Public Tender Process.

Note: The Gross Value refers to the total purchase and not a per item cost.

4) Exemptions

There are three (3) exemptions to the above requirements for purchasing goods and services, these being:

Sole Source justification

A SOLE SOURCE item is an item where the specification of that item limit its purchase to only one known source of supply.

Emergency Purchases

An EMERGENCY PURCHASE is classified as a purchase which is needed to “protect life and property, prevent substantial economic loss, and/or prevent the interruption of essential services”.

At the discretion of the Town Manager legitimate emergency requirements may be excluded.

Joint Purchasing Arrangements

Where the Council has access to either State or Federal Government contracts or access to joint purchasing arrangements with other Local Government bodies, the requirements may be excluded.

It should be noted that a regular review, preferably annually, should be undertaken to review the competitiveness of these types of arrangements.

5) Sale and Disposal of land and Other Assets

For the sale and disposal of land and other assets, the following principles will apply:

- Consistency with and relevance to Council's future Strategic Management Plans.
- Transparency and accountability in sale and disposal procedures and practices to ensure that Council obtains the best price and that all potential purchasers are given equal opportunity to purchase the land or assets.
- Opportunities to enhance local economic development and growth.
- Compliance with statutory and other obligations.
- Commercial confidentiality.

Council will generally sell or dispose of land and other assets through adoption of the following practices:

- Direct sale - advertisement for sale and the nature of the advertisement i.e. public notice, local paper etc.
- Quotation - seeking quotations for the sale of land and other assets.
- Selected Tender - seeking tenders from a selected group of persons/companies etc.
- Open Tender - openly seeking, through advertisement in appropriate newspaper(s), tenders, or buyers for Council, land and other assets.

In identifying the circumstances in which to apply these options, Council will consider:

- The number of known potential purchasers of the land or assets.
- The original intention for the use of the land or asset when purchased, where relevant.

- The current and possible preferred future use of the land or assets.
- The existence of local purchasers of the land or asset.
- The opportunity to promote local economic growth and development.
- The total estimated value of the sale.
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of the sale.
- Compliance with statutory and other obligations.

4. Consultation

- Council recognises its responsibilities under Section 50 of the Local Government Act 1999 and its Public Consultation Policy.
- Council also recognises its Enterprise Agreement, Industrial Awards and other Staff relations obligations and, consistent with the requirements of these documents, the Town Manager will consult with Staff on decisions that will significantly impact on their employment with Council.

5. Decision Making

Council recognises that the community, local businesses and contractors will from time to time have an interest in the manner and approach adopted by Council when determining service delivery, purchasing and disposing of land and other assets.

Council delegates authority to the Town Manager to make decisions regarding the matters covered in this policy where:

- the purchase of services or goods is less than or equal to appropriate funds which are specifically allocated and approved in the budget.
- the disposal of land where such land has been determined by Council to be surplus to requirements.
- the disposal of other assets is less than \$50,000-, where such assets have been determined to be surplus to operational and/or organisational requirements.

Council or its Officers with delegated authority will, when making decisions under this Policy, act in accordance with the Council's budget, relevant policies, plans, industrial Awards, Enterprise Agreements, resolutions etc.

Council acknowledges that the Town Manager may sub-delegate matters related to this policy to staff or other persons employed or engaged by Council.

Council may also delegate matters covered by this policy to its Committees or Subsidiaries.

6. Contracts and Tenders

- When undertaking contract and tender activities Council's decision making process will reflect the following:
 - whether tendering will assist Council to achieve its strategic objectives and strategies.
 - that customers of the service will not be disadvantaged.
 - the responsibility of Council for the provision of the service will not be adversely affected.
 - whether it is practical and possible to specify the quality and quantity of the service required to be delivered.
 - whether it is deemed appropriate for Council to continue to ensure the service is provided.
 - if following the completion of a market analysis, there is scope for the provision of the service by an external provider and there is potential to gain savings not currently available to Council.
 - whether gains (financial and non-financial) are greater than what could be achieved through direct provision of the service by Council.
 - the relationship between the service to be contracted or tendered to other related services in the Council.

Where Council determines it will use a contract or tender arrangement under this Policy, it will decide whether:

- to adopt a selective or open tender process.
- to prepare appropriate documentation to inform potential providers of the service of the necessary information to formulate their tender and the manner in which to submit an offer.
- to offer an opportunity to "in house" teams to bid for the service and make it known to all external bidders that an "in house" team may be competing for the delivery of the service.
- to form a selection panel to consider offers made for the provision of the service.
 - whether the selection panel will make a recommendation to the Council or the CEO, depending upon delegations.
- to manage any complaints arising from the decisions made by Council consistent with its future Internal Review of Decisions Procedures.
- Council will make available procedures relevant to specific tendering activities.

7. Documentation

To assist in demonstrating that its service provision, purchasing and disposal processes are cost effective, fair, transparent and accountable, and meet community needs, Council will document the reasons for entering into contracts other than those resulting from a tender process.

8. Alteration or Substitution of Policy

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

The Policy will not be altered or substituted so as to affect a process already commenced.

9. Availability of the Policy

The Policy is available for inspection at the Town Hall or Library located at 89-91 Murray Street, Gawler during ordinary business hours at no charge. Copies of this Policy may be obtained upon request at a cost of \$0-50

Freedom of Information Statement



This Information Statement is published by the Town of Gawler in accordance with the requirements of Part 2 of Section 9 of the Freedom of Information Act, 1991.

The Town of Gawler is pleased to comply with the legislation and welcomes enquires from the Public for information.

An updated information Statement will be placed on Councils website and/or in Council's Annual Report at least every 12 months.

1. STRUCTURE AND FUNCTIONS OF THE COUNCIL

Ordinary Meetings

Full Council, consisting of the Mayor and 10 Councillors, is the peak decision making body on all policy matters. Ordinary meetings of the Council are held monthly on the 4th Tuesday of each month commencing at 7.00pm.

Economic & Community Services Portfolio Committee – 2nd Tuesday (6.30pm)

Corporate Services & Strategy Portfolio Committee- 3rd Tuesday (6.30pm) until 4/5/2004.

Corporate Governance Portfolio Committee (replaced the above committee from 5/5/2004) – meetings held on 1st Tuesday of August, November, February & May or as determined (6.30pm)

Infrastructure & Environmental Services Portfolio Committee – 3rd Tuesday (until 4/5/04 at the conclusion of Corporate Services & Strategy & (from 5/5/2004 from 6.30pm)

Development Assessment Commission – 4th Monday (5.30pm)

Members of the public are welcome to attend all meetings of Council and Committees.

