

District Council of Cooper Pedy



“Opal Capital of the World”

**Annual Reports
2014/15**

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Message from the CEO

Council is required to produce an Annual Report in the November following the end of the last financial year. Due to the significant disruption because of the resignations of key Elected Members and the Executive Management team this Annual Report for 14/15 was delayed until August 2016.

About Coober Pedy

Coober Pedy is an opal mining town located in the harsh Outback of South Australia, some 850 kilometres north of Adelaide and 680 kilometres south of Alice Springs. Coober Pedy is recognised as the largest producer of opal in the world with an estimated 70% of the world's precious opal being mined in the opal fields of the area.



The Coober Pedy Precious Stones Field, from which the opal is mined, covers an area of 4,954 square kilometres of which it is estimated that approximately 10% of the total area has been worked.

Although opal had been discovered elsewhere in Australia around the late 1800's and early 1900's, it was first discovered in this area by Willie Hutchinson, aged 15 years, in February 1915.

Following this discovery settlement began and subsequently developed into the modern town of Coober Pedy. After World War 1, returning soldiers started to drift here and introduced the unusual and unique method of living underground in "dugouts", as many had done in the trenches of France.

Whilst living conditions were harsh with water and provisions being carted great distances, today the town water supply comes from an underground

source 24 kilometres north of town. The water is pumped through an underground pipeline to the water works where it is treated by reverse osmosis. The quality is excellent and people should hold no fears about drinking it.

In 1980, with a population of over 3,000 people and an ever increasing reliance on the Coober Pedy Progress and Miners Association Inc., a formal approach was made to the Minister of Local Government to establish a Select Committee to investigate the provision of Local Government in Coober Pedy. The outcome of the report submitted by the Select Committee was the creation of the Coober Pedy Act of 1981. The Act is tailored to the needs of a unique, isolated outback town experiencing problems of administration that are not normally encountered in other long-established Local Government areas. The first Council election was held in January 1987.

The introduction of Local Government in Coober Pedy at first caused considerable controversy in the town, but people understood that the more formal town administration established facilities that could not, in the past, have been provided.

Today with a population of approximately 1,650 (information from the census in 2011), Coober Pedy has one of the most multicultural communities in Australia with an estimated 45 nationalities.

The Stuart Highway was completed in 1987 and now allows a comfortable yet lengthy drive through Central Australia. Coober Pedy is serviced daily by coach services and 6 days a week with Regional Express Airlines. Tourism and mining are the driving economic forces in the town.

The census 2011 data shows that we have 38.1% of the population of Coober Pedy were not born in Australia. It also shows that 47.5% of the population have at least 1 parent born overseas. 32.4% of the population have more than one language spoken in the household.

Elected Members Details

From 01 July 2014 to November 2014

COUNCIL ELECTED MEMBERS



Mayor Steve Baines
Ph: 0418 890 710



Deputy Mayor
Michael Maylin
Ph: 0417 803 542



Councillor
Paul Athanasiadis
Ph: 0407 725 781



Councillor
Rose Berry
Ph: 0408 913 501



Councillor
Dave Bowman
Ph: 0417 813 787



Councillor
Carmelo Crisa
Ph: 0408 890 280



Councillor
Boro Rapaic
Ph: 0408 845 770



Councillor
Steve Staines
Ph: 0407 897 808

No photo

Councillor
Position
Vacant

Normal Monthly Council Meeting Attendance Record until the Election November 2014

NAME	TOTAL MEETINGS	ATTENDANCE
Mayor S Baines	4	4
Cr M Maylin	4	3
Cr D Bowman	4	4
Cr C Crisa	4	2
Cr S Staines	4	3
Cr P Athanasiadis	4	3
Cr B Rapaic	4	4
Cr R Berry	4	4
Cr Position Vacant	-	-

Special Council Meeting Attendance Record until the Election November 2014

NAME	TOTAL MEETINGS	ATTENDANCE
Mayor S Baines	3	2
Cr M Maylin	3	3
Cr D Bowman	3	3
Cr C Crisa	3	2
Cr S Staines	3	2
Cr P Athanasiadis	3	1
Cr B Rapaic	3	2
Cr R Berry	3	3
Cr Position Vacant	-	-

