

# **WHAT IS COUNCIL AND WHAT DOES IT DO?**

## **Council's role is to:**

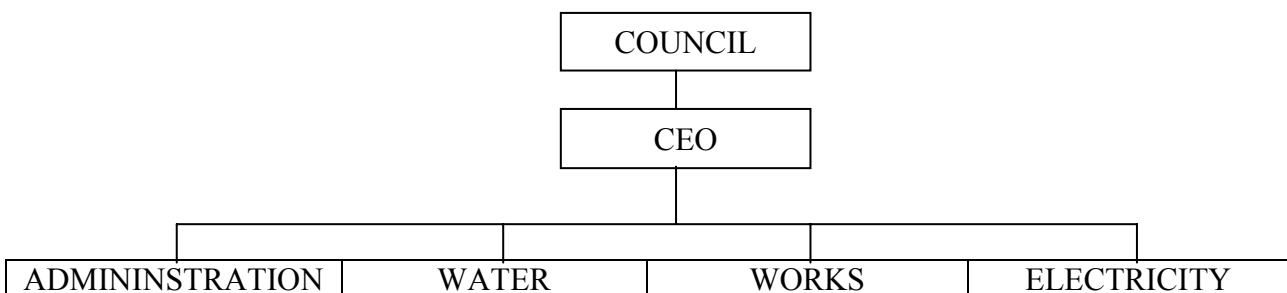
- Provide public services in a fair and equitable manner
- Make decisions on behalf of the community
- Promote and co-ordinate local effort
- Represent the community to other governments
- Manage Council's facilities and resources effectively and efficiently
- Encourage community participation in all aspects of Local Government
- Exercise and perform the powers, functions and duties of Local Government as required by the Local Government Act

## **COUNCIL STRUCTURE**

Council consists of the Mayor and eight (8) Councillors. It is the policy and decision making body.

The Chief Executive Officer has the responsibility of implementing and administering these policies and decisions through the use of Council's human, physical and financial resources.

The Council is divided into the four (4) departments of Administration, Works, Water and Electricity and is structured as shown below:



## **FINANCE & ADMINISTRATION**

### **Overview**

The best way to describe management of Council's finances this last year is that it has been challenging. The financial position of Council as a whole has meant that there has been a lot of pressure on the Administration team. Compounding this problem was Council's inability to employ a full time Finance & Administration Manager for most the latter part of the year. This position was filled on temporary basis by Mr David Peters. His work with the Administration team has meant my time here was productive from day one. I extend my sincere thanks to David, his wife Sonia and children and his employer, the West Wimmera Health Service, for allowing David to serve admirably in the role as acting Finance & Administration Manager.

Council's precarious financial situation led to the development of a plan and budget for the short term generation of power. This was implemented with the assistance of Jigsaw Services, Local Government Association, Treasury and Finance, Energy SA and Mr David Peters. With Ministerial consent Council was able to then obtain a line of credit from the Local Government Finance Authority and trade out of its financial difficulties.

The Administration Staff of Council deserve a special tribute. They have been able to improve the standard of their work whilst enduring the pressures of the past year.

Their knowledge and open nature has meant that my start has been a lot smoother than it may have been. They



Finance Administration Manager, Damien Clark

have been able to control debt levels for Water, Rates, Electricity and Sundry Debtors. At the same time they have been able to serve the community both professionally and efficiently.

All Managers have done an excellent job in reducing costs to Council. This has resulted in some capital works projects being postponed until the following year.

The Council made a deficit of \$1.4 million for the year ended 30 June 2003. Included in that deficit is a non cash figure of depreciation of \$1.9 million. This has meant that cash flow has actually increased by \$286,475.

### **Staff Changes**

It has been an interesting time for all of the staff in the Finance & Administration team.

Mr Ian Quartermain resigned from the position of Director of Finance & Administration in February 2003. A permanent replacement was not employed until the middle of June.

Ms Sherill Wood has been on maternity leave for the majority of the year. She has now returned to take up the position of Electricity and Water Billing Officer after short stint at reception.

Ms Carmel Nourse was employed on a 12 month contract as Receptionist during Sherill's absence. Ms Melissa Rosewarne moved into the position of the Electricity and Water Billing Officer.

Long serving staff member Mrs Stella Oppes gave advanced notice of her impending resignation in December 2003.

Ms Michelle Riha and Mrs Maria Daniell carried on their duties with usual efficiency as Occupational Health and Safety Co-ordinator and Payroll/Rates Officer respectively.