Members of Council: His Worship the Mayor, Councillors:

Tony Piccolo
Helena Dawkins (Deputy Mayor until 4/5/04)
David Arandle
Lillian Bartlett
Warren Dibben (Deputy Mayor from 5/5/04)
David Ferguson
Valerie Paltridge
Rob Richter (until 10/6/04)
Ian Skewes
David Strauss
Brian Thom

Terms of Reference of Portfolio Committees

Subject to delegation – as follows –

- To determine that which is necessary to plan, organise, direct and control the business of Council which arises within the functional responsibilities assigned to the committee.
- The business shall include, inter alia, appropriate policy responses, policy modifications and policy initiatives.

Delegation of Powers to Committees

Committees have been granted delegated powers to expedite Council's business in accordance with the following Policy:

That with exception of those Powers which Council may not delegate in accordance with Section 44(3) of the Local Government Act 1999, and the 3 Portfolio Committees of Council be delegated the Powers of Council to make a decision on any matter presented to a Committee members provided that:

- An elected Member who is not a Committee Member has not requested that the matter be dealt with by Council either by:

Making their request in writing to the Town Manager by the close of business on the day of the Committee meeting where the matter will be considered.

Making their request verbally to the Chairman of the Committee at the Committee Meeting where the matter will be considered

- A Committee Member who is unable to attend the Committee Meeting has not requested that the matter be dealt with by Council by making their request in writing to the Town Manager by the close of business on the day of the Committee Meeting where the matter will be considered.
- Committee Members present at the Committee Meeting where the matter will be considered are

unanimously in favour of the recommendation

- A matter not withdrawn for debate shall be deemed to be carried unanimously for the purposes of the exercise of the delegation of powers to the Committee.

Note:

The foregoing requirements for Elected Members shall not apply to Members who have been granted leave of Absence by Council for the next Council Meeting that occurs after the Committee Meeting:

- Irrespective of the delegation contained in this Policy, a Committee shall not be precluded from referring a matter to Council for decision.

A Council may not delegate (in accordance with Section 44 of the Local Government Act, 1999:-

- a) Power to make a by-law
- b) power to declare rates or a charge with the character of a rate.
- c) power to borrow money or to obtain other forms of financial accommodation;
- d) power to adopt or revise a strategic management plan or budget of the Council.
- e) power to approve expenditure of money on the works, services or operations of the Council not contained in a budget approved by the Council;
- f) power to determine annual allowances under Chapter 5.
- g) power to approve payment or reimbursement of expenses that may be paid at the discretion of the council and for which the council has not adopted a formal policy or made specific financial provision.
- h) Power to establish a subsidiary, or to participate in the establishment of a regional subsidiary.
- i) power to make an application or recommendation, or to report or to give a notice, to the Governor or the Minister, being an application, recommendation, report or notice for which provision is made by or under this or another Act;
- j) power to fix, vary or revoke a fee under section 1 88 (1)(d) to (h)
- k) a power or function excluded from delegation by the regulations.

Economic & Community Services Portfolio Committee

Chairperson (to 4/5/04): Cr Warren Dibben
Chairperson (from 5/5/04): Cr Helena Dawkins
Deputy Chairperson Cr Val Paltridge
Members: Cr David Arandle
Cr Ian Skewes (until 4/5/04)
Cr David Strauss
Cr Dibben (from 5/5/04)

Responsible Senior Manager: Senior Manager, Economic & Community Services – Sue Carter

Functional Responsibilities:

Development, Building, Planning,
Heritage,
Business investment, Economic development, Industry development,
Main Street, Trader/Council Relations,
Employment creation,
Tourism,
Council properties, Council business, Caravan Park,
Bylaws,
Community liaison, Community groups, Elderly Care, Youth, Family services,
Education,
Library & information Services,
Community housing, Social justice,
Arts & culture,
Dog & cat control, General inspectorial services,
Environmental & Community health,
Parking, Transport services.
Sport and recreation, Swimming Pool.

Infrastructure & Environmental Services Portfolio Committee

Chairperson (to 4/5/04): Cr David Strauss (until 4/5/04)
Deputy Chairperson (to 4/5/04) Cr Brian Thom
Members: Cr Helena Dawkins (until 4/5/04)
Chairperson (from 5/5/04) Cr Ian Skewes
Cr Warren Dibben (until 4/5/04)
Deputy Chairperson from 5/5/04) Cr David Ferguson
Cr Lillian Bartlett
Cr Rob Richter (until 10/6/04)
Responsible Senior Manager: Senior Manager – Infrastructure &
Environmental Services – David Diprose

Functional Responsibilities:

Roads, Footpaths, General Works & Maintenance,
Stormwater management, Flood mitigation and flood protection
Waste management,

Parks & Gardens, Reserves, Playgrounds,
Animal & Plant control (except dogs & cats),
Transport services - infrastructure,
Cemeteries,

Corporate Services and Strategy Portfolio Committee (until 4/5/04)

Chairperson: Cr Ian Skewes
Deputy Chairperson: Cr Rob Richter
Members: Mayor Tony Piccolo
Cr Helena Dawkins
Cr David Strauss
Cr Warren Dibben
Cr Lillian Bartlett

Corporate Governance Portfolio Committee (replaced the above committee from 5/5/04)

Chairperson: Deputy Mayor – Cr Warren Dibben
Deputy Chairperson: Mayor Tony Piccolo
Chairperson of ECS Cr Helena Dawkins
Deputy Chairperson of ECS Cr Val Paltridge
Chairperson of IES Cr Ian Skewes
Deputy Chairperson of IES Cr David Ferguson

Responsible Senior Manager: Town Manager – Jeff McEachen

Functional Responsibilities:

Quality assurance standards,
Corporate communication, Corporate & business planning, Change management,
Performance management, Customer service,
Enterprise bargaining, Human resource management, Industrial relations.
Annual budget process, General financial strategy,
Strategic planning, Management of Council business,
Technology,
Inter-government relations, Local Government relations,
Local Government Structural Reform,

Development Assessment Panel

The Town of Gawler Development Assessment Panel has been established (pursuant to Section 56 of the Development Act 1993)

It was formed for the purpose of acting as the relevant authority in respect of development control matters described in Clause 6.1

Membership shall consist of: Mayor
Deputy Mayor
Chairman of Infrastructure & Environmental Services Portfolio Committee
Chairman of Economic & Community Services Portfolio Committee
Town Manager and
3 community Members

Present membership consists of
Presiding Officer Tony Piccolo
Members Helena Dawkins
Warren Dibben
Ian Skewes
David Strauss (to 4/5/04)
Jeff McEachen, Town Manager
Trevor Storey
John Chamberlain
Roland Chatterton (from 28/6/04)
Adrian Shackley (from 28/6/04)

Terms of Reference

The Panel is delegated the power to undertake the assessment of all applications arising under the Development Act and Regulations which are of a development control nature

The Panel will only exercise those delegated powers which are not delegated to Council Staff, and The Panel will always decide the following:

- category 3 development applications
- category 2 where objections have been recorded
- applications for provisional development plan consent when refusal is recorded by Assessing Officer
- applications for provision development plan consent where the assessment and decision making function has been delegated to an officer of the Council, but the delegate is not prepared to exercise the delegation.