Elected Members Details

As at November 2014 to 30 June 2015

COUNCIL ELECTED MEMBERS



Mayor Steve Staines
Ph: 0407 897 808



Deputy Mayor
Michelle Provatidis
Ph: 0419 034 756



Councillor
Paul Athanasiadis
Ph: 0407 725 781



Councillor
Rose Berry
Ph: 0408 913 501



Councillor
Peter Pantelis
Ph: 0407 972 038



Councillor
Sharyn Baines
Ph: 0418 890 750



Councillor
Boro Rapaic
Ph: 0408 845 770



Councillor
Albert McCormack
Ph: 0407 897 808



Councillor
Ian Crombie
Ph: 0428 902 538

Normal Monthly Council Meeting Attendance Record Post Election November 2014

NAME	TOTAL MEETINGS	ATTENDANCE
Mayor S Staines	7	7
Cr P Pantelis	7	6
Cr I Crombie	7	4
Cr R Berry	7	5
Cr S Baines	7	6
Cr M Provatidis	7	7
Cr P Athanasiadis	7	6
Cr B Rapaic	7	7
Cr A McCormack	7	5

Special Council Meeting Attendance Record Post Election November 2014

NAME	TOTAL MEETINGS	ATTENDANCE
Mayor S Staines	4	4
Cr P Pantelis	4	4
Cr I Crombie	4	2
Cr R Berry	4	3
Cr S Baines	4	0
Cr M Provatidis	4	3
Cr P Athanasiadis	4	4
Cr B Rapaic	4	2
Cr A McCormack	4	2

Elector Member Representation

The District Council of Coober Pedy elector representation is that of a Mayor and Eight (8) Elected Members. The Nine Elected Members represent an average of 123 residents. The Coober Pedy area is classified as Urban Regional Small in regards to representation quotas, which makes it impossible to compare the average representation quota with Councils of a similar size and type.

The process for elector representation reviews

Section 12 of the Local Government Act 1999 sets out the process that the Council is required to follow when undertaking a review to determine whether a change of arrangements in respect of elector representation, including ward boundaries and the composition of Council, will result in the electors being more adequately and fairly represented. This process provides that electors must have the opportunity to make submissions to a review via the following key stages:-

The commencement of a review is triggered by the release of an options paper that outlines the representation structures available to Council. A public notice must be placed in a newspaper circulating generally throughout the State, with a copy of the notice published in the local newspaper inviting written submissions. A minimum period of six weeks must be allowed for submissions. Persons who provide written submissions in response to the notice must be given the opportunity to be heard in respect to that submission, personally or by a representative before the Council or a Council committee.

On completion of the review the Council must prepare a report on the public consultation undertaken any proposal that the Council considers should be carried into effect. A second public notice must then be made advising of the report inviting written submissions and allowing a minimum of three weeks for public submissions. Persons who provide submissions must be given the opportunity to be heard in respect to their submission. A final report is then to be compiled including a summary of amendments resulting from any considerations in respect of the public consultation process and the report submitted to the Electoral Commissioner for certification. The Electoral Commissioner must determine whether all the requirements have been satisfied. If the requirements have not been satisfied then they must be refer the matter back to Council for appropriate action.

The Act requires that a Council must do a review at least once in every eight years. Council last undertook an elector representation review during 2009

and the next review **must** be undertaken between **October 2016 and October 2017**.

Elected Member Training

Council has a *'Training and Development for Elected Members Policy'* and, as part of the policy, Council is to provide a segment regarding the operation of this Policy, including attendances by Members and expenditure allocated and used for training of Council Members.

Elected Member Mandatory Training – all members completed the on-line mandatory training program within 12 months of being elected.

