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MAYOR’S REPORT

It is an honour and pleasure to be Mayor of the Mid Murray Council, undoubtedly one of the best Local Government Councils in South Australia.

It has been a very busy year for both Elected Members and Staff with Road Works, New Effluent Drainage Schemes and Communications Infrastructure all being put in place.

Environmental issues continue to be a major focus with River Murray Issues consuming an ever increasing amount of time. The health of the River System has been and continues to be both a Local, State and National Agenda item.

Council continues to assist shack communities to develop Effluent Drainage Schemes. Over $3,000,000 worth of effluent construction work was carried out in the reporting period. For those residents unable to pay their effluent contribution up front, Council is supporting these with low interest loan repayments over ten years. The planning, development and construction of these Effluent Drainage Schemes has placed a considerable additional workload onto Council’s Environmental Services Department, and I thank them for their efforts in what at times has been a difficult process. It should be noted that the cost of development and maintenance of the effluent drainage schemes is borne by each of the shack groups.

I welcome new Councillors Dave Burgess and Allan Rothe to the ranks following the elections in May 2003, and congratulate them for showing an interest in serving their community. I farewell Ian Bond who had a narrow defeat at the election, and thank him for 30 years continuous service to the community with the former District Council of Marne, District Council of Ridley, District Council of Ridley Truro and now Mid Murray Council.

The demand for holiday and permanent accommodation along the river continues to escalate, forcing the values of properties and rates higher. The rate in the dollar has been reduced to help offset the large valuation increases being faced by river front properties.

Council has utilized the TV Blackspots Program to improve TV reception at Mannum, Truro and Swan Reach, and in conjunction with local communities is supporting the introduction of a Rural Transaction Centre at Blanchetown.

In June 2003, a dust storm caused havoc within our Council area (especially the Cambrai area), depositing thousands of tonnes of sand on our road network, making some impassable. A considerable amount of resources had to be allocated to repairing the damage, putting our works program months behind schedule.

Volunteers are a very important part of our community. Whether helping with meals on wheels, serving on sporting bodies, assisting with tourism, members of service clubs etc., they all help make our communities a better place to live and I very much appreciate their efforts. A special thank you to the leaders of these groups, the presidents, chairs, secretaries and treasurers who are essential to the continual operation of the various groups. Without good leadership, very little is achieved.

Council is committed to providing best value to its customers and community in the manner that it carries out its duties, functions, responsibilities and obligations. Council’s Strategic Plan provides the opportunity to continue to improve and achieve. Council’s human resources in elected members and staff have many years experience in their positions with Council, and this knowledge of our community is an immense asset in carrying out our day to day responsibilities, setting strategic objectives and carrying them out.

As we continue to plan and build, we as a community look forward to the future with anticipation and confidence.

Ian R Mann
MAYOR
OFFICES

*Principal Office and Administration Office:*

49 Adelaide Road, Mannum, SA 5238
P O Box 28, Mannum, SA 5238
Telephone: (08) 8569 1600  Facsimile: (08) 8569 1931
Email: postbox@mid-murray.sa.gov.au

*Environmental Services Division:*

(Development/Building/Health)
Main Street, Cambrai SA 5353
Telephone: (08) 8564 5002  Facsimile: (08) 8564 5003

*Works Division:*

10 Fourth Street, Morgan, SA 5320
Telephone: (08) 8540 2013  Facsimile: (08) 8540 2179

GENERAL STATISTICS

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>6,266 square kilometres</td>
</tr>
<tr>
<td>Population</td>
<td>8,448</td>
</tr>
<tr>
<td>Length of Council Roads</td>
<td>3,376 Kms</td>
</tr>
<tr>
<td>Replacement Cost of Roads, Bridges, etc.</td>
<td>$72,079,137</td>
</tr>
<tr>
<td>Mayor</td>
<td>1</td>
</tr>
<tr>
<td>Councillors</td>
<td>11</td>
</tr>
<tr>
<td>Wards</td>
<td>5</td>
</tr>
<tr>
<td>Employees (includes part-time employees)</td>
<td>94 (79 FTE’s)</td>
</tr>
</tbody>
</table>

ASSESSMENTS AND RATES

Details of the Mid Murray Council’s Assessment and Rates Information for 2002/03.

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed Capital Value</td>
<td>$817,415,000</td>
</tr>
<tr>
<td>Valuer –</td>
<td>Valuer General</td>
</tr>
<tr>
<td>Date of Last New Valuation</td>
<td>2002</td>
</tr>
<tr>
<td>Number of Rateable Properties</td>
<td>9,089</td>
</tr>
<tr>
<td>Rate Income</td>
<td>$4,680,000</td>
</tr>
<tr>
<td>Percentage of Rateable Assessments Affected by the Minimum Rate</td>
<td>29.02%</td>
</tr>
<tr>
<td>Rate Income gained by Minimum Rate</td>
<td>$368,706</td>
</tr>
</tbody>
</table>
MID MURRAY COUNCIL

The Mid Murray Council was formed on 1st July, 1997 through the amalgamation of the District Council of Mannum, District Council of Morgan, District Council of Ridley-Truro and part of the District Council of Mount Pleasant.

VISION STATEMENT
The Mid Murray region will:-
• be recognized as a rural region containing significant natural resources which must be managed for long term sustainability;
• provide a variety of lifestyle opportunities;
• foster healthy, co-operative and progressive communities while promoting the regions uniqueness;
• provide sustainable economic activity in rural and tourism industries for the benefit of the district;
• be a well planned region.

MISSION STATEMENT
To strive for excellence in service delivery to the community by:-
• meeting community expectations in the provision of services through the employment of professional, committed staff;
• encouraging community involvement and consultation;
• promoting ‘open’ Council in regard to policy and decision making;
• embracing the concept of preservation and enhancement of the natural environment of a unique region.