1.1. Agendas and Minutes
Agendas of all Council and Committee meetings are placed on public display no less than three days prior to those meetings. Copies of monthly meeting minutes and agendas are available for viewing within five days of that meeting and on Council's Web site (from July 2001).

1.2. Other Committees
Gawler Tourism and Promotion Committee
Elderly Centre Management Committee
Performance Management Panel
Civic Centre Management Committee

1.3. Delegations to Staff
Council determines which of its powers it wishes to delegate to Staff.

All delegations are given to the Town Manager who has authority to sub-delegate such delegations to a Staff Member.

Council and the Town Manager may revoke any delegation at any time.

Delegations listed in the Policy Manual and are usually reviewed annually.

2. SERVICES FOR THE COMMUNITY

Full Council and Portfolio Committees make decisions on policy issues relating to services that are provided for members of the public. These services currently include:-

Roads/Footpaths/Kerbing	School Crossings
Traffic Control Devices	Street Lighting
Parking Bays/Street Closures	Street Sweeping
Public Cemeteries	Litter Bins
Car parks	Public Toilets
Street Tree Planting	Bus Shelters
Garbage Collection	Public Library
Statues	Playground Equipment
Parks and Reserves	Home Assistance
Community Halls and Centres	Planning Controls
Immunisation Programs	Clean Air Controls
Environmental Health Matters	Aged Care
Recreational/Sporting Facilities	Parking Controls
Waste Transfer Station	Dog Control
Recycling (through NAWMA)	Flood prevention
Fire Protection	Building Controls
Impounding	Cycle Tracks
Health Inspections	Caravan Park
Stormwater Drainage	Swimming Pool
Recreation Centre	Gawler Visitors Centre
Elderly Centre	

3. PUBLIC PARTICIPATION

3.1 Council Meetings

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

- (1) Deputations: People wishing to appear at a meeting of Council or Committee must make a written request to the Town Manager. The request must include a statement of the reason why the deputation wishes to appear.
The Town Manager must notify the Mayor or Chairman and the Mayor or Chairman must advise the Town Manager in writing that the Town Manager notify the deputation in writing of the date and hour of the meeting.
- (2) Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.
- (3) Written Requests - A member of the public can write to the Council on any Council policy, activity or service.
- (4) Elected Members - Members of the public can contact their Elected members of Council to discuss any issue relevant to Council.
- (5) Public Open Forum - Council Meetings - A 15 minute open segment for the public to make statements, place submissions or put questions before Council. This is to encourage direct communication between the public and Council

3.2 Community Consultation

The Town of Gawler consults with local residents on particular issues that affect their neighbourhood (noted - below are examples only);

- (1) Reserve Development - Local residents may be consulted on the types of facilities and equipment during the design of some reserves.
- (2) Residents are notified of some Development Applications where there is a legislative requirement to do so. When an application is publicly notified, residents have the opportunity both to write to Council expressing their view on the application and to subsequently personally address the Council before a decision is made.
- (3) Local Area Traffic Management - Local residents may be consulted on design requirements for traffic management.

4. ACCESS TO COUNCIL DOCUMENTS

4.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Offices between the hours of 9am - 5pm Monday to Friday free of charge or on Council's website. Members of the public may obtain copies of these documents:-

	<u>Price</u>	
	<u>Maximum</u>	
Current Council/Committee Agendas/Minutes	No charge	
Prior Council/Committee Agendas/Minutes	single agenda item - no charge thereafter 50 cents p/page	
Policies & Bylaws	single policy - no charge more than one policy 50 cents p/page	\$20.00
Delegated Authority Manual	single delegation - no charge more than one delegation 50 cents p/page	\$20.00
Occupational Health & Safety Policy Procedure	single policy/procedure – no charge Thereafter 50 cents p/page	\$5.00
Strategic Plan		
Church Hill Management Plan	} – no charge	
Executive Summary & Recommendations		
Bicycle Plan (full report/study)	\$5.00	
Elected Members/Employee Register	\$5.00	
Code of Practice confidential provisions	- no charge	
Register of Public Streets & Roads	\$2.50	
Council Voters Roll (no charge to candidates)	\$10.00	
Fees & Charges Register (levied by Council)	\$2.50	
Annual Report	\$5.00	
Budget Statement	\$5.00	
Annual Financial Statement	\$5.00	
Competitive Tendering, contracting, purchasing & sale of disposal of land & other assets	50 cents p/page	
Code of Conduct – Council members or Council Staff	50 cents p/page	
Code of practice – Access to Council Meeting, Council committee & council documents	50 cents p/page	
Procedure for Internal Review of Council Decisions	50 cents p/page	
Other public documents per page	50 cents p/page	

Concession holders will be charged 75% of any of the above General Council document fees.

4.2 Other Information Requests

Requests for other information not included in Clause 4.1 above will be considered in accordance with the Freedom of Information Act. Under this legislation, an application fee and a search fee must be forwarded with the completed request as stated in Part 3, Division 1, Schedule 13 of the Freedom of Information Act, 1991, unless the applicant is granted an exemption.

Should the application require copies of any documents inspected pursuant to a Freedom of Information request, the charges set out in the Freedom of Information Act will apply.

Freedom of Information Request Forms should be addressed to:-

Josie Falting
Accredited Freedom of Information Officer,
Town of Gawler, P O Box 130, Gawler, S A 5118

Forms are available at the Council Office.

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

Two (2) Freedom of Information requests were issued under the Local Government Freedom of Information Act in the twelve months to 30 June, 2004.

No certificates were issued pursuant to Part 6, Section 46 of the Freedom of Information Act 1991, as amended, regarding restricted documents being available to the Public.

5. AMENDMENT OF COUNCIL RECORDS

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

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

JEFF McEACHEN
TOWN MANAGER

Confidentiality Provisions Local Government Act 1999



While it is not a statutory requirement, Council has decided that it will report on an annual basis on the use of all of the confidentiality provisions.

The reporting will include the following information, separately identified for both Council and Committees:-

- Number of occasions each of the provisions of Section 90(3) were utilised
- Number of occasions each of the provisions of Section 90(3) and Section 91(7) were utilised, expressed as a percentage of total agenda items considered
- An indication of any particular issues that contributed to the use of confidentiality provisions on more than one occasion
- Number of occasions that information originally declared confidential has subsequently been made publicly available
- Number of occasions that information declared confidential has still not subsequently been made publicly available and the reason for this in each case.