The future is looking very exciting with new challenges and improvement in the quality of technology with which to deal with them.

### **Collection of Debts**

Debt recovery is a difficult process for Council on a daily basis.

Council can be very pleased with the results of the past year. Bad debts written off were kept to a minimum. The percentage of current debtors was as high as 75% for both Water and Electricity. This has resulted in better than expected cash flow.

In many cases debt collection agencies have been utilised, or legal proceedings have been initiated in an attempt to recover outstanding debts. This has proven to be quite successful in many cases.



Damien Clark and Rates & Property Officer Maria Daniell

### **Many Thanks**

I would like to extend my thanks to all of the Finance & Administration team for the assistance to both David Peters and myself. It has been very comforting and of great assistance to have a very diligent and cooperative team. I am confident that these attributes will be very useful as tackle the goals we have set and the challenges that are ahead.

**Damien S Clark**  
**Finance & Administration Manager**

## COUNCIL MEETINGS

Ordinary meetings of Council are held monthly on the third Tuesday at 7.00p.m.

Members of the public are welcome to attend and speak to Council during the public consultation section of the meetings between 8.00 pm and 8.30 pm.

The agenda is placed on public display on the Friday preceding the meeting. Minutes are available for inspection by the Friday after the meeting.

## SERVICES FOR THE COMMUNITY

Full Council makes decisions on policy issues relating to services that are provided to the community. These services currently include

- Road construction and maintenance
- Litter bins
- Traffic control devices
- Public toilets
- Public cemeteries
- School Community Library
- Tree planting
- Planning and Building control
- Rubbish disposal site
- Tourist Information
- Fire hydrant systems & fire protection through CFS
- Parks & reserves
- Water supply
- Community Hall
- Electricity supply
- Aged housing
- Aerodrome
- Dog control & impoundment
- Quarry products
- Parking control

- Recreational & sporting facilities
- Plant and equipment hire
- Street cleaning & lighting
- Support for community groups

Council is also required to carry out a number of policing services under various Acts, Regulations and By-Laws. These include control on –

- Environmental Health
- Land use
- Dogs
- Signs
- Land division
- Fire Hazards
- Traffic
- Buildings
- Litter
- Parking



James Michie, Storeman and one of Council's Authorised Officers

Anyone contemplating undertaking property building development of any kind must obtain Council approval.

If you are unsure about a matter please phone Council by:

Phone (08) 86 725 298,

Fax (08) 86 725 699 or email at

[dccp@cpccouncil.sa.gov.au](mailto:dccp@cpccouncil.sa.gov.au)

# **PUBLIC PARTICIPATION**

## **Council Meetings:**

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

- **Deputations:**

With the permission of the Mayor a member of the public can address the Council personally or on behalf of a group of residents.

- **Presentation to Council:**

Between 8.00 pm & 8:30 pm at each general meeting of Council any member of the public can address the Council for five (5) minutes on any issues relevant to Council.

- **Petitions:**

Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.

- **Written Requests:**

A member of the public can write to the Council on any Council policy, activity or service.

- **Elected Members:**

Members of the public can contact an Elected Member of Council to discuss any issue relevant to Council.

Council has adopted the following policies, codes and procedures that are also available for public inspection:

- Access to Council Meetings, Council Committees & Council Documents
- Elected Members' Allowances and Support Policy
- Elected Members' Code of Conduct
- Employees' Code of Conduct
- Internal Review of Council Decisions
- Making of Orders
- Public Consultation Policy
- Purchasing Policy
- Rating Policy
- Rate Rebate Policy
- Rates of Allowances for Members
- Register of Allowances and Benefits

# **GENERAL INFORMATION**

## **ACCESS TO DOCUMENTS**

Council has a policy of making all documents available for public inspection except for those that are of a personal nature, relate to matters affecting staff or require some type of contractual confidentiality.

The following documents are available for public inspection at the Council Offices, free of charge:

Council Meeting Agenda, Council Minutes, Council Budget, Annual Report including Annual Financial Statements, Council By-Laws, Plan Amendment Report, Supplementary Development Plan, Planning Application Register, Building Application Register, Register of Elected Members' Allowances & Benefits, Register of Employees' Salaries, Wages & Benefits, Register of Public Streets & Roads, Register of Fees & Charges Levied, Assessment Book & Property Records

Members of the public may purchase copies of these documents for a fee declared by Council during annual budget deliberations.