Elected Members Structure
Mid Murray Council is a corporate body consisting of a Mayor and 11 Councillors.

MAYOR
Ian Mann (08) 8569 1646

RANDELL WARD
Cr Christine Rowe 0408 820 548
Cr Brian Taylor (08) 8569 1239
Cr Peter Smith (08) 8569 2086

RIVER SOUTH WARD
Cr Michael Kluge (08) 8531 0568
Cr. Dave Burgess (From May 2003) (08) 8570 8050

STURT WARD
Cr Roger Lillecrapp (08) 8564 1081
Cr Allan Rothe (From May 2003) (08) 8564 5106

RIVER NORTH WARD
Cr Heather Knipe (Deputy Mayor) (08) 8540 3369
Cr Allen Nickolls (08) 8570 2164
Cr. John Lindner (08) 8540 2281

REEDY CREEK WARD
Cr. David Townsend (08) 8569 1061

The three year term of office for elected members expires in May 2006. At the May, 2003 elections Cr. Allan Rothe replaced Cr. Norman Peterson who did not seek re-election, and Cr. Dave Burgess replaced Cr. Ian Bond. Cr. Bond had served continuously with this Council and pre-amalgamated Councils for a period of 30 years.
Senior Officers at 30 June, 2003

Chief Executive Officer      Mr Glenn Brus
Manager, Corporate & Financial Services   Mr Robin Bourne
Manager, Environmental Services    Mr Kelvin Goldstone
Manager, Works       Mr Jon Fry

Professional Associations at 30 June, 2003

Solicitors
Norman Waterhouse
45 Pirie Street
Adelaide SA 5000

Bankers
Bank of South Australia
Randell Street
Mannum SA 5238

Auditor
John D. Ewen & Associates
Suite 4, 15 Fullarton Road
KENT TOWN  SA  5067

CIVIC CELEBRATIONS AND AWARDS

The Council awarded its 2003 Australia Day Citizen of the Year Award to Graham Barlow of Swan Reach. The Community Event of the Year was awarded to the Mannum Big River Fishing Competition Organising Committee for the Fishing Competition held on 23rd and 24th February, 2002.

To recognise the contribution of volunteers in our Community four civic receptions were held throughout our area.

Australia Day Appreciation Certificates were awarded to Joan Kreiser, Peter Smith and Members of the Mannum Big River Fishing Competition Organising Committee (Barry Hoffmann, Dean Bormann, Dean Reschke, Bill Vanderstelt, Adrian Davis, Daryl Eckert and Peter Smith).
CORPORATE SERVICES AND FINANCE

The Corporate Services and Finance Section is responsible for administration, customer service, records management, human resources, public relations, tourism and special events, corporate planning, statutory requirements, computer and information technology operations, library services, community services, administrative and clerical support to other sections.

The principal office of Council is situated in Mannum. This is the site for Council’s administration and finance functions. The Cambrai Office houses the planning, building control and environmental health functions, whilst the works functions are based at the Morgan Office. The Truro Post Office acts as an agency for Council.

During the reporting period a Microwave/Radio Communication network was installed between Council’s Mannum, Cambrai and Morgan Offices, and Morgan and Mannum Works Depots. Data previously transferred via ISDN lines is now being transferred by these new Radio links. This has significantly improved Council’s ability to transfer data between its offices and depots. Telephone communication between the offices and depots will be converted to use the radio links during 2003/2004. This will save Council considerable funds by not having to use expensive ISDN lines.

The new Communication Network won the “National Electrical and Communications Association’s” 2003 Award of Excellence.

Council has also installed a new Computer System using terminal server technology. This has allowed Council the capability of adding new programs and adopting new technology.

After many years of stable Administrative Staff, three staff took Maternity leave within the reporting period. This included Council’s payroll and rates officers. All positions have been adequately covered.

Areas of work requiring a lot of additional resources are Records Management and Community Land Registers. Much of this work will be undertaken in the 2003/2004 period.

The revaluation of Council’s Buildings, Roads and other Infrastructure was organised to be completed by the 30th June, 2003. The valuer engaged did not fulfill our deadline, and this work will be finalized in the 2003/2004 period.

Council achieved an operating surplus of $135,268 in the 2002/2003 period. This compares to a deficit of $426,111 for the 2001/2002 period, a deficit of $790,175 for the 2000/2001 period, and a deficit of $1,715,394 in the 1999/2000 period. The Operating Surplus/Deficit does not take into account Capital Revenues and Expenditure. The improvement in performance is partially due to using more realistic depreciation rates, review of capitalisation of assets, and with the use of full cost attribution, the true cost of capitalised assets being recorded.

Council’s Debt Collection Ratio compared to other Councils is higher and this reflects a more compassionate approach to Debt Collection adopted by Council, taking into account factors such as high rate increases experienced by a high proportion of ratepayers due to high valuation increases, and additional charges for new Effluent Drainage Schemes.

Council’s Web Site continues to be developed as time allows.

Council completed its electoral review and the new ward boundaries were used for the May 2003 elections.
ENVIRONMENTAL SERVICES

Council’s Environmental Services Section encompasses the following areas of responsibility and services:-

- Development assessment, control and policy planning
  - Planning
  - Building
- Public and Environmental Health
  - Immunisation
  - Health services and inspection
  - Mosquito control
  - Septic tank approvals
  - STED scheme installations
  - Swimming pool monitoring
  - Cooling Tower monitoring
- Food
  - Shop and food premises inspections
  - Food sampling
- Building contracts and maintenance
- Natural Resources Management Issues.

Development

Council has continued its Development Plan Review programme during 2002/2003 with the following outcomes:-

- River Murray Valley Minor Amendment Plan Amendment Report, Statement of Intent endorsed by Minister.

- Mannum Residential Review, finalised.