Council will make this information available for inspection by the public at the Town Hall or Library annually and a summary will be included in the Annual Report.

Section 90(2)

A council or council committee may order that the public be excluded from attendance at a meeting to the extent (and only to the extent) that the Council or Council committee considered it to be necessary and appropriate to act in a meeting closed to the public in order to receive, discuss or consider in confidence any information or matter listed in subsection (3) (after taking into account any relevant consideration under that subsection).

Section 90 (3)

The following information and matters are listed for the purposes of subsection (2):

- a information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b information the disclosure of which
 - (i) could reasonably be expected to confer a commercial advantage or a person which whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the Council; and
 - (ii) would, on balance, be contrary to the public interest;
- c information the disclosure of which would reveal a trade secret;
- d commercial information of a confidential nature (not being a trade secret) the disclosure of which –
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;
- e matters affecting the security of the Council, Members or employees of the Council, or Council property, or the safety of any person
- f information the disclosure of which could reasonable be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- g matters that must be considered in confidence in order to ensure that the Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty
- h legal advice,
- i information relating to actual or possible litigation involving the Council or Council committee believes on reasonable grounds will take place, involving the Council or an employee of the Council.
- j information the disclosure of which
 - (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council); and
 - (ii) would, on balance, be contrary to the public interest;
- k tenders for the supply of goods, the provision of services or the carrying out of works
- l deleted.
- m information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under that Act
- n information relevant to the review of a determination of a Council under the Freedom of Information Act 1991.

Section 91(7)

Subsections (4), (5) and (6) do not apply to a document or part of a document if

- (a) the document or part relates to a matter dealt with by the Council or council committee on a confidential basis under Part 3; and
 (b) the council or council committee orders that the document or part be kept confidential.

(note subsections (4) (5) and (6) relate to public display of minutes, inspection of minutes, reports, recommendations or financial matters and availability of copies).

The following information is supplied and a copy will be displayed in the Council foyer.

The abbreviations relate to the following Committees:

ECS	Economic & Community Services Portfolio Committee
IES	Infrastructure & Environmental Services Portfolio Committee
CSS	Corporate Services and Strategy Portfolio Committee
PERF PANEL	Performance Management Panel
TOURISM	Tourism Promotions Committee

1 Number of occasions each of the provisions of section 90(3) were utilised.

Meeting Sec 90(3)	a	b(i)	b(ii)	C	d(i)	d(ii)	E	f	g	h	i	j(i)	j(ii)	k	l	m	n
Council 388 spec council 26 = 414	4	15			10				1			1	1			7	
Perf Panel= 11	6																
Tourism = 10																	
ECS = 157																	
CSS = 61																	
IES = 103																	

2 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.

Total agenda item	Meeting Sec 90(3)	a	b(i)	b(ii)	C	d(i)	d(ii)	e	f	g	h	i	j(i)	j(ii)	k	l	m	n
414	Council	.96	3.62			2.41					.24		.24	.24				1.69
6/11	Perf Panel	54.54																
10	Tourism																	
157	ECS																	
61	CSS																	
103	IES																	

Total agenda item	Meeting Sec 91(7)	%
38/414	Council	9.17
5/11	Perf Panel	45.45
10	Tourism	
157	ECS	
61	CSS	
103	IES	

3 An indication of any particular issues that contributed to the use of confidentiality provisions on more than one occasion

Council

- Accommodation Cinema Car Parking x 8
- Pedestrian Easement - Tod St to Jacob St x 2
- Commercial Development x 3
- Annual Performance Review – Town Manager x 2
- Civic Centre Redevelopment x 6
- Urban Growth PAR x 2
- Residential 1 Zone PAR x 2
- Gawler Caravan Park x 4
- Performance Former Manager – Finance Services x 3

Performance Management Panel

Interim 6 monthly Performance Review – Town Manager x 3

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

Council	13
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5 Number of occasions that information declared confidential has still not subsequently been made publicly available and the reason for this in each case.

Council	24
Performance Panel	3

Motions still not Lifted

PERFORMANCE MANAGEMENT PANEL

Annual Performance Review – Senior Manager Economic & Community Services (SF.1.0136)

Motion 5471 PMP 13/4/04

Section 91(7) x 1

Section 90(3)(a) x 1

On the grounds that the report contains information, the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Senior Manager Economic & Community Services with regard to that person's employment performance.

Performance Review – Senior Manager, Infrastructure & Environmental Services (SF.10144)

Motion 5472 PMP 13/4/04

Section 91(7) x 1

Section 90(3)(a) x 1

On the grounds that the report contains information, the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Senior Manager Infrastructure & Environmental Services with regard to that person's employment performance

Interim (6 month) Performance Review – Town Manager (SF.10115)

Motion 5473, PMP 13/4/04

Motion 5476, 5478, 5479 PMP 13/5/04

Section 91(7) x 4

Section 90(3)(a) x 4

On the grounds that the report contains information, the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Town Manager with regard to that person's employment performance

COUNCIL

Performance – Former Manager, Financial Services (SF.0032)

Motion 5895, CM 4/5/04

Motion 5784, CM 9/3/04

Motion 5816, CM 23/3/04

Section 91(7) X 3

Section 90(3)a X 3

The disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the former Manager, Financial Services with regard to that person's employment performance.

Accommodation/Cinema/Car Parking Complex (R.03.0264)

Motion 5425, CM 24/6/03

Motion 5961, CM 22/6/04

Motion 5548, CM 26/8/03

Motion 5712, CM 16/12/03

Motion 5929, CM 25/5/04

Motion 5785, CM 9/3/04

Motion 5827, CM 30/3/04

Motion 5880, CM 27/4/04

Section 91(7) X 8

Section 90(3)d-1 X 8

On the grounds that they relate to commercial information of a confidential nature (not being a trade secret) the disclosure of which

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- (ii) would, on balance, be contrary to the public interest

Performance Review – Town Manager (SF.10115)

Motion 5667, CM 11/11/03

Section 91(7)	X 1
Section 90(3)a	X 1

Regarding information, the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Town manager with regard to that person's employment performance.