Allowance paid to Elected Members

Elected Members receive an annual allowance and as at the 30th June 2015 were:-

Mayor \$21,336
Payable monthly in advance

Deputy Mayor \$6,667.20
Payable monthly in arrears

Elected Member \$5,700
Payable monthly in arrears

Council maintains a register of Elected Member allowances and benefits paid to Elected Members.

These allowances are set by the Remuneration Tribunal which is an independent body to Council.

Allowances paid to committees

There are external members of Council's Audit Committee, Centenary Committee and Airport Advisory and Security Committee who are not paid a fee to attend meetings. Staff members on Council committees are not paid any additional allowances for attending meetings.

Council's Development Assessment Committee is exempt from having any external representation and there are no additional allowances paid to the Member for attending meeting.

Strategic Management & Business Plan achievements

Councils are required to have strategic plans, which are essentially like road maps. They tell us where we are now, where we want to go and how Council measures its progress.

The District Council of Coober Pedy Strategic Plan 2013 - 2018 contains five essential goals with a list of performance indicators.

Council also has an annual business plan that is used to determine services, programs and projects that it will deliver to the community during any given financial year.

As part of its strategic plans Council is also required to develop and implement asset management and long term financial plans which are then linked to the annual business plan.

The Coober Pedy Council does provide two very unique services for its community which are electricity and water supply.

In 2014 Council reviewed its suite of strategic management plans and developed a Strategic Plan 2013/14-2017/18, plus long term financial and asset management plans.

Achievements from 2014-15

- Successful elections in November resulting in six new Councillors and a new Mayor.
- Successful events such as the Opal Festival and Breakaways Marathon.
- Delivery of all community services during a time of leadership instability at Council.

Council Services and Activities

Abandoned Vehicles

Aerodrome

Building Applications & Approvals

By-laws

Children's Services and Support

Community Groups Support

Community Leadership & Advocacy

Community Centre

Community Waste Water Management

Cemetery

Control of Public Nuisances	CCTV
Dog & Cat Management	
Electricity Supply	Environmental Services
Economic Development & Business Support	
Festivals & Events	Food & Health Inspections
Footpaths	Fire Hydrant Systems
Free Internet in Tourist Information Centre	Fire Hazards
Governance	Graffiti Control
Library Support	Local Roads
Litter Bins	
On Street Parking	Oval Maintenance
Orchard Maintenance	
Parking Regulations & Infringements	Parks & Reserves
Planning Applications & Zoning	Playground Maintenance
Public Swimming Pool Support	Public Toilet Maintenance
Quarry Products	Recreation & Sport Facility
Skate Park	Stormwater Drainage
Street Cleaning	Street Lighting
Street Signs	Street Trees
Tourism & Information Centre	Traffic Control
Water Supply	Waste Management
Weed Control	
Youth Support	