## Development Statistics

<table>
<thead>
<tr>
<th>TYPE OF DEVELOPMENT</th>
<th>NUMBER</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwellings</td>
<td>117</td>
<td>$8,505,708.00</td>
</tr>
<tr>
<td>Dwelling Additions/Attachments (verandahs, carports etc)</td>
<td>167</td>
<td>$1,562,036.00</td>
</tr>
<tr>
<td>Domestic Garages</td>
<td>86</td>
<td>$429,670.00</td>
</tr>
<tr>
<td>Farm Buildings (implement sheds, hay sheds, animal husbandry etc)</td>
<td>67</td>
<td>$5,396,880.00</td>
</tr>
<tr>
<td>Other (community buildings, boat ramps, tanks, swimming pools etc)</td>
<td>145</td>
<td>$3,341,263.00</td>
</tr>
<tr>
<td>Land Division</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>606</td>
<td><strong>$19,235,557.00</strong></td>
</tr>
</tbody>
</table>
Health

The State Government’s shack freeholding project and the changes to Council’s Development Plan have resulted in a substantial increase in applications for shack site development. Council’s involvement with shack communities and Associations has encouraged the installation of many communal effluent schemes, providing further shack development opportunities. The installation of the schemes achieve the obvious environmental benefit of collecting, treating and removing effluent from shack areas on the flood plain of the River Murray.

During 2003 the following schemes have been installed, taking total installations to nineteen (19):

- Brenda Park/Morphett Flat
- Marks Landing
- Blanchetown
- Scotts Creek
- Teal Flat
- Caurnamont
- Punyelroo South.

Surveys and tender documents are being prepared for common effluent schemes for:

- North West Bend/Beaumonts
- Idyll Acres
- Rob Loxton Road
- Pelican Point.

Routine inspections were carried out on premises where public health risks have been identified. These include public swimming pools, cooling towers, hairdressing, body piercing, accommodation establishments and intensive animal keeping such as piggeries and poultry sheds.

Food

Regular inspections of all known commercial food premises have resulted in improved premises and food handler training through the “Food Safe” programme. Information kits have been issued to all premises explaining the changes in the new uniform food legislation.

Immunisation

Council continues to provide a monthly immunisation service at clinics located at Mannum, Morgan, Cambrai, Swan Reach, Blanchetown and Truro and school immunisation clinics are conducted for Year 8, 9 and 10 at Mannum, Cambrai and Swan Reach schools, twice a year.
OCCUPATIONAL HEALTH SAFETY AND WELFARE

The Council OHS&W Committee has been very proactive in the last 12 months and the resulting drop in number of workplace injuries has been justification for the effort expended. The Committee will continue to closely monitor the injury rate and to oversee programmes that maintain the excellent level of OHS&W compliance. The increased effort to fully induct new employees and to continue the training of longer-term employees has contributed to the good OHS&W culture that is established in the workforce.

Council was rewarded with a large rebate on the last years insurance premiums as proof of the effectiveness of the current programme.

The OHS&W Committee is working to achieve continuous improvement as required by Workcover and the Local Government Association Workers Compensation Scheme.
WORKS

The Works Department is continually improving work techniques and work practices to stay competitive in today’s ever changing environment. Training is encouraged and is well accepted and attended throughout the workforce this includes, supervisors, outside/inside employees and management.

Projects for 2002/2003

- Wharf extensions at Mary Ann Reserve Mannum, and improvements to the Mannum Dock (Tourist Grant)
- Upgrade of Browns Reserve renamed to Tenbury/Hunter Reserve (Natural Heritage Trust/Local Action Plan funding)
- Upgrade of riverfront at Walker Flat (part funded by Boating Levy)
- Comprehensive Tree Trimming Programme (Roads to Recovery Funding)
- Erection of new Communication Towers at White Hill, Mannum, Blanchetown and Morgan
- Continuing paving programme in Randell Street, Mannum
- Lookouts constructed at Swan Reach and Palmer (part funded by SA Tourism)
- Continuing footpath and kerbing work at Swan Reach
- Extensive re-sealing programme
- Construction of two dog pounds (Mannum, Morgan)

New Sealing Works for 2002/2003

- Kerbing and sealing works in Busch, Roberts and Murray Crescent in Mannum
- Sealing of Ahlbergs Hill on East Front Road, Younghusband
- Sealing Stony Steps Road from Blanchetown Road to the entrance of Brenda Park and Morphett Flat, near Morgan
- Widening of High Street Morgan at the Ferry approach
- Commencement of sealing the Black Hill Road at Cambrai

Repair Work for 2002/2003 - base failures due to increased traffic loads

- Ramm Road, Mannum
- Milendella Road, Milendella
- Truro/Eudunda Road

Re-sheeting Programme for 2002/2003

Re-sheeting was carried out throughout the district

New Plant Purchases 2002/2003

- Caterpillar 9506 Front end loader
- Case tractor
- Isuzu small tipper

Construction of New Depot at Cambrai

The workforce at Cambrai has moved into the new works depot at Cambrai, which has allowed them to operate in a facility which complies with current safety standards and provides the room required for large earthmoving machinery. The old depot was no longer suitable for the current level of operation.
WASTE MANAGEMENT

Rubbish Dumps located at Morgan, Cambrai and Mannum are maintained as major landfill sites.

Waste Transfer Stations are located at Blanchetown, Bowhill, Cadell, Swan Reach, Truro, Tungkillo and Walker Flat.

Council’s waste management program consists of a wheelie bin domestic garbage collection service for residences in townships throughout the whole area and for holiday home areas banks of wheelie bins have been set up to cater for their domestic garbage.

Those residents not serviced by a weekly garbage collection are able to apply for a free dumping token which enables them to take 2 standard garbage bags of domestic garbage to the dump each week free of charge.