Civic Centre Redevelopment (R.03.1194, 3.0165 & 3.1177)

Motion 5963, CM 22/6/04	
Motion 5879, CM 27/4/09	
Motion 5686, cm 16/12/03	
Motion 5835, CM 6/4/04	
Motion 5839, CM 20/4/04	
Motion 5777, CM 24/2/04	
Section 91(7)	X 6
Section 90(3)b-1	X 6

On the grounds that the information the disclosure of which

- (i) could reasonably be expected to confer a commercial advantage on a person which whom the Council is conducting, or proposing to conduct business, or to prejudice the commercial position of the Council and
- (ii) would, on balance, be contrary to the public interest

Urban Growth PAR – Rural Strategy – Southern Gawler

Motion 5714, CM 20/1/04	
Motion 5826, CM 30/3/04	
Section 91(7)	x 2
Section 90(3)m	x 2

Regarding information relating to the proposed amendment to a Development Plan under the Development Act 1993 before a Plan Management Report relating to the amendment is released for public consultation under the Act.

Evanston Park – Gawler South Open Space Network (R.03.0436)

Motion 5776, CM 24/2/04	
Section 91(7)	x 1
Section 90(3)m	x 1

Regarding information relating to the proposed amendment to a Development Plan under the Development Act 1993 before a Plan Management Report relating to the amendment is released for public consultation under the Act.

Pre-feasibility Investigation – Evanston Park Residential Redevelopment (R.03.0166 & 03.0436)

Motion 5876, CM 27/4/04	
Section 91(7)	x 1
Section 90(3)m	x 1

Regarding information relating to the proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under the Act.

Rural A Zone Structure Plan – Progress Report (R.03.0274)

Motion 5877, CM 27/4/04	
Section 91(7)	x 1
Section 90(3)m	x 1

Regarding information relating to the proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under the Act.

Commercial Opportunities for Gawler (R.03.0022)

Motion 5960, CM 27/6/04	
Section 91(7)	x 1
Section 90(3) d-1	x 1

On the grounds that they relate to commercial information of a confidential nature (not being a trade secret) the disclosure of which

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- (ii) would, on balance, be contrary to the public interest

Council Subsidiaries

Northern Adelaide Waste Management Authority (NAWMA)



Forward

The past year has been a challenging, yet rewarding period for the Northern Adelaide Waste Management Authority.

Major projects such as the progression of a Waste Baling Plant at Elizabeth West and site developments at the Uleybury quarry to satisfy Development Authorisation for operation of a new landfill have required a dedicated effort from NAWMA staff and Board members. Together, we have managed these tasks with a high degree of professionalism for the ultimate benefit of the communities we serve.

NAWMA has undertaken a number of other significant projects during the reporting period including:

- construction and sealing of the Smith/Adams Roads access to the Uleybury landfill including the intersection with Main North Road;
- assisting the City of Salisbury to prepare a development application for Dry Creek, and subsequently preparing a new development application for the contingency site at Elizabeth West; and
- evaluation and analysis of waste baling systems to confirm the Spanish FAES Press as the baler of choice.

While these activities have been demanding, they have laid the foundation for NAWMA to proceed to operational status with its landfill with a high degree of confidence in our future operations.

Councillor Don Levitt
Chairperson

Mr Brian King
Manager

Development of the Elizabeth West Site

As outlined in NAWMA's 2002-03 Annual Report, it was proposed to develop an Integrated Resource Recovery Centre (IRRC) at Dry Creek.

The City of Salisbury, in cooperation with NAWMA, had committed substantially to the Dry Creek concept only to be denied ownership of the land by the State Government due to its close proximity to the proposed Wingfield Eco-Waste Precinct.

The need for a comprehensive and environmentally sustainable waste recovery facility to be operational upon the closure of the Adelaide City Council's Wingfield landfill by December 2004 remains a strategic focus for NAWMA as part of its forward planning activities. Consequently, all efforts have since been directed at the Elizabeth West site as the preferred new waste processing facility for member Councils and others as external users.

Expansion of the Elizabeth West site to accommodate a Waste Baling Plant and support services required development approval. This was granted on 24 May 2004.

The Elizabeth West site will not allow for the volumes planned at the Dry Creek site. However, it will provide for existing waste streams from the Town of Gawler and the Cities of Playford and Salisbury, along with some commercial waste in the region and potentially waste from smaller rural councils in the near north.

It is anticipated that the Elizabeth West site will provide for a maximum throughput of 110,000 tonnes per year. This will adequately accommodate the needs of NAWMA members plus additional external users. The site will be fully operational by the end December 2004.

Acquisition of FAES Press Waste Baler

A comprehensive analysis of financial investment against the ongoing costs of consumables was carried out to determine the choice of baling system for the Elizabeth West site. The Spanish FAES baler required a higher capital investment than the alternative American baler. However, consumable costs – specifically plastic strapping as opposed to wire ties – proved to be significantly less with the FAES baler.

Ultimately, it was determined the FAES baler would be a more cost-effective acquisition. This was verified by the UK-based engineering consultant employed by NAWMA to conduct the analysis and comparison between the machines.

NAWMA's Manager travelled to Spain to view construction of the baler and ensure arrangements for transportation to Australia were organised. The baler was expected to arrive in Adelaide by mid September.

Resources Exchange Facility

In addition to the construction of a building to house the new waste baling plant, a draft business plan was completed on the proposed establishment of a resources exchange as part of the site expansion.

This is an enterprise initiative of Anglicare SA working in partnership with NAWMA to establish a facility that will encourage the recovery and re-use of resources that may previously have been disposed to landfill.

To complement the resources exchange, a Public Waste Transfer Station is also proposed. This will provide state-of-the-art facilities to meet the waste management requirements of residents.

To fully justify the financial commitment made by member Councils, NAWMA must maximise usage of the site and provide access to as many user groups as possible. The business plan detailing operational and financial viability of the resources exchange, including the Public Waste Transfer Station, will be presented to the NAWMA board in August 2004. Subject to approval, construction is planned to commence early in 2005.

Landfill Development

Extensive site works have been completed at the Uleybury quarry in preparation for landfilling. This includes:

- shaping of batters (slopes) to stage one including blasting of quarry walls;
- shaping of the quarry floor;
- road construction works with the sealing of Smith and Adams Roads, the internal quarry access roads and major works at the intersection of Smith and Main North Roads;
- installation of a truck wheel wash;
- drilling of groundwater monitoring bores;
- perimeter fencing;
- re-instatement of the southern creek line;
- construction of the perimeter stormwater drainage system and storage pond; and
- construction of a public viewing platform to include promotional and education signage.

In addition, consultants have revised the groundwater protection system (base and side liner) and a variation to the development approval to incorporate an alternative liner offering improved environmental performance. This has been referred to Planning SA. The landfill liner system for Stage 1 will be installed (weather permitting) in Spring this year.

Landfill Management Services has been successful in securing the landfill gas management contract. The system designed for gas utilisation has been approved and the landfill gas management strategy has been forwarded to the EPA in accordance with licence requirements. The landfill will be operationally prepared to accept baled waste by November 2004.