Risk management summary

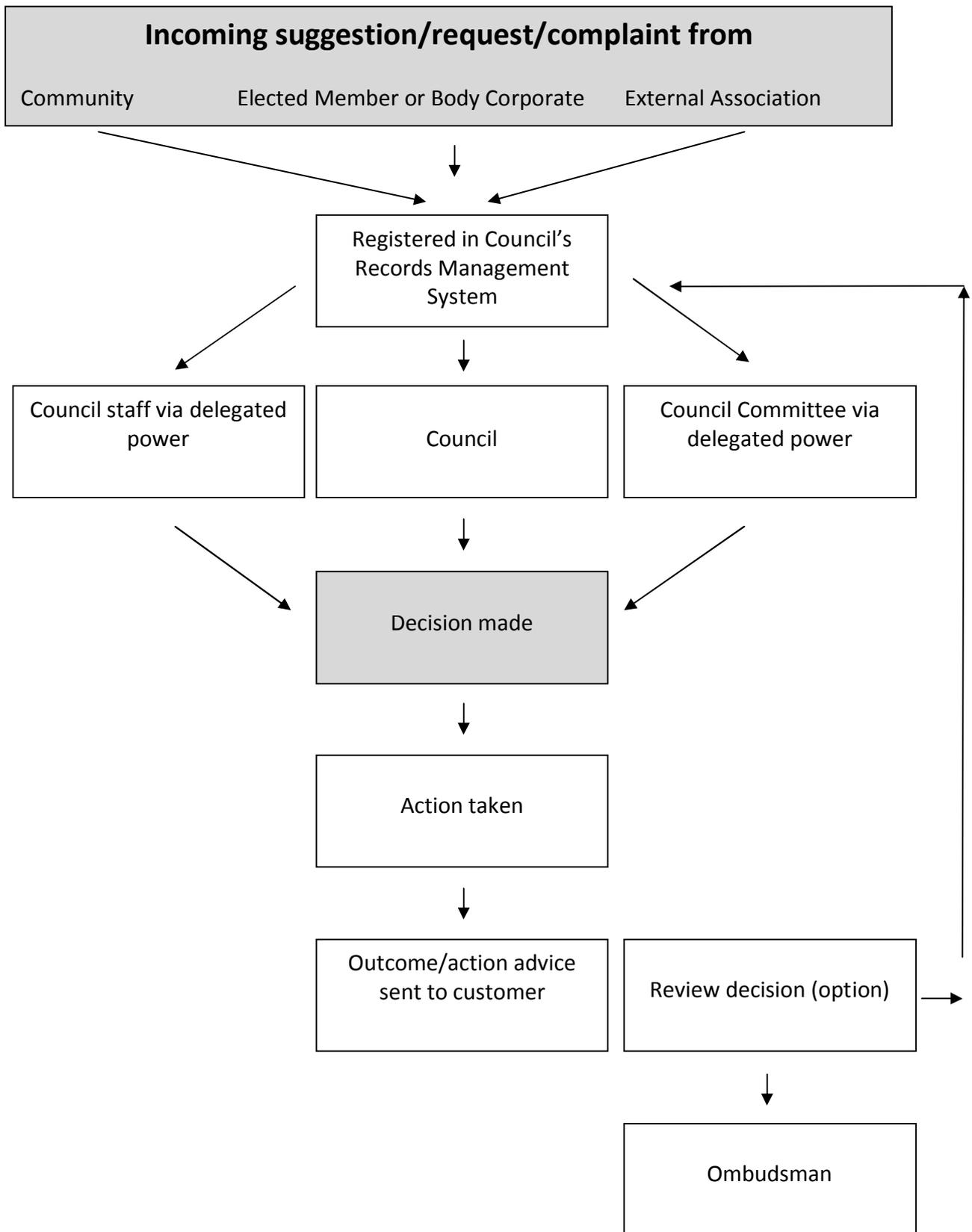
The District Council of Coober Pedy is committed to high standards of governance and accountability. Council manages risks through its Risk Management Policy and Framework in accordance with the relevant standards.

This ensures that risks and internal controls are identified, assessed and properly managed and reported on. These processes ensure that the Council is able to achieve Strategic Plan outcomes and various legislative responsibilities.

Council's Risk Management Framework enables ongoing risk assessments of projects, contracts, events and departmental responsibilities. Risks identified are then managed and mitigated through inclusion of various work plans and programs of Council for implementation. Each year the Local Government Association Mutual Liability Scheme (LGAMLS) carries out an annual review of risk for all member Councils in South Australia. This review is one of a kind in that it is the only independent review of local government risk management benchmarked across the state.