Council has participated in the ‘drumMuster’ National Program for the collection and recycling of empty, clean, non-returnable crop protection and animal health containers. Farmers and other primary producers are now able to dispose of their clean, used metal drums and plastic containers free of charge.
COUNCIL CONTROLLED COMMUNITY COMMITTEES

The main roles of community committees established by Council is the control and management of Council property that has significant community use, or to carry out a project on behalf of the Council. The committee has the control and management of the facility or project in accordance with a management agreement established by Council.

**Mannum Leisure Centre Committee:**
The committee has the primary role of maintaining and managing the Mannum Leisure Centre which is situated at 51 Adelaide Road, Mannum. The Centre consists of a Gymnasium, Squash Courts, Indoor basketball stadium, Senior Citizens Rooms and conference facilities. Child Care Facilities are provided under the title “Vacation Care Program” during school holidays.

**Mannum Dock Museum Board:**
The committee has been created to establish and maintain a Museum for the purpose of –
(1) the preservation, display and enjoyment by the public of artefacts and memorabilia of heritage significant to the area and region of the Council, with special emphasis on the history of the River Murray;
(2) the promotion and dissemination of information concerning the history of the area and the region from a geographical, geological, botanical, agricultural, commercial, human or other perspective;
(3) the promotion of tourism for the purposes of the Museum and the encouragement of public attendance at the Museum.

A prize possession of Council under the control of the Board is the fully operational steam driven paddlesteamer “PS Marion”. Besides being the focal point of the museum, the Marion went on a limited number of cruises, and promotional work on the River Murray.

**Walker Flat Hall Management Committee:**
The committee has been created for the purpose of managing and maintaining the hall buildings at Main Road, Walker Flat. During the current period this Committee was incorporated in its own right, and is no longer a Council Committee.

**Sanderston Reserves Management Committee:**
The committee has been created for the purpose of managing and maintaining the reserves vested in Council’s control in the Sanderston area.

**Joint Councils Plant Committee**
The Mid Murray Council and The District Council of Karoonda East Murray have an established partnership for the purpose of making more economic and efficient use of those items of plant and equipment required for the carrying out of works and undertakings under the Local Government Act.
At present the partnership owns and operates a Mercedes Benz MB1300 tractor and a Coates BH120 rock buster.
The management Committee is comprised of three representatives from each of the Councils.
The Annual Financial Statements for 2002/2003 for the Committee are included at Appendix 4.
STRUCTURE AND FUNCTIONS OF THE COUNCIL

Full Council
Full Council, consisting of the Mayor and eleven Councillors, is the decision making body on all policy matters. Ordinary meetings of the Council were held on the second Monday of every month at Cambrai (except public holidays when meetings were held on the following day). Members of the public are welcome to attend all Council meetings.

Standing Committees
Council has formed the following Standing Committees:-

1. Works Committee
2. The Mannum Caravan Park Committee.

Members of the public are welcome to attend all Committee meetings.

Agendas and Minutes
Agendas of all full Council and Standing Committees are placed on public display no less than three days prior to those meetings. Minutes are placed on display within five days of the meeting.

Decision Making Structure of Council
Elected Members are the policy making body of Council. Staff draft policies in consultation with relevant stakeholders including the Community, and the Elected Members consider the policies, make amendments if required, and adopt. The Elected Members represent the eyes and ears of the Community.
The Chief Executive Officer is responsible for carrying out the decisions of Council. Works and Services can only be carried out in accordance with the adopted budget, or motions of Council.
The Council is divided into three Sections, namely Works; Corporate Services and Finance; and Environmental Services.
A manager is in charge of each section and reports to the Chief Executive Officer.

Delegations
The Chief Executive Officer and other officers have the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Policy Manual and are reviewed annually by Council.

The Council makes decisions that direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the resources which are to be made available to undertake such works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.
SERVICES FOR THE COMMUNITY

Council makes decisions on policy issues relating to services that are provided for members of the public. These services currently include:-

Roads/Footpaths/Kerbing
Traffic Control Devices
Cemeteries
Car Parks
Street Tree Planting
Garbage Collection and Disposal
Parks and Reserves
Community Centre
Immunization Programmes
Parking Controls
Dog Control
Effluent Drainage Schemes
Environmental Health Matters
Recreational/Sporting Facilities
Community Halls
Fire Protection & Prevention
Stormwater Drainage
Parking Bays/Street Closures
Street Lighting
Day Care Centre/Activities
Street Sweeping
Litter Bins
Public Toilets
Bus Shelters
Public Library
Playground Equipment
Boat Ramps
Planning Controls
Clean Air Controls

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:-

(1) Deputations - With the permission of the Mayor, a member of the public can address a committee or the Council personally or on behalf of a group of residents.
(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.

COMMUNITY CONSULTATION

The Council consults with its residents on particular issues which effect them as per the following examples:-

- Residents are notified of some development applications requiring the approval of Council. When an application is publicly notified residents have the opportunity both to write to Council and to personally address the Council before a decision is made.
- Holding elector meetings when required.
- Councillors and staff are available at appropriate times to assist with enquiries and information.
- Council produced an annual ‘Information to Electors’ Information pamphlet which was distributed with the first quarterly rate notices and copies were available at the Council offices.
- Council produced newsletters which were distributed with the quarterly rates notices and copies were available from the Council offices.

DEVELOPMENT ASSESSMENT PANEL

In July 2001 the Development Act 1993 was amended to require all Councils to establish a Development Assessment Panel and to determine the extent of delegation to it.

The establishment of the Panel sets the development assessment role aside as a unique function, namely to act as a planning authority and to assess development applications. Even though the Panel is established by Council, as a consequence of the overarching powers of the Development Act, its powers are limited and it can only have regard to the Development Plan when deciding upon development applications.