ISWA World Congress 2003

During November 2003, six Board members and the NAWMA Manager attended the International Solid Waste Association World Congress in Melbourne. Over a period of five days, the NAWMA representatives were able to obtain up-to-date information on waste management around the world. The conference included visits to numerous facilities in Melbourne.

Towards Zero Waste Conference 2004

The NAWMA Board determined that as this conference in June was the first major waste management event in SA for some time, it would be a good forum for NAWMA to exhibit the Elizabeth West expansion plans. The following strategies were put in place:

- the Elizabeth West MRF and the Uleybury landfill were included on the technical tour program of site visits. Two bus loads of conference delegates visited both sites;
- NAWMA occupied an exhibition booth at the conference with the Elizabeth West proposal on display; and
- the NAWMA Manager teamed with the Promotions Officer to make a presentation at the conference on the three bin kerbside waste management system, which included a section on waste processing and disposal at the Uleybury Landfill.

The event proved to be very successful with NAWMA gaining a high profile.

Education and Promotion

NAWMA has hosted numerous schools and community groups to its Environmental Education Centre and arranged several government group tours of facilities. Visiting groups included the Local Government Association Waste Management Committee and the Board of ZeroWaste SA.

A total of 769 school-aged students, 240 adults from community groups and 38 Japanese students, were welcomed to the Environmental Education Centre during the reporting period.

NAWMA visited 16 local schools and presented educational information to 1,295 students. Sixty eight schools are registered for recycling collection with a total of 497 bins allocated to schools. This service is provided to schools at no charge, with a maximum of 10 bins per school.

Material Recovery Facility (MRF)

The MRF is undergoing constant change to improve efficiency of sorting lines and the quality of the final product. This is necessary as markets, particularly overseas importers of paper and cardboard product, are demanding material that meets stringent quality standards. Due to the volume of material being received, the MRF now operates two shifts over the period from 6 am to 9 pm, five days a week. Income received from the export of paper and cardboard has remained steady, and this is expected to be constant subject to quality control being maintained. In the reporting period, 17,000 tonnes of recyclables were received from NAWMA member Councils at the Elizabeth West MRF. An additional 10,623 tonnes were received from client Councils including Mallala, Clare/Gilbert Valley, Light Regional, Tea Tree Gully and Adelaide Hills.

New Staff

NAWMA has been fortunate to secure the services of an experienced council engineer in the newly-created position of Operations Supervisor. The supervisor is responsible for the day-to-day management of NAWMA'S operations with efforts currently concentrated on the development of the Uleybury landfill to operational status.

NAWMA has also increased its office/administration unit in preparation for the expansion of functions associated with the waste processing facility and landfill project.

Freecalls

A 1800 free-call number is available for use by residents. This was accessed 22,097 times during the past year. Calls ranged from information about bin purchase, maintenance, repairs and replacement to environmental and educational matters. Residents are encouraged to use the free-call number as an extension of NAWMA's information, awareness and education services.

Servicing Complaints

Year	Waste	Recycling	Garden Waste
99-00	1604	691	244
00-01	1113	134	221
01-02	996	121	367
02-03	1313	159	495
03-04	1895	254	544

In total, 2,693 calls were received during the reporting period. This equates to 10 calls per day. The complaint rate increased from the previous year, but this was expected with a substantial increase in number of households being serviced and a higher uptake for the garden waste collection.

Considering that our contractors empty over 27,000 bins each day, the complaint levels are considered to be acceptable.

Sale of Garden Waste Bins to Residents

To encourage greater participation in the kerbside garden waste collection service, NAWMA sells 240 litre mobile garbage bins to residents at cost. In the reporting period, 1,572 bins to the value of \$78,600 were sold to residents.

Drumuster Chemical Container Collection and Processing

Drumuster is a national scheme designed to retrieve plastic drums and re-use the material. NAWMA's participation is based on requirements to service the Virginia horticultural region.

Plastic Recyclers Australia, NAWMA's program partner in retrieval of plastic from farm chemical containers, shredded 15,349 drums at our Elizabeth West site. NAWMA also facilitated the shredding of a further 20,391 plastic containers at rural collection sites.

All of the shredded material has been processed at Port Pirie into marketable plastic product.

Performance Summary

Waste Tonnage comparisons

Year	Services	Tonnes Collected
99-00	76,624	42,618
00-01	77,906	42,619
01-02	79,100	42,941
02-03	80,999	44,394
03-04	83,543	45,385

The increase in waste tonnage collected was expected as the number of households has increased by 2,544 on the previous year. Kilograms of waste collected per household per week has decreased from 10.54 kgs (2002-03) to 10.44 kgs.

Gardenwaste Tonnage comparisons

Year	Services	Tonnes Collected
99-00	15,219	6,935
00-01	18,972	8,134
01-02	21,145	9,675
02-03	22,818	9,811
03-04	25,262	10,848

At an average yield of 8.3 kgs/household/week, this equates to a substantial diversion of green organics from landfill.

Recycling Tonnage comparisons

Year	Services	Tonnes Collected
99-00	76,624	12,483
00-01	77,906	14,481
01-02	79,100	15,206
02-03	80,999	15,939
03-04	83,543	17,000

The collection yield from the kerbside recycling system of 3.92kgs/household/week indicates that the kerbside collection service is being well utilised by residents.

Regional performance comparison with previous years.