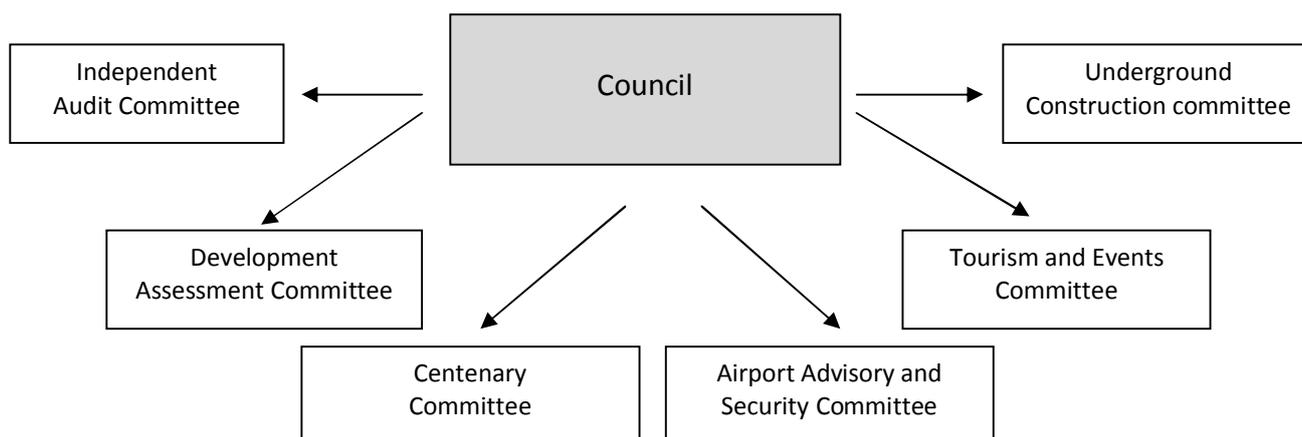
Councils Audit Committee assists Council in discharging its responsibilities and reports to Council. The Audit Committee provides advice and recommendations on matters relevant to its Terms of Reference. These matters may relate to financial reporting, internal control and risk management, internal and external audit.

Decision making structure of Council



Council & Committee Structure

Council had 6 committees established under Section 41 of the Local Government Act during the period of this Annual Report.



Council

Meeting time: 7pm on the third Tuesday
Terms of reference: The Council considers reports from the Mayor, Committees, CEO and Council Members, petitions, questions, motions on notice or without notice, and statutory business

Membership: The Mayor and **all** Councillors

1. Independent Audit Committee

Meeting time: 5pm every three months
Terms of reference: Reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and proposing, and reviewing, the exercise of powers under section 130A; and if the council has exempted a subsidiary from the requirement to have an audit committee, the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee; and liaising with the council's auditor; and reviewing the adequacy of the accounting, internal control, reporting and

other financial management systems and practices of the council on a regular basis.

Membership: Cr Michelle Provatidis
Cr Rose Berry
Cr Paul Athanasiadis
Mr Kevin Woon
Mr Peter Lane

2. Development Assessment Committee

Meeting time: When required
Terms of reference: Charged with responsibility for all matters arising under Part 4 of the Development Act 1993 and Development Regulations 2008 in Accordance with delegations conferred by Council

Membership: Ms Michelle Provatidis
Mr Boro Rapaic
Mr McCormack
Mr Paul Athanasiadis
Mr Peter Pantelis

3. Centenary Committee

Meeting time: When required
Terms of Reference: To facilitate the 2015 centenary celebrations

Membership: Cr Rose Berry
Cr Sharyn Banes
CEO Phil Cameron
SEO Clair Alford
Tourism Officer Desrey Jones
Historical Society Jenny Davison & Judy Underwood
CPRBTA Yanni Athanasiadis
OTWP Robert Coro
RDAFN Ben Boothby
Community reps Sue Britt, Kevin Woon

4. Airport Advisory and Security Committee

Meeting time: Twice a year
Terms of reference: Consult with stakeholder in regards to the

operation of the Coober Pedy Airport and prepare and implement the Transport security Program

Membership: Cr Albert McCormack
Cr Sharyn Baines
CEO Phil Cameron
Works Manager Jan Van Der Merwe
Airport Reporting Officer James Michie
REX Nick Styles
Shell Co Mark Harrison
Office Transport Security – Observer
SAPOL – Observer

5. Tourism and Events Committee

Meeting time: Monthly or when required
Terms of Reference: To provide guidance to Council on tourism and events.