The Mid Murray Council appointed the following Assessment Panel members for 2002/2003:

- **Presiding Member** - Mayor I R Mann
- **Deputy Presiding Member** - Deputy Mayor Cr H E Knipe
- **Councillors**
  - Cr P R Smith
  - Cr A J Nickolls
  - Cr B J Taylor
- **Deputy Chief Executive Officer** - R S Bourne
- **Murraylands Regional Development Board representative** - Mr P Campbell
- **Community Representatives**
  - Mrs D Prust
  - Mrs I Bormann
INFORMATION STATEMENT

An Information Statement is available as a separate document in accordance with requirements, however the contents are included in this Annual Report. The Council is pleased to comply with the legislation and welcomes enquiries. An up-dated Information Statement will be published at least every 12 months.

ACCESS TO COUNCIL DOCUMENTS

Documents Available for Inspection

The following documents are available for public inspection at the Council offices free of charge. Members of the public may purchase copies of these documents.


Other Information Requests

Requests for other information not included above will be considered in accordance with the provisions of the Freedom of Information Act. Under this legislation, an application fee and a search fee must be forwarded with the completed request form as provided for in Section 13, unless the applicant is granted an exemption.

Should the applicant require copies of any documents inspected pursuant to a Freedom of Information request, charges will apply.

Freedom of information request forms should be addressed to:

The Freedom of Information Officer
Mid Murray Council
P O Box 28
MANNUM   SA  5238

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.
AMENDMENT OF COUNCIL RECORDS

A member 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. A member 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.

ENROLMENT – COUNCIL ELECTORS ROLL

All persons, registered on the House of Assembly Electoral Role, and resident in the Council are enrolled on Council’s Electoral Roll.

Non resident sole owners, joint owners, body corporate, or groups of persons who are ratepayers, are automatically placed on the electors roll to vote.

Resident persons not on the House of Assembly Electoral Roll, must make an application to Council for inclusion on the electoral roll. This person must be above the age of eighteen years.

Voters’ rolls are brought up-to-date whenever an election or poll is to be held so as to reflect entitlements as they exist –

- in the case of a periodic election – on the second Thursday of February in the year of the election:
- in the case of any other election, or a poll – on a day fixed for the close of the roll by the proclamation or notice fixing polling day for the election or poll.

To check eligibility, contact the Council Office.

REPRESENTATION QUOTA

Council consists of 5 Wards represented by a Mayor and 11 Councillors.

<table>
<thead>
<tr>
<th>Wards</th>
<th>Roll Total</th>
<th>Elected Members</th>
<th>Electors per Elected Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Randell</td>
<td>2,751</td>
<td>3</td>
<td>917</td>
</tr>
<tr>
<td>2 River South</td>
<td>1,869</td>
<td>2</td>
<td>934</td>
</tr>
<tr>
<td>3 Sturt</td>
<td>1,855</td>
<td>2</td>
<td>927</td>
</tr>
<tr>
<td>4 River North</td>
<td>2,931</td>
<td>3</td>
<td>977</td>
</tr>
<tr>
<td>5 Reedy Creek</td>
<td>951</td>
<td>1</td>
<td>951</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10357</strong></td>
<td><strong>11</strong></td>
<td><strong>Average 941</strong></td>
</tr>
</tbody>
</table>
Representation quotas throughout the State vary considerably depending on factors such as total number of electors in the Council area, and size of the Council area.

An examination has been made to determine the average representation quota for Councils of a similar size and type. The average was calculated to be 878, which is comparable with Mid Murray’s Quota.

Councils of a similar size (number of electors) to ours are:

<table>
<thead>
<tr>
<th>Council</th>
<th>Number of Electors</th>
<th>Number of Elected Representatives</th>
<th>Electors/Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berri Barmera</td>
<td>8,176</td>
<td>11</td>
<td>743</td>
</tr>
<tr>
<td>Copper Coast</td>
<td>11,285</td>
<td>11</td>
<td>1,025</td>
</tr>
<tr>
<td>Light Regional</td>
<td>8,996</td>
<td>11</td>
<td>818</td>
</tr>
<tr>
<td>Loxton Waikerie</td>
<td>9,076</td>
<td>13</td>
<td>698</td>
</tr>
<tr>
<td>Victor Harbor</td>
<td>12,180</td>
<td>11</td>
<td>1,107</td>
</tr>
<tr>
<td>Mid Murray</td>
<td>10,385</td>
<td>12</td>
<td>865</td>
</tr>
</tbody>
</table>

Council’s Representation Review was completed in 2003.

**The Process.**

Section 12(5) of the Local Government Act 1999 requires that Council must give public notice of the Review in the Government Gazette and in a newspaper circulating generally throughout the State and within the Council area inviting written submissions on the subject of the review within a period of at least six weeks. A Council must give a person who makes written submissions in response to an invitation under subsection (5) an opportunity to appear personally or by representative before the Council or a Council Committee and to be heard on those submissions. This process will be repeated once the report has been competed except that the specified period to provide written comment will be reduced to a period of at least three weeks. At the completion of this process the report will be finalised for submission to the Electoral Commissioner.

**ELECTIONS**

Annual Elections were conducted on the 12th May 2003. Mayor Ian Mann was re-elected unopposed. Peter Smith, Christine Rowe & Brian Taylor were re-elected as Councillors in Randell Ward. Five candidates competed for three positions. Dave Burgess and Mike Kluge were elected Councillors for River South Ward. There were three candidates for two positions. Roger Lillecrapp and Allan Rothe were elected Councillors for Sturt Ward. There were three candidates for two positions. John Lindner, Heather Knipe and Allen Nickolls were re-elected as Councillors for River North Ward. There were five candidates for three positions. David Townsend was re-elected unopposed in Reedy Creek Ward. 39.8% of those eligible to vote, did vote.
ALLOWANCES PAID TO MEMBERS OF COUNCIL AND COMMITTEES:

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 if required to enable the Councillor to attend meetings.

Allowance paid during the 2002/2003 period:-
Mayor: Allowance $21,666 per annum
   Use of Council vehicle for Mayoral duties.
Deputy Mayor: $7,364 per annum
Councillors: $5,200 per annum
All elected members are reimbursed for travel and other expenses as per Council Policy.