## **Requests for Other Information**

Requests for other information not included above will be considered in accordance with the Freedom of Information provisions of the Local Government Act. Under this legislation an application and a search fee must be forwarded unless the applicant is granted an exemption.

## **By-Laws**

The following Council By-Laws were enacted during the year and came into effect from 20<sup>th</sup> April 2003:

- |              |  |
|--------------|--|
| <b>No.1</b>  | <b>Permits and Penalties</b><br>To provide for a permit system and continuing penalties in council by-laws and to clarify the construction of such by-laws |
| <b>No.2</b>  | <b>Moveable Signs</b><br>To set standards for moveable signs on streets and roads and to provide conditions for and the placement of such signs            |
| <b>No. 5</b> | <b>Nuisances</b><br>To prevent and suppress certain kinds of nuisances in the town of Coober Pedy.   |

**No. 6 Dogs**

For the control of dogs within the area, to limit the number of dogs kept in premises and to require dogs to be effectively secured.

The following draft By-Laws were delayed in their enactment, however were published in the Government Gazette on 28<sup>th</sup> August 2003, to come into effect on a date four months subsequent.

**No. 3 Local Government Land**

For the management and regulation of the use of and access to local government land vested in or under the control of council, including the prohibition and regulation of particular activities on local government land.

**No. 4 Roads**

For the management, control and regulation of activities on roads.

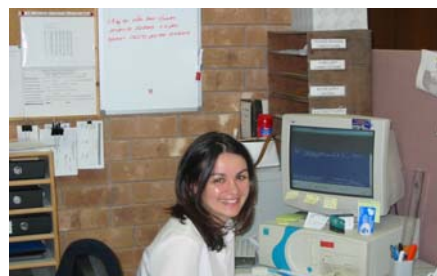
**Application of Competition Principles**

During 2002/2003, Council reviewed its policies and implemented new By-Laws. Particular attention was paid to the application of National Competition Policy and any possible restrictive aspects the by-laws and policies may have on competition.

Council has, in accordance with the Local Government Act 1999, adopted policies and procedures that govern tender and purchase practices for goods and service.



Michelle Riha & Sherill Wood



Melissa Rosewarne



Administration Office



From Left: Melissa Rosewarne, Stella Oppes & Michelle Riha



# HUMAN RESOURCE MANAGEMENT

## *STAFFING OVERVIEW*

At the 30<sup>th</sup> June 2003 Council employed the following staff –

Function	Full-time	Casual	Part-time	TOTAL
Governance	2	0	0	2
Finance & Administration	6	0	1	7
Economic Development	1	0	0	1
Tourism	1	0	0	1
Works	11	3	0	14
Water Supply	4	0	0	4
Electricity Supply	7	2	1	10
Library	0	1	0	1
Pool	0	6	0	6
<b>TOTAL</b>	<b>32</b>	<b>12</b>	<b>2</b>	<b>46</b>

Total salaries expense for the year ending the 30<sup>th</sup> June 2003 was \$2,099,055 which represents 20.45% of Council's total cash expenditure of \$10,260,840.

### STAFF TRAINING

Employee training and development is an investment. It can increase productivity by

- Increasing the skills of employees so that they are capable of operating more efficiently.
- Creating a safer workplace.
- Quickly and efficiently preparing employees to use new technology and deal with workplace changes.
- Increasing employee morale.

Council has delegated the responsibility of staff training to the Chief Executive Officer.





In the 2002/2003 year the following monies were spent on training:

Administration	\$ 4,602
Electricity	\$ 14,217
Works	\$ 21,260
Water	\$ 1,443
Tourism	\$ 3,981
Swimming Pool	\$ 912
Economic Development	\$ 123
<b>TOTAL</b>	<b><u>\$ 46,538</u></b>

A large percentage of the training was related to Occupational Health, Safety and Welfare issues.



Water & Works staff attending health & welfare training

## **EQUAL EMPLOYMENT OPPORTUNITY**

The goals of council's Equal Employment Opportunity Program are to:

- Ensure that all staff or potential employees receive fair and equitable treatment.
- Engage or promote staff on a proper assessment of merit without discriminatory bias based on sex, sexuality, marital status, pregnancy, race, physical impairment, intellectual impairment or age.
- Involve and consult with staff on work practices and workplace change.
- Employ staff with skills best suited to the provision of Local Government services to the community.
- Give all staff equal access to training.