Membership: Cr Rose Berry
Cr Michelle Provaditis
SEO Clair Alford
Tourism Officer Desrey Jones
CPRBTA Yanni Athanasiadis
OTWP Robert Coro
RDAFN Ben Boothby

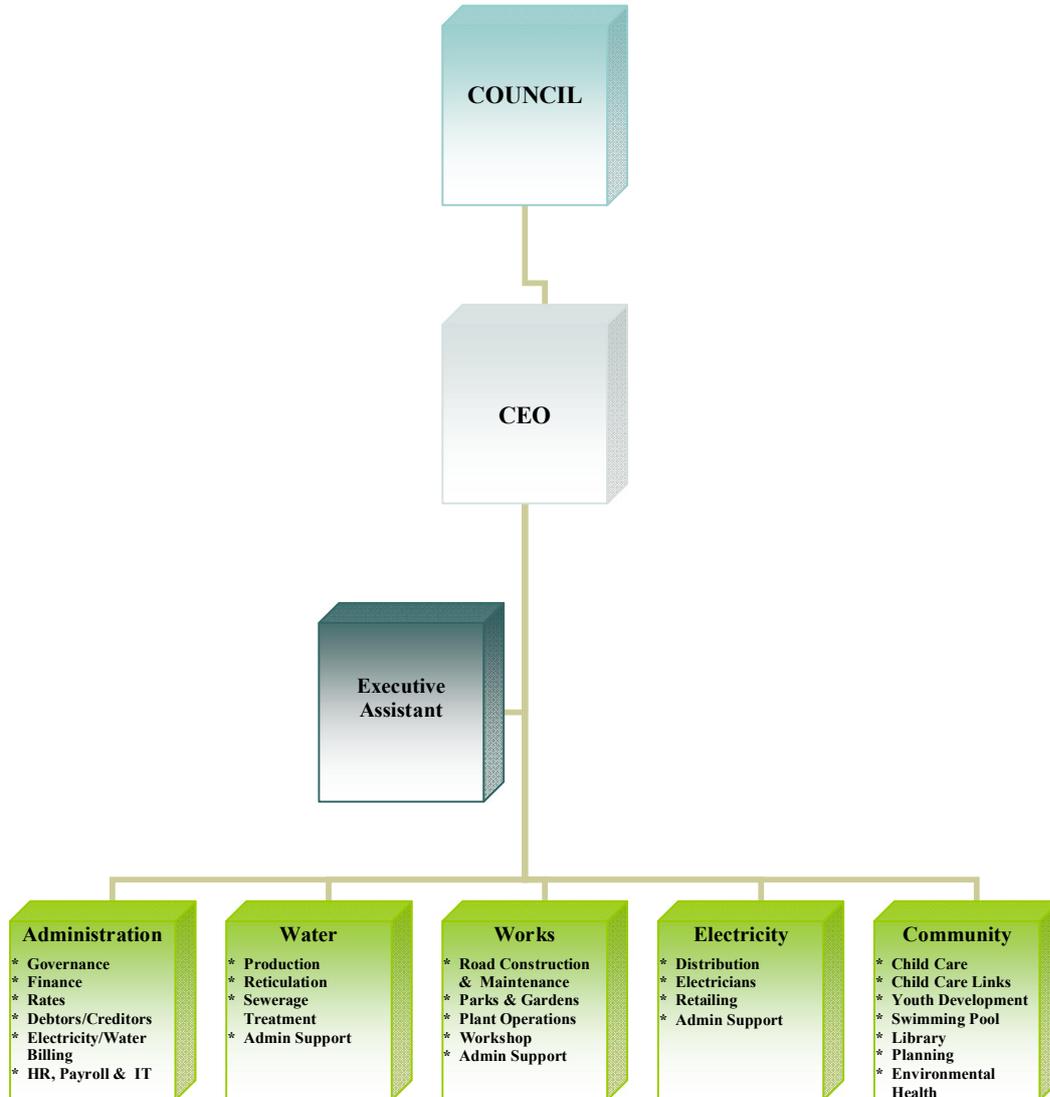
6. Underground Construction Committee

Meeting time: Annually or when required
Terms of Reference: To manage and administer the assessment of the construction of underground dwellings pursuant to Clause 1.2.2 (a)(iii)(a) of the Building Code of Australia