SENIOR OFFICER SALARY PACKAGES

The following information reflects the number of Senior Executive Officers and information on allowances and benefits as part of a salary package. This information relates to the Municipal Officers (SA) Award 1998 and the Mid Murray Council/ASU 1998 Enterprise Agreement.

Chief Executive Officer
Senior Officer Level 6
Private use of Council Motor Vehicle in lieu of overtime payments.
Superannuation as per SA Superannuation and LG Acts.
Reimbursement for private phone rental and business calls.

Environmental Services Manager
Senior Officer Level 4
Private use of Council Motor Vehicle in lieu of overtime payments.
Superannuation as per SA Superannuation and LG Acts.
Reimbursement for private phone rental and business calls.

Corporate Services and Finance Manager
Senior Officer Level 4
Private use of Council Motor Vehicle in lieu of overtime payments.
Superannuation as per SA Superannuation and LG Acts.
Reimbursement for private phone rental and business calls.

Works Manager
Senior Officer Level 3
Private use of Council Motor Vehicle in lieu of overtime payments.
Superannuation as per SA Superannuation and LG Acts.
Reimbursement for private phone rental and business calls.
BUDGET

The Budget adopted by the Council on 25th June, 2002 was prepared in the manner prescribed under the Local Government Regulations in operation at the time. During the course of the 2002/03 financial year, material differences between budget and actual were identified in Council’s September, December and March Budget Reviews.

RATE REBATES

Rate rebates are granted in accordance with provisions contained within Council’s Rating Policy. For the financial period 2002/2003, 86 properties were given automatic rate rebates amounting to $59,652.80. These relate mainly to hospitals and education facilities. Thirty nine applications were received from Community organisations and all were rebated the full amount of their rates amounting to $18,626.75. One application was received from the Mid Murray Homes for the Aged for six properties, and 75% of their rates were rebated amounting to $5,852.42

STRATEGIC MANAGEMENT PLANS

The Local Government Implementation Act requires Councils to have Strategic Management Plans in place. These Plans were used as a guide to operations for the 2002/2003 period.

Council’s Annual Budget has been used as Council’s Planning Tool. During the reporting period, most projects were completed. Council completed the year with a budget surplus. This surplus will be used to complete several uncompleted projects from the previous period and additional work as allocated by Council.

153 Annual Objectives were contained in the 2002/2003 budget, of which 126 were achieved.

The 2002/2003 budget was based on income matching expenditure with the resultant break even. The final results for the 2002/2003 year showed a higher surplus than anticipated.

APPLICATION OF COMPETITION PRINCIPLES

Council’s obligations under the National Competition Policy fall within two principal categories. Firstly, the identification of “significant business activities” and the application of Competitive Neutrality Principles to these activities. Council’s only significant business activity is the Mannum Caravan Park with an annual revenue of $419,992.

Council carries out no commercial business activities with an annual revenue in excess of $2 million, or employing assets in excess of $20 million.

Council has in place the following policies, codes and practices relevant to competition policy:

- Code of Tendering
- National Competition Policy – Complaints Mechanism
- Purchasing

Council has no specific policy to purchase goods and services locally, but in practice small items for convenience are purchased locally. Local contractors may also have an advantage in not having to travel as far to the work site.
POLICIES OF COUNCIL
The following policies which have been adopted by Council are included in Council’s Policy Manual:-

SECTION 1 MEETINGS
1.1 COUNCIL MEETINGS
1.1.1 Agenda – Close
1.1.2 Agenda – Elected Member Queries
1.1.3 Agenda – Delivery
1.1.4 Agenda – Matters of Urgency
1.1.5 Agenda – Public Display
1.1.6 Agenda and Minutes – Supply to Public
1.1.7 Code of Practice – For access to Council Meetings, Council Committees and Council Documents
1.1.8 Meeting Procedure
1.1.9 Minutes – Delivery
1.1.10 Press
1.1.11 Staff Attendance
1.1.12 Use of Cameras in Council Chambers
1.2 COUNCIL COMMITTEES
1.2.1 Works Committee
1.3 FUNCTIONS OF COMMITTEES
1.3.1 Works Committee
1.4 Ombudsman Investigations
1.5 Development Assessment Panel

SECTION 2 – GENERAL MANAGEMENT
2.1 Acting Chief Executive Officer
2.2 Badge Days, Raffles, Street Stalls, Trading Tables
2.3 Circulars and Questionnaires
2.4 Citizenship Ceremonies
2.5 Community Development Role of Council
2.6 Complaints Process – Competitive Neutrality Principles
2.7 Contracts, Leases, Licences, Permits and Tender
2.9 Council Offices – Hours Open
2.10 Council Offices – No Smoking Zone
2.11 House Numbering
2.12 Information to Residents
2.13 Legal Representation
2.14 Letters – Official Response
2.15 Logo
2.16 Media Releases
2.17 Procedure on Policies for Council Adoption
2.18 Prosecutions – Advice to alleged offenders
2.19 Retirement of Elected Members – Gifts
2.20 Staff Issues
2.21 Wreaths
2.22 Code of Conduct
2.23 Resource Sharing

SECTION 3 – TOURISM
3.1 General Policy
SECTION 4 – GENERAL INSPECTION SERVICES
4.1 General Inspection/Dog Control Officer
4.1.1 Dogs
4.1.1.1 Dog Owners – Prosecutions/Expiation Notices
4.1.1.2 Cat Management
4.1.2 Flammable Undergrowth
4.1.3 Litter
4.2 Pest Plants