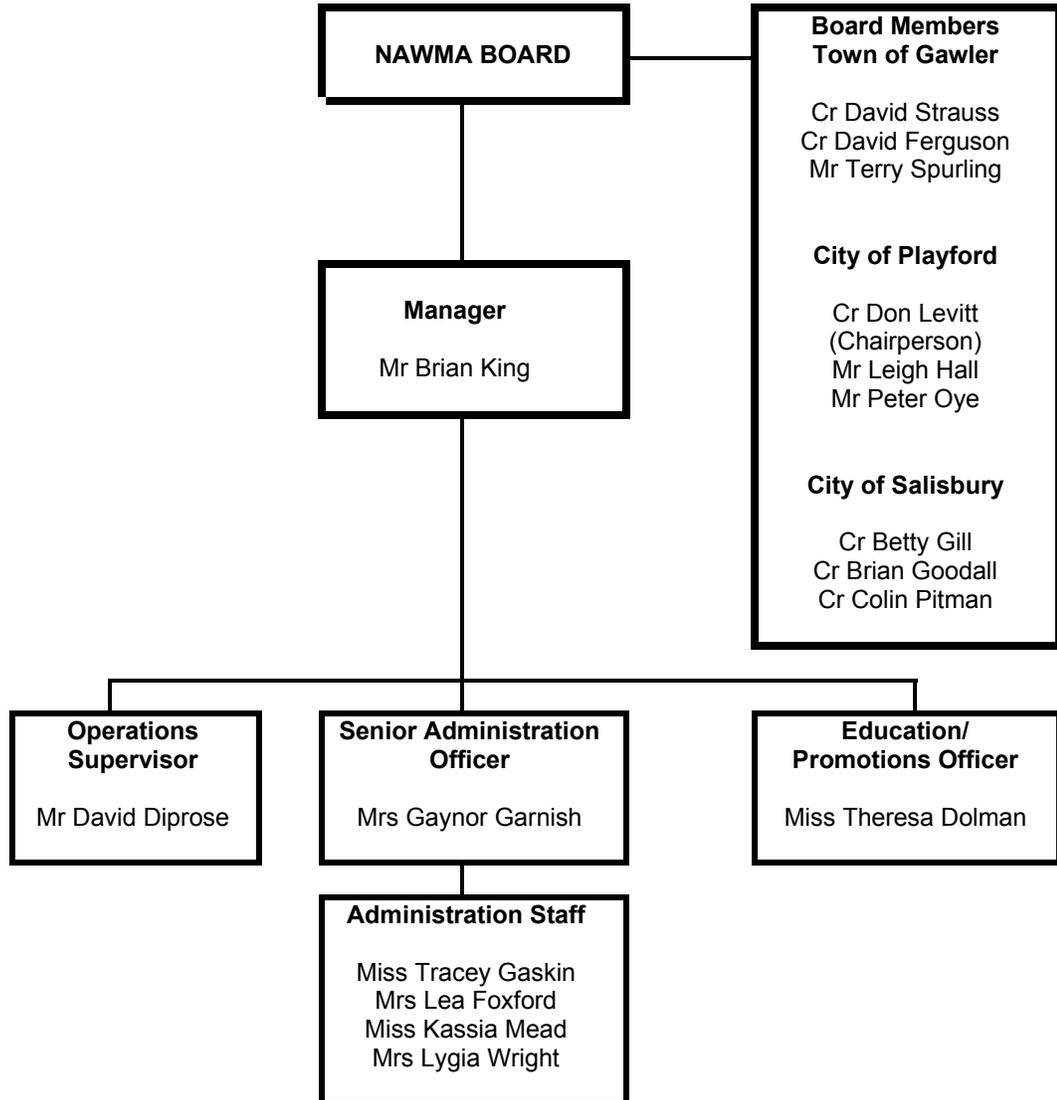
Year	Recyclables (tonnages)	Waste (tonnages)	Total Diversion from landfill
99-00	19,436	42,618	32.3%
00-01	22,615	42,619	34.7%
01-02	24,881	42,941	36.7%
02-03	25,750	44,394	36.7%
03-04	27,848	45,385	38.0%

The regional performance has improved over the reporting period.

Member Councils performance 2003 - 2004

Year	Recyclables (tonnages)	Waste (tonnages)	Total Diversion from landfill	Compared to 2002-2003 & 2001-2002
Gawler	2,498	3,783	39.8%	36.1% 36.7%
Playford	6,925	14,857	31.7%	31.2% 29.6%
Salisbury	18,497	26,745	40.9%	39.4% 40.0%

ORGANISATIONAL STRUCTURE



Gawler Business Development Board



INCOME AND EXPENDITURE STATEMENT FOR YEAR ENDING 30TH JUNE 2004

INCOME:

BUSINESS LEVY	80000.00
ADVERTISING	16820.75
CHRISTMAS TREES	3118.30
	<hr/>
	99939.05

EXPENDITURE:

ADVERTISING	74565.06
MARKETING	28289.34
GOODS/MATERIALS	9457.59
CHRISTMAS TREES	11607.77
OTHER	2746.82
	<hr/>
	126666.58

Gawler River Floodplain Management Authority



GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

FINANCIAL STATEMENTS

Operating Statement for the Year Ending 30th June 2004

	Notes	2004 \$	2003 \$
Operating Revenue			
Subscriptions	1f	833,250	248,306
NABCWMB Contribution		126,770	37,190
State Government Grants		93,000	200,000
Commonwealth Government Grants		91,222	0
Investment Income	1e	42,059	3,133
Other			0
Total Income		1,185,311	488,629
Operating Expenses			
Contractual Services	3	278,429	49,587
Finance Charges		525	23
Other		18,972	2,263
Total Expenditure		297,926	51,873
Surplus / (Deficit) from Operations		\$688,385	\$436,756

The above Operating Statement should be read in conjunction with the accompanying notes

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Statement of Financial Position as at 30th June 2004

	Notes	2004 \$	2003 \$
Current Assets			
Cash	1g	16,221	
Investments		1,308,920	479,054
Debtors - GST		0	444
Total Current Assets		1,325,141	479,508
Current Liabilities			
Bank Overdraft	1g	0	42,752
Sundry Creditors		0	0
Total Current Liabilities		0	42,752
Net Current Assets		1,325,141	436,756
Non Current Assets			
Furniture, Equipment	1c		
Total Non Current Assets		0	0
Non Current Liabilities			
Creditors			
Loans	1c		
Total Non Current Assets		0	0
Net Assets		\$1,325,141	\$436,756
Equity			
Accumulated Surplus Reserves		1,325,141	436,756
Total Equity		\$1,325,141	\$436,756

The above Statement of Financial Position should be read in conjunction with the accompanying notes

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Statement of Change in Equity for the Year Ended 30th June 2003

	2004	2003
Notes	\$	\$
Accumulated Surplus		
Balance at beginning of period	436,756	
Net Surplus / (Deficit)	888,385	436,756
Transfer from reserves	0	0
Balance at end of period	<u>1,325,141</u>	<u>436,756</u>
Asset Revaluation Reserve		
Reserves		
Balance at end of period	0	0
Total Equity	<u>\$1,325,141</u>	<u>\$436,756</u>

The above Statement of Change in Equity should be read in conjunction with the accompanying notes

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Statement of Cash Flows for the Year Ended 30th June 2004

	2004	2003
Notes	\$	\$
Cash Flows From Operating Activities		
Receipts	1,144,678	485,496
Payments	<u>297,918</u>	<u>52,317</u>
Net Cash Provided by Operating Activities	<u>846,760</u>	<u>433,179</u>
Cash Flows from Financing Activities		
Investment activities		
Net Cash Provided by Financing Activities	0	0
Cash Flows from Investment Activities		
Receipts	42,069	3,133
Capital items	0	0
Net Cash Provided by Investment Activities	<u>42,069</u>	<u>3,133</u>
Net Increase (Decrease) in Cash Held	<u>\$888,829</u>	<u>\$436,312</u>
Cash at the beginning of the reporting period	<u>\$436,312</u>	<u>\$0</u>
Cash at the end of the reporting period	<u>\$1,325,141</u>	<u>\$436,312</u>

The above Statement of cash Flows should be read in conjunction with the accompanying notes

1 Significant Accounting Policies

a The Local Government Reporting Entity

This financial report is a special purpose financial report prepared for use by the GRFMA.