Membership: Mr Boro Rapaic
Mr Dave Bowman
Mr Paul Reynolds
Mr Brian Underwood
Mr Alex Avakian
Mr Andy Sheils

Workplace profile

Organisation structure



Total number of staff employed

Functions	Full-time	Casual	Part-time	Total
Governance	2	0	0	2
Finance & Administration	8	0	1	9
Tourism	2	0	1	3
Works	15	8	1	24
Water Supply	5	1	0	6
Electricity Supply	9	0	0	9
Library	0	1	1	2
Pool	1	4	0	5
Childcare	5	10	0	9
Childcare Links	1	5	0	6
Youth Officer	1	4	0	5
Total	49	33	4	86

Remuneration of senior executives

As at 30 June 2015, the Senior Executive Leadership Team consisted of the Chief Executive Officer, Finance and Administration Manager, Works Manager, Water Supply Manager and Distribution Supervisor. Total remuneration packages in the range of \$192,599 - \$92,452 inclusive of 9.5% Superannuation contributions, private use of a motor vehicle and housing rental subsidy was applicable to the senior management team. Other benefits made available included the option to salary sacrifice superannuation contributions from the total remuneration packages.

Fair treatment and equal opportunity

The District Council of Coober Pedy is committed to a work environment that is fair and equal, and free from bullying and harassment.

The goals of Council's Equal opportunity Program is 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.
- Involve and consult with staff on work practices and workplace change.

Organisational development

The District Council of Coober Pedy is committed to developing a high performing and values-based culture which includes the investment of employee training. Productivity can be increased by:

- Increasing the skills of employees
- Creating a safer workplace
- Quickly and efficiently preparing employees to use technology and deal with workplace changes.
- Increasing employee morale.

During 2014-2015 the following expenditure was incurred in staff training:

Administration	\$ 7,330
Electricity	\$43,809
Works	\$28,081
Water	\$ 2,949
Tourism	\$ 5,851
Swimming Pool	\$ 3,202
Child care Links	\$ 344
Child Care	\$ 2,805
Youth Officer	\$ 1,776
Total	\$96,147

Health and Safety

During 2014-2015, council staff continued with a number of initiatives associated with implementation of the Health and Safety Management System (HSMS) known as “One System”.

Council has a WHS Committee which meets on a 3 monthly basis. The committee confers on many subjects including accident & incident reports, hazard inspections, training, policies & procedures, one system and risk management.

Training has been held in the following areas:

- Senior first aid
- WHS Committee
- Dogger & Riggers
- High Voltage Switching
- Weighbridge operators course
- Confined spaces and BA
- Working at Heights

During 2014-2015 Council participated in the LGA Workers Compensation Scheme “Essential Safety Platform” program which is designed to allow Council to focus on developing the underpinning knowledge and system required to successfully implement the “One System” documents and processes locally.

Community land and Council facilities

Community Land Management Plans have been completed during 2004 in accordance with the requirements under the Local Government Act 1999 and Council continues to update those plans.

Council has some 22 Community Land Management Plans which can be viewed at the Council office located in Hutchison Street Coober Pedy. No additional Community Land Management Plans were created during 2014-2015.

Council owns 85 buildings to the insurance value of \$34,872,000. Council has in place a licence arrangements with the Coober Pedy Football club Inc for the use of the Oz Minerals Oval and change room facility and the Coober Pedy Regional Sports and Recreation Association Inc.

Council allocated funds through the annual budget process for the purpose of providing planned and unplanned maintenance for its buildings and oval.