SECTION 5 – HUMAN RESOURCE MANAGEMENT
5.1 Annual Close Down
5.2 Complaints Against Staff – Procedure
5.3 Discretion
5.4 Drivers Licence – Loss of
5.5 Emergency and Disaster Activities
5.6 Employment from within the Area
5.7 Entertainment
5.8 Equal Employment Opportunity
5.9 Hours of Work
5.10 Influenza Injections
5.11 Intoxicating Liquor
5.12 Leave
5.13 Leave – Sick Leave
5.14 Leave – Special
5.15 Occupational Health, Safety and Welfare
5.16 Overtime
5.17 Performance
5.18 Principal Officer
5.18.1 Responsibility and Authority of Chief Executive Officer
5.19 Public Relations
5.20 Rehabilitation Policy
5.21 Salary and Wages – Payment in Advance
5.22 Salary Reviews
5.23 Staff Appointments
5.24 Staff Induction Policies/Process
5.25 Staff Replacement
5.25.1 Municipal Officers Association Award
5.26 Study Leave – Entitlement
5.27 Vehicle Accident
5.28 Employees Retirement - Gift

SECTION 6 – FINANCE
6.1 Auditor – Appointment of
6.2 Bank Accounts
6.2.1 Appointment of Banker
6.2.2 Overdraft Facilities
6.3 Bank Account Signatories
6.4 Budget Preparation/Funding
6.4.1 Bushfire Prevention
6.4.2 Council Elected Members – Reimbursement for Expenses
6.5 Finance – Accounts for Payment
6.6 Finance – Urgent Matters
| 6.7 | Insurance Cover |
| 6.8 | Investment of Surplus Funds |
| 6.9 | Loan Commitment |
| 6.10 | Local Super Signatories |
| 6.11 | Risk Management |
| 6.12 | Salaries and Wages Payments – Council Employees |
| 6.13 | Writing Off Small Balances |
| 6.14 | Dictionary Presentation to Year 7 Graduates |

**SECTION 7 – PURCHASING**

| 7.1 | Authority to Purchase |
| 7.2 | Ethics |
| 7.3 | Objectives |
| 7.4 | Purchasing Consideration |
| 7.5 | Purchasing Methods and Monetary Limits |

**SECTION 8 – RATING**

| 8.1 | Collection of Overdue Rates |
| 8.2 | Fines Remission |
| 8.3 | Payment of Rates by Instalments |
| 8.4 | Remission of Rates – Primary Production |
| 8.5 | Remission of Rates – Sporting Club and Community Organisations |
| 8.6 | Rating Policy - Sec 171 Local Government Act 1997 |
| 8.7 | Postponement of Rates Policy |

**SECTION 9 – FEES AND CHARGES**

| 9.1 | Schedule of Fees |

**SECTION 10 – COMMUNITY SERVICES**

| 10.1 | Australia Day Awards |
| 10.2 | Morgan Community Bus |
| 10.3 | Sponsorship |
| 10.4 | Section 199 Committees Changing to Incorporated Bodies |

**SECTION 11 – LIBRARY SERVICES**

| 11.1 | Library Facilities |

**SECTION 12 – WORKS**

| 12.1 | Construction Plans – Land Development – Minor Amendments |
| 12.2 | Entranceways – Additional (on request) |
| 12.3 | Fire Fighting and Other Emergency Activities – Use of Plant and Employees |
| 12.4 | Letter Box Location |
| 12.5 | Licence – Allowing Goods/Equipment on the Footpath |
| 12.6 | Overloading of Vehicles – Payment of Fines |
| 12.7 | Plant and Equipment – Disposal of Unwanted |
| 12.8 | Plant – Staff Usage After Hours |
| 12.9 | Ratepayers Request for Assistance with a Project. |
| 12.10 | Road Closure |
| 12.11 | Roads – Construction and Maintenance of Privately Owned Shack Access Road. |
| 12.12 | Roads – Excavation and Reinstatement of Services under Council Controlled Land. |
| 12.13 | Roads – Forming and Construction of Unmade |
12.14 Roads – Grading of Private Roads
12.15 Roads – Resheeting Program
12.16 Roads – Widening
12.17 Seed Collection
12.18 Signs – Personal Benefit / Establishments
12.19 Signs – Stock Control (Portable) – Use on District Roads
12.20 Signs – Tourism Information / Sheet
12.21 Streetlights
12.22 Tree Planting and Removal
12.23 Tungkillo Reserve – Excess Water
12.24 Roadside Vegetation Management Plan
12.25 Private Works
12.26 Decontamination of Council Earthmoving Plant
12.27 Road Closures for the purpose of conducting road rallies or road trials
12.28 Procedure for Entering and Leaving the Branched Broomrape Containment Area

SECTION 13 – HEALTH POLICIES
13.1 Septic Tanks – Connection of Existing to STED Extensions
13.2 Septic Tanks – Council’s Involvement in Shack Site Septic Tank Effluent Disposal Schemes/Waste Control Systems
13.3 European Wasps
13.4 Licence – Outside Café

SECTION 14 – DEVELOPMENT
14.1 Building
14.1.1 Building Approvals – Standard Conditions
14.1.2 Building Policies
14.1.2.1 Building Inspection Policy
14.1.2.2 Building Inspection Records
14.1.2.3 Building Inspection Complaints
14.1.3 Development Assessment Procedure Policies
14.1.3.1 Environment, Resources and Development Court
14.1.3.2 Prosecutions
14.1.3.3 Verbal Representation
14.1.4 Access for the Disabled
14.1.5 Dwellings – Secondhand
14.2 Planning
14.2.1 Caravans
14.2.2 Caravan Annexes in Council Owned Caravan Parks
14.2.3 Development Act
14.2.4 General Policies
14.2.5 Horse Keeping
14.2.6 Roads and Reserves – Naming
14.2.7 Signs – Moveable Business
14.2.8 Signs – Unauthorised Business Signs within Road Reserves
14.2.9 Signs – Development and Estates
14.2.10 Blinds / Awnings attached to Verandahs on Footpaths.
14.2.11 Reserves – Private Moorings
SECTION 15 – ELECTRONIC COMMUNICATIONS POLICY

SECTION 16 – PUBLIC CONSULTATION POLICY

SECTION 17 - ORDER MAKING POLICY

SECTION 18 - COMPETITIVE TENDERING, CONTRACTING, PURCHASING, SALE AND DISPOSAL OF LAND AND OTHER ASSETS POLICY

SECTION 19 - INTERNAL REVIEW OF COUNCIL DECISIONS POLICY

SECTION 20 – INVESTMENT POLICY

OTHER POLICIES, CODES AND REGISTERS
2 Local Government (Procedures at Meetings) Regulations, 2000
3 Internal Control Policy
4 National Competition Policy – Complaints Mechanism
5 Code of Conduct for Elected Members, Officers and Employees of Council
6 Code of Tendering
7 Rating Policy 2002/2003
8 The Establishment & Terms of Reference for the Mid Murray Council Development Assessment Panel
9 Members Register of Interests
10 Members Register of Allowances and Benefits
11 Officers Register of Remuneration etc.
12 Officers Register of Interest
13 Public Road Register
14 By Laws
15 Campaign Donation Returns prepared by candidates.
16 Public Consultation Policy
17 Order Making Policy

Note: Community Lands Register has been prepared in association with Maloney Field Services.

EQUAL EMPLOYMENT OPPORTUNITY
Policy 5.8  (Extract from Policy)
Equal Employment Opportunity means that all employment and promotion decisions are made on the basis of merit. Making decisions based on merit means assessing the individual’s skills and abilities and not discriminating against anyone on the basis of their sex, race, national or ethnic origin, physical disabilities, or any other personal characteristic which is irrelevant to the job.
The Mid Murray Council is committed to equal employment opportunity for both its existing workforce and in the recruitment of any future employees.
Council has resolved that:
- All Council employees should be treated in a fair and equitable manner with regard to recruitment, promotion and all other aspects of personnel management.
- Equal employment opportunities should be provided for all Council employees on the basis of individual merit and without regard to race or national origin, colour, gender, political or religious affiliation, marital status or physical disability.
- Access to effective education and training should be provided for all Council employees to allow them to reach their full potential.
- In encouraging its employees to develop to their fullest potential the Council should protect them for coercion, favouritism or arbitrary action, whilst also maintaining high standards of integrity and public accountability.

COUNCIL ELECTED MEMBERS – REIMBURSEMENT FOR EXPENSES
POLICY 6.4.2
Travelling Expenses actually and necessarily incurred by an Elected Member in attending meetings of the Council, its Committees or other functions or activities which the Elected Member has been authorised by the Council to attend on the business of the Council in accordance with the Local Government (Members Allowances and Benefits) Regulations 1999.
Other expenses as detailed in the Regulations
In addition to the statutory requirements, travelling expenses will be paid to an Elected member for attendance at functions organised by the Council or the Mayor, which are held within the Council area.

SCHEDULE OF FEES AND CHARGES
Council or its Committees:- has imposed fees and Charges for the provision of the undermentioned services
- Cemeteries
- Development Applications
- Dog Control
- Freedom of Information
- Garbage Dumps
- Immunization Services
- Minutes, Agendas and Reports (Provision of)
- Parks, Reserves and Water Reserves (Fees and Revenues)
- Parking – On Street
- Photocopying (Including Facsimile)
- Private Roadworks
- Roadworks
- Road Reinstatement’s
- Roads – Leasing
- Search Fees
- Septic Fees
- Septic Tank Applications
- Tourism – Information Bays
- Water – Public Standpipes
- Usage of Council Assets –
- Morgan Medical Centre
- Council House Rental
- Office Space Rental
- Hall Hire
- Oval Hire
- Mannum Community Centre
- Swimming Pools
Morgan Community Bus
Mannum Caravan Park
Mannum Dock Museum

PUBLIC CONSULTATION POLICY
Adopted by Council 10th April, 2000

Extracts.
The Policy identifies the steps the Council will follow in circumstances where the Act requires the Council to follow its 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 a newspaper circulating in the area 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 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, in addition to the above are:
   - notice in the Advertiser,
   - letter drops to residents,
   - telephone access line,
   - media releases,
   - letters to stakeholders

ORDER MAKING POLICY

Mid Murray Council is committed to using the order making powers available to it under the Local Government Act 1999 in such a way as to facilitate a safe and healthy environment, and to improve the amenity of the locality.

Mid Murray Council’s Order Making Policy sets out the steps Council will take in the making of orders.

The policy was endorsed by Council on 12th March 2001, following public consultation on the draft policy. Written submissions were invited within 28 days of a notice appearing in the local newspapers. Submissions received were considered and taken into account in preparing this policy.

The Order Making Policy covers the following areas:
- Unsightly condition of land
- Hazards on lands adjoining a public place.
- Animals that may cause a nuisance or hazard
- Inappropriate use of vehicle.

COMPETITIVE NEUTRALITY AND LOCAL GOVERNMENT

When Council reviews a complaint the following action will be taken:
- The Chief Executive Officer to decide whether the complaint will be investigated internally or by appointing a person from the independent panel established by the Local Government Association of SA
- Within five working days from receipt of the complaint - record the complaint in the complaint register;
- acknowledge the complaint;
- provide the complainant with a copy of the policy;
- provide the complainant with a copy of the complaint process.

- Within twenty working days from the receipt of the complaint –
  - investigate the complaint;
  - advise the complainant of the result of the investigation and any corrective action taken.

- Complaint Register on the format attached will be established and maintained.

**TENDERS AND QUOTATIONS**

“Code of Tendering”
The Mid Murray Council shall not enter into any contract as defined save in accordance with the code which covers the following areas.
  - Tender Documents
  - Public Notice
  - Conditions of Tendering
  - Reporting of Tenders Received.
  - Expenditure Levels for Tenders and Quotations
  - Calling and Acceptance