The Gawler River Floodplain Management Authority is a Regional Subsidiary under Section 43 and Schedule 2 Of the Local Government Act 1999. The Constituent Councils are the Adelaide Hills Council, The Barossa Council, Town of Gawler, Light Regional Council, District Council of Mallala and the City of Playford.

All funds received and expended by the Authority have been included in the financial statements forming part of this financial report.

b Basis of Accounting

This financial report has been prepared to comply with the Statement of Accounting Concepts and applicable Australian Accounting Standards. It has been prepared on the accrual basis under the convention of historical cost accounting.

c Non Current Assets and Non Current Liabilities

The Authority has no non current assets and non current liabilities.

d Employees

The Association has no employees.

e Investments

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

f Subscriptions

The following subscriptions were levied on the Constituent Councils in accordance with Clause 10.2 of the Charter for the year:

Constituent Council	Scheme Works		Operations	
	2004	2003	2004	2003
Adelaide Hills Council	\$14,090	\$4,130	\$3,500	\$1,655
The Barossa Council	\$70,430	\$20,660	\$3,500	\$1,655
Town of Gawler	\$140,850	\$41,330	\$3,500	\$1,655
Light Regional Council	\$70,430	\$20,660	\$3,500	\$1,655
District Council of Mallala	\$234,750	\$66,880	\$3,500	\$1,655
City of Playford	\$281,700	\$82,650	\$3,500	\$1,655
Total	\$812,250	\$238,310	\$21,000	\$9,996

g Cash

For purposes of the statement of cash flows, cash includes cash deposits which are readily convertible to cash on hand and which are used in the cash management function on a day to day basis, net of outstanding bank overdraft.

2 Functions / Activities of the Association

a Revenues and expenses have been attributed to the following functions / activities, descriptions of which are set out in Note 2b.

b The activities of the Authority are categorised into the following function / activities:

Administration: The operations of the Authority and its Board

Other Environment: Flood Mitigation

Note 2b Functions of the Gawler River Floodplain Management Authority

Administration

Year	Revenue				Expenses		Surplus (Deficit)
	Grants	Other	Total Revenue	%	Expenses Total	%	
2004	0	63,069	63,069	5.3%	46,219	15.5%	16,850
2003	0	13,129	13,129	2.7%	19,567	37.7%	(6,438)
Other Environment: Flood Mitigation							
2004	184,222	939,020	1,123,242	94.7%	251,707	84.5%	871,535
2003	200,000	275,500	475,500	97.3%	32,306	62.3%	443,194
Total							
2004	184,222	1,002,089	1,186,311	100.0%	297,926	100.0%	888,385
2003	200,000	298,630	498,630	100.0%	51,673	100.0%	436,756

3. Contractual Services

Contractual Services involve payments or liabilities for the external provision of services and include (net of GST):

	2004	2003
Consultants:		
Fred Perler & Associates	\$53,582	\$17,280
SA Water for Tonkin Consulting	0	\$17,217
SA Water Services	0	\$15,091
Melony Field Services	\$25,866	
Vivienne Wood heritage Consultant	\$7,474	
URS Australia Pty Ltd	\$161,517	
Arup Water	\$9,990	

4. Comparison of Budget and Actual Results

	2004		2003	
	Budget \$	Actual \$	Budget \$	Actual \$
Revenue				
Administration	59,000	63,069	10,000	13,129
Other Environment: Flood Mitigation	0	0	0	0
Maintenance				
Other Environment: Flood Mitigation	1,764,800	1,123,242	675,500	475,500
Capital				
Total Revenue	1,823,800	1,186,311	685,500	488,629
Expenditure				
Administration	32,020	46,219	9,920	19,567
Other Environment: Flood Mitigation	0	0	0	0
Maintenance				
Other Environment: Flood Mitigation	1,329,172	251,707	476,000	32,306
Capital				
Total Expenditure	1,361,192	297,926	487,920	51,673
Surplus (Deficit)	462,608	888,385	197,580	436,756

5. Expenditure Commitment

- A contract has been entered into with URS Australia Pty Ltd for \$336,000 (net of GST) to undertake design work.
- An agreement has been entered into with SA Water Corporation to undertake design work at a cost of \$110,000 (net of GST)
- Commonwealth grants totaling \$550,000 has been approved for design work which is payable retrospectively as one third cost of approved expenditure.

Executive Officer's Statement

I, Frederick William Pedler, the person for the time being occupying the position of Executive Officer of the Gawler River Floodplain Management Authority do hereby state that the financial statements for the Authority for the 2003 - 2004 financial year are to the best of my knowledge presented fairly and in accordance with accounting procedures which have been maintained in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 1999 made under that Act.



Fred Pedler
Executive Officer

Dated 25th July 2004

Adoption Statement

Laid before the Board Meeting of the Gawler River Floodplain Management Authority and Adopted on 19th August 2004.

Dr Bruce Eastick
Chair

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
Independent Auditors Report**

**To the Constituent Councils of the GAWLER RIVER FLOODPLAIN MANAGEMENT
AUTHORITY**

Scope

We have audited the attached special purpose financial report on pages 1 to 6 comprising the Statement of Operations, Statement of Financial Position, Notes to the Financial Statements and Statement by the Executive Officer for the year ended 30th June 2004. Gawler River Floodplain Management Authority's Board is responsible for the preparation and presentation of the financial report and the information contained therein, and has determined that the accounting policies used are consistent with the financial reporting requirements of their constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial statements in order to express an opinion on them. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Authority's financial reporting requirements. As such, we disclaim any assumption of responsibility for reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that which it was prepared. The audit has been conducted in accordance with the Australian Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. The procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and evaluation of accounting policies and significant account estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial statements are presented fairly in accordance with the accounting policies described in Note 1 of the financial statements. (These policies do not require the application of all statements of Accounting Concepts and Accounting Standards).

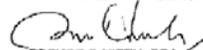
The audit opinion expressed in this report has been formed on the basis above.

Audit Opinion

In our opinion, the financial statements of the Gawler River Floodplain Management Authority are properly drawn up in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of the Gawler River Floodplain Management Authority as at 30th June 2004 and the results of its operations for the year then ended.

Signed at Adelaide this 28th day of July 2004

D G SCOTT & CO
CHARTERED ACCOUNTANTS



TREVOR D HIRTH, FCA
Partner