Council registers, codes, policies, and administrative documents

The following documents are required to be kept under the Local Government Act or Local Government (Elections) Act

List of Registers and Codes required to be kept

- Register of Allowances and Benefits
- Register of By-laws and Certified Copies
- Register of Community Land
- Register of Delegations
- Register of Interests (Council Members)
- Register of Interests (Staff)
- Register of Public Roads
- Register of Remuneration, Salaries & Benefits
- Register of Fees and Charges
- Register of Community Management Plans
- Code of Conduct (Council Member)
- Code of Conduct (Staff)
- Code of Practice – Access to Council Meeting & Documents
- Code of Practice for Council & Committee Meeting Procedures

Documents available for inspection

The documents identified in the following schedules are available for public inspection at the Council Office in Hutchison Street. Members of the public may purchase copies of those documents by payment of the fees set out in the Fees and Charges Register.

Many of the documents are also available for viewing on Council's website www.cooberpedy.sa.gov.au

District Council of Coober Pedy Policies & Codes of Practice

- Caretaker
- Control of Election Signs
- Council Induction
- Council Member Access to Information
- Council Member Conduct Complaint Handling
- Council Members Training & Development
- Customer Complaints
- Disposal of land & Assets
- Elected Members Allowances & Support
- Employee Code of Conduct
- Employee Code of Conduct – dealing with complaints
- Flag Flying
- Fraud & Corruption Prevention
- Grievance & Disciplinary
- Hardship Policy for Residential Water Customers
- Internal Review of Councils Decisions
- Making of Orders
- Private Works
- Procurement
- Prudential Management
- Public Consultation
- Risk Management Policy & Framework
- Risk Management Plan
- Social Media
- Statutory Code of Practice – Meetings
- Street Naming
- Supplementary Election Policy
- Wastewater Treatment & Disposal
- Water leakage allowance
- Whistleblowers Protection policy
- Workplace Relations

Other public documents available:

- Annual Business Plans
- Annual Reports
- Assessment Book & Property Records
- Building Application Register
- Council Meeting Agenda
- Council Minutes
- Council Budget
- Development Plan
- Long Term Financial Plan
- Long Term Asset Management Plan
- Planning Application Register
- Procedure for Internal Review of Council Decisions
- Strategic Plan 2013 to 2018

In some instances privacy requirements may prevent the release of some information.

Freedom of information applications

The following table is a summary of the FOI requests received and addressed by Council.

Access

	Number
Applications processed	1
Applications determined	1
Full release	1
Partial release	0
Refused access	0
Application for internal review	0
Application for external review	0

Competitive tendering arrangements

In accordance with the National Competition Policy (Clause 7 Statement) requirements, Council reports as follows:

Whilst Council was engaged in numerous activities for the provision of goods and services to the public in the 2014/15 financial year, it is concluded at this time that none of these were considered 'significant'.

That, in relation to the implemented complaints procedure in regard to National Competition Policy, Council did not receive any complaints, nor does it have any complaints pending.

Procurement Policy

Council has a Procurement Policy which has been developed for the purchase of goods and services, contracting out of services and for competitive tendering arrangements.

All tenders are evaluated in a fair, equitable and clear manner using a criteria system to determine the quality of the tender and the capability of meeting specification and performance requirements.

Confidentiality provisions

Council and Council committees may have discussions in camera that exclude the public. The provisions of the Local Government Act 1999, section 90(3) (a) to (n) sets out the circumstances when this may occur and the following is a summary of the number of occasions that the provisions listed in Section 90 (excluding the public during debate) or section 91 (documents to be kept confidential for a period of time) were used during the 2014-2015 financial year.

Council/Committee	Subject matter inc Section 90 (3) ref	No of occasions moved into camera section 90	No of occasions with retention on reports minutes Section 91 (7)
Council	AFFS – Full Court Appeal	1	1 Not to be released for 3 years or such lesser period determined by the CEO
Totals		1	1

Explanation of 90(3) sub-section (a) to (n) references

(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 Development Plan Amendment proposal 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.

Report on internal reviews of Council decisions – Section 270

Council has an Internal Review of Council Decisions Policy pursuant to Section 270 of the Local Government Act 1999. It is a requirement for information relating to requests for reviews under this policy to be reported in Council's Annual Report each year.

Council received no applications during the 2014/15 financial year.

Attachment A

Certification of Auditor Independence Independent Auditor report Audited Financial Statements 2